AWF Moderator Resources

Moderators will be responsible for:
- Joining their assigned GoToWebinar session 30 minutes before the start time to work out any technical kinks and practice the flow of the session
- Introducing topic and speaker
- Sharing screen to present speaker’s slides and advance slides during presentation (if panelists have slides)
- Asking questions (passed on by Q&A reviewer via chat) aloud during the Q&A portion
- Joining session using an invite link sent directly to your email
- Strongly recommend having two screens*

Moderators will need to know:
- How to share screen, present powerpoint, and advance slides
- How to use webcam
- How to unmute/mute mic of speakers
- How to use the chat function to receive questions from Q&A reviewer

Joining the Virtual Meeting:
As a moderator of the session, you will be granted special access to the webinar via an emailed link. You will receive an email with the subject “You’re an organizer for AMS Washington Forum” - this email will contain a “Join Webinar” URL that will be used on the day of the virtual meeting. Users should not share the join URL with anyone because it is registered to their name.

- We recommend all moderators join the virtual meeting ten minutes before the scheduled start time by clicking the “Join Webinar” link in the confirmation email.
- Participants can use a computer mic and speakers to listen and communicate or dial into the conference call with a phone. Participants must join the web portion of the session before attempting to call-in to get the audio pin that is provided by joining the virtual meeting. *note* Phone attendees with no audio pin will not be able to make comments and can only listen.
New Users
For first time GoToWebinar users, a desktop launcher will automatically download. Once the launcher download is complete, it will need to install before the webinar can be joined. The install should only take a minute and users will be connected to the virtual meeting when the installation is complete.

Control Panel
Once in the session, a control panel will show on the right side of the screen. The control panel is used to manage the session. The computer mic and speakers or phone can be selected for audio. If using the phone for audio, call the conference number listed and, when prompted, enter the provided session and pin numbers. *note* Phone attendees with no audio pin will not be able to make comments and can only listen.

Screen Sharing
As a moderator, you have Presenter controls and will be able to share your screen, pass keyboard/mouse controls, and switch Presenters. You will also see an "Audience View" pane that provides a thumbnail view of what the audience is currently seeing. When sharing your screen, you can choose to share a specific application, a clean screen with no icons or taskbar, etc. Read below for more screen share options.

1. In the Screen Sharing pane, use the drop-down menu to select the portion of your screen you would like to share.
   - Screen of main monitor, secondary monitor or both monitors – This shares the entire screen of one or both of your monitors (if more than one is configured). Be sure to close any windows you do not want to share before proceeding.
   - Clean screen checkbox or Screen of main monitor, secondary monitor or both monitors (CLEAN) – This shares your screen, but also
hides your background, task bar and desktop icons. Be sure to close any windows you do not want to share before proceeding.

- **Just a Window** – This shares only the specific window that you select and hides the rest of your screen.

2. Click the Play button 🎥 to begin broadcasting your screen to attendees. You can change which part of your screen to share using the drop-down menu at any time.

3. An "ON AIR - Showing screen" message will appear at the top of the Screen Sharing pane, and the Play button 🎥 will switch to Pause 🚪.

4. Stop sharing your screen - In the Screen Sharing pane, click the Stop Showing Screen button ☑️.

**Mute/unmuting speakers/attendees**

By default, all attendees are automatically muted when they join the webinar.

1. In the Attendees pane, click the Audio icon next to the desired attendee's name. Green icons represent unmuted attendees, and orange icons represent muted attendees.

2. If an organizer attempts to unmute a self-muted attendee, they will be prompted to automatically unmute or remain muted.

3. You can mute and unmute all attendees at the bottom of the Attendee pane, click the Mute All or Unmute All icon.

**Chat Function**

Q&A Reviewers (Heidi Centola and Jennifer Sprague-Hilderbrand) will send questions to moderators using the chat function under the box to
the left. We also recommend monitors come prepared with questions to ask in case no participants have questions. It is your job as the moderator to read questions aloud to the panelist.

Need any help?

Did I enter the session through the right link?
If you are not seeing the control panel options mentioned above once you are in the session (i.e. option to screen share) send a chat to tech support in the control panel of GoToWebinar asking to be made an organizer”. This will give you all of the functions you should see as a moderator.

Audio/technical issues?
Visit GoToWebinar’s support page if you have issues joining a general session or need help with audio issues. Otherwise, contact meetings@ametsoc.org for further questions.

Additional Video Resources:
- Monday (10/19) afternoon’s AMS GoToWebinar Moderator Training video can be found here.
- A quick GoToWebinar general attendee video can be found here.