



Behavior, Energy & Climate Change Conference

Advancing behavioral research, policy, and action to speed climate solutions

Convened by:

Stanford

Environmental and Energy
Policy Analysis Center



BECC 2020 / December 7 - 10 / Virtual Conference

To: BECC Moderators and Speakers

From: Cara Lee Mahany Braithwait

RE: BECC Conference Moderator Welcome Letter

Thank you for embarking on this new and exciting (nerve-racking?) journey with us into the world of virtual BECC conferences.

We will be using Zoom meeting for our platform during your session.

Before the Conference

Step One: Read the abstracts. Do you want to change your session title?

Please read the abstracts as soon as possible and decide if you want to change the title of the session or order of speakers for your session. Please send any changes to me.

Step Two: Meet with your speakers.

Please set a date/time for a Zoom Meeting prep session **with your speakers, either individually or as a group.**

- ✓ Select a date within the 2 weeks prior to your BECC session.
- ✓ If you need us to set up a zoom meeting, send us your date/time as soon as possible.

Agenda for your Zoom Meeting prep session:

- ✓ Review the "During the Conference" section of this document with them.
- ✓ Assign each speaker a block of time within the session. **You will need to strictly enforce time limits during the session.**
- ✓ Ask that they log into their BECC Conference session at least 10 minutes in advance.
- ✓ Discuss how attendee chat questions will be handled during the session.
- ✓ Ask whether any of your speakers wishes to launch a poll during the session.
 - You create the poll questions, and we can create the poll.
 - They may contain up to eight multiple choice questions.

[Zoom Meeting](https://support.zoom.us/hc/en-us/articles/360029527911-Live-training-webinars)

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Use the link above to view two tutorials that you will find useful for managing your meeting.

- Getting Started with Zoom Meeting
- Zoom Meetings, a bit more advanced.

- ✓ Ask them to update their Zoom Meeting settings because updates happen almost every week.
 - Here is a link that they can use to check: [Zoom Update](#)
- ✓ Ask that they please use a headset to reduce echo, feedback, and disruptive noises.
- ✓ During your Zoom Meeting prep session, please work with your speakers to make sure the lighting in their office/kitchen/basement is good and illuminates their faces sufficiently and that there is nothing inappropriate in the camera view.

Step Three: Ask speakers to send you:

- ✓ A copy of their slide deck. Please keep a copy of each of your speakers' presentations on your computer in case any of them experience screen-sharing issues during your BECC session. Please give your speakers a deadline for sending their presentations. We recommend you ask your speakers to send you their presentations at least 4 days in advance your session.
- ✓ A short bio highlighting why this person knows what they are talking about—so not the standard biography. Limited time means that we need to be brief and to the point!
- ✓ Some possible questions for you to ask during the Q&A period, in case attendees do not ask many questions.
- ✓ The best phone number for reaching them on the day of their session .

Step Four: We will email your BECC Conference Zoom Meeting link to you.

- ✓ Please be prepared to start your meeting 15 minutes in advance.
- ✓ Your session's Moderator Assistant will also join you early.

During the Conference

The time allocated for your session:

BEFORE THE SESSION (15 minutes): Log in, meet the speakers, prepare the session

DURING THE SESSION (60 minutes)

- ✓ 45 minutes: Time for presentations, polls **Please strictly enforce time limits**
- ✓ 15 minutes: Time for chat questions and discussion with speakers

AFTER THE SESSION (15-25 minutes): Breakout rooms will be set up in which attendees may chat directly with you and the speakers.

Your session's Moderator Assistant:

You will have an officially designated Moderator Assistant during your BECC Conference session.

The Moderator Assistant will:

- ✓ Join you in the meeting 15 minutes before the session start time to help set up the session.
- ✓ Handle uncomplicated technical issues. For complicated problems, technical assistance will be available.
- ✓ Launch any session polls, tabulate the results, and report the findings to you in real-time.
- ✓ Follow the chat messages and pass along questions to you.
- ✓ Open the post-session breakout rooms. You and the speakers will each be assigned to a breakout room. Attendees will be able to join any breakout room they choose

Notes Regarding Attendees:

- ✓ To join your BECC Conference session, attendees will use the link on the agenda or in the app.
- ✓ Attendees will be muted during the session and will ask questions in the chat.
- ✓ Attendees will be able to see this BECC Conference session participant list and will be able to view the presentations as well as anyone's camera feed.

Note Regarding the Breakout Rooms:

You and each speaker will be pre-assigned to a post-session breakout room where session attendees will be able to chat directly with you or the speakers. This is an opportunity to meet and network with conference attendees in a more personal way. While we have this part of the session scheduled for 15 minutes, the room will be open for up to 25 minutes.

Technical help:

Technical assistance will be available

Some useful additional links if interested:

How to run break-out rooms: [Breakout Rooms](#)

Running Zoom meetings: [Zoom Meeting](#)

Zoom basics: [Basics](#)

Admin Training: [Admin](#)