User Guide for Virtual WSIS 2020 Forum Workshop Organizers

Virtual Workshops and Special Tracks: **Starting from 22 June 2020**

Final Week: **7 to 10 September 2020**

Table of Contents

Prior to the start of your workshop, please download and save the provided WSIS background image on your desktop. The background image will be sent to the workshop organizer by the WSIS Team via email and you can also find it on the WSIS Website.

The workshop organizer is responsible of sharing the background image with the panelists.

Step One – Setting-up ZOOM Workshop room by WSIS Team [please note that two links will be created]

1. Link only for panelists – DO NOT share this link outside your panelist group. You will receive this link by email from the WSIS Team. It is a workshop organizer's responsibility to share this link with the panelists when inviting them by email.

2. Link for all attendees – to be shared widely to promote your workshop to the audience. The same link will be accessible on the WSIS Forum 2020 Online Agenda.

Step Two – Starting your virtual workshop and inviting speakers to join

1. A WSIS Team member will start your workshop 30 minutes in advance.

2. Open the email sent by the WSIS Team with your workshop ZOOM link and click to join.

3. You, as the workshop organizer have to join the workshop ZOOM link 30 minutes prior to the start of your workshop in order to be given co-host rights and ensure that everything is working.

4. As the workshop organizer it is your responsibility to ensure that all panelists join the workshop ZOOM link 30 minutes before the workshop starts so they can be given panelist rights.

   a. Once the panelists have joined the room
   b. Please ask them to rename themselves so we can identify them (ex. First Name Last Name, Organisation)
   c. The WSIS Team will assign them panelists' rights.
   d. See below the instructions to set up your microphone, webcam, WSIS virtual background and screen sharing.

Step Three - Preliminary checks for workshop organizer and all panellists

Once you are logged in the workshop it is the workshop organizer's responsibility to ensure that the panellists are well organized and ready to intervene to guarantee that the workshop runs smoothly.

If any of the following functions do not work, please restart your computer.

Checking Microphone and Webcam

1. Once you are logged in the workshop unmute yourself to test microphone
   a. **Click or tap the microphone icon.** You will see this in the bottom left corner of your screen. When the icon is red and has a line through it, your microphone is muted.
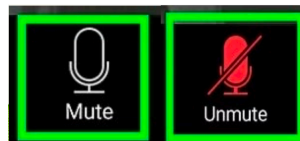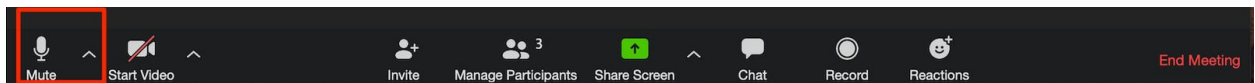

2. Once you are logged in the workshop turn on your webcam to make sure it works.
   a. **Click or tap camera icon.** You will see this in the bottom left corner of your screen. When the icon is red and has a line through it, your camera is off
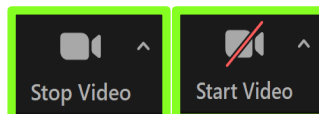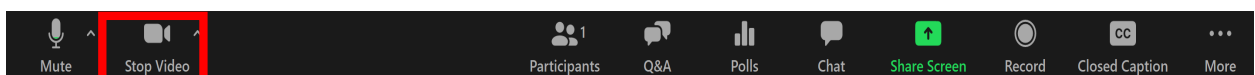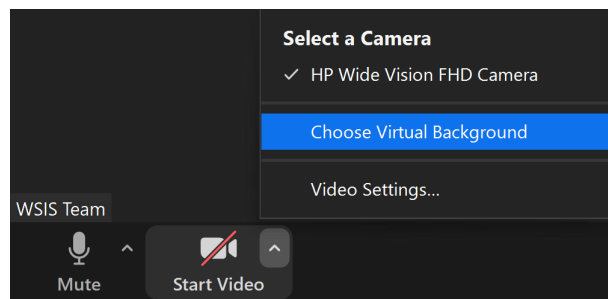
Change background (to WSIS Background)

1. Prior to the start of the your workshop, please download and save the provided WSIS background image on your desktop. The background image will be provided to the workshop organizer by the WSIS Team via email and you can also find it on the WSIS Website.

2. The workshop organizer is responsible of sharing the WSIS background image with the panelists.

3. When you are on the ZOOM workshop click on the up arrow on the camera icon located on the bottom left corner.
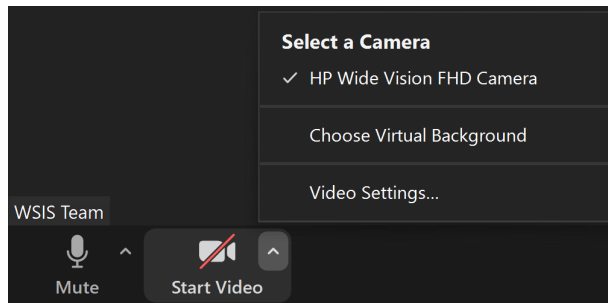
4. Select **" Choose Virtual Background"**

5. Click on the **" + "** icon then add the WSIS background image saved on your desktop
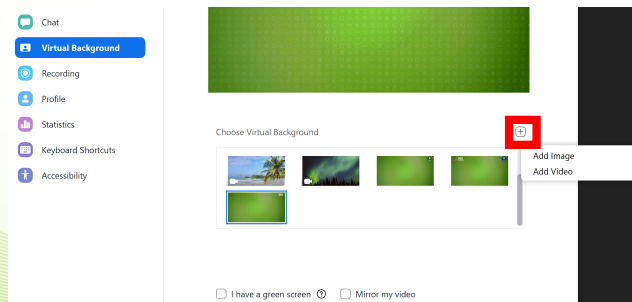
Sharing your screen

If the workshop organizer or the panellists are planning on sharing their screen, please have the presentation ready beforehand, and put the presentation on full screen when you share it.

Note: Make sure you do not have any sensitive windows or tabs open because you run the risk of displaying it for all to see.
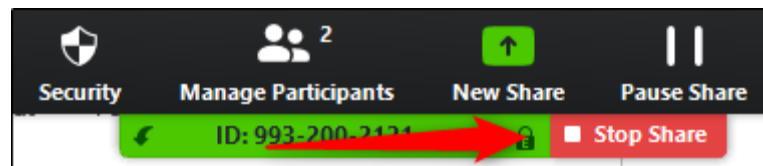
- Click the **Share Screen** button located in your ZOOM controls at the bottom of your screen.
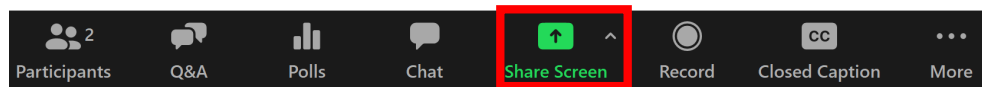
- Select the screen you want to share.
- Click "**Share**" when you are ready to share your screen.
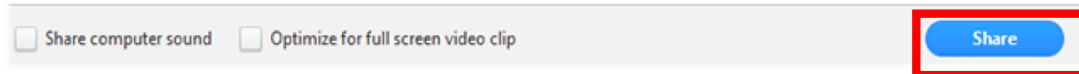
  - ZOOM will automatically switch to full screen to optimize the shared screen view. To exit full-screen, click **Exit Full Screen** in the top-right corner or press the **Esc** key.

Step Four – Participant engagement and interaction during the workshop
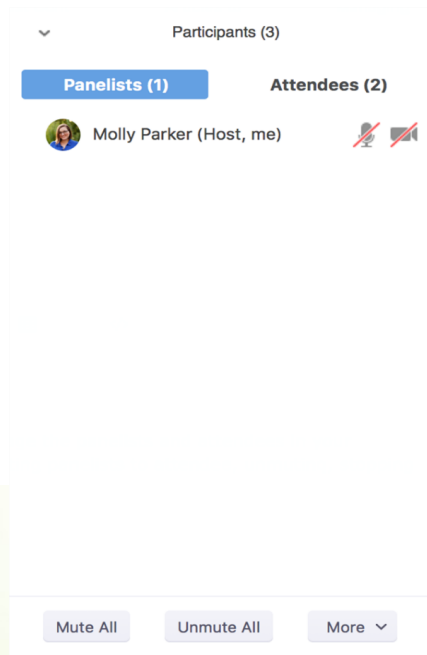
Viewing the Participants attending your workshop

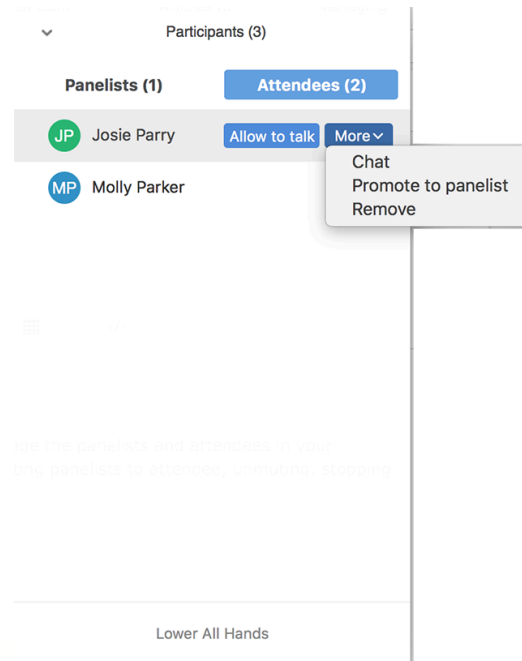- Click on the **Participants icon** in the ZOOM controls at the bottom of your screen.
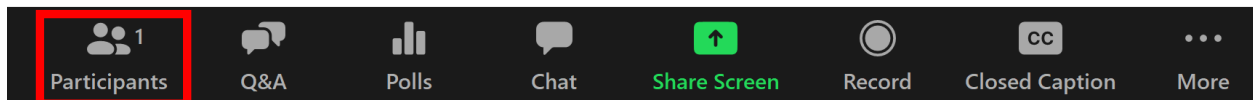
- The Participants panel will be on right side of your screen.
- The host, co-hosts, and panelists will be listed in the **Panelists** tab and the rest of the attendees will be listed in the **Attendees** tab.

<div align="center">

Panelist tab
⬇

Attendee tab
⬇

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Interacting with Attendees

Q&A	Chat	Interact	Raise hand
The Q&A feature allows attendees to ask questions during the workshop and for the panelists, co-hosts and host to answer their questions.	**Chat** button**:** Opens the chat window to send messages directly to the attendee.	To interact with attendees, click on the **Attendees** tab, hover over the attendee's name, and click "**More**".	Allow attendees to raise their hand in the workshop. This feature is typically used if you want to know who would like to ask questions out loud. *Remember to inform the attendees at the start of the workshop.*
• As the host or panelist click on the **Q&A** icon in the ZOOM controls. • You can either click **Answer Live** to answer the question out loud. • Or you can click **Type Answer** to type out the answer for the attendee.	Click on the drop down next to **To:** to change who you are sending this message to. As a panelist, you can send a message to all panelists, all attendees and panelists, or an individual.	**View the participant count**: Allow attendees to see how many panelists and attendees are in the workshop. It will appear at the top of their screen, after the meeting ID. **Remove**: Remove an attendee or panelist from the workshop. They will not be able to rejoin unless you allow them to.	You can see who raised their hand by clicking on **Participants** in the ZOOM controls, then **Attendees** tab. Participants are displayed in the following order. 1. Participants allowed to talk. 2. Participants with their hand raised. Those that raised their hand first are at the top. 3. Participants without their hand raised. You can choose to allow an attendee to talk by unmuting their mic. You can also lower one or All Hands.

Q&A and Chat will be saved on the Cloud. Panelists can save the chat locally on their PC. Go to the bottom of the chat window; click on **More** and then **Save chat.**