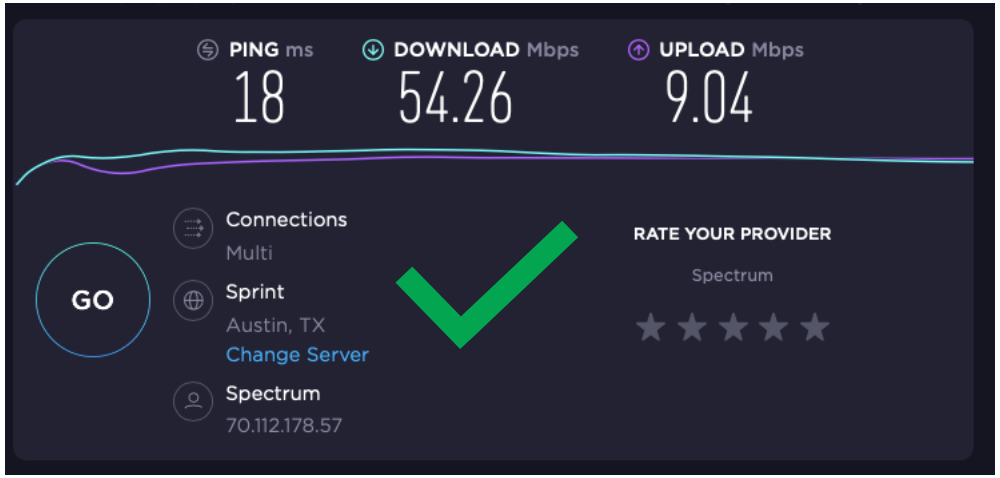
MODERATOR TRAINING

CAMPUSENERGY2021 CONFERENCE

cvent

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

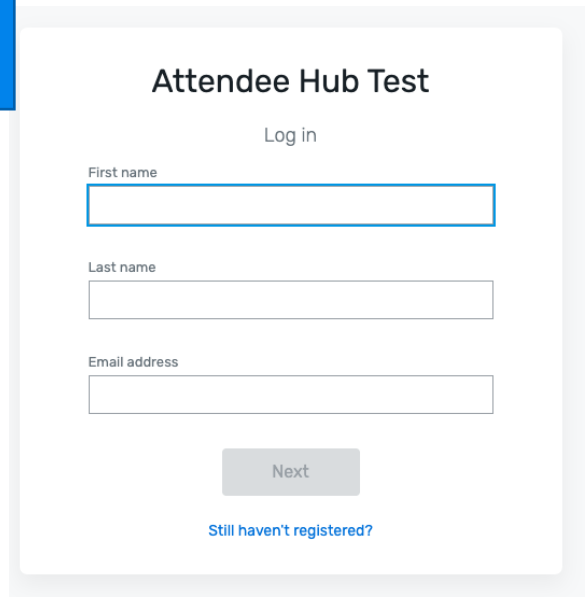


Do! - Connect your computer via a hardline and check your internet speed!

Don't! Let others hog your internet!

ATTENDEE EXPERIENCE LOG IN & HOME PAGE

1



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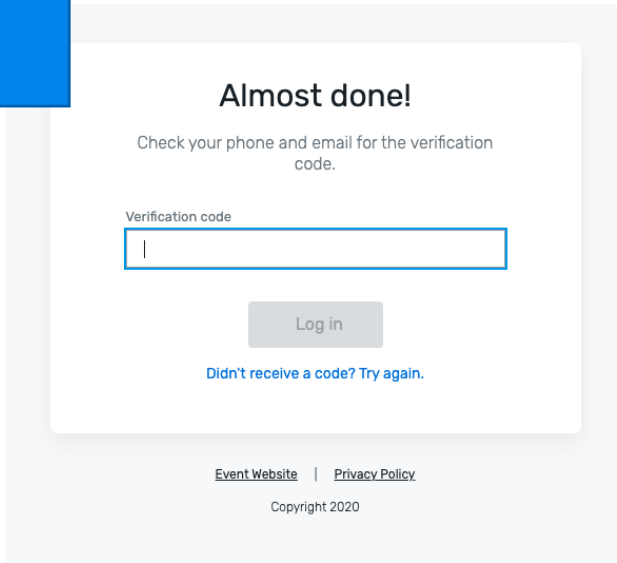

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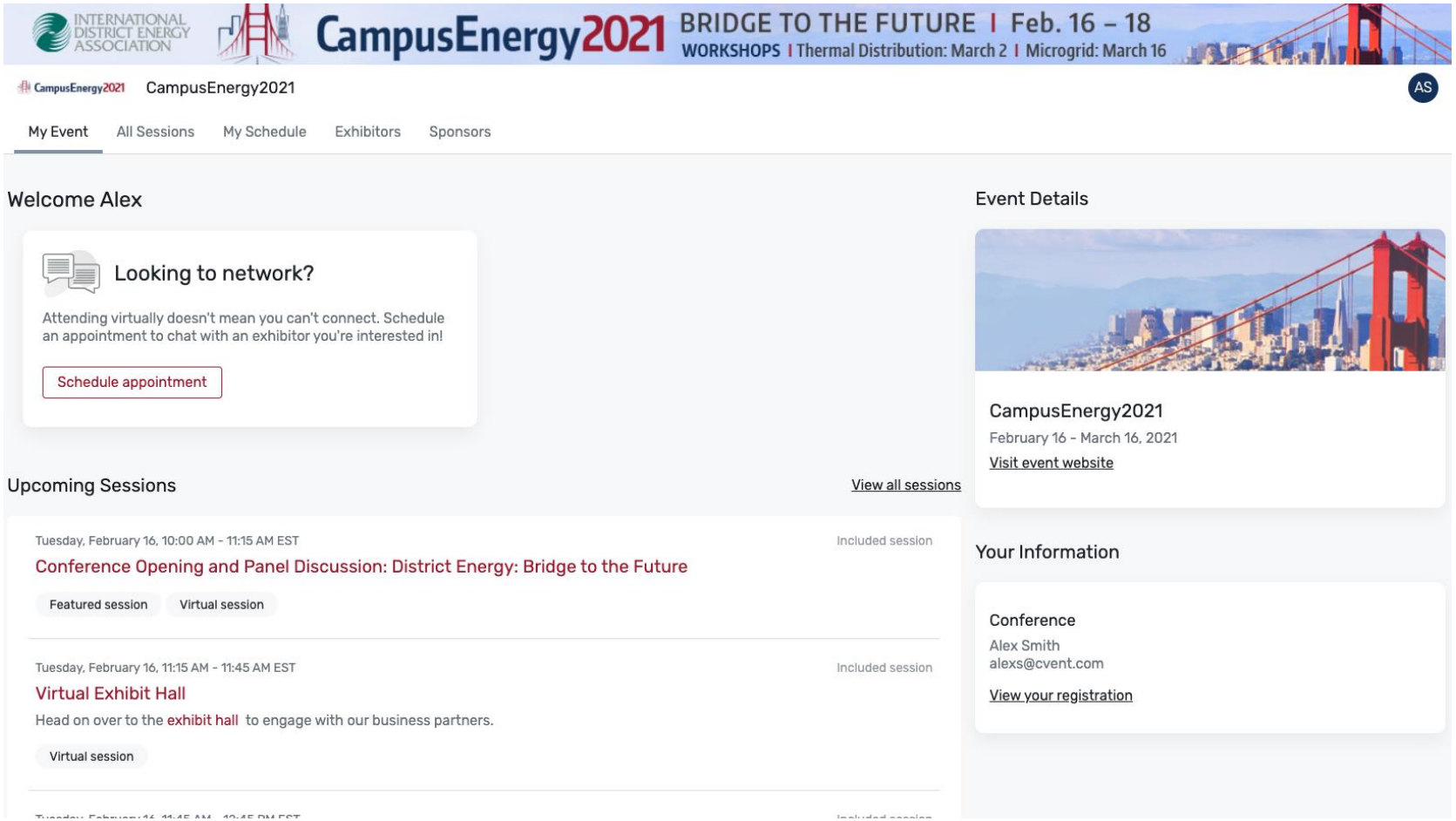
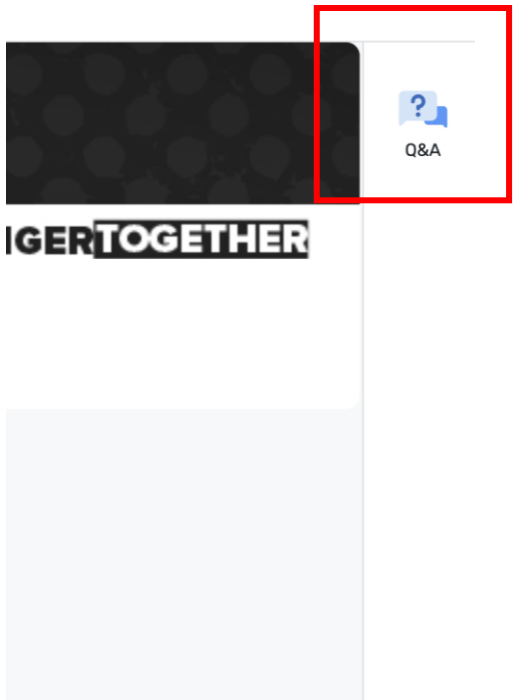
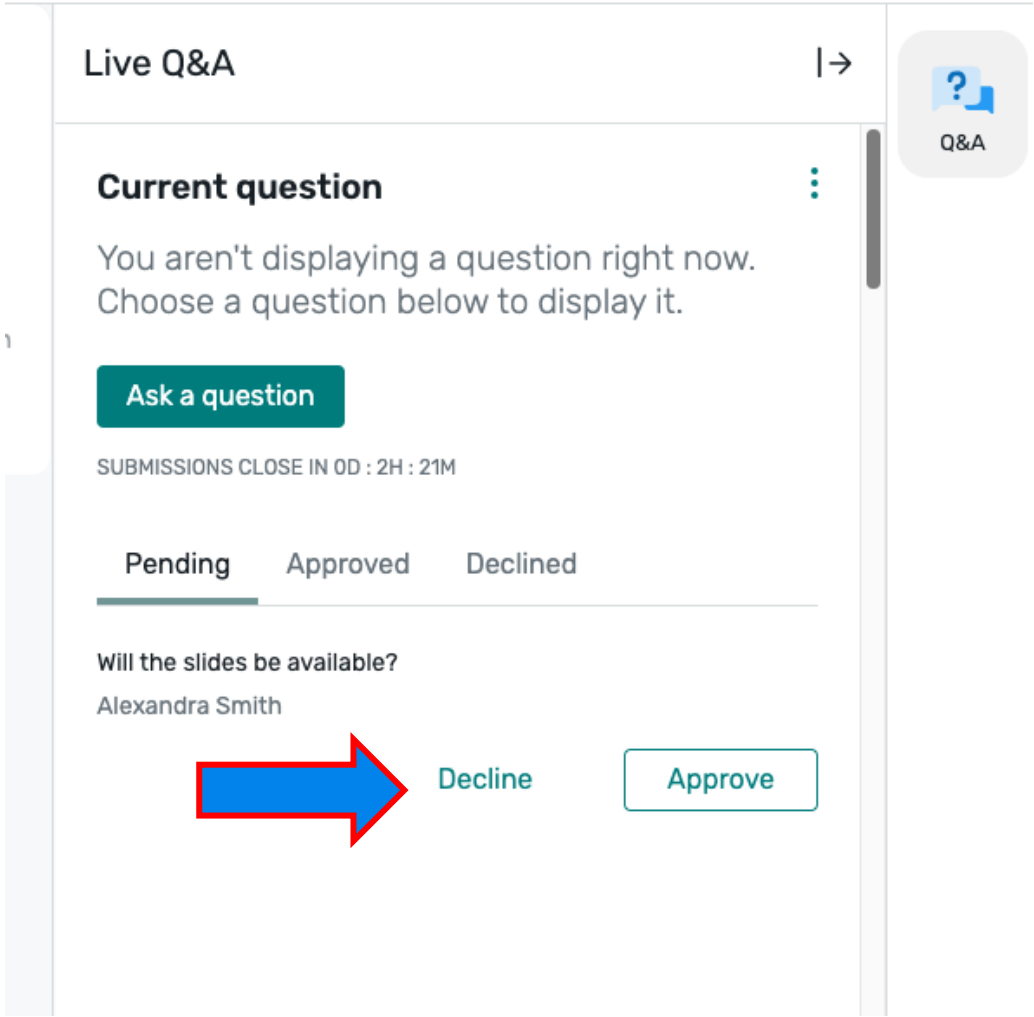


Q&A MODERATION- APPROVING & DECLINING QUESTIONS

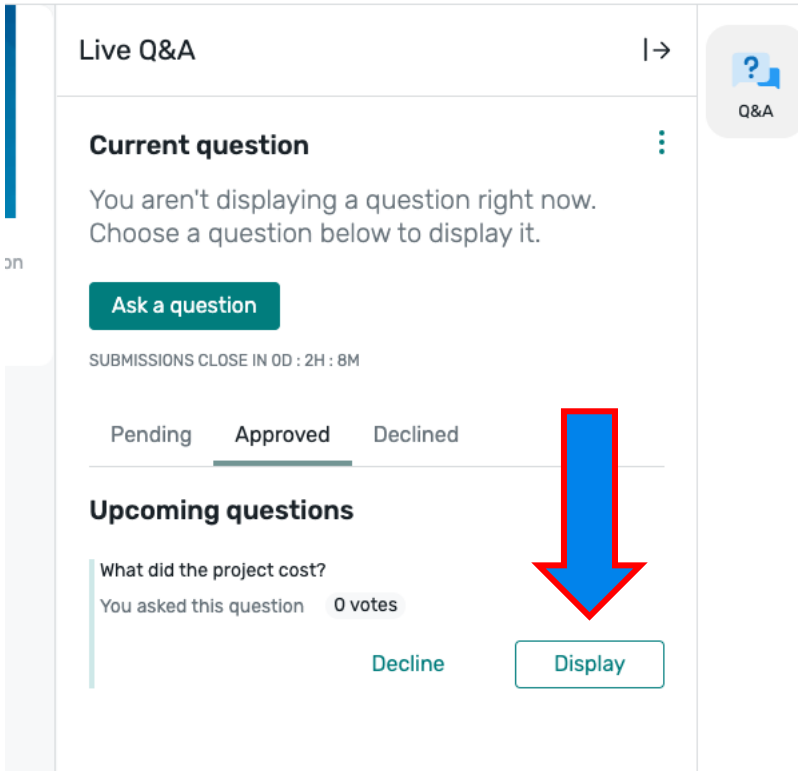
- You will be set as a moderator for your session
- If you are in the zoom with speakers Do NOT click the join session button. This will play the feed on your computer and cause audio feedback and distraction

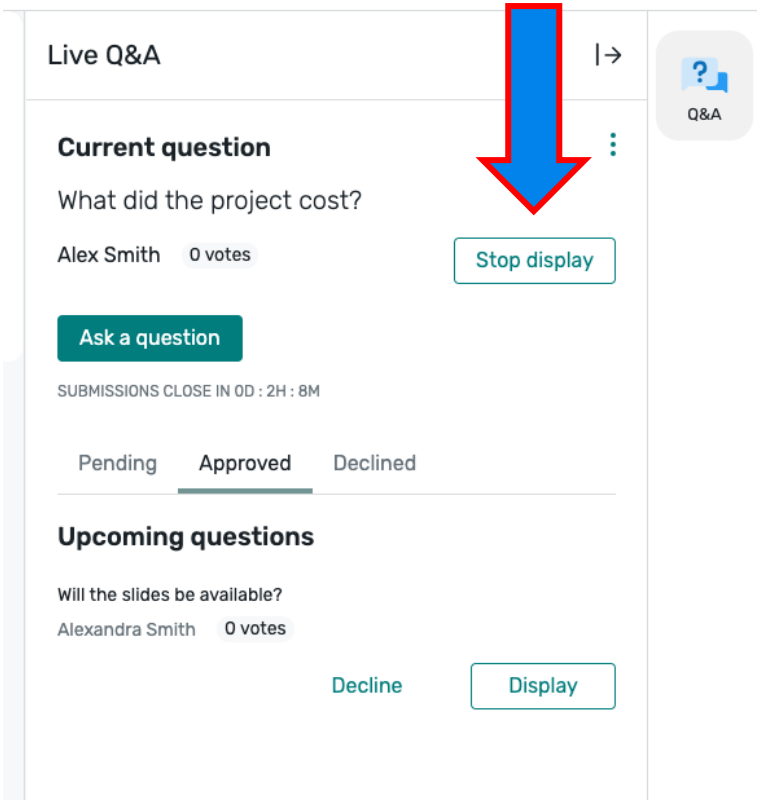




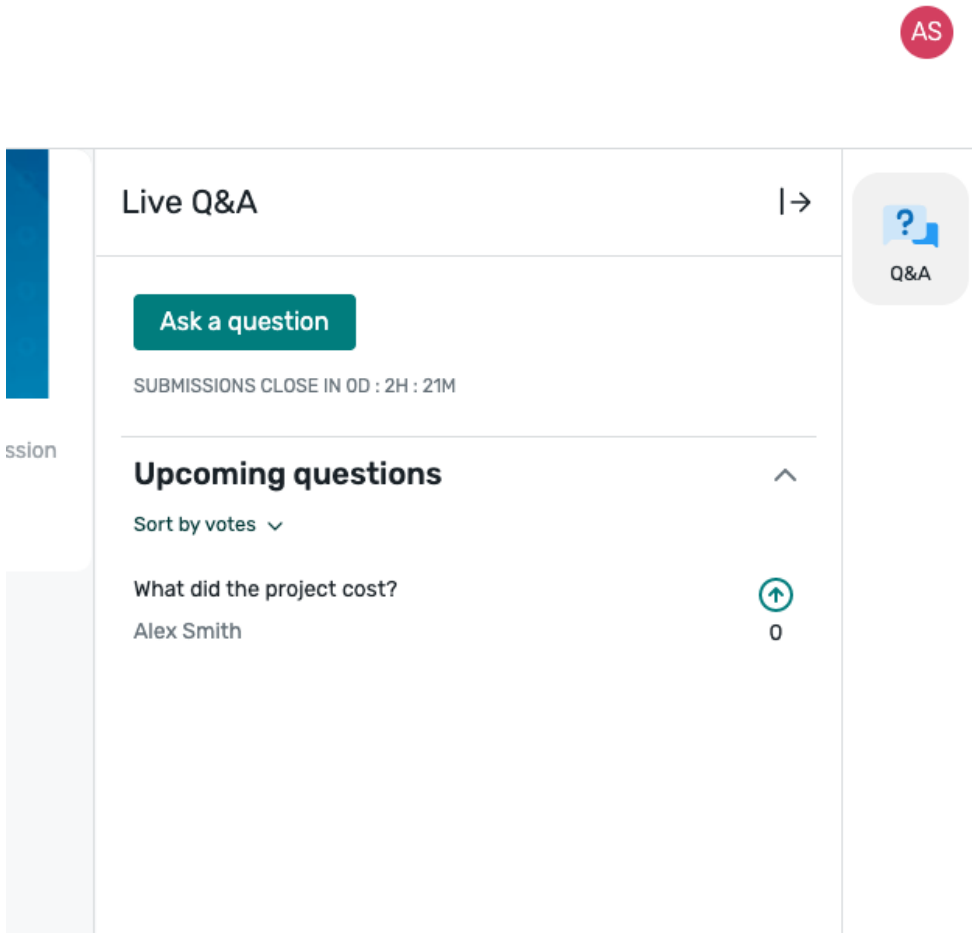
Q&A MODERATION- DISPLAYING QUESTIONS

- 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

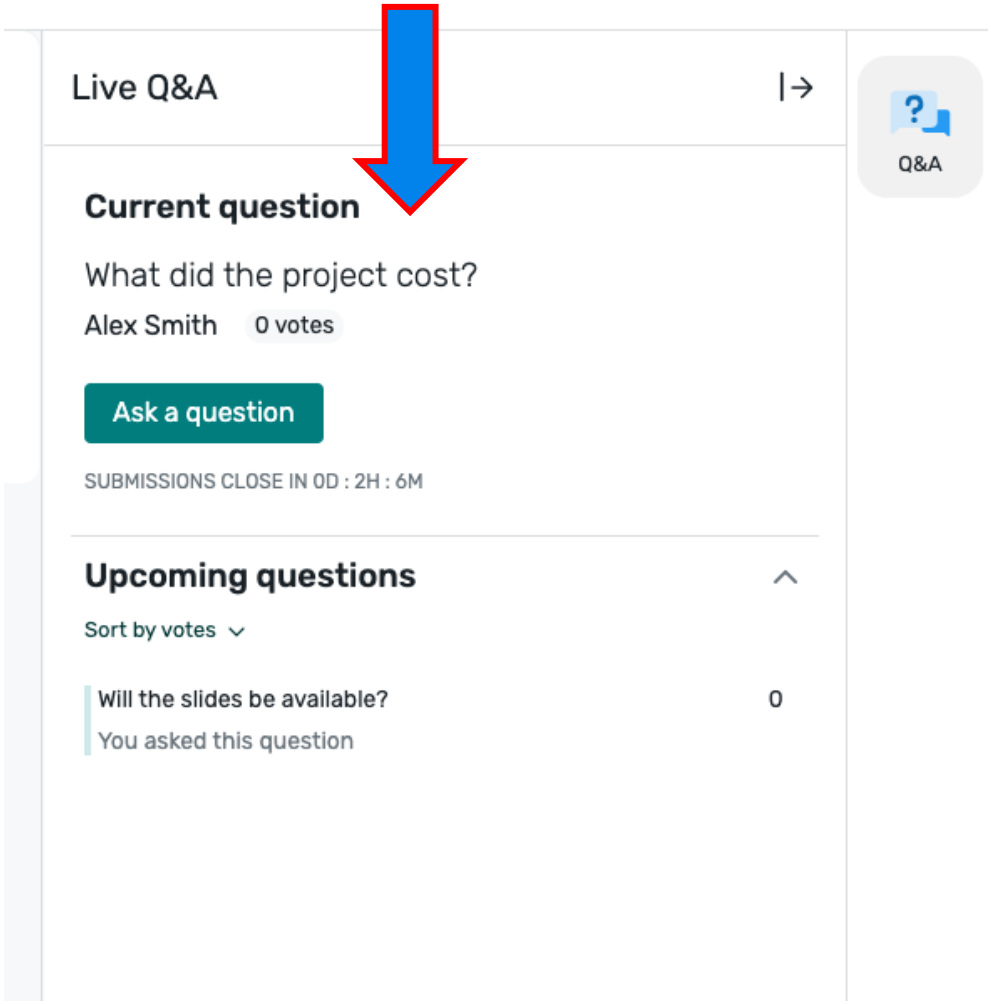




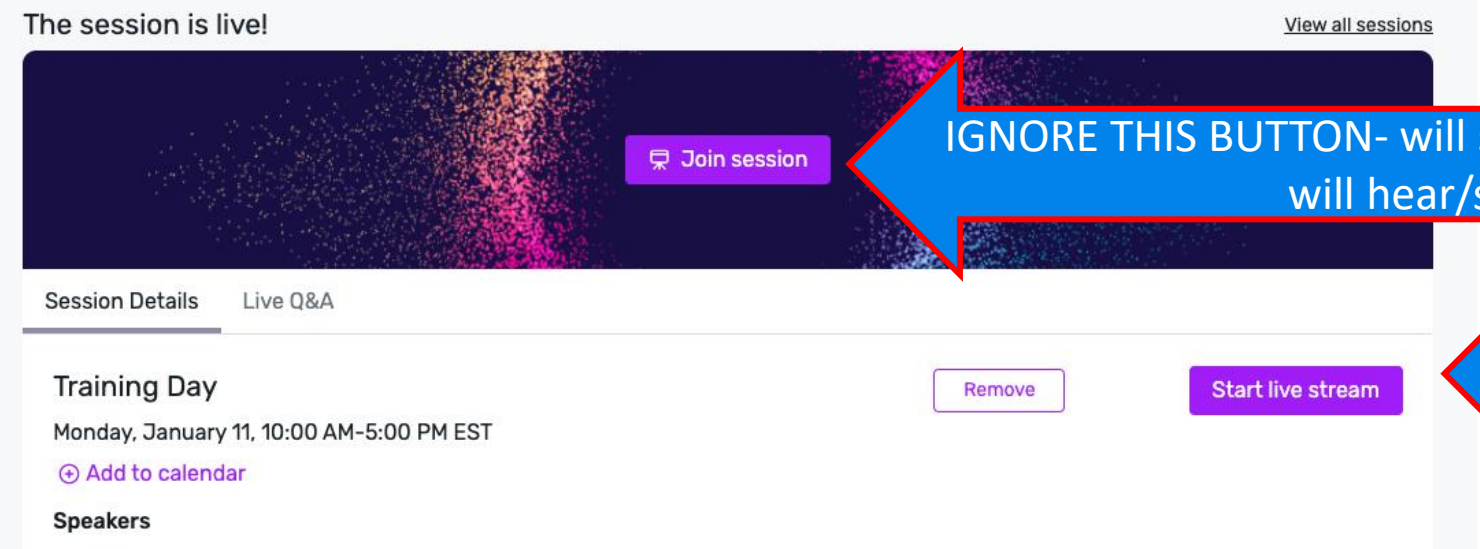
ATTENDEE EXPERIENCE- Q&A



Displayed Question



THINGS TO IGNORE



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

IGNORE THIS BUTTON- For Cvent Tech

Q&A