

Event Name: Generic Webinar

Date and Time: Jan 1, 2022 , 3pm-5pm

Host: Liz Milbank

Co-Hosts: Fred Barnard, Helen Altschul, AV Services

Panelists: Millie McIntosh, Iphigene Sulzberger, Diana Vagelos

ASL Interpreters: Ellen Futter, Julius Held

Captions done automatically by Verbit.io (requested in advance through CARDS)

Event Summary: Discussion and training session about Zoom Webinars, including a panel discussion and a screening of "Zoom Webinar Training Guide" film from AV Services

Advance Tech Run Through (Day Before Event)

- Liz, AV Services discuss any final changes or requests, review Zoom settings to make sure everyone can login to Zoom without any issues.
- Liz and AV check Zoom recording settings and set it to save the recording to the cloud.
- Fred and Helen join, panelists as well if available
- Participants review media and make sure all presented media is in one slideshow when possible (Microsoft Powerpoint or Google Slides are recommended)
- Liz, Fred, and Helen practice pinning and unpinning participants, sharing media, moderating Chat and Q&A. Fred and Helen decide who will handle which technical/logistical responsibilities.

Webinar Run of Show (Day of)

- 2:45pm: Start Practice Session
 - Assign Fred and Helen to be co-hosts.
 - Test sharing material
 - Have all panelists test camera and microphone
 - Fred adds the Verbit captioner bot and assigns it to be the captioner by going to the closed captions menu on the zoom toolbar.
 - Helen pins Ellen, and has her mute her mic but leave her camera on.
 - Helen shares screen to show holding slide
 - Helen pins Liz, but has her turn off her camera
- 3:00pm: Start Webinar
 - Give guests a few moments to populate the Zoom
 - Liz turns on her camera, Helen stops sharing screen
 - Liz gives opening remarks, introduces Fred
 - Ellen begins to interpret, and continues to do so for the next hour.
- 3:05: Fred
 - Helen unpins Liz and pins Fred
 - Fred introduces first panelist, Millie
- 3:10: Millie (VIDEO)
 - Helen unpins Fred and pins Millie

- Helen advances the Powerpoint to the next slide, which contains a video. After Millie is done introducing the video, Helen shares screen and selects powerpoint, making sure **not** to select Optimize for Video. But making sure that she selects share Audio.
 - Helen hits play on video
 - Millie turns off her camera so audience can focus on video
- 3:50: Discussion
 - Helen stops sharing and Millie turns her camera back on.
 - Helen pins Fred, who introduces Iphigene and Diana
 - Helen unpins Fred, and pins Iphigene and Diana
 - The three discuss the video
 - Helen unpins Ellen and pins Julius who will continue the ASL interpretation for the next hour.
- 4:20: Q&A
 - Helen pins Liz so she and all three panelists are visible
 - Fred reads through Q&A questions. The ones he thinks should be discussed he copies into the Chat and sends to Hosts & Panelists Only. When they are discussed, he marks the questions as “Answered Verbally.”
 - When he finds a question he thinks deserves an answer but does not need to be discussed (ie, will this webinar be recorded, what is the Barnard Library URL) he can answer them via text so as not to interrupt the panel.
 - Any questions he finds inappropriate he can ignore or delete, the audience won’t see them unless marked as answered.
- 4:50: Sign off
 - Panelists make last remarks and turn off their camera. Helen unpins all but Liz.
 - Liz makes final remarks and hits End Webinar.