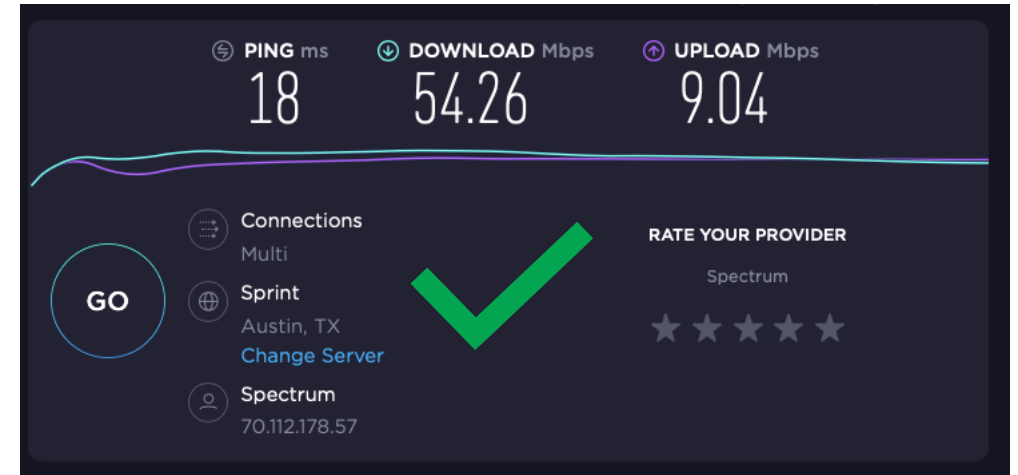




MODERATOR TRAINING
CAMPUSENERGY2021 CONFERENCE

DOS & DON'TS (NETWORKING)

- Internet speed should be at least 6 mbps up/down- [internet speed test](#)
- We recommend that you plug your computer directly into the router using an Ethernet cable
- If your internet is unstable, try moving closer to your router
- Be mindful of who else is using the same network, no one should be downloading or streaming video during your presentation



Do! - Connect your computer via a hardline and check your internet speed!



Don't! Let others hog your internet!

ATTENDEE EXPERIENCE LOG IN & HOME PAGE

1

Attendee Hub Test

Log in

First name

Last name

Email address

Next

[Still haven't registered?](#)

2

Almost done!

Check your phone and email for the verification code.

Verification code

Log in

[Didn't receive a code? Try again.](#)

[Event Website](#) | [Privacy Policy](#)

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3

The screenshot shows the attendee home page for CampusEnergy2021. At the top, there is a banner with the International District Energy Association logo, the event title 'CampusEnergy2021', and the tagline 'BRIDGE TO THE FUTURE | Feb. 16 - 18'. Below the banner is a navigation menu with links for 'My Event', 'All Sessions', 'My Schedule', 'Exhibitors', and 'Sponsors'. The main content area is divided into three columns. The left column, titled 'Welcome Alex', features a 'Looking to network?' section with a 'Schedule appointment' button. The middle column, titled 'Upcoming Sessions', lists two sessions: 'Conference Opening and Panel Discussion: District Energy: Bridge to the Future' and 'Virtual Exhibit Hall'. The right column, titled 'Event Details', includes a photo of the Golden Gate Bridge, the event name 'CampusEnergy2021', dates, and a 'Visit event website' link. Below this is a 'Your Information' section with the user's name 'Alex Smith', email 'alexsmith@cvent.com', and a 'View your registration' link.

INTERNATIONAL DISTRICT ENERGY ASSOCIATION

CampusEnergy2021 BRIDGE TO THE FUTURE | Feb. 16 - 18
WORKSHOPS | Thermal Distribution: March 2 | Microgrid: March 16

CampusEnergy2021 CampusEnergy2021

My Event All Sessions My Schedule Exhibitors Sponsors

Welcome Alex

Looking to network?

Attending virtually doesn't mean you can't connect. Schedule an appointment to chat with an exhibitor you're interested in!

Schedule appointment

Event Details

CampusEnergy2021
February 16 - March 16, 2021
[Visit event website](#)

Your Information

Conference
Alex Smith
alexsmith@cvent.com
[View your registration](#)

Upcoming Sessions

Tuesday, February 16, 10:00 AM - 11:15 AM EST Included session
Conference Opening and Panel Discussion: District Energy: Bridge to the Future
Featured session Virtual session

Tuesday, February 16, 11:15 AM - 11:45 AM EST Included session
Virtual Exhibit Hall
Head on over to the **exhibit hall** to engage with our business partners.
Virtual session

[View all sessions](#)

[Event Website](#) | [Privacy Policy](#)

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Q&A MODERATION- APPROVING & DECLINING QUESTIONS

- You will be set as a moderator for your session
- If you are in the zoom with speakers Do **NOT** click the join session button. This will play the feed on your computer and cause audio feedback and distraction

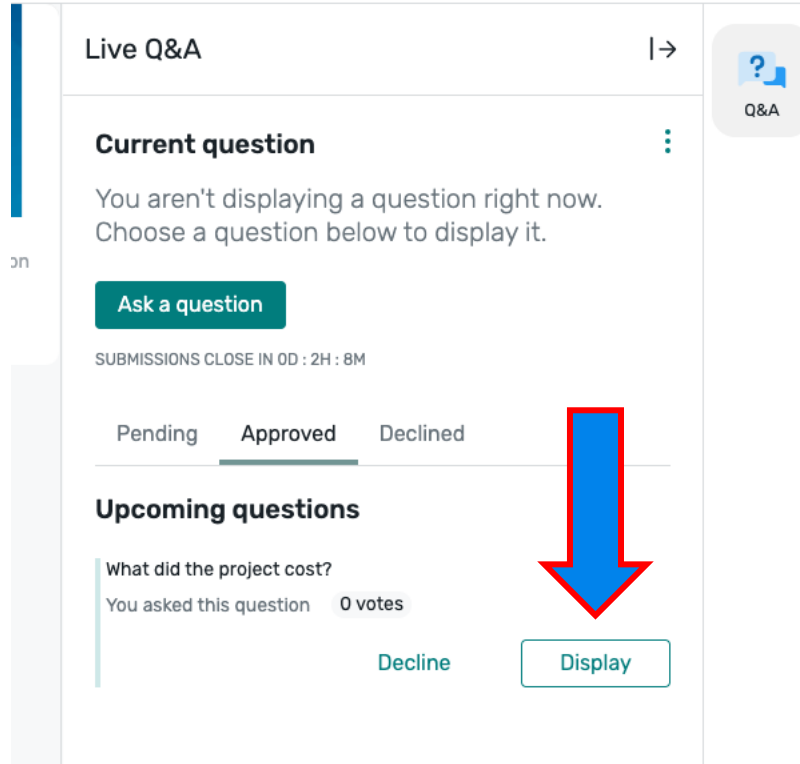


IGERTOGETHER

A screenshot of the Zoom Live Q&A moderation interface. At the top, it says 'Live Q&A' with a right arrow and a 'Q&A' button with a question mark icon. Below this, the text reads 'Current question' followed by 'You aren't displaying a question right now. Choose a question below to display it.' There is a green 'Ask a question' button. Below that, it says 'SUBMISSIONS CLOSE IN 0D : 2H : 21M'. There are three tabs: 'Pending' (which is selected), 'Approved', and 'Declined'. Below the tabs, a question is shown: 'Will the slides be available?' by 'Alexandra Smith'. At the bottom, there are two buttons: 'Decline' and 'Approve'. A large blue arrow with a red outline points to the 'Decline' button.

Q&A MODERATION- DISPLAYING QUESTIONS

- When a speaker is answering a question, you can “Display the Question”
- Once the Question has been answered you can click “Stop Display”, or display another question



Live Q&A |→

Current question ⋮

You aren't displaying a question right now. Choose a question below to display it.

[Ask a question](#)

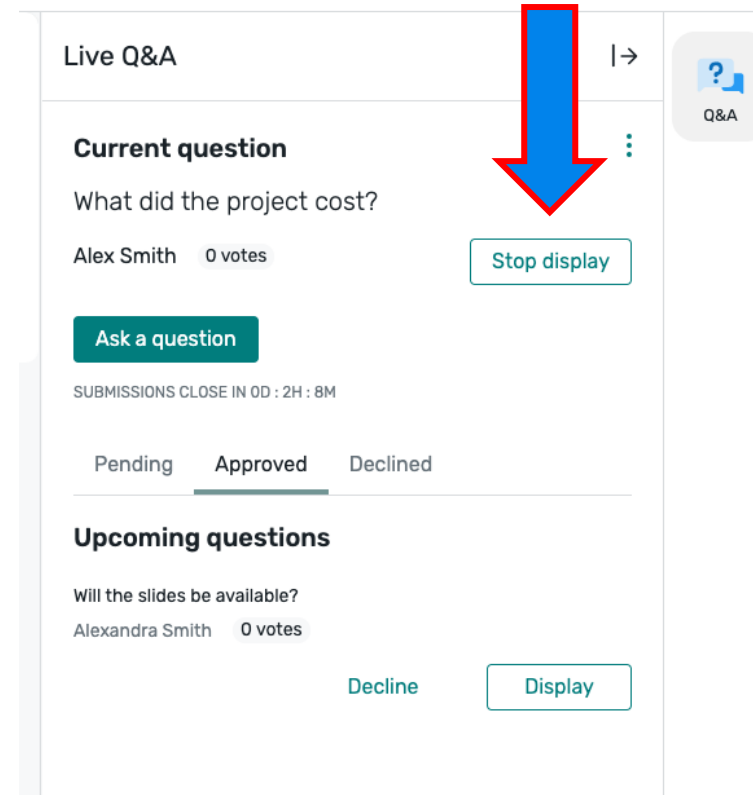
SUBMISSIONS CLOSE IN 0D : 2H : 8M

Pending Approved Declined

Upcoming questions

What did the project cost?
You asked this question 0 votes

[Decline](#) [Display](#)



Live Q&A |→

Current question ⋮

What did the project cost?
Alex Smith 0 votes

[Stop display](#)

[Ask a question](#)

SUBMISSIONS CLOSE IN 0D : 2H : 8M

Pending Approved Declined

Upcoming questions

Will the slides be available?
Alexandra Smith 0 votes

[Decline](#) [Display](#)

ATTENDEE EXPERIENCE- Q&A

AS


Live Q&A |→

Ask a question

SUBMISSIONS CLOSE IN 0D : 2H : 21M

Upcoming questions ^

Sort by votes v

What did the project cost?  0

Alex Smith

Displayed Question

Live Q&A |→

Current question

What did the project cost?

Alex Smith 0 votes

Ask a question

SUBMISSIONS CLOSE IN 0D : 2H : 6M

Upcoming questions ^

Sort by votes v

Will the slides be available? 0

You asked this question

THINGS TO IGNORE

The session is live!

[View all sessions](#)

 Join session

IGNORE THIS BUTTON- will show video player and you will hear/see delay

Session Details [Live Q&A](#)

Training Day

Monday, January 11, 10:00 AM-5:00 PM EST

[+ Add to calendar](#)

Speakers

Remove

Start live stream

IGNORE THIS BUTTON- For Cvent Tech

Q&A