

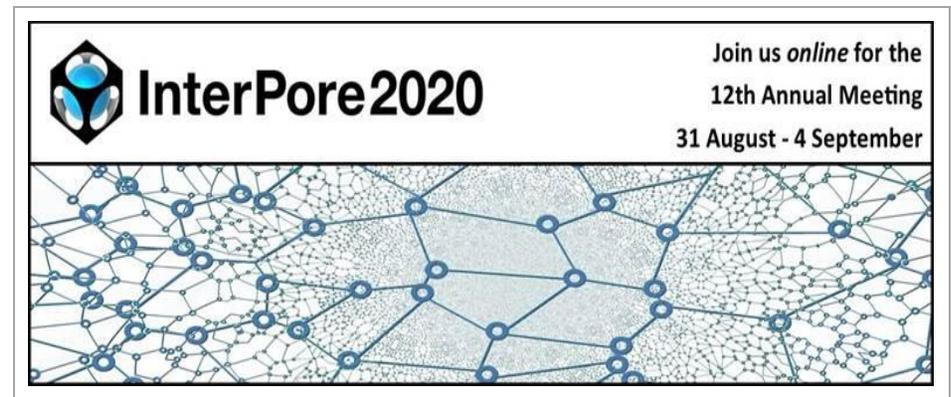
**We look forward to welcoming you online!**

Welcome! And thank you for volunteering to moderate one of the invited speaker sessions of InterPore2020.

This handbook is a guide for running a keynote or an invited speaker session using Whova and Zoom. With the adjustment to an online conference there may be some unknowns that come up along the way, please do not hesitate to contact the InterPore Executive Office with questions or comments about this handbook [conference2020@interpore.org](mailto:conference2020@interpore.org). We are excited to be working with you and look forward to having a successful conference.

# InterPore2020 online 12<sup>th</sup> Annual Meeting

## MODERATORS OF KEYNOTE/INVITED SPEAKER SESSIONS HANDBOOK



**31 AUGUST 2020 TO 4 SEPTEMBER 2020**

**[www.interpore.org/2020](http://www.interpore.org/2020)**



**31 August 2020 to 4 September 2020**  
[www.interpore.org/2020](http://www.interpore.org/2020)

## Before the Conference:

Access the Whova desktop app with the link:

[https://whova.com/portal/webapp/inter\\_202005/](https://whova.com/portal/webapp/inter_202005/)

Each speaker will be asked to upload a pre-recorded video to Whova following instructions that are sent to them. This pre-recorded presentation will not be available to the attendees and will be used as streaming video only if for any reason the speaker cannot give a live presentation.

Please watch the video yourself and make yourself familiar with its subject.

You will receive a short bio of the speaker from InterPore Executive Office.

## During live sessions:

Each session will have a host as well as a moderator. The host knows everything about Whova and Zoom and will assist you with setting up the zoom session and in resolving technical difficulties.

As Moderator you will receive a specific link to access the session directly in Zoom. Please log into the session directly **through Zoom Webinar** five to ten minutes before the start of session and check that your microphone and camera are functioning properly. The host will make you a co-host and the speaker a presenter; so that you can give the floor to anyone during Q&A. As you will be monitoring the Q&A in the conference platform, we recommend NOT joining the live stream in the conference app. This will allow you to monitor the chat/Q&A while also in Zoom.

## During live sessions

The host starts the recording. You should introduce yourself, welcome the attendees and remind participants of the online behavior expectations, listed below.

1. If you are not speaking, please keep your microphone on mute
2. If you have a question, please type **\*\*Hand Up** into the Chat box in Whova to be called on, Zoom chat has been disabled.
3. Filming or recording is prohibited.
4. The session will be recorded for InterPore which includes the video and voice recording. The recording, Q&As, and chat in Whova will be accessible for one week after the end of the conference.

Introduce the speaker using the bio that you have received from InterPore Office. This should not take more than one minute. If the bio is longer, please shorten it, giving the most important information. Give the floor to the speaker.

If for any reason, the speaker is not able to give his presentation live, the host will help you with streaming the pre-recorded presentation. The audience could be posting questions via Whova chat box during the session. Please collect those questions to be posed during Q&A

The invited and keynote speakers have 20 and 30 minutes, respectively, to give their lecture. Please warn the speaker of the remaining time three minutes before the end. You must make every effort to end the lecture on time and keep sufficient for Q&A (about 10 minutes or 15 minutes for invited or keynote speakers, respectively). You should start with questions posed via chat box. Read them out, mentioning the name of person asking the question, and give the speaker time to respond to each question, one by one. Once they are finished and if there is time, you can solicit questions from attendees who are online. ***It is extremely important to keep on time.***

At the end of the session, you should thank the speaker and attendees, and explain to the attendees that those who would like to continue the conversation have the option of contacting the speakers individually through the Whova App text function. The moderator will close the meeting and will turn the control over to the host

