



# BECC

## Behavior Energy and Climate Change Conference

Moderator Welcome



# Useful information

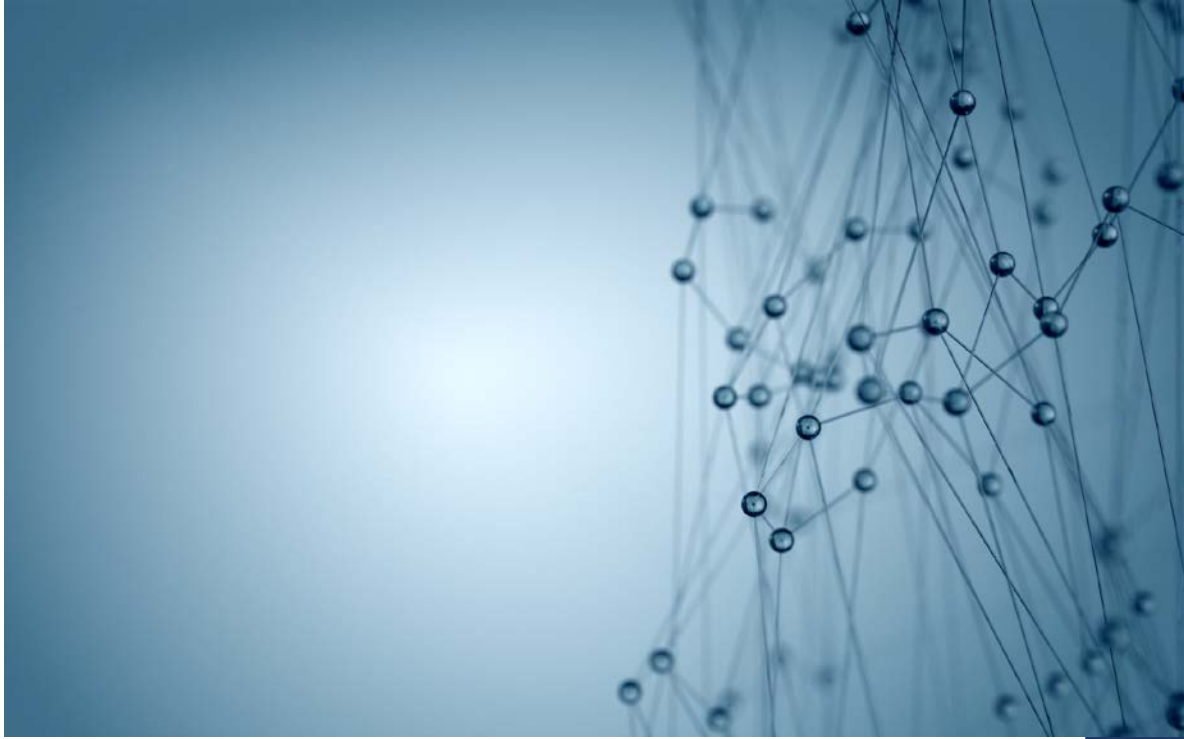
- Running Zoom meetings: [Zoom Meeting](#)
- Zoom basics: [Basics](#)
- How to run break-out rooms: [Breakout Rooms](#)

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.



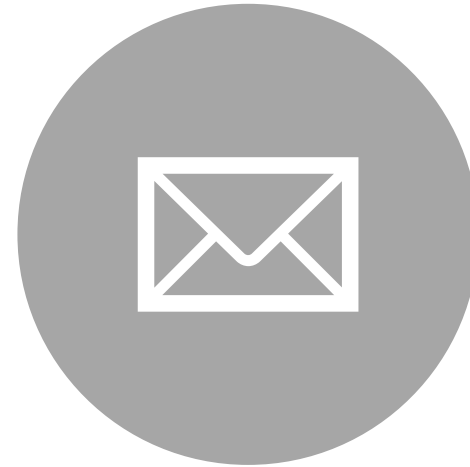
Who?  
Your moderator  
assistant



# 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

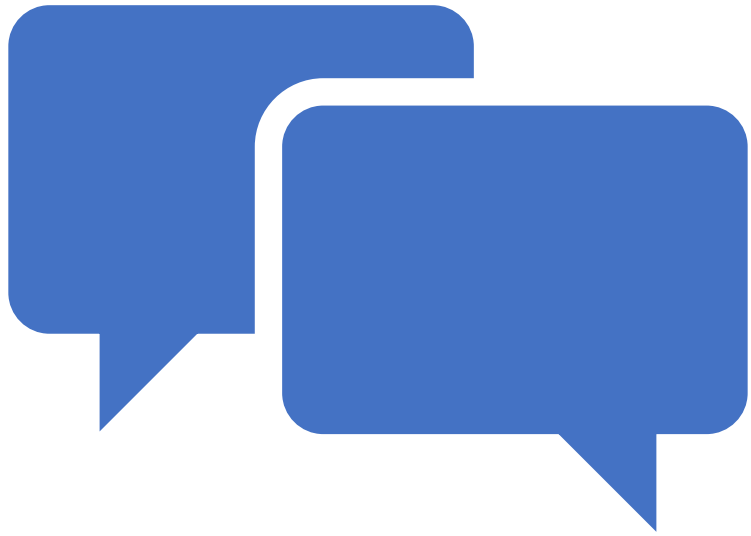
# Their job!

Have	You will have an designated Moderator's Assistant during your session. The Moderator Assistant will:
Join	Join you in the meeting 15 minutes before the session start time to help set up the session.
Handle	Handle uncomplicated technical issues. For complicated problems, see the help desk.
Launch	Launch any session polls, tabulate the results, and report the findings to you in real-time.
Follow	Follow the chat messages and pass along questions to you.
Open	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

# You are responsible for

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

# Changes



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

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**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

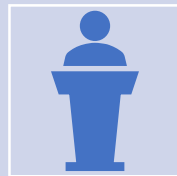
**Then**

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

# Discuss and ask:



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

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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.

# Safety first

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## **A copy of their slide deck.**

- Please keep a copy of each of your speakers' presentations **open and on your computer.**
- Screen sharing can bedevil 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

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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

1:15–2:15 pm	Topic Session 1
Session 1A	<p>Social Science Insights Moderator: Hale Forester, See Change Institute</p> <ul style="list-style-type: none"><li>• <a href="#">Integrated Energy Decision-Making: How, When, and Why Adoption and Co-Adoption Happen – Vivek Shastry, The University of Texas</a></li><li>• <a href="#">Maximizing Home Energy Retrofit Uptake through Improved Design of Home Energy Reports – Karl Purcell, Sustainable Energy Authority of Ireland</a></li><li>• <a href="#">Which Role Does Plastic Packaging Play during Grocery Shopping? A Qualitative Consumer Study at the Point of Sale – Tabea Habermehl, Technical University of Munich</a></li><li>• <a href="#">Social Influence in the Adoption of Low Carbon Digital Innovations – Emilie Vrain, Tyndall Centre for Climate Change Research</a></li><li>• <a href="#">Political Message Matching and High-Impact Green Behaviors: Context-Specific Considerations and Limitations – Alexandra Scharmer, University of Minnesota</a></li></ul>



# 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 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.