

ESA-Arts 2021 Conference

Helsinki 8.-12.3.2021

Instructions for Zoom Hosts and Session Moderators

Zoom hosts = the conference provides a Zoom Host for each session. The main role of the Zoom Hosts is to host the meeting technically: help the presenters and participants with Zoom when needed (give hosting/co-hosting rights, help accessing breakout rooms, helping presenters with sharing screen etc.). Simply put: the Zoom Hosts just make sure everything works when the session is running.

Session moderators = the conference provides session moderators to welcome the participants, host and moderate the discussion, give participants turns for questions, comments etc. The session moderators are the “chairpersons” or “active hosts” who lead the sessions, keep the time etc.

Zoom Hosts

The role of a Zoom Host is simple but important: Zoom Hosts make sure the Zoom meetings run smoothly and communicates with the Presenters and the Session Moderator throughout the session. Here are some basic responsibilities in a nutshell:

- **Make sure you start the Zoom meeting around 15 min before the session starts.** We’ve asked the session Presenters and Session Moderators to join the meeting some 10 min before the official starting time, just to make sure they have time to settle in and make sure everything works.
- **Log in to Zoom with your Uniarts-account.** The instructions can be found here in [Artsi](#). This is crucial, because you’ve been assigned to the meeting as Alternative Hosts, and it works only with your Uniarts Zoom account.
- Start the Zoom meetings you’ve assigned to according to the **Timetable excel** (esa-arts_2021_timetable-and-links.xlsx). The excel contains all the Zoom meeting links, passcodes and other related info.
- **Rename yourself to “*your name* (Conference Zoom Host)”** so that session participants know who to turn to with technical issues. Example: *Ilpo Heikkinen (Conference Zoom Host)*
- Use the virtual background for ESA-Arts Conference (provided asap)
- **Give the Presenters and Session Moderators Hosting/Co-hosting rights** so that they can use the Screen Share, manage Breakout Rooms etc. If the Presenter wants to use Breakout rooms, give them hosting rights so they can prepare and navigate those themselves. In that case, remember to ask for co-hosting rights for you instead.
- Please check with the Presenters and Session Moderators their **microphones, cameras etc.** works. If the Presenters want to share their screens for their presentations, ask them to try this out. Help if needed.
- If everything works nicely, you probably won’t have to talk too much after the session starts. Please, still be present and be prepared to help the session participants whenever they encounter problems using Zoom.

Session Moderators

The role of the Session Moderator is to be the “chairperson” or “active host” of the meeting: you welcome the session participants, lead the discussion, give turns for comments and questions etc. Here are some basic responsibilities:

- **Join the Zoom meeting some 10 min before the session starts.** The Zoom Host of the session should already be there.
- **Make sure you get the session Co-hosting rights** from the Zoom Host.
- **Check your microphone and camera with the Zoom Host.** If you need to share your screen at some point, check this feature also. If there’s anything during the session, the Zoom Host is there to help you.
- **Rename yourself to “*your name* (Session Moderator)”**. Example: *Ilpo Heikkinen (Session Moderator)*

For any comments or questions, contact:

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