

ONLINE CONVENTION MODERATOR CHECKLIST

- Moderators will be sent a link to the Zoom session as well as contact information, preferred speaker bio, and any other relevant information.
- Join Zoom session with the link. A/V operator will bring you in from the waiting room.
- If you haven't been identified as a moderator to the A/V operator, rename yourself with 'Moderator + Name', and message the A/V operator requesting additional privileges. Ask the A/V operator whether the session will be recorded or not.
- Introduce yourself to speaker and ask how they would like to utilize your services - intro/thanks, fielding questions from chat, directing questions via raised hand, etc. Some presenters may not need further support beyond the introduction. It is their session so let them guide you.
- Suggest to the speaker that the audience should be instructed at the beginning how questions and comments are to be managed during the session such as typed questions in the chat, using the hand raise and mic to verbally share, whether breakout rooms will be offered, etc. Offer to share these expectations and instructions with the audience after the session begins unless the presenter prefers to share it themselves.
- Type to participants in the chat how to receive technical support if needed.
- Open the session with a welcome/intro. If the session is being recorded, please inform participants.
- Support the interaction with the audience **as directed from the speaker**.
- If indicated by the convention board to the moderator**, the First Nations, Métis, and Inuit Elder or Knowledge Keeper may have requested that cultural protocol is required in order to receive the teachings provided throughout the session. If cultural protocol is required, the moderator, while not physical presenting the protocol to presenters (it will be mailed beforehand), can share the following statement. Please ensure to modify the statement to specific teachers' convention and teachings provided.
On behalf of [insert name of teachers' convention], we would like to offer you cultural protocol to acknowledge and respect the teachings that you will be sharing related to [insert specific request (i.e. tipi teachings, storytelling, fish-scale art)]. Please advise of the protocol that is required for the knowledge and teachings that you will be sharing with us. Due to the current circumstances, we will be sending protocol via mail rather than in-person and kindly request confirmation of your mailing address.
- In the thank you message, pull a couple of key ideas to thank the presenter.

