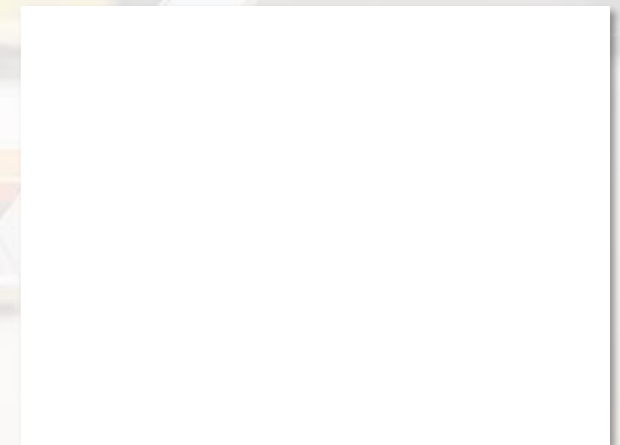cidpartners
integrating perspectives

Tips & tricks for moderators and speakers

3rd Conference of the German Network of Forced Migration Researchers as a digital format
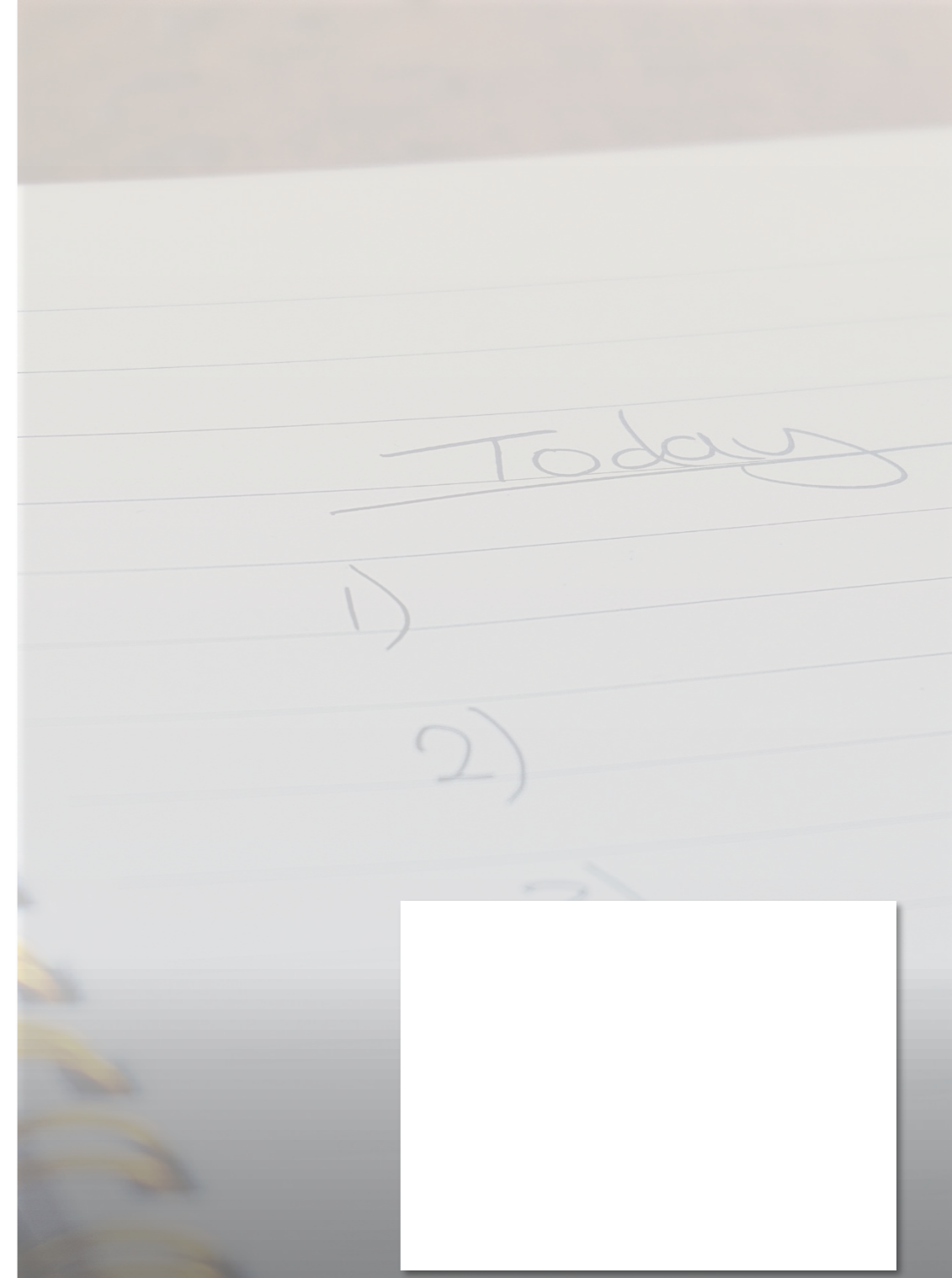17th – 19th September 2020

What is this video about?

- Information regarding the digital implementation of the conference

- Information on the lively and interactive design of panels, round tables and workshops:

  10 success factors

- Not in this video: Technical operation of the video conference tool "Zoom

Think about it

What is the best way to bore your listeners as quickly as possible?

Information

Zoom

- The implementation of the conference is mainly done with the video conference tool "Zoom".

- If you already know Zoom and its functions, you can use it as a basis for planning your panels, roundtables and workshops.

- Most of the sessions (panels, roundtables and workshops) are carried out as Zoom Meetings.

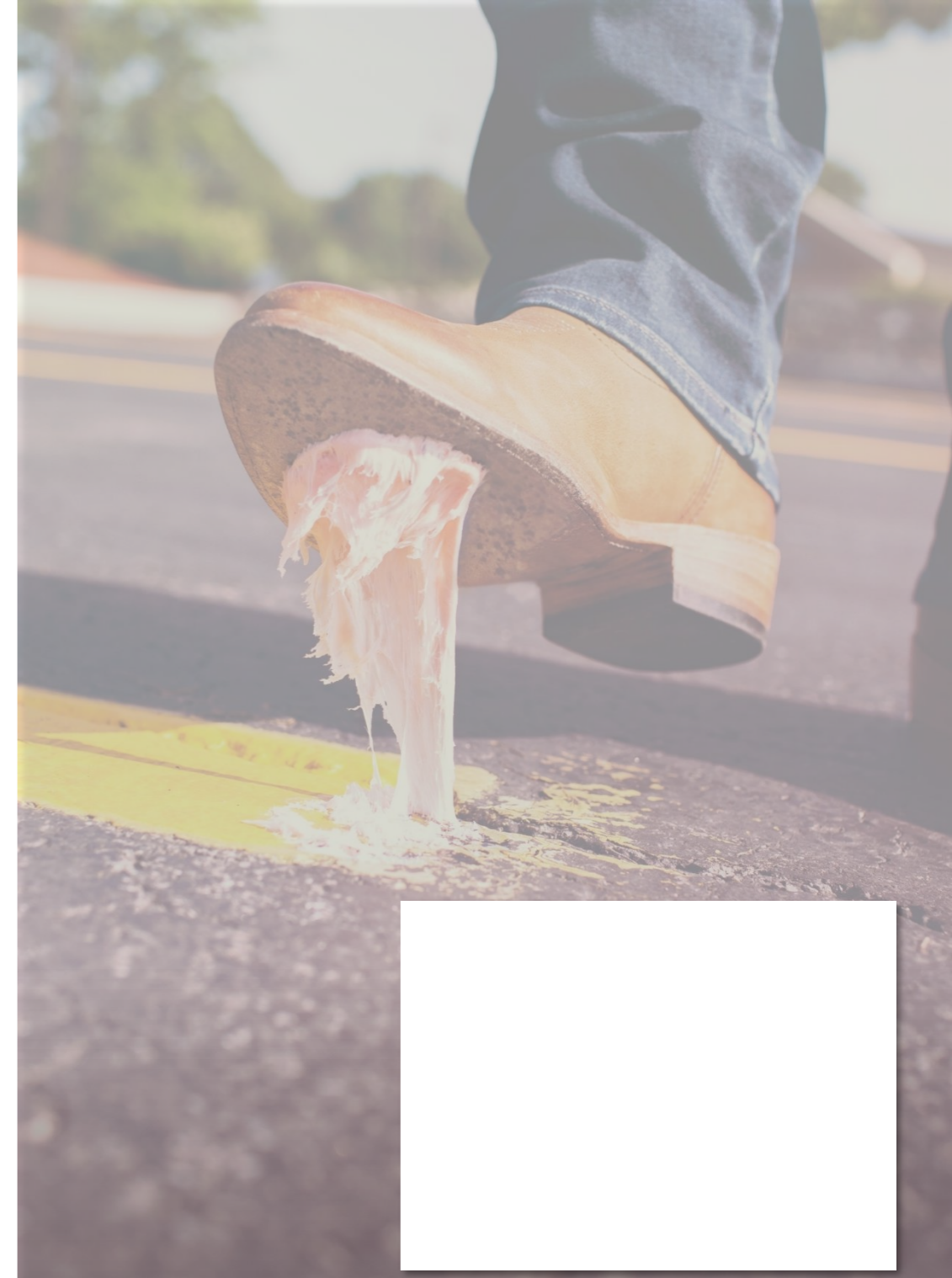**The following functions are available:**

- Video conference with presentation / screen sharing

- Chat

- Overview of participants during the Zoom Meeting & "raise your hand"

- Reactions: "Thumbs up" and "Applause"

- others

- **! NOT AVAILABLE**: polls – function **!**
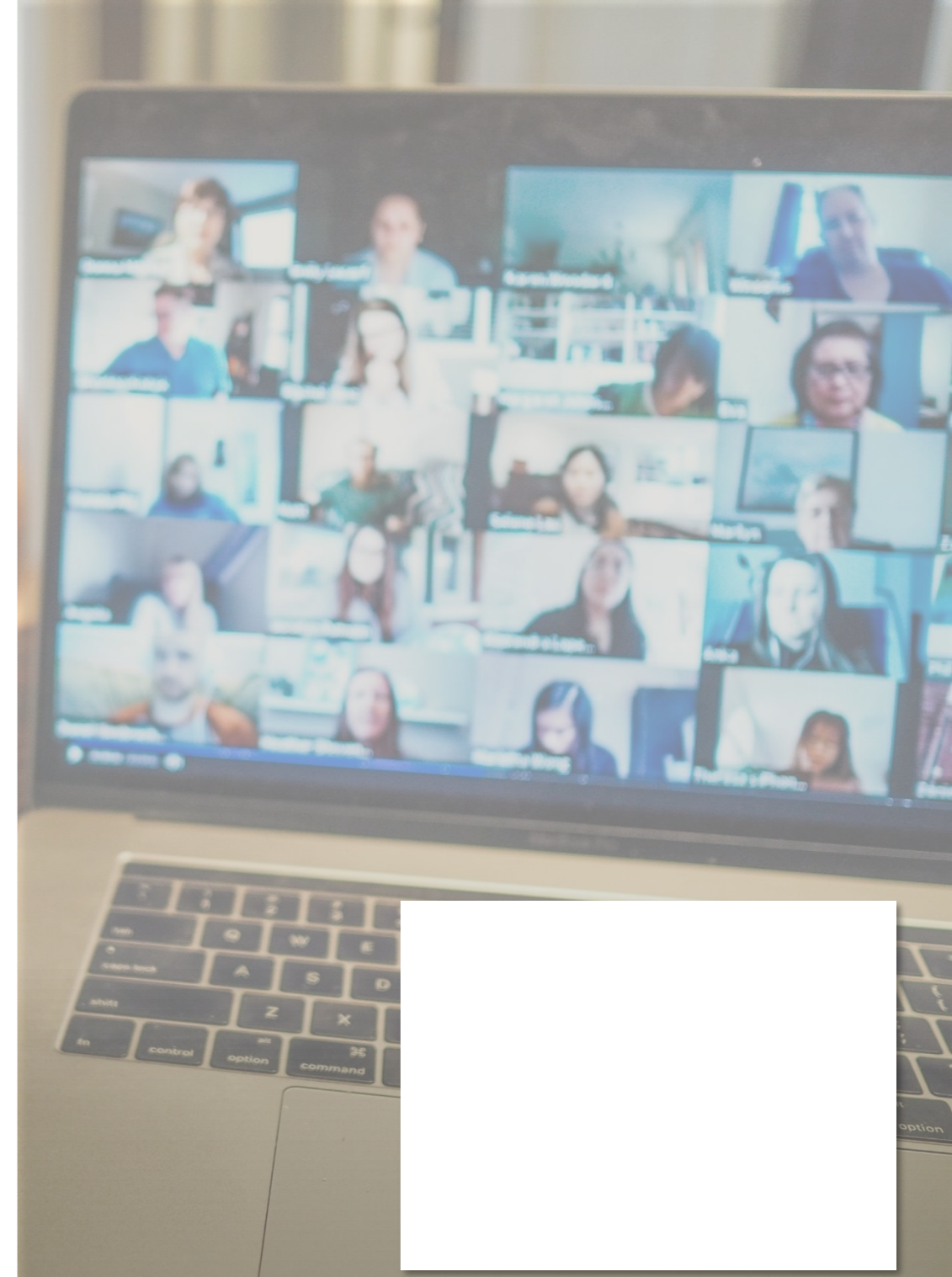
Could I have done any better?

Yes! Less text on the previous slide!

10 success factors
Overview

1. Design presentations in an appealing way

2. Structure sessions in a stimulating way

3. Self-presentation

4. Know your stage

5. Involve your audience

6. Use the Chat

7. Know and use "reactions"

8. Who does what when?

9. Mute and audible switching

10. What happens next?

Success factor #1

- Where possible, little text.
  Text should support presentation, not replace it

- Use graphics and pictures

- Tell a story in your session, your manuscript is printed
  out and in front of you

#1

Structure sessions in a stimulating way
Success factor #2

- Just like at a normal conference, vivid presentations inspire more than lengthy monologues.

- You can enrich your presentation with rhetorical means, questions into and thought-provoking impulses for the audience, short reaction questions, a quiz and much more.

- In a virtual conference it is more difficult to directly capture the feedback of the listeners.

- Make a schedule. In a virtual conference many things take a little longer.

#2

Structuring presentations in a stimulating way
Success factor #2

Session: 90 minutes

e.g. lecture

Introduction   Closing

| | Section | | Section | | Section | | |

Questions & Answers   Questions & Answers   Questions & Answers

Food for thought   Quiz   Query   Questions & Answers

Questions & Answers   Resolution Quiz

Introduction

- Introduction of the moderators, speakers and other key persons

- Context and introduction to the topic

- <u>Which technical interaction elements are used and how?</u>

- What is the time structure of the session? When can questions be asked and how, when will the questions be answered?

Closing

- Summary, conclusion and outlook

- Thanks to all involved and a clear conclusion

- Encourage further exchange

Quiz – the answer is:

The best way to bore your listeners as quickly as possible is: not to make your session appealing and to choose a less varied structure.

Success factor #3

- **Light** on you and your face

- Less light in the background and no backlight

- **Camera position** at eye level if possible

- Clothing appropriate, no checks and fine stripes ("moiré effect" to be avoided)

- **Try out headset / microphone**
  ! Avoid bad sound quality **!**

- Show yourself, not just a presentation. Communication consists to a large extent of body language and facial expressions.

- Use a virtual background if you like.

3

Success factor #4

- Familiarize yourself with the functions of Zoom.

- If possible, do a test run to try out the functions.

- Think about how you want your audience to perceive you:

  - Screen sharing or presentation of contents

  - Speaker view and gallery view

#4

Involve your audience
Success factor #5

- Encourage your audience to be visible in the video conference itself.

- Everyone can choose between a single speaker view and a gallery view (all participants), even next to a presentation or screen transmission.

- When you see your audience, you can make simple yes/no or agreement/disagree queries:

  - Wave with both hands: Approval/yes

  - Cross your arms in front of your face to form a cross: No consent/no signal

  - Etc.

- Variation: let participants point one to five fingers into the camera to rate a question

  - e.g. How strong do you think is the researched connection between A and B?

#5

Use the Chat

Success factor #6

- Inform your audience at the beginning of your session how the chat can will be used.

  - For ongoing questions or on prompt

  - For queries/opinions/evaluations on prompt

- Plan enough time for answers and inform you when which questions are answered and how

- If you are a team of moderators and presenters, then someone can moderate the chat and collect questions or ask questions back immediately if one is unclear.

- Another option is to answer questions directly in the chat, even during ongoing lectures, in writing

- The chat is a second, parallel running communication channel

6

Any ideas?

You are welcome to write down your ideas during a short break!

Know and use "reactions"

Success factor #7

- You can give a "thumbs up" or "applaud", this will be displayed in the video window of a participant.

- You can also actively encourage the use of these functions

- "Reactions" are a well-known function in Zoom and are often used.

#7

Clarify your roles and responsibilities with each other

- Speaker

- Moderator

- Who gives technical advice

- Moderation of the chat

- How do you coordinate among yourselves, how and when do you make the handovers?

- Etc.

Roles in zoom:

- Host (1 Person)

- Co-Host

- "Normal" participants

#8

Mute and audible switching

Success factor #9

- Even though it is common in virtual conferences, people do not like to be muted.

- If you want to mute all participants in your session, announce this.

- Even better, ask participants to do this themselves and explain how participants can make themselves audible again, and when this is desired and when not.

- If you want to hear (individual) participants, make them audible or ask participants to do so themselves.

- Wait a reasonable amount of time, not everyone always finds the right click immediately.

Success factor #10

- What happens next with the study / the research area / the results of the session etc.?

- How can participants communicate with you after the session? How can you reach the presenters?

#10

roundtable sessions
Excursus

- The "Raise Hand" function in the participant view

- Moderation of contributions in order

- Documentation / visualization of results

  - PowerPoint or other Office programs

- Virtual backgrounds
  (for powerful computers/laptops)

Roundtable Sessions

Workshop Sessions
Excursus

- Whiteboard function in zoom

- Documentation / visualization of results

  - PowerPoint or other Office programs

  - Working templates for working groups

- Breakout Groups (small groups)

- Use of other tools

  - Link via chat

  - Sharing screen contents

- Examples for further tools
  (unfortunately cannot be provided by the conference team)

  - Surveys and polls: Mentimetres

  - Virtual whiteboards: Miro / Mural / Conceptboard

  - ...

Workshop Sessions

Tips & Tricks for moderators and speakers

- Design your session attractively and choose a stimulating structure

- Know your stage and present yourself well

- Engage your audience, use the chat and other features in a targeted way

- Clarify among yourselves who is responsible for what