



## ASEE Zone IV Conference 2022

### Session Moderator Housekeeping Reminders

In the session you are moderating, please share these reminders!

*(This document is also available on the conference website (Hopin page)).*

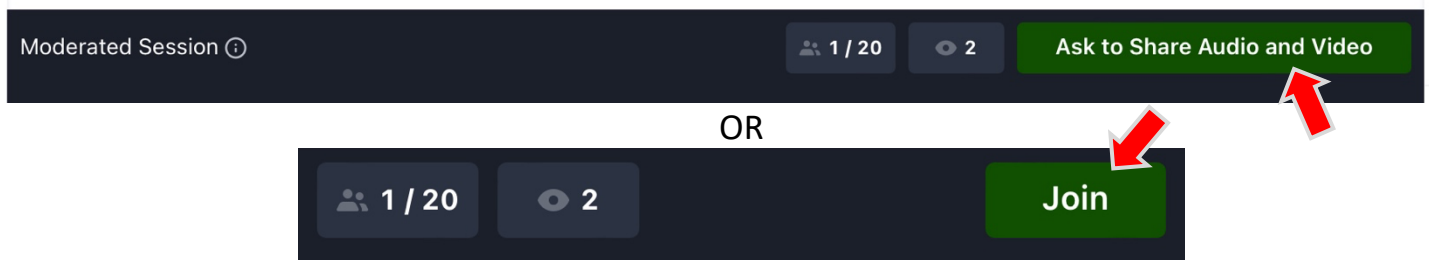
#### Speakers

##### For in-person speakers:

- All speakers must present from the room computer. It will already be logged in to Hopin.
- The camera for the online broadcast is focused on the podium – please stay in frame.
- If an audience member asks a question without a mic, please repeat the question into your mic for the online attendees.
- Please pay attention to the timing volunteer.

##### For remote/online speakers:

- Have your presentation open and ready to go, ideally on a separate monitor.
- When it is your turn to present, please request to share your audio/video through the Hopin web interface (more than one presenter? Both should request).



- The hybrid support person in the session will approve the request at the appropriate time. You can then immediately share your screen and begin your presentation. It will be broadcast to the room.
- Once your presentation and question period are concluded, stop sharing your audio/video to allow the next presenter to have the floor.
- Please pay attention to the timing volunteer/online moderator.

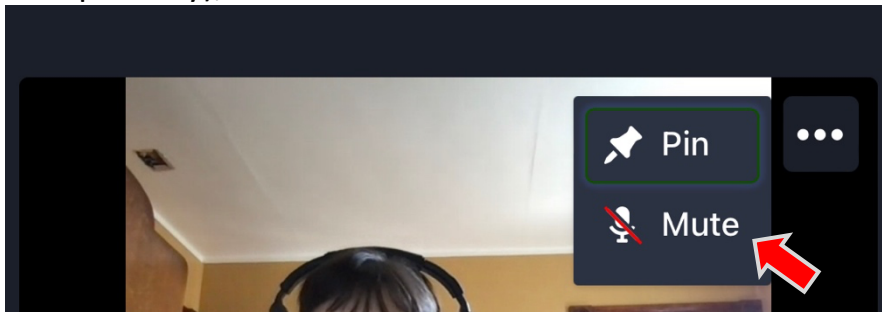
## Audience

### For audience members:

- If you are NOT a presenter, please do not ask to share audio and video (unless you are attending remotely and wish to ask a verbal question).
- All attendees can use Hopin (website or app) to ask questions of speakers:
  - Please use the **Q&A function** to ask/upvote questions for speakers.
  - Please use the **session chat function** for discussions with other attendees.

### For in-person audience members:

- Please **wait for the mic to ask a verbal question**, so that the online attendees can hear both your question and the answer.
- There is no way to turn off session audio in the Hopin app while using session chat or Q&A functions. In order to prevent echoing audio in the session room, either:
  - Use the **Hopin website**, and either mute your device volume (works for laptop only) or mute the session speaker(s) (see below; note you need to mute each speaker separately); or



- **Plug in/pair headphones** or earbuds to your phone so others cannot hear the session audio when you use the **Hopin app**.

In case of emergency during the conference, please call **both**  
UBC Campus Security at **604 822 2222** (faster response, first aid) and  
**911** (police, fire, ambulance), if needed.