# VidyoConnect™ Tools • Tips • Tricks

LARGE MEETING MANAGEMENT

Large meetings should be hosted by a registered user who is the room owner or who has been given a moderator PIN for the room.

Setting a Moderator PIN

1. From the **Rooms** tab, select one of your rooms.
2. Click **Create a moderator PIN** and enter a numerical code. Give this code to a registered user who you would like to have moderator ac-
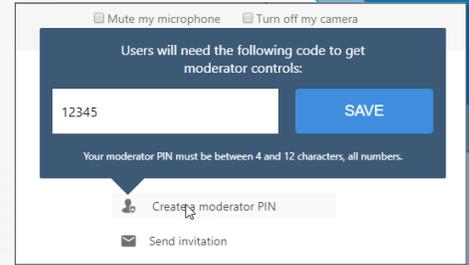
PRE-EVENT PRACTICE SESSION

- Send an invite for a pre-event practice session and include key speaker(s) and the moderator.
- Ensure that speaker(s) audio devices sound clear, webcams are turned on and centered, and lighting is good.
- Discuss roles, timing, and transitions. Review the Q&A procedure and flow using 💬 in-call chat.

Begin the Practice Session

If you have a moderator PIN enter it from the participant window.

1. Click [Moderate call] from the participant window to launch the control panel.
2. Click **Mute all microphones**. Unmute the presenter and yourself.
3. Click [Start recording] from the participant window.
4. Practice 📤 sharing slides and walk through the flow of the presentation.
5. Have "participants" ask questions in the 💬 in-call chat and follow the pre-determined Q&A procedure.
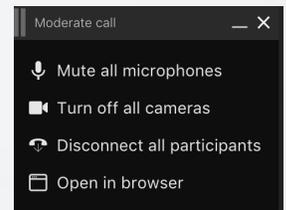
EVENT MANAGEMENT

Moderator and speakers should join 20-30 minutes early. If you have a moderator PIN enter it from the participant window.

1. Click [Moderate call] from the participant window to launch the control panel.
2. Click **Mute all microphones**. Unmute the presenter and yourself.
3. Click from the participant window just before the event starts.
4. Inform [Start recording] participants as they join that they are muted and can use the group chat to ask questions.
5. Introduce the first presenter to start. Follow the Q&A procedure as you move through the meeting.
6. When it is time to switch presenters announce the next presenter and remember to unmute them!
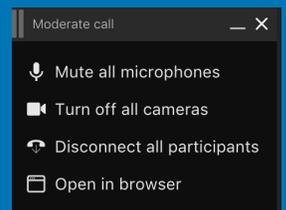
Q&A BEST PRACTICES *Set expectations for timing around questions. Try one of three configurations*

Hold till the end of the meeting.   Pause between presenters.   Pause between topics.

- Advise participants to use the group chat to enter questions.
- Re-state the question before answering so that both are captured by the recording.
- Always be sure to ask for questions at the end of the meeting!

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