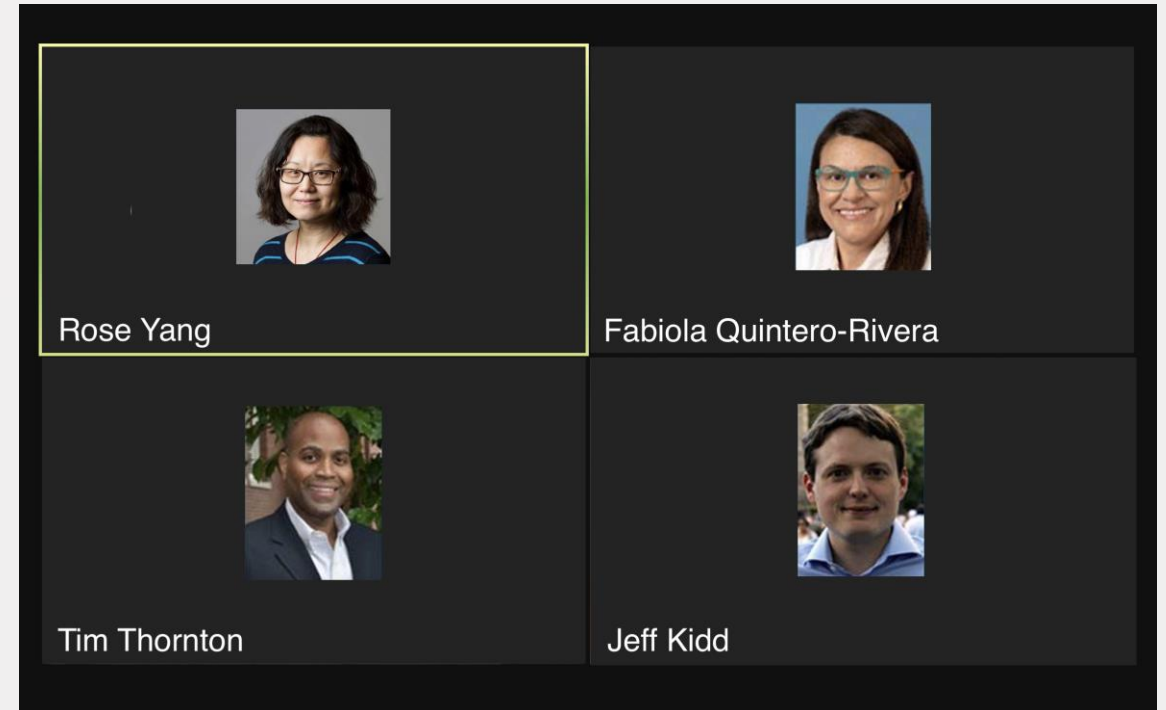


# Speaker & Moderator Preparation

# Moderator and Speaker view

**After you enter the virtual “green room,” you will be met by a technician who will check your audio and video and then move you to your virtual session room with the speakers and moderators for your session. Your screen name includes both your first and last name.**



**You will need to know your  
Session ID**

# Instructions – Live Day

1. Log into the Zoom Meeting 30 minutes in advance of your session.
2. The link will be emailed to you a few days in advance of the meeting from [programs@ashg.org](mailto:programs@ashg.org).
3. You will also be given a unique link for accessing the Slido widget for Q&A for your session. This will be different for every session.
4. A Virtual Technician and ASHG staff member will meet you in the “green room” to check your audio and internet connectivity speed.
5. After being greeted, you will be moved to your session room with the speakers and moderators in your session.

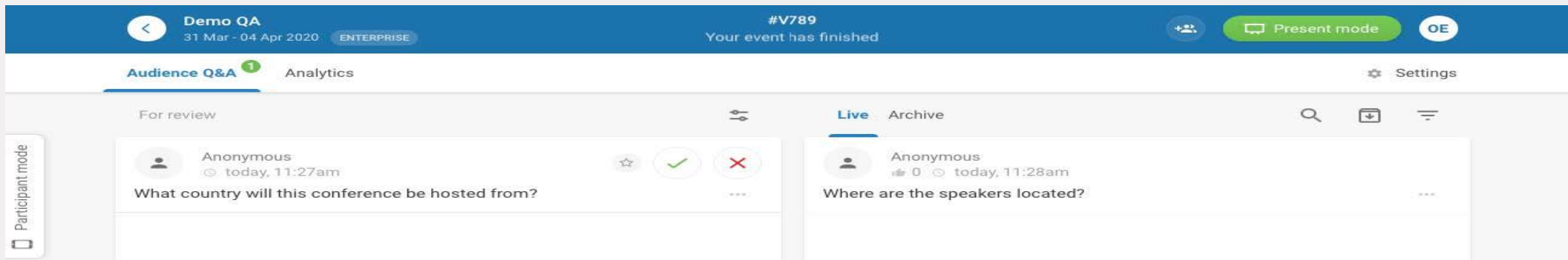
# Inside Your Virtual Session Room

1. Familiarize yourself with the platform.
2. Test audio, video stream quality with your technician.
3. Your technician will prepare you for the Q&A portion during the playback of your pre-recorded talk.
4. Once the live Q&A begins, use the Zoom chat function for private conversations with the moderator or other speakers. Do not use Slido to chat with your moderators or other speakers in your session.
5. At the conclusion of the session, you will be moved back to the “green room” and can then leave the session at your leisure.

# Moderator: Slido (Q&A)

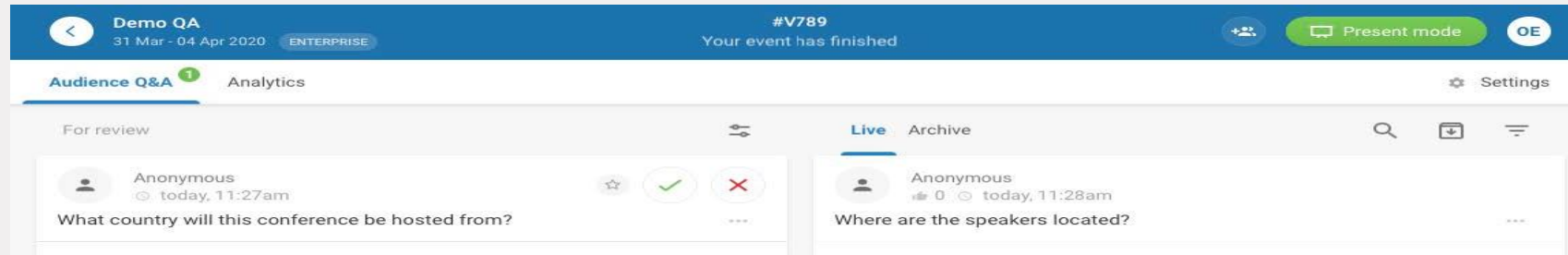
When first accessing the Slido link, you will be required to [create a Slido account](#) (if you do not have one). There are two columns on the main moderator page:

1. an approval queue on the left, and
2. audience questions on the right



The screenshot displays the Slido moderator interface for an event titled "Demo QA" (ID #V789). The interface is split into two main columns. The left column, labeled "For review", shows an approval queue with a question from an anonymous user: "What country will this conference be hosted from?". The question is marked with a green checkmark, indicating it has been approved. The right column, labeled "Live", shows a list of questions from the audience. The top question is from an anonymous user: "Where are the speakers located?". The interface also includes a top navigation bar with "Present mode" and "Settings" buttons, and a "Participant mode" toggle on the left side.

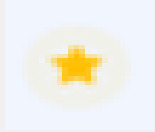
# Moderator Tips: Q&A



- Hovering your mouse over each question in the approval column allows for additional icons to appear to approve or reject questions.
- The questions listed on the right are viewable to the audience. When hovering the mouse over these questions, a set of icons appear that allow the moderator to mark the question as answered or to highlight a question.

View this video on [How to Manage Questions](#).

# Moderator Tips: Q&A



Choose to ‘star’ questions you feel are exceptional or to discard questions after they are addressed.



Use this icon to highlight questions when they are being answered by the speaker.



Use this icon to mark questions as answered and move it to the “Archived” list.

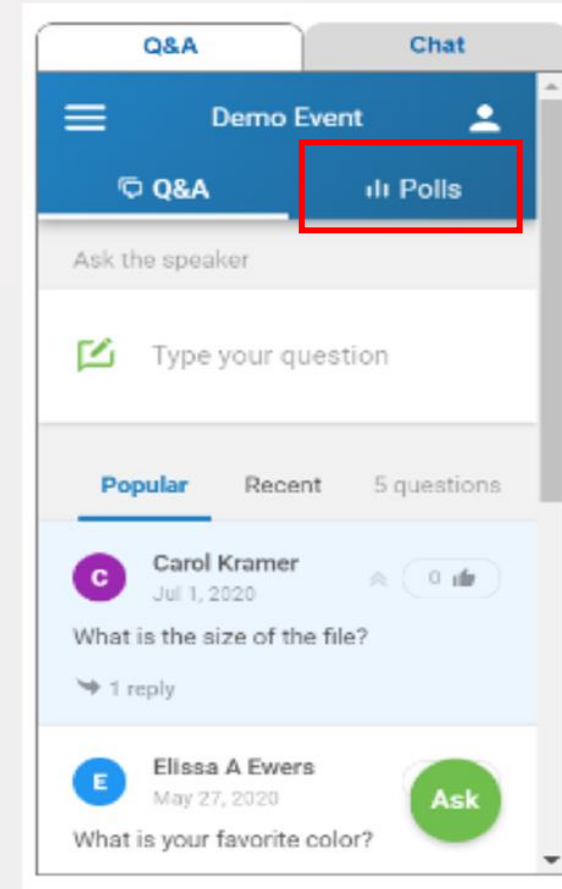


Use this icon to archive/download your questions.

# Moderator: Slido Polling

## Polls:

1. Polls can be created on the polls tab.
2. There is a section where you can write the question and beneath that there will be a section to write poll answers.
3. You have the option to change from lettered choices or numbers.
4. Once created, you must activate for the audience to see.
5. You have the option to show the results automatically as they come in or push them out to the audience once the poll has closed.



View this video on [How to Manage Polls](#).



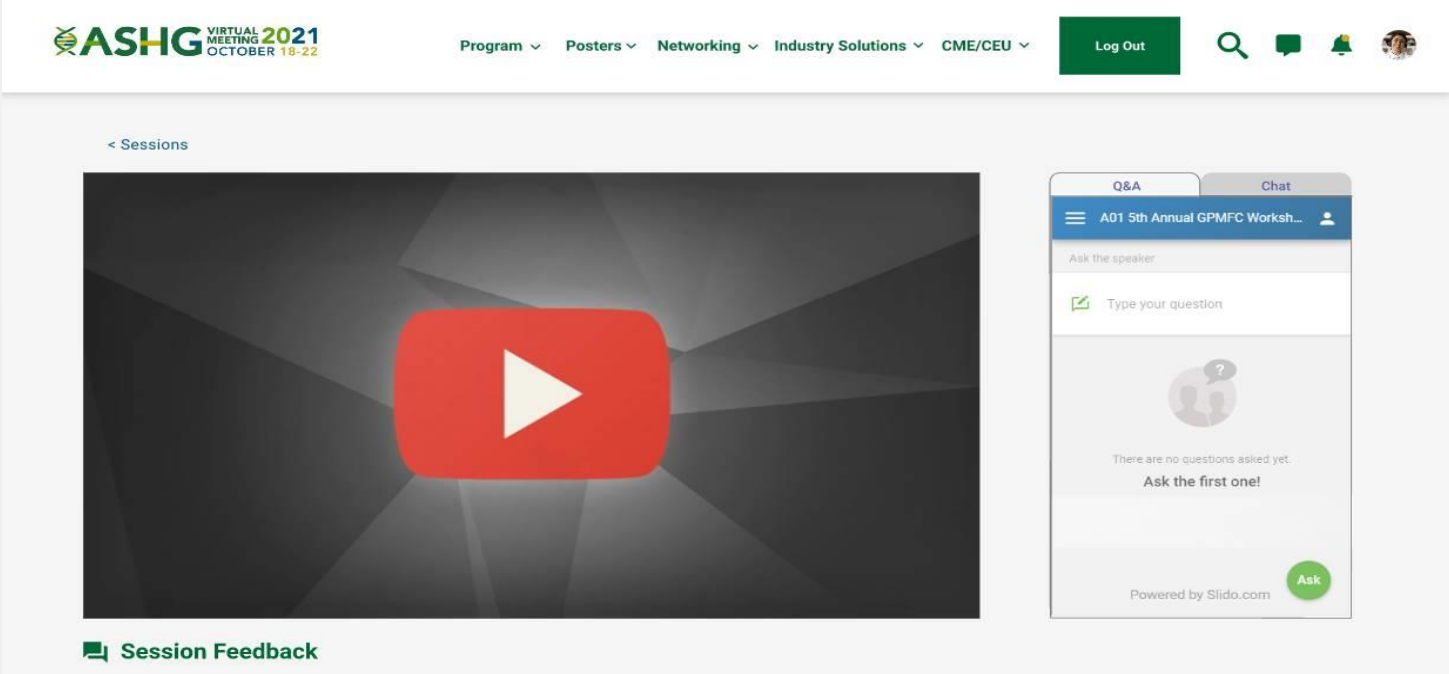
# Moderator: Announcements

- Welcome to the ASHG 2021 Virtual Meeting. Thank you for joining us and thank you to the Program Committee. You are attending “**xx session (say title).**”
- Plenary/Platform Sessions Only: Each speaker will give their presentation followed by a 5-minute Q&A. Questions can be submitted through the Q&A box.
- Invited Sessions Only: Each speaker will give their presentation one after the other. The Q&A for all speakers will be at the end of the session. Questions can be submitted through the Q&A box.
- At end, thank the speakers and audience and remind them to continue the conversation by using the networking tool for interactive video chat rooms.

# Attendee view

Audience sees:

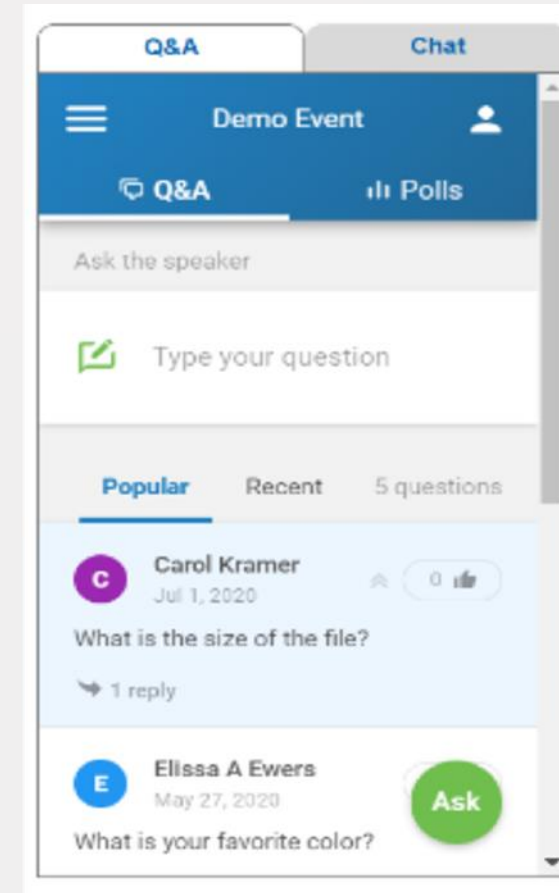
- Pre-recorded talk with slides
- Q&A
- Polling



The screenshot displays the ASHG Virtual Meeting 2021 attendee interface. At the top, the navigation bar includes the ASHG logo, the event title "VIRTUAL MEETING 2021 OCTOBER 18-22", and menu items for "Program", "Posters", "Networking", "Industry Solutions", and "CME/CEU". A "Log Out" button and search, chat, and notification icons are also present. The main content area features a video player with a large red play button in the center. To the right of the video is a Q&A panel titled "A01 5th Annual GPMFC Worksh..." with a "Type your question" input field and an "Ask" button. Below the video, a "Session Feedback" button is visible.

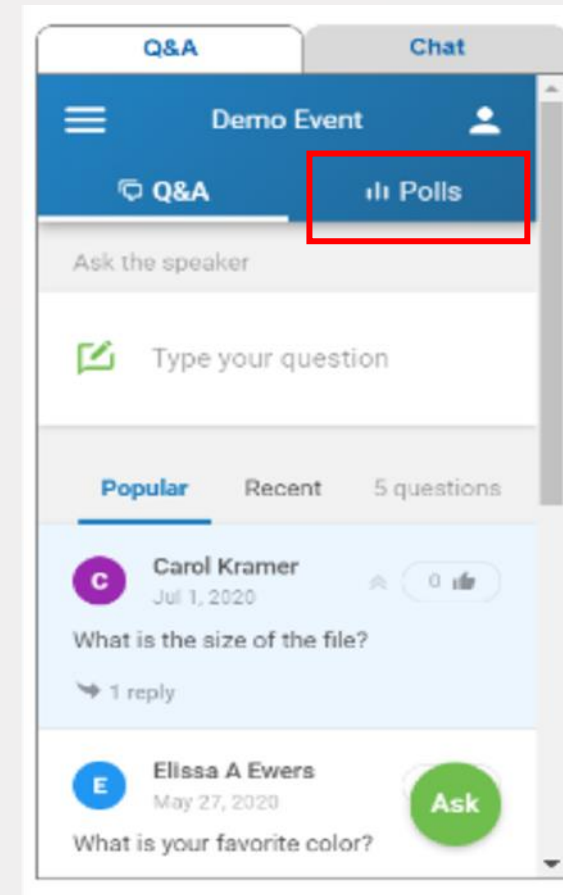
# Attendee Experience During Q&A

- Attendees can submit questions using the Q&A Widget (see image to the right). Attendees can type in their question under “ask the speaker.”
- The moderators will select questions and try to get to as many as possible during the allotted time.
- Attendees can also vote for questions using the Q&A feature “like” button.



# Attendee Experience During Polling

- When a poll is opened, the attendee's widget will automatically switch to the poll
- The attendee selects a polling option & clicks "Send"
- When the polling is closed, the attendee's widget automatically switches back to the Q&A widget
- The results of the poll will appear automatically as results come in or they may be pushed out once the poll has closed



Questions?  
[programs@ashg.org](mailto:programs@ashg.org)