

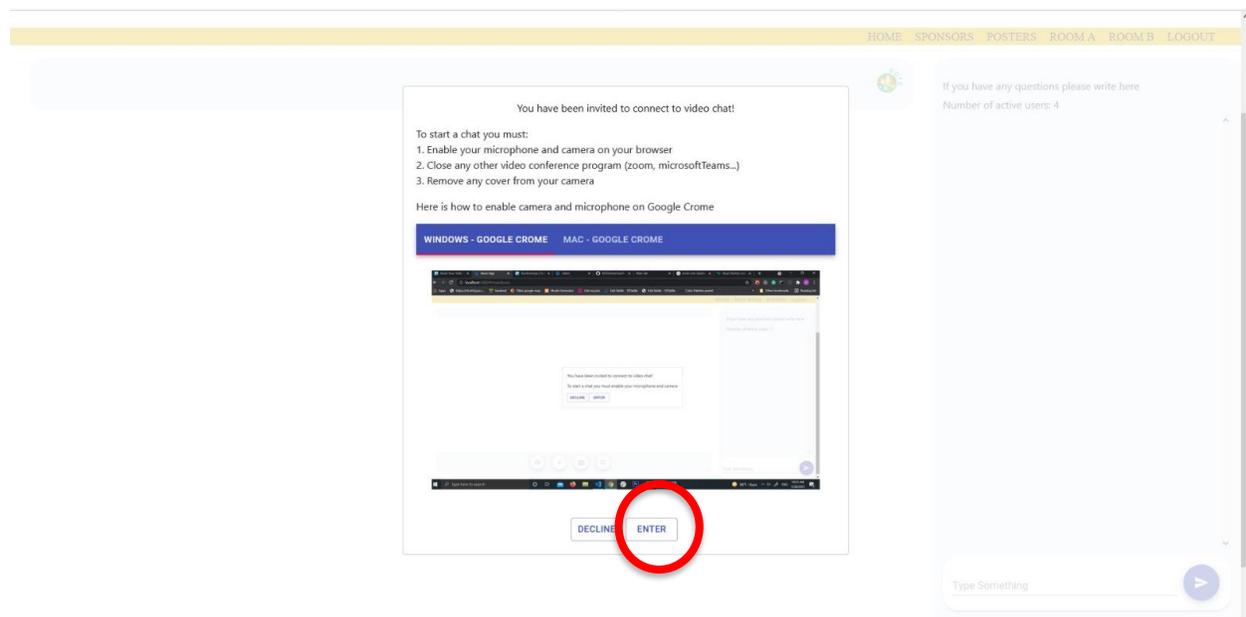
INSTRUCTIONS FOR MODERATORS

Moderators at the 7th EVIW will have an essential role in making the conference run smoothly and as closely as possible to an in-person event.

Please have a look at these instructions and familiarize with your role as a moderator.

Moderators will be switched on and off live several times. As soon as a pre-recorded presentation finishes, there will be a few minutes of live discussion. For the discussion, both moderators and the presenter will be turned on live. This will be done by an administrator who will send out a message inviting you to be a host. After the given discussion is finished, the administrator will remove you from the live conversation and switch you back to continue watching the ensuing presentation.

Accepting to be a host. Detailed instructions will appear on your screen. Press the ENTER button to join the live discussion.

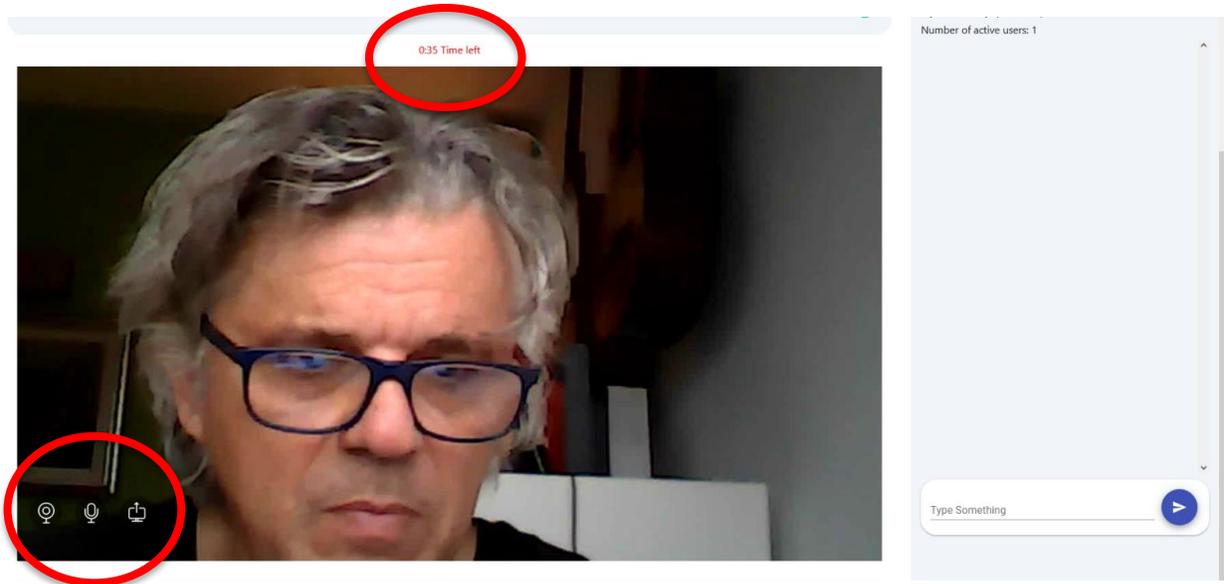


Before your session starts, we will send you a detailed time table. Please note it is expected of you to be ready to go live at the given times.

If you have multiple cameras connected to your computer (built-in or external), the browser will ask you in a pop-up form to select a camera and microphone you want to use. It is very important to choose a camera/microphone that is in order. We suggest: 1) you check out your technical equipment beforehand, and 2) you use the same equipment every time you go live.



After setting your camera and microphone, your image will appear in the video conference window.



In the lower left corner of your screen, you will see buttons for switching on/off your camera, muting on/off your microphone, and turning on/off screen sharing.

During the live discussion. If you use screen sharing option, **it is very important** that you do not close the tab in your browser nor change the page where the session runs, because that will disconnect you.

One minute before the end of the live discussion, a red timer will appear at the top of the screen, and it will count down the time left until the end of the session. The timer will be visible to the audience as well.

When the live session expires, the administrator will remove you from the live conversation and switch you back to continue watching the conference.

Interaction with the participants. As a pre-recorded presentation is livestreamed, the participants can ask questions in the chat window, as well as like somebody else's questions. You, as a moderator, might want to refer to the number of likes, and select the questions with most likes for the live discussion.

Please note. The 7th EVIW will run on a very strict time table and we kindly ask you to adhere to it. So please familiarize yourself with these instructions, and the time table for your session. In case a moderator or speaker experiences technical difficulties when going live, there will be no time to resolve those issues, and the discussion will proceed without that participant.