



WEBINAR MODERATOR & SCRIPT GUIDE

Requirements:

- Platform: Zoom
- Internet connection: 10 Mbps or higher (Speed test: <https://www.speedtest.net/>)
- Speakers and a microphone
- Webcam (Optional)
- Minimum OS: Windows 7 and higher / Mac OS X with Mac OS 10.10 and higher
- Hardware requirements (Recommended): 2.5 GHz Dual Core Intel Core i5 and higher desktop CPU
- Browser: Google Chrome, Safari, Firefox, and Edge

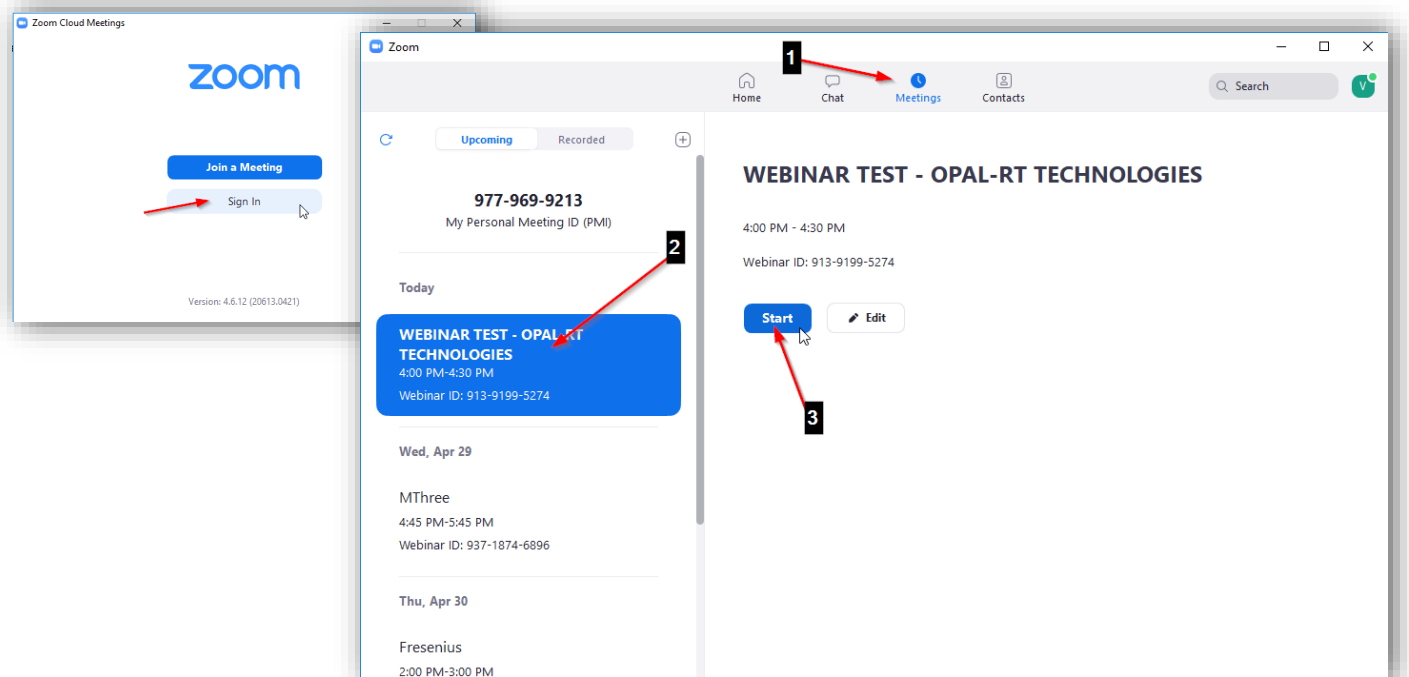
BEFORE PRESENTATION

Step 1: Download and install Zoom: <https://zoom.us/client/latest/ZoomInstaller.exe>

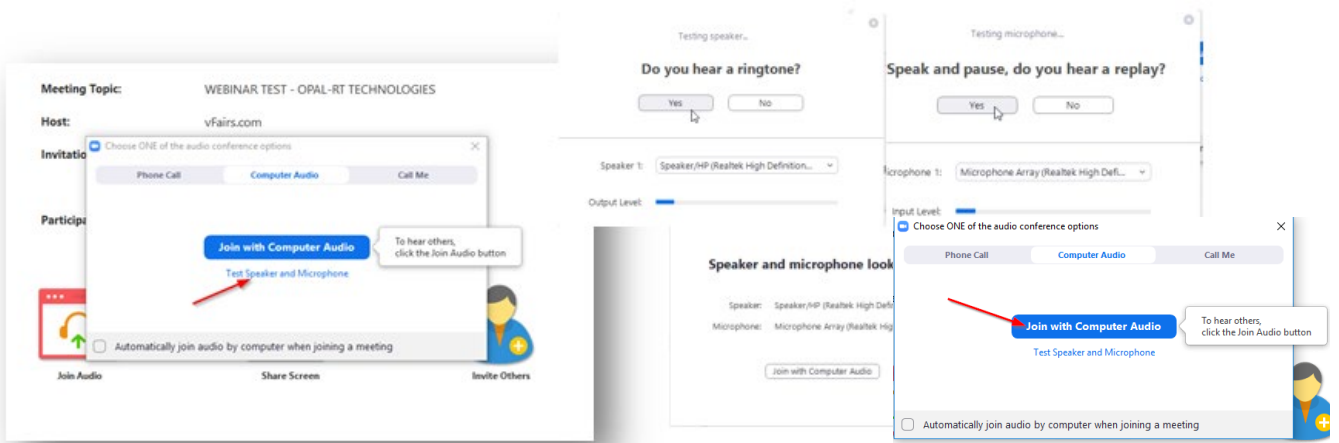
Step 2: Open Zoom > Sign in > Select tab “meetings” > Find the webinar > click Start.

Speaker and moderator need to **arrive 5-10 minutes before** the webinar begins. Please note the webinar will be in Practice mode, and it will start once you select “Broadcast”.

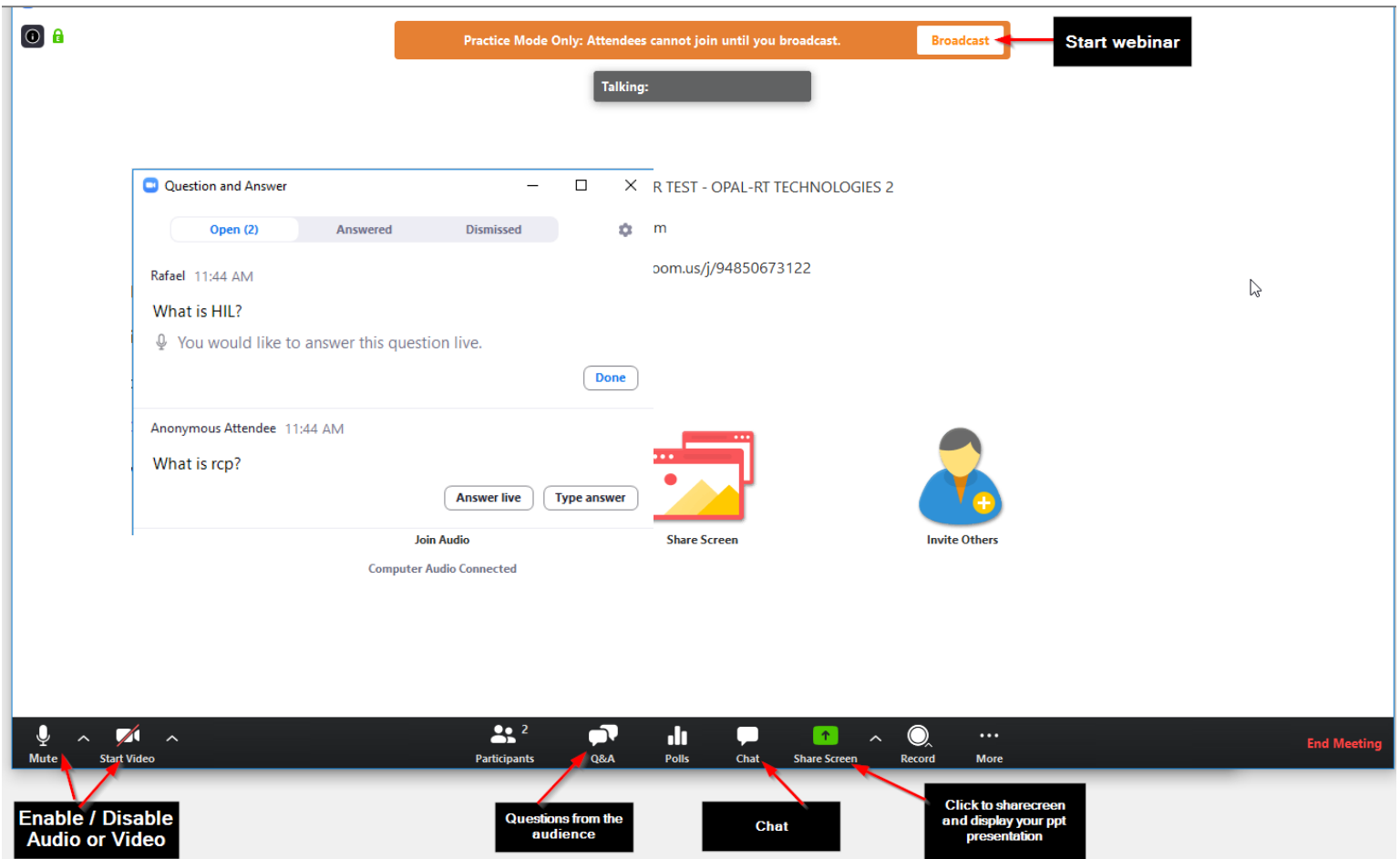
Please note we will provide you a Pro Zoom account for you to login.



Step 3: Select “Test speaker and microphone”, follow the instructions, and select “Join with Computer Audio”:



Note the webinar will be in Practice mode. You can talk with the panelist to see if all is ok (the audience cannot hear you). Select “**BROADCAST**” when it is time to start the scheduled webinar.



DURING PRESENTATION

Step 4: Presentation time (approximate):

- 1 min. - Introduction (moderator)
- 20 min. - Presentation (speaker)
- 30 sec. - Q&A (moderator)
- 8 min. - Q&A (speaker)
- 30 sec. - Ending (moderator)

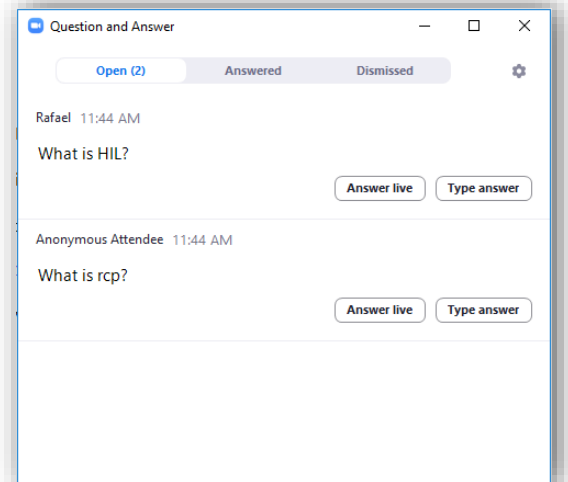
Q&A:

1. Once the speaker finishes the presentation, the moderator will thank the speaker and announce that there will be a Question & Answer period (Q&A).

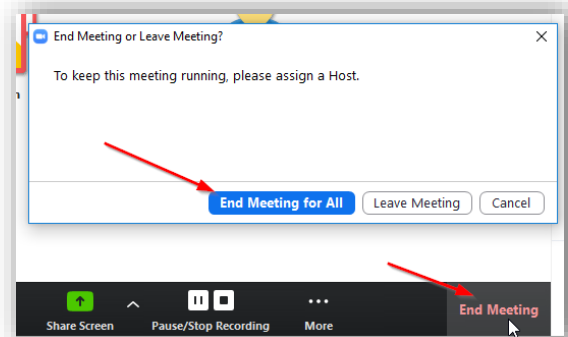
2. Moderator will select and ask some questions; or allow attendees who raise their hand to speak and ask the question.

3. Once the Q&A time is finished (30 min total), the moderator will end the webinar.

Chat: moderators will answer questions not related to the presentation. For example, recording information, compliments/complaints, etc.



Step 5: End webinar Once the webinar is finished, select “End Meeting”, and after “End meeting for all”



RT20 - WEBINAR SCRIPT

Please note this is a suggestion. You can adapt it as much as you want.

Step 1: Slide #1 (cover

<https://opalrtechnologies104.sharepoint.com/:p/s/Marketing/EWg6l4vadMIGl3miCNSFGwABCB9l--5qLfqu8wuOktboww?e=kin8oh>)

Good morning or good evening depending on where you are. Welcome to RT20!

First, let me introduce myself, my name is **[your name]**, from OPAL-RT. I'll be responsible for hosting this presentation today, and I'm glad to welcome **[speaker name]** who will present **[presentation title]**.

If you would like more information about their presentation and biography, you can access our website at opal-rt.com/rt20

And now, here's our special guest... **[speaker name]**

(Speaker share screen and start presentation)**Step 2: Q&A – after presentation**

Thank you very much [speaker name]! I hope you all enjoyed this amazing presentation.

Now [speaker name] will answer some questions that were sent to us during the presentation.

So, the first question is: (Read questions; please make sure the webinar finishes on time)

Step 3: Ending - Slide Cover:

<https://opalrtechnologies104.sharepoint.com/:p/s/Marketing/EWg6l4vadMIGl3miCNSFGwABCB9l--5qLfqu8wuOktboww?e=kin8oh>

Ok, thank you again **[speaker name]** for answering those questions, and for the great presentation. It was a pleasure to have you with us.

So, this concludes the webinar. Thank you all for attending, we hope you have learned and enjoyed this presentation!

Step 4: Select "End Meeting", and after "End meeting for all". Check the "Moderator Guide" to upload the video in the platform.