

**STOCKHOLM_
INTERNET_FORUM_
2021**

Guide to session moderation

STOCKHOLM INTERNET FORUM 2021

Welcome to SIF21!

The event is getting closer and we are so happy to see the increasing interest! This guide is made for session-organisers and -moderators. The aim is to give you an overview of how to run your session. We kindly request that all session organisers and moderators do the following:

1. Read this manual.
2. Plan your session in detail beforehand.
3. Book a meeting with our technician, who will help you and answer any questions about the platform and secure that you are on board technically. Use this link: <https://outlook.office365.com/owa/calendar/SIF211@our365.cloud/bookings/>.
4. Look out for an invitation to a demo event which you will receive via e-mail. Follow the instructions to register. Once you are registered, we can add you as a moderator for your demo-session. Please note that you will also, later, receive a separate invite to SIF21.
5. You are also invited to a peer learning and sharing session on moderation: "SIF21 moderator learning and sharing session".

This call is a peer-exchange session for session moderators to share experience, insights and ideas on how to facilitate an engaging online session. Facilitated in Zoom.

Time: Apr 26, 2021 11.00-12.00 UTC (01:00 PM CEST)

Join Zoom Meeting

<https://zoom.us/j/92631666886?pwd=bm1YWUZwQk9jenYzTWZRNuUwWW4wUT09>

Meeting ID: 926 3166 6886

Passcode: 310938

Dial by your location

Meeting ID: 926 3166 6886

Find your local number: <https://zoom.us/u/afKo8xhhs>

About the platform

We will use Hopin, <https://hopin.com>, as the event for SIF21. Hopin is a virtual venue with multiple interactive areas that are optimized for connecting and engaging. Attendees can move in and out of rooms just like an in-person event and enjoy the content and connections you've created for them.

It is easy to use as a moderator. It features several tools for collaboration, interactivity and visual presentations:

- Share video (via Youtube)
- Share your screen or a separate window, for example a Powerpoint presentation.
- Shared workspace (Miro)
- Chat
- Poll

We recommend that you use Google Chrome for best experience and full functionality.

Manage your session

As a session organiser, you are in charge of your session. This includes:

- Facilitating speakers and participants participation in the session – both on video and voice, and in the chat.
- Coordinating the technical running of the session – including managing all of the functionalities as listed below. If needed, we can provide a technician to help you prepare and run the session.

We recommend that you identify at least 3 roles to ensure the smooth running of your session:

- 1) Voice and video moderator
- 2) Text moderator who manages session-chat, polls, or other content
- 3) Technical coordinator who supports in the technical running of the session.

Technical preparation

- All sessions will be given an ID. Please always use your ID We need a picture to illustrate your session. This was requested in the concept note. **(When returning the concept note, please attach a picture/pictures representative for your session (e.g. portraits, organisation, logo). This will be used for the homepage and in our communication channels for promotional purposes regarding SIF (Accepted format is HD as a minimum. Size: 1920 x1080 as a minimum).** If you have not sent us a picture, please do so immediately.
- We also need portraits of you and your speakers. Please send.
- If you are going to share a video in the session, the video should be uploaded to YouTube before the event starts. If you need help with this, please talk to your assigned technician. To share the video, you need the YouTube link, so please prepare the link before the sessions starts.
- If you are going to using a Miro as a collaborative tool, you need create an account at miro.com before the session starts. A free Miro board is good for three simultaneous boards.

Functionality

Chat

The session chat is located on the right side of the screen, under the tab **Session**.

You can pin a message to always stick to the top of the conversation by clicking **the pin** while hovering over a chat post. You can also as a moderator delete messages in a chat by hovering over the post and click the **trash can**.

Poll

The session polls are located on the right side of the screen, under the tab **Session**. You can create a poll by clicking the button **+ Create poll**. Add your question, and then add options. Add new options by clicking **+ Add option**. When you are finished and click **Create poll** it will be visible for all attendees.

If you want to see the result without answering the poll, you can click **Show Results** at the bottom of the poll window. You can also hide poll questions or delete them. Click the **three dots** by the question to show the options.

Share screen

If you want to share your screen when presenting, under the video screen click the **monitor icon** and choose **Share screen**. If you are using Google Chrome you can select to show your screen or an application window. Click the **monitor icon** again to stop sharing.

Share video (YouTube)

To show a video, it must be uploaded to YouTube, click the **monitor icon** and select **YouTube Video**. Enter the URL to the YouTube video and click **Share video**. Now the attendees can see the video but will not see the video controls. To stop sharing, click the **monitor icon** and then **Stop sharing**.

Miro Board

To activate Miro as a collaborative tool, click the **monitor icon** and select **Miro**. A new Window will pop up where you can log in to your Miro account. Then select which board you want to share, and then click **Anyone can edit, no login required**. We recommend you log in to Miro before the session starts, so when you are ready to share, the board doesn't need you to login again. To stop sharing the board, click the **monito icon** and the **Stop sharing**.

Give permission to attendees to join on screen with you

To the left at the bottom of the screen there is a moderation panel. If an attendee is requesting to activate his/her camera and microphone, it will be notified there. Click the user to accept their request and they will be on screen with you. Click on the same button in the moderation panel to remove their camera and microphone.

Start your session

- When the event is live and it's time for you to appear on a Session, head to the Sessions tab and find the Session you'll be speaking in. Note. The session will appear 5 minutes before it starts.
- Click Share Audio and Video at center of the Session screen.
- If you haven't allowed access to your camera or mic in the event, you will be prompted to do so at this time.

- Once you see yourself on screen, the session is started and you're live to your audience.
- If it is a Moderated session, you will see attendees asking to join as speakers at the bottom of the video in the Moderator Panel. You get to choose who comes up on screen with you there.

Closing the session

When the session has ended, click the button **Leave** or the **main menu** to leave the room, when all moderators have left the session has ended.

Cap in number of participants

Since Hopin is based on videoconferencing technology, there is a limitation in the number of simultaneous on-camera-speakers related to viewers attending the session. If you for example have 5 simultaneous speakers/panelists in your session, the number of viewers are limited to 600. Participants above that number will be put on hold. Note that a screen share also counts as a speaker.

3 speakers: 1 000 viewers maximum

4 speakers: 750 viewers

5 speakers: 600 viewers

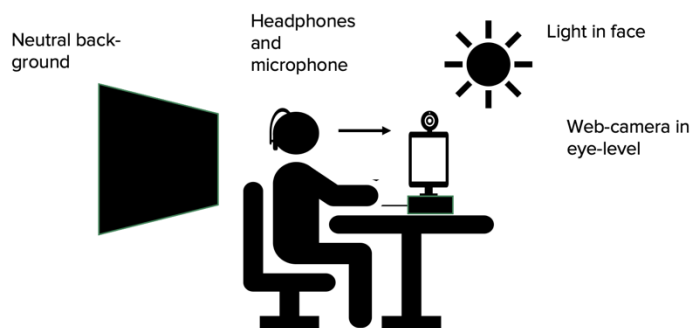
10 speakers: 300 viewers

20 speakers: 150 viewers

Code of Conduct

We are preparing a code of conduct. This will be sent out to you before the event.

How to look good in a video conference



Tips and tricks

- Here you can find some good information how to share a Powerpoint presentation:
<https://hopin.zendesk.com/hc/en-gb/articles/360056527631>
- More info about how to use Hopin:
<https://hopin.zendesk.com/hc/en-gb>

Support and ID

All sessions will be named with an ID. You will be informed about your session's ID. Please always use the ID when contacting support.
e-mail: sif@creo.se

Looking forward to SIF21 and seeing you soon 😊