Moderator Welcome

BECC
Behavior Energy and Climate Change Conference
Useful information

• Running Zoom meetings: Zoom Meeting

• Zoom basics: Basics

• How to run break-out rooms: Breakout Rooms
No worries settings are done

- Allow participants to join anytime
- Mute participants upon entry
- Require authentication to join
- Request permission to unmute participants
- Automatically record meeting
- Enable additional data center regions for this meeting
- Alternative Hosts
  - Example: mary@company.com, peter@school.edu
What is on my dashboard

- Participant list
- Polls
- Chat (more on this later)
- Share Screen
- Pause/stop recording
- Breakout rooms
- Reactions
Networking is encouraged, but politely and not at the expense of your speaker’s time.
Chat--Options

- No one can chat
- Participants can chat only with the host
- Participants can chat with everyone
- Participants can chat with everyone or have the option to chat privately
- Participant names will be listed on the right-hand side of your screen
Chat will be shown on screen. The most current chat will be at the top.

Your moderator’s assistant may help with this function.
Who?
Your moderator
assistant
BECC Scholars

ALL UPPER TO POST GRAD SCHOLARS

WE WILL SEND THEIR NAME AND CONTACT INFORMATION TO YOU SO YOU CAN MEET WITH THEM IN ADVANCE
Their job!

<table>
<thead>
<tr>
<th>Have</th>
<th>You will have a designated Moderator’s Assistant during your session. The Moderator Assistant will:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Join</td>
<td>Join you in the meeting 15 minutes before the session start time to help set up the session.</td>
</tr>
<tr>
<td>Handle</td>
<td>Handle uncomplicated technical issues. For complicated problems, see the help desk.</td>
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<tr>
<td>Launch</td>
<td>Launch any session polls, tabulate the results, and report the findings to you in real-time.</td>
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<tr>
<td>Follow</td>
<td>Follow the chat messages and pass along questions to you.</td>
</tr>
<tr>
<td>Open</td>
<td>Open the post-session breakout rooms. You and the speakers will each be assigned to a breakout room. Attendees will be able join any breakout room they choose.</td>
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</tbody>
</table>
You are responsible for:

- The session’s content,
- Keeping your speakers on time
- The energy in the “room”,
- Handle questions
- Announcing that this program is being recorded
Know your session
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.
- Break-out room assignments
Meet with your speakers

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

Select
Select a date within the 2 weeks before your BECC session.

Send
If you need us to set up a pre-event zoom meeting, send us your date/time as soon as possible.
Timing: Total time for your session is 60 minutes

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

Then
- AFTER THE SESSION (15-25 minutes): Breakout rooms will be set up in which attendees may chat directly with you and the speakers.
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.
Break-out discussions at the end of your session

- You and each speaker will be pre-assigned to a post-session breakout room.
- Attendees will choose which speaker they want to talk to at the end of the session.
- While we have this part of the session scheduled for 15 minutes following the session, the room will be open for up to 25 minutes. Room will close automatically. There is a countdown clock.
Discuss and ask:

- For the break-out rooms, do the speakers wish to be
  - All on their own (in their own room)
  - Paired with another speaker—if so who?
Ask for

1. 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!
2. Some possible questions for you to ask during the Q&A period, in case attendees do not ask many questions.
A copy of their slide deck.

- Please keep a copy of each of your speakers’ presentations **open and on your computer**.
- Screen sharing can be devil a session speaker, so this is a safety.
Send Changes

Session title

Speaker order and confirm that it is ok to record them.

Break-out room assignments

Poll questions
Looking and sounding good

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.

• That there is nothing inappropriate in the camera view.

• Ask them to update their Zoom Meeting settings [Zoom Update]
It is “go” time

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.

• START YOUR SESSION ON TIME. IT MUST CLOSE ON TIME.
If this is your session, please have everyone convene at 1:00.

1. 1:00 Everyone in your meeting room
2. 1:15 You start at 1:15
3. 2:00 End formal presentations at 2:00
4. 2:00 Q and A from 2:00 – 2:15
5. 2:15 Breakout rooms start at 2:15—closes at 2:45

Next session starts at 2:30

<table>
<thead>
<tr>
<th>1:15–2:15 pm</th>
<th>Topic Session 1</th>
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</thead>
<tbody>
<tr>
<td><strong>Session 1A</strong></td>
<td>Social Science Insights</td>
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<tr>
<td>Moderator: Hale Forester, See Change Institute</td>
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<tr>
<td>• Maximizing Home Energy Retrofit Uptake through Improved Design of Home Energy Reports – Karl Purcell, Sustainable Energy Authority of Ireland</td>
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<tr>
<td>• Which Role Does Plastic Packaging Play during Grocery Shopping? A Qualitative Consumer Study at the Point of Sale – Tabea Habermehl, Technical University of Munich</td>
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<td>• Social Influence in the Adoption of Low Carbon Digital Innovations – Emilie Vrain, Tyndall Centre for Climate Change Research</td>
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<tr>
<td>• Political Message Matching and High-Impact Green Behaviors: Context-Specific Considerations and Limitations – Alexandra Scharmer, University of Minnesota</td>
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</table>
And now for the audience

Attendees will use the link on the agenda in the app.

Attendees will be muted during the session.

They can type in questions in the chat box.

Your session moderator will help organize the questions for you.

Attendees will be able to see:

• The moderator and the speakers on their screen.
• Attendees can decide on the room view—speaker view or gallery.
• They can see who is in the session and click on their name to connect.
• You can show the faces of everyone as they enter the room, but once the session starts, reduce it to speakers and moderator view.
• During the 15-minute question time, reopen all the video feeds to show participants.
Attendees will see

• The moderator and the speakers on their screen during the presentation block of time
• They can see who is in the session and click on their name to connect
• You can show the faces of everyone as they enter the room, but once the session starts, reduce it to speakers and moderator view.
• During the 15-minute question time, reopen all the video feeds to show participants.
• Open break out rooms and ask your speakers to go to their room and leave the conference room open for general discussion.
Break-out rooms and networking!

- Participants will select and enter breakout sessions as they please.
Finally

Do not close the room, leave it open until 25 minutes after the session’s end.