# Cheat Sheet – Session Host

Getting Started

- Ensure that you have any presentation slide decks open and ready to go as back-ups
- Queue up the right session + sponsor slide(s) that you will need
- Log into Zoom Webinar with *GALA Global credentials* 15 min prior to start of session

Update Configurations During Practice Mode

- Promote second GALA staff to co-host
- At the bottom of the Participants pane, click the 3 dots [...]
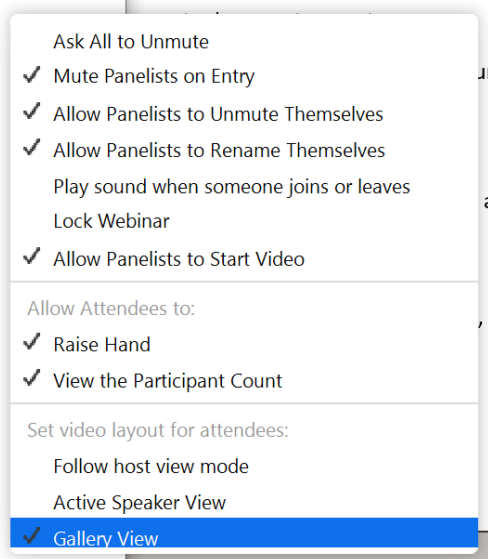
- Check "allow Panelists to start video"
- Under *Allow Attendees to*: Check "View the participant count"
- Under *Set video layout for attendees*: Check "Gallery View"

Practice with Panelists

- Panelists will join you in the practice session at the designated time
- FYI you won't be able to see attendees (headcount or names) until you click "Start Webinar"
- Ensure that each panelist can be seen and heard – do a proper sound check / roll call
- Confirm which panelist(s) will be sharing screens during presentations
- Ensure that each panelist who will screen-share can share his/her screen and advance their slides
- Ensure that the polls are visible, if applicable
- Remind everybody to use verbal cues during transitions, e.g. "I'm going to give controls to Maria now" or "Allison will launch the poll now"
- When practicing is done, display the appropriate session + sponsors slide and click "share screen"
- Demote panelists to attendees as needed

Run the Session

- At the designated time, click "Start Webinar"
- After the emcee finishes introductions and openings, stop sharing your screen. This will enable the presenter to share his/her screen using his/her controls.
- Act as back-up timekeeper
- Monitor the chat and the Q&A for rabble-rousers or technical questions; respond as needed
- At the transition to the next presentation …
  - Promote next speaker(s) to panelists
  - Demote finished speaker(s) to attendees
- At the close of the session, End Webinar for All

Problems and Solutions

If a panelist is missing at the designated log-in time …

1. Resend the panelist his/her link via email
2. Send a message on WhatsApp speaker group plus an email > remind them if they do not show up for dress rehearsal, they must come in as an attendee through the app; else they risk interrupting another session by popping up on screen as a panelist.
3. If panelist login fails for any reason, they should go in through the event app as an attendee, then host can promote them to panelist once the session starts.

If the emcee is missing …

1. Assume their duties; GALA Staff back-up assumes host's duties

If a speaker cannot share their screen …

1. Go to their presentation on your computer and share your screen; advance slides as directed

If a speaker cannot be heard …

1. Ensure they are not muted, that 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 numbers provided
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?

Unexpected downtime for any reason …

1. Continue tech support and distraction techniques for a max. of 5 min. After 5 min, either
   a. Promote the next speakers in the session
   b. End the session early with apologies
   c. Communicate an update via the event app's push notifications