



INDIANA UNIVERSITY CONFERENCES

Zoom Meeting Moderator Checklist



Zoom Meeting Moderator Checklist

❖ Pre-Meeting Tasks

- ✓ Reach out to your speakers before the session
- ✓ Join one of the “Green Room/Rehearsal Open Zoom Meeting” to practice
 - April 5-8
9:00am-11:00am
<https://iu.zoom.us/j/89921155401>
 - April 5-8
4:00pm-7:00pm
<https://iu.zoom.us/j/83594266167>
- ✓ Discuss how everyone would like the session to run
 - How do you want to introduce the session and cover housekeeping rules
 - Decide on a short bio introducing the speaker/material
 - If there is a prerecorded presentation, who is going to share their screen to stream it? This is a personal preference- Sometimes the speaker prefers doing that, sometimes they prefer the moderator does it
 - If it's a live power point, I recommend the speaker controlling it as they know when they want to advance slides etc.
 - Decide on how to handle Q&A's: Do speakers want participants to unmute on their own? Would you rather use the raise hand feature and the moderator unmute them when it's an appropriate time to speak?

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❖ Start/During the Meeting:

- ✓ Join Zoom Meeting from Outlook Calendar
- ✓ Join Zoom Meeting 15-20 minutes ahead of scheduled time
- ✓ An IU Staff person will greet you when you join the session. It is extremely important you join via the zoom link and not through the Whova agenda meeting link. We will be assigning you as the host of the meeting and will not be able to do so if you join through Whova. **This is only for when you are moderating/speaking in a session, as an attendee you will access all meetings in Whova.
- ✓ IU Staff person will assign the moderator and speakers all as co-hosts and answer any questions prior to the session start.
- ✓ At the start time of the meeting, IU Staff will disable the waiting room and then admit all waiting attendees into the meeting (this will then turn off the waiting room, and the meeting will be open for people to come and go without having to be admitted)
- ✓ IU Staff will then assign the moderator as the Host before leaving the meeting.

❖ In Case of Emergency

If something unexpected happens during the event or session, please contact:

Technical Questions: Kristy Ebelhar, krasimps@iu.edu
Melissa Kocias, mkocias@iu.edu

Registration Questions: IU Conferences Registrar, iuconfs@iu.edu

Agenda Changes: Kristy Ebelhar, krasimps@iu.edu

Whova Questions: Kristy Ebelhar, krasimps@iu.edu
Melissa Kocias, mkocias@iu.edu

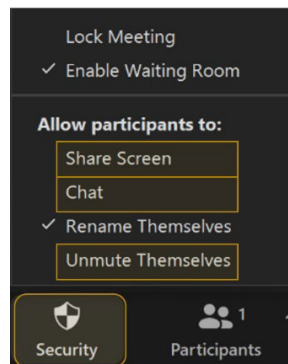
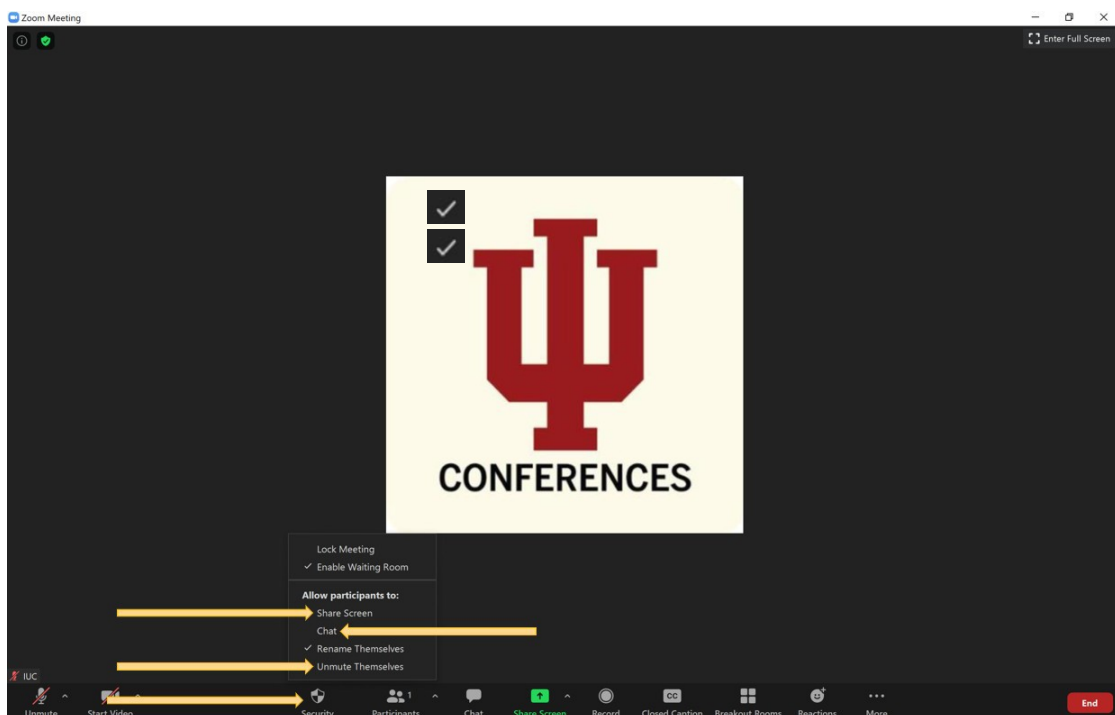


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Security Settings

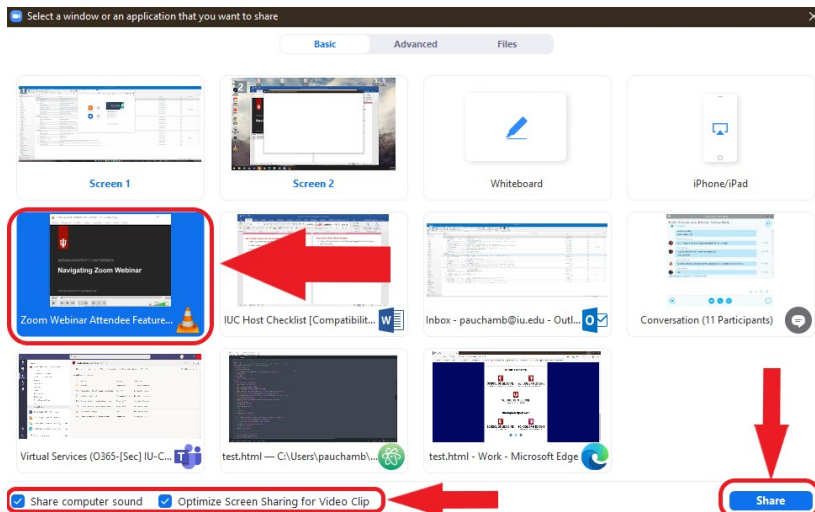
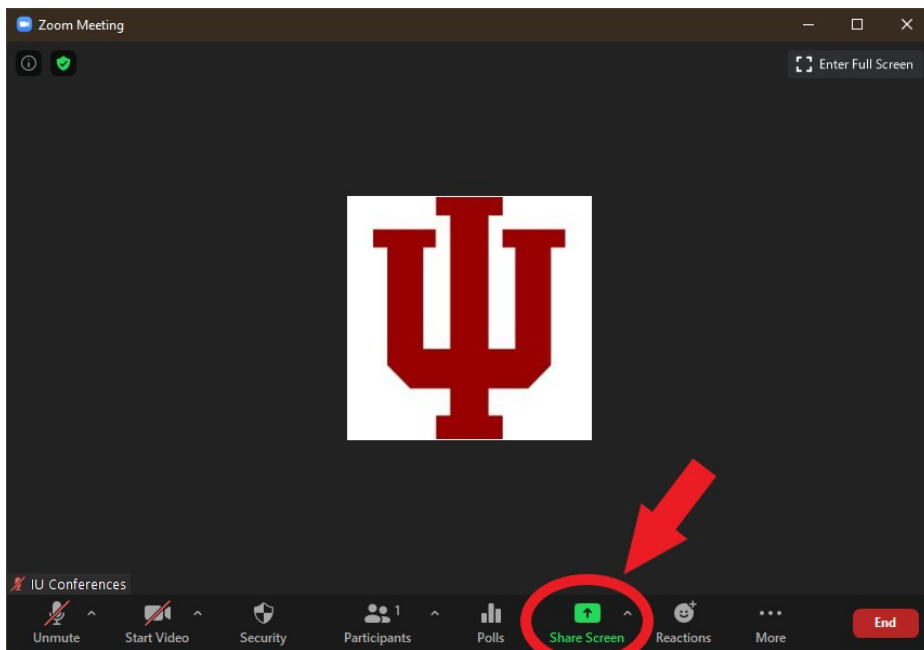
*****Note that all of this will be set prior to the start of the meeting, this is just in case you would need to change something or access it during the meeting.

1. Select the Security settings (Shield Icon) from the bottom toolbar in Zoom
2. Make sure the following settings are Checked/Unchecked under “Allow Participants to:”
 - a. Unchecked
 - i. Share Screen
 - ii. Chat
 - b. Checked
 - i. Unmute Themselves
 - ii. Enable Waiting Room
 - iii. Rename Themselves



How to Share Screen for Prerecorded Videos

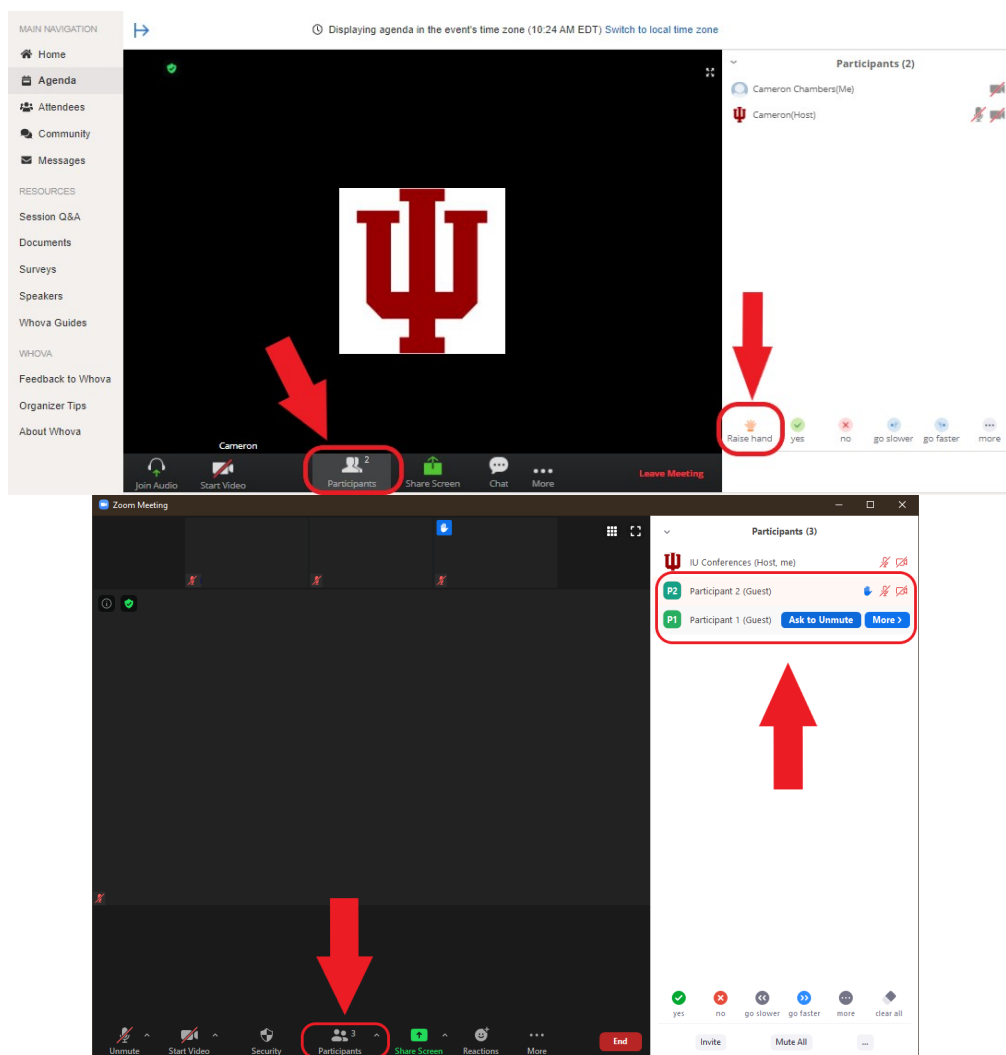
1. Make sure to have the video up and paused first.
2. In Zoom, click the green “Share Screen” icon from the bottom toolbar
3. You can either select to share the entire screen or look for the name of the actual videofile open to only share that specific application.
4. Make sure to check “Share computer sound” and “Optimize Screen Sharing for VideoClip” from the bottom left and then click the blue “Share” button on the bottom right.



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How to Use “Raise Hand” for Q&A

1. In Whova, Participants must click on the “Participants” button from the bottom toolbar of the Zoom meeting. If the Participants button is hidden (because their screen is too small), they should click “More” then “Participants”.
2. They then click the “Raise Hand” button from the Participants window,
3. The hosts should also click on “Participants” from the bottom toolbar within Zoom.
4. To unmute the Participant, hover over their name and click “Ask to Unmute”.
5. The Participant will then receive a notification asking them to unmute their mic.
 - Please note this will only work if they Participant has some microphone connected to their computer.



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