

Hosting Guide



<https://adass2020.es>

Astronomy Data Analysis Software and Systems

CyberSpace posing as Granada — Spain



This document is meant to provide an offline guide for hosts running on-line remote conference sessions in ADASS 2020 as chairs and room managers. Our aim is to make the event very interactive, live and fun for everyone.

Index

[Training sessions](#)

[Host types](#)

[Room manager](#)

[Checking Zoom webinar settings](#)

[Session workflow](#)

[Herding speakers](#)

[Chair](#)

[Play a recorded talk](#)

[Applause audio clips](#)

[Q&A sessions](#)

Training sessions

Hosts must participate in training sessions for speakers and hosts that will be held before the conference. These sessions would take around 60 minutes.

The outline of training sessions will be as follows:

- Introduction to Discord and Zoom Webinar.
- Explain Discord UI.
- Register speakers on Discord.
- Explain Zoom Webinar UI.
- Run-through the *presentation workflow* defined in the guides.

Host types

Each session has two different type of hosts:

- The **room manager** is responsible for making sure the technical side of things are working correctly. The room manager also contacts speakers in the previous moments of their talk and moderates the Discord channel if needed.
- The **chair** is responsible for the live interaction with the speaker and the audience, moderates the Q&A after the talk and frames the sessions with *intro* and *thank you* applauses. Most of the guide is addressed to room managers, specific directions for chairs will be highlighted in **green** and may also be found in the Chair section at the end of this document.

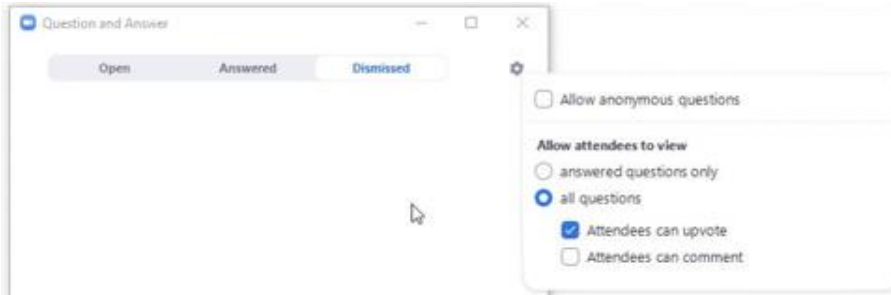
Room manager

The role of room manager is to set up the session in a Zoom webinar and Discord, make sure speakers arrive on time, have their gear set up and ready to go for when the previous talk ends. This is the number one concern for the room manager.

Checking Zoom webinar settings

When you start / take over the Zoom webinar

○ Check the **Q&A settings** by clicking on “Q&A” in the Zoom client. This should allow attendees to see all questions and permit upvotes.



○ Make sure **Cloud Recording** is running.

You can see that this is working by checking the “Recording” button in the upper left of the client window. If cloud recording is not running, please enable this by clicking on the button and selecting “Cloud Recording”.



○ Make sure that **streaming to YouTube** is configured and running.

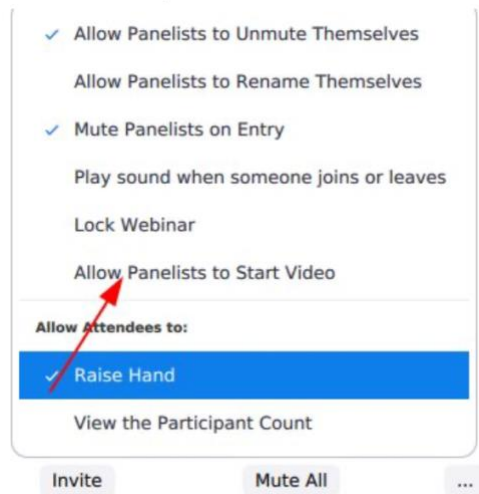
You should see a “LIVE” button in the top left corner of the client. If this is not set, you will have to link the YouTube stream in Zoom.



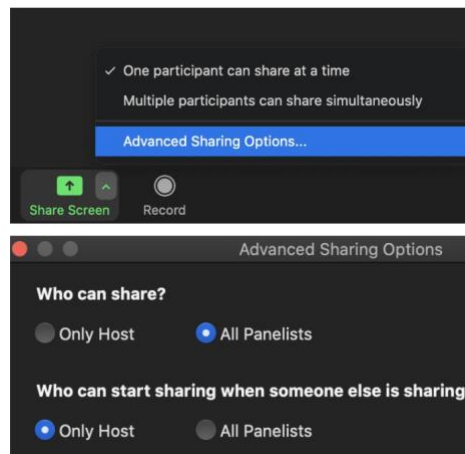
○ Make sure the **YouTube stream is live**.

You will have to follow the YouTube link on Discord to check. The stream will have a roughly 5-10 second delay, but should be showing the current session. If it is not running, chances are high that the stream has not been set to “Go Live” in the YouTube streaming interface.

- Set the **Room Manager and Session Chair as co-hosts**.
- Allow panelists to start webcam: More -> Allow Panelists to Start Video”.



- Allow panelists to share screen - Screen -> Advanced Sharing Options.



- Do not forget to end and restart video recording and Youtube streaming at the end and start of each session respectively.

Important

Do not “End meeting” when at the conference. Instead, always “Leave meeting”. We want to keep all Zoom sessions open throughout the day, and there will be a different Zoom Webinar set up and link for each day.

Session workflow

10 minutes before a talk starts - see also “herding speakers” section below

- Ping the next speaker on Discord #speakers text channel.
- Ask the speaker to prepare the setup and open the Zoom client.
- Ask the speaker to raise the hand in Zoom webinar so to be identified.
- Ask the speaker to mute the microphone in Zoom application.
- Make the speaker a panelist in the Zoom webinar.
- Ask the speaker whether they are ready with their setup and help if needed.
- Go to “**Live Q&A session after the presentation**” if not the first talk.

The talk starts

- The session chair enables audio and video.
- The session chair introduces the next talk and speaker.
- Enable video spotlight on the speaker.
- The session chair asks the speaker to do screen sharing and unmute.
- The session chair reminds the speaker at 5 and 1 minute left.
- The session chair thanks the speaker and runs the applause audio.
- The session chair mutes audio and disables his/her video.

The speaker starts presenting

- Remove the previous speaker from the panelists.
- Clear out the Q&A questions from the previous talk.
- If there are technical problems, fix them with the speaker in Discord chat.
- Moderate the Discord chat if needed.
- Go to “**10 minutes before a talk starts**”.

Live Q&A session after the presentation

- The session chair unmutes and enables his/her video thanking speaker.
- The session chair runs the applause audio.
- The session chair hosts live Q&A session and have them answered live.
- The session chair reminds #talks channel for additional questions.
- Create a specific chat for the contribution if the session chair asks for it.

After the Q&A session

- The session chair runs the applause sound again.
- Disable video spotlight and mute the speaker in the Webinar.
- Take over screensharing.
- Go to “**The talk starts**”.

Herding speakers

Officially the room manager fetches the speaker at the 10 minutes mark before their talk starts, we suggest doing this immediately after the previous talk starts to give yourself some time. You don't have a lot of time to find the speaker, get their attention and getting them ready for the talk, especially not if you include a "grab a drink / toilet" break somewhere in there, even less when there's any technical issue.

As soon as a talk starts you start fetching the next attendee and getting all setup. You may have this small conversation with the speaker, though not exactly with the same words.

- "Hey welcome, I'll be the room manager for your talk."
- "You'll be the next one up after the current presentation ends"
- "Have you tested your setup today in the testing Zoom conference?"
- "Perfect, do you have your slides ready and a drink?"
- "I'm going to promote you to panelist in Zoom, please mute your mic."
- "So, after the QA of this talk you'll be up next."
- "The session manager will introduce you."
- "Remember to share your screen as you are being introduced."
- "I will be still available in this channel in case you have any questions."

Chair

Before the conference

- Sign up for a training session.
- Get information about the sessions you are hosting, read the speaker bios, prepare a short intro for them and a few questions you can ask to break the ice when the session starts.
- Get your gear setup to be ready for the sessions.

On the day when you are hosting sessions

- Download all the slides and recorded talks of the session you are hosting.
- Make sure your gear (still) works.
- Say hello in the #admin-loc-poc Discord channel.
- Say hello to your room manager on Discord.

10 minutes before the session is scheduled

- Ping your room manager on Discord.
- Ask room manager whether the on-boarding of speaker is going fine.

Session workflow

- At this point please go through the “[Session workflow](#)” section of this document above and follow specific chair actions highlighted in **green**.

Use the talk slides or play a recorded talk

Check out the links to *pdf* slides and *mp4* pre-recorded talk in the specific record webpage published in the [schedule website](#). The *pdf* slides may be used if the speaker has bandwidth connection issues and prefers not to share the screen. In that case the session chair would Zoom’s share screen to display the slides while the speaker talks.

In the unlikely event where the speaker doesn’t show up or they are attacked by aliens or an annoying virus, the session chair could play the recorded talk instead, if the speaker has provided one. Use Zoom’s share screen to play the video (remember to tick the “Optimise Screen Sharing for Video Clip button”).

It is recommended that the session chairs download all of the available slides and recorded talks of the session they are hosting in the day of the session.

Applause audio clips

The easiest way to get an applause into Zoom is to unmute yourself in the Zoom application and play one of the audio files in the browser from the list below. You will also need to unplug your headphones so the microphone can capture the audio from the PC/laptop speakers.

A downloadable collection of applause sounds.

<https://www.pacdv.com/sounds/applause-sounds.html>

Questions and answers sessions

The short-scheduled time for questions and answers after each oral contribution will be managed by the session chair using Zoom features. They will be using the Q&A Zoom feature considering the most relevant and up-voted questions sent by participants and having the speaker answer them via audio. The room manager and chair should keep the Q&A pane in Zoom clean when an oral presentation starts, removing old questions from previous presentations.