HOSTS:

To set up your session, double check:

☐ You know names of all panelists and chair.
☐ You have promoted the session chair to a co-host.
☐ You open your Webinar session 30 minutes in advance in Practice Session mode.
☐ The link on the CUNY website is updated to the current active Webinar.
☐ Raise hands is disabled for attendees (Participants Window).
☐ Chat with no one is selected for attendees (Chat Window).

For each talk in your session:

☐ Spotlight the speaker’s video.
☐ Monitor Q&A.
☐ Dismiss questions that violate Code of Conduct.
☐ If you can, dismiss early questions that are later answered in talk.
☐ As talk finishes, dismiss all but 5-6 questions for the session chair to choose from. Be sure to include as many student, post-doc, pre-tenure questions as possible. Goal is to make sure session chair has a manageable set of questions to select from.
☐ When session chair announces question asker in attendee list: click allow to talk and then unmute them (two steps)!
☐ When question finishes, disable talking for the question asker.
☐ After Q&A period finishes, dismiss all questions so that the open questions tab is fresh
☐ Unspotlight the speaker’s video.
☐ Repeat