

“Live Remote” Workshop Hospitality Script

BEFORE THE SESSION

1. Be sure to have the workshop presenter bio(s) printed in front of you.
2. Look up the username and password information for your session so that you can log in as host of the session
 - If the last 4 digits of the URL for your session are UT09, here is the log-in information for that session:
 - Email: rick@nacsww.org
 - Password: 2015Gift*!
 - If the last 4 digits of the URL for your session are dz09, here is the log-in information for that session:
 - Email: info@nacsww.org
 - Password: 2015Gift!*

TO LOG IN AND START THE SESSION

1. Plan to log in at least 10 minutes early to any session you are moderating to “meet” the presenter(s). To log in to the Zoom account:
 - Go to <https://zoom.us/>
 - Click on the sign-in button
 - Enter the applicable email address and password (see above)
2. Find the link to the live remote workshop you are moderating:
 - a) Log into your NACSW account
 - i. Go to <https://www.nacsww.org/sw/user>
 - ii. Enter your email address and password (the one you use for your NACSW account), answer the simple math question, and click on the green “Log in” button.
 - b) Once you are logged in to your NACSW account, go to:
<https://www.nacsww.org/sw/virtual-convention-landing-page-2022> This is your NACSW Virtual Convention Landing page! From this page you can link to all virtual convention sessions. *<Note: if you see a message on your screen asking you to log in, you might have omitted steps i and ii. Go back to these steps to log into your account, and then click on <https://www.nacsww.org/sw/virtual-convention-landing-page-2022> to access the Virtual Convention Landing Page.>*log into the Virtual Convention Landing Page
 - c) From the Virtual Convention Landing Page, after a brief introduction at the top of the page, simply scroll down the page to find the session or event you moderating – **they are listed in chronological order.**
 - d) For all sessions or events, you will find the following information in order: a) the name of the session/event and the presenter(s); b) the **“Session Link”** (bolded in blue) that will take you to that session or event at the time it is scheduled to occur; c) the **“Evaluation”** link (also bolded in blue) which will take you to an online evaluation for that session or event.

- e) If you are using a computer, laptop, or tablet and would prefer to search for a session rather than scroll through the schedule, you can enter “Control-F” on your keyboard, and then type in the title or presenter of the session for which you are searching.

TO CONNECT TO THE LIVE REMOTE SESSION YOU ARE MODERATING

1. From the Virtual Convention Landing Page click on the “**Session Link**” (in blue) of the session you are moderating.
 - a) If you have previously logged into Zoom, a few seconds after you click on this session’s Zoom link, a window should pop up at the top of your screen which reads, “Open Zoom Meetings” or you will see a “Launch Meeting” button. Click on either one of these buttons.
 - b) If this is your first time logging into Zoom, you might have to first download the Zoom app on your computer or mobile device by following the on-screen prompts. Our guess, though, is that you’ve probably participated in more than your fair share of Zoom meetings over the past two years!**
2. After you have entered your session, from the Zoom control bar (it should be open on the bottom of your screen; you might need to hover your cursor at the bottom of your screen for the bar to open), select on “Chat” to open the chat screen so that you can read comments and messages sent by participants during your session.

AT THE BEGINNING OF THE SESSION

1. As participants enter the session, encourage them to engage with one another. This is also a good time to check participants’ sound and mics. As people enter the room, periodically make the following announcement:

“Welcome to _____ workshop. We will start in _____ minutes. You are all muted upon entry, but please feel free to unmute and chat amongst yourselves.”

2. Once the designated start time for the session arrives, unmute yourself and the presenter(s) but mute all participants and then make the following opening statement:

“Good morning/afternoon, please go ahead and mute yourselves so that we can all better hear the presenter. Welcome to today’s workshop entitled, _____ . Thanks for joining us. My name is _____ and I am here as a member of the Virtual Hospitality Team for this year’s convention. My role is to introduce today’s presenter(s), monitor the Chat feature for our session, and help at the conclusion of the workshop with information about attendance, CEUs and evaluations. If you have any issues or concerns once the session begins, you can send me a private message in the Chat. Just a few housekeeping items before we get our workshop started.

- *Today’s session might be recorded for future NACSW use.*

- We will be utilizing the Chat feature and the “raised hand” feature once the presenter begins, so feel free to use either of those as ways to get the presenter’s attention with questions or comments.
- If you have any technology questions at any point in the virtual convention this weekend, the tech team is available via email at help@nacsww.org.
- Please remember to fill out your Evaluation form **right after** the workshop has ended by selecting the Evaluation link on the Virtual Convention Landing Page just below the link you clicked on to enter today’s session.
- Lastly, toward the end of the workshop today, please pay close attention to the Chat for an announcement about how to document your attendance for this session.

That was a lot of information! Whew!

Now, to the part we are all here for: Allow me to introduce today’s presenter(s).

READ PRESENTER BIO.

TOWARD THE END OF THE SESSION *(Beginning 10-15 minutes before the designated end time)*

1. Give the presenter(s) a 10-15 minute “warning”, however previously agreed upon.
2. At 10 minutes to the end of time, type this language into the Chat feature: *“In order to track your attendance in today’s workshop, please type your Name and email address into the Chat now.”*
3. At 5 minutes to the end of the time, remind them about the link to the Workshop Evaluation Form in the Chat feature.
4. Once the presenter(s) has concluded the presentation, make the following closing announcements:

“Thank you so much for attending today’s workshop. Thank you [name of presenter(s)] for a great session. If you want CEs for today’s session, please do the following before you leave this session:

 - *First, if you have not already done so, submit your name and organization/institution into the Chat to register your attendance please do this before you exit the Zoom Room.*
 - *Second, please go back to the Virtual Convention Landing Page where you found the link to join this session (www.nacsww.org/sw/virtual-convention-landing-page-2022) and click on the evaluation link listed below this session on this page to submit an evaluation for today’s session.*
 - *Lastly, please make note of today’s session so that when you fill out the online CE documentation form at the end of the convention you can easily recall which sessions you attended throughout the conference.*

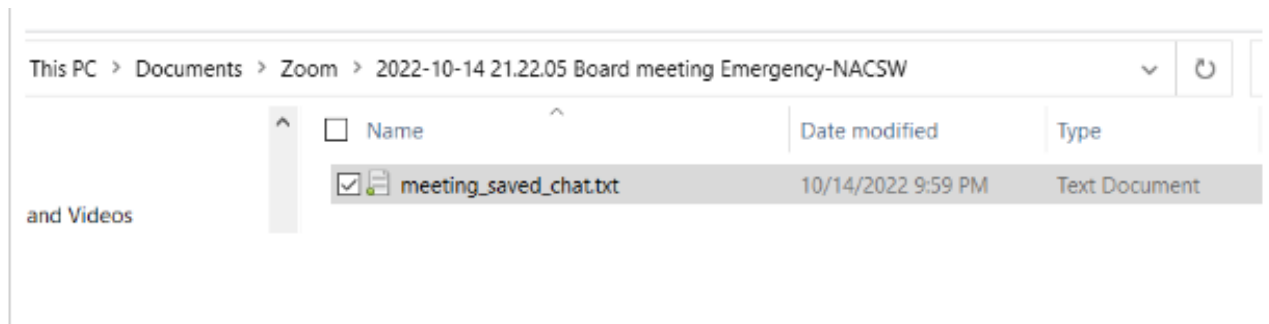
If you have any questions, I will stay in the room for a few minutes. Otherwise, you are free to go. Thanks again for your attendance and participation in the NACSW 2022 Virtual Annual Convention.”

TO CLOSE THE SESSION

1. Before you close the meeting session, **save the chat feature** content in a document with the first presenter last name and the word CHAT (i.e. TANCHAT).
 - With the chat feature open, click on the 3 horizontal dots at the bottom of the screen and select “save chat”
2. Click the “End Meeting” button. Then click the “End Meeting for All” button.

AT THE END OF YOUR “SHIFT” FOR THE DAY

1. Go to the following folder on your computer: Documents\Zoom. Find all the folders which start with today’s date (for example: 2022-10-28)
2. Open the first folder. The files in the folder should look something like this:



3. Right click on the file with the name, “meeting_saved_chat.txt” and select “Rename.” Rename the file with the same last name and first initial of the presenter and a key word and date of the presentation and add the word “chat” at the end (for example: SherwoodDEthics111921chat)
4. Send an email to convention@nacs.org and attach this chat file.

Thanks so much for your help as a moderator of today’s session!