

Cheat Sheet – Emcee Role

Getting Started

- Ensure that you have the dial-in number and webinar ID handy in case you experience tech problems and need to call in by phone. You'll find this info in your panelist invitation. [Note: GALA staff will add this into to the calendar invite that you received]
- Have speaker bios and any other notes handy.
- Log into Zoom Webinar with **the panelist invitation link** 15 min prior to start of session. Do not enter the session through the event app.

Practice Mode

- You will enter the webinar in practice mode as a panelist – *attendees* will not be able to see/hear you.
- Ensure that your mic and camera are switched on; practice muting and unmuting and switching your camera on and off.
- All panelists and 2 members of the GALA team who will act as organizer/host and back-up will join you in the practice session at the designated time.
- FYI you won't be able to see attendees (headcount or names) until host starts webinar.

Your Responsibilities

- Make opening remarks and welcome when the broadcast starts
- Introduce speaker or panelists
- Remind attendees about “housekeeping” protocols (see below)
- Monitor chat stream
- Monitor and moderate Q&A
- Monitor time and enforce time limits (**very important!**)
- Make verbal transitions to next speakers, e.g. “thank you so much John and Amir. Next, we'll explore”
- Say goodbye at the end of the session

NOT your Responsibilities (GALA Staff will handle)

- Start/stop broadcast
- Start/stop recording
- Launch/close/share polls
- Transfer presentation or screen-sharing controls
- Demote or promote speakers/attendees

- Kick out any trouble-makers
- Troubleshoot technical issues

During the Session

- Make introductions, including your own – GALA staff will not speak unless necessary
- Watch the time; be assertive as needed
- Monitor the chat and the Q&A
- Transition to next speakers, and repeat
- At the close of the session, tell attendees what's next (A break? Networking session? The end?)
- Say thank you and goodbye

Problems and Solutions

If a speaker is missing at the designated log-in time (i.e. before the session begins) ...

1. GALA staff will attempt to get the speaker on the line
2. If they are a no-show at go-time, GALA staff will make a decision:
 - a. Proceed without them (only works for panels)
 - b. Change the order of events – if another speaker from your session-block is ready to go, move them up
 - c. If it's a solo presentation with no other presenters, wait 5 minutes, then end the session with apologies to the attendees

If a speaker cannot share their screen ...

1. GALA staff will share the presentation; speaker needs to direct them when to advance slides

*If a speaker cannot be heard, **GALA staff** will ...*

1. Work with them to ensure they are not muted, that their headset is plugged in, that audio settings are set to the right device
2. Direct the speaker verbally to dial in by phone using the number provided in their panelist invitation
3. Direct attendees' attention to the chat and ask an easy question, e.g.
 - a. Where are you attending from? What's the weather like?
 - b. What's your pandemic silver lining?
 - c. What's in your cup?

Technical Help Resources

- WhatsApp Group: message to the group
- Skype: connect with GALA Global

General Reminders

- Use verbal cues when making any kind of transition, e.g. “now I’ll ask the GALA staff to launch our poll” or “Susan, the audience is yours” or “we’ll now introduce our next speakers”
- GALA staff will display a welcome slide at the beginning of every session (just once). They will stop sharing after you make the introductions to the first presentation
- Remember to switch off your camera and mic when you are not speaking; and remember to switch it back on when it’s time to speak

Housekeeping Notes

- All attendees have been muted to cut down on background noise and you won’t be on camera during this session.
- The presentation today is being recorded and you will have access to it on GALA’s website in a few days. All participants will receive a link.
- If you have questions for our speaker, use the button in your control panel marked Q&A. We will try to get to as many questions as we have time for at the end of the presentation.
- You’re welcome to chat with other attendees using the chat button in your control panel. Please note you can direct chat to the panelists or to everybody. Please observe online rules of etiquette.
- If you experience technical difficulties, please use your chat box to ask for help and GALA staff will help you troubleshoot. Please direct your message to panelists only.