



LARGE MEETING MANAGEMENT

Large meetings should be scheduled by the intended meeting moderator. This will give them access to additional call controls necessary to host a successful large meeting!

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 group chat.

Begin the Practice Session

1. Click from the participant window. **Mute all** participants. **Unmute** the presenter and yourself.
2. Click from the participant window.
3. Practice sharing slides and walk through the flow of the presentation.
4. Have “participants” ask questions in the group chat and follow the pre-determined Q&A procedure.
5. Review the recording after the practice session to ensure any adjustments are made prior to the live event.



EVENT MANAGEMENT

Moderator and speakers should join 20-30 minutes early to do a sound check and agenda review.

1. Click from the participant window. **Mute all** participants. **Unmute** the first presenter and yourself.
2. Click from the participant window just before the event starts.
3. Inform participants as they join that they are muted and can use the group chat to ask questions.
4. Introduce the first presenter to start. Follow the Q&A procedure as you move through the meeting.
5. 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. Vidyo recommends one of three configurations:

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

When it's time for questions:

- 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!

