SESSION HOST CHECKLIST/ SCRIPT

General Recommendations:

* Turn off your phone and exit any programs that might have pop-up notifications during your presentation. Ensure that you are not competing for bandwidth with others in your household.
* Connect with your speaker(s) in virtual venue. You can send them a message and introduce yourself, if you do not already know them. Let them know you are here to support them during the event.
* Be sure to coordinate with your speaker(s) to determine their preferences for your assistance. Some presenters may want assistance monitoring the chat function for comments or questions that may add to the presentation beyond Q&A and any polls. Some may not need assistance at all, others may want you to message them directly, others may welcome a 'live' comment during the presentation. If the presenter would like you to take a more active role, try to familiarize yourself with the presenter's topic if possible

20 minutes in advance of your session:

* Navigate to the Conference Schedule, under the Programming menu, and click on your session.
* Click the Manage button on your session page, then select the Join Meeting button in the Live Meeting tab.
* Turn your video and microphone on. Ask each speaker to check technology by turning on their camera, unmuting their microphone, sharing their slides using screen share, and advancing their slides.
* If the speakers have any video, do a test, to make sure that you can hear the sound. They need to make sure to select “Share sound” when they share their screen.
* IOA staff will be silent participants in the session—they will remain muted and off camera for the duration. Please use the Zoom chat to communicate privately with IOA staff and speakers. Make sure to check your chat audience in the drop-down, and look for IOA Office to communicate with staff.
* Check with speakers on how they would like to be introduced. They may prefer to introduce themselves and their backgrounds, or you can refer to their bios on Pathable.
* Ask your speaker(s) if they would like you to read questions from the polls tab during the Q&A, or if they would like to.

During the session:

* One minute before the start time, all other attendees will be able to join the live meeting.
* Once the session starts, inform all attendees that the session will be recorded, if applicable. There will be a camera icon in the session description if this being recorded. IOA staff will start and stop the recording.
* Make sure the speaker(s) are unmuted and have video turned on. All attendees should be muted.
* Let attendees know that session evaluations are available on the session page.
* Remind Attendees to use the Virtual Venue Chat box to communicate with speakers and other attendees. The Polls box will be used for any questions they have for the speaker, as well as any polls the speaker might have.
* Gently, remind them not to use the Zoom Chat feature. Since attendees might be watching these sessions in many different time zones, we want anyone to be able to follow along with the chat and polls.
* Introduce the speaker(s) and the title of the session, and then mute your microphone. Make sure your video is on so the speaker can see your timing cues. Introduce the speaker(s) and the title of the session.
* You MUST Read this CONFIDENTIALITY STATEMENT:

“Being mindful of the standards of confidentiality for the ombuds profession, things may be said about people or organizations that are not part of common knowledge or the public domain. Sharing is expected during a conference, however these statements are protected by our parameters of confidentiality. The content is solely the responsibility of the presenters and does not necessarily represent the official views of the International Ombudsman Association.”

* During the presentation, you might give the speaker(s) timing cues. If speakers go beyond their allotted time, feel free to turn on your microphone and interrupt them.
* Speaker(s) may answer questions from the chat and poll areas on Pathable.

After the Session:

* When concluding your session, thank the speaker(s) and remind them to take the session evaluation linked on the session page. Encourage attendees to check out Gather.town for networking.
* The zoom session will end 10 minutes after the closing time of the panel. Remember that you should end the session early enough to allow attendees to move to their next session. Remind attendees that a link to a recording of the session will be posted within 20-30 minutes of the end of the session, if the session is recorded.

Thank you again for volunteering to lead a session at #IOA2022!