# Western States Conference 2023
# AV & Moderator Support Guidelines

**Important Phone Numbers**
Mike Katz (AV Coordinator):    **(520) 247-1501**
Dawn Long:    **(559) 301-2960**

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**Before the Conference:**

✓ **Orientation** – Be sure to attend the orientation on **Sunday, May 21** at **4:00pm in the Paradise Ballroom, Paradise Point Conference Center**. This will be a combined orientation session for all residents and preceptors, including presentation room volunteer staff procedures (Moderators and AV Support). We will be providing an overview of the activities to be performed and let you know about any last-minute changes.

✓ **Cell Phone** - Please make sure you have your cell phone (you provided your number when you registered). If you did not supply one when you registered or if it has changed, please email your cell phone number to **information@westernstates-rx.org**. We need to be able to reach you at the conference in case of a problem. Make sure your phone is turned on during the conference but put it on vibrate mode during sessions.

✓ **Assignment** - Review your assignment and let us know <u>immediately</u> if there is a scheduling problem.

✓ **Attire** - We would like all AV Support and Moderators to be in *business casual attire*. Please take this into account when packing.

## BEFORE THE SESSION (PRESENTATION ROOM VOLUNTEER STAFF)

1. **Check-in** (**PLEASE BE ON TIME!!!!**) -
    a. ALL room staff check-in at the meeting registration desk and plan on arriving at your assigned room at least **30 minutes prior to the scheduled start time**. This will allow enough time for the preceptors assigned to that room/session to decide roles and schedules (see #2), and to make sure all equipment is functioning normally. With nearly 400 resident presentations, we need to make sure each presentation begins and ends <u>on time</u>. Residents become very anxious when the room is locked and there are no preceptors there to help them in advance of their session.

2. **Introduce yourself to your room staff partners and <u>determine</u> each other's role for the session** (AV Support vs. Moderator).

3. **Synchronize to "Cell Phone Time"** - Please use "cell phone time" so that all of the presentation rooms will be time synchronized.

4. **Check your Assigned Room** - As hosts for the session, you and your partners will be in charge of the room. If necessary arrange the AV equipment, window shades, lighting, seating, traffic flow, etc. Make sure any blinds or curtains are closed. A dark room is optimal for best slide viewing.

5. **Check the AV Equipment (microphone & computer)** -
    a. Most rooms will have a microphone. Though the rooms are small, the audience will be able to hear much better if the resident uses the microphone. Please make sure they use it.
    b. All PowerPoint files were uploaded in advance to a central web site and transferred to the presentation room laptops. Files **MAY NOT** be updated or altered on-site by a resident.
    c. Laptop computers are being provided by WSC. <u>Only</u> this computer may be used. Residents **ARE NOT** allowed to use their own device, and we have back-up laptops and projectors if the primary hardware fails. Each computer is assigned to a specific room all for presentation sessions.

# AV SUPPORT INSTRUCTIONS

1. **Open the *Switchboard*** - Before the session begins, open the appropriate *Switchboard* (see screenshot below) for your session. All of the *Switchboards* and presentation files will be accessed through a **shortcut folder on the desktop with the name of the presentation room** (i.e. Bay View, Dockside, etc.):

    a. **Double-click on the room shortcut icon on the Desktop**. This will open up the subfolders for each session (i.e. Weds AM, etc.).

    b. **Double click on the session you are covering** and you will see a list of files for that session.
        i. The last file on the list will be the session *Switchboard*.

    c. To start your program, **open the *Switchboard* file and put the *Switchboard* slide in "Slide Show" view** (click on the little screen icon on the bottom left or click on View at the top and then click on Slide Show).
        i. Each resident's file can then be opened by simply **clicking on the appropriate hyperlinked photo** (based on presentation time) on the Switchboard.
        ii. If the Resident's file does not open (typically due to a bad hyperlink), you can try opening the file directly from within the session subfolder (file names are #name.ppt, e.g. 234Katz.ppt). If this still does not work try opening the backup file (the Resident should have on a USB flashdrive).
        iii. At the end of the Resident's presentation, the Switchboard slide will reappear.

    d. There will be no need to directly open any files but the Switchboard. Residents are not allowed to make any changes in their files. What they uploaded is what they will present.

2. **Show the resident how to use the microphone and how to advance their slides** (by using the touchpad, arrow keys or simply hit "Enter"). Residents <u>may not</u> attach a separate slide advancing device

3. If there is a problem with the laptop or projector, try a <u>quick</u> troubleshoot. In case of emergency or AV failure, call Mike Katz or Dawn Long (at the numbers above). We can have backup hardware delivered immediately to the room. Note that cell phone reception in some areas can be spotty. Sometimes a text message will go through when a voice call will not.

## MODERATOR INSTRUCTIONS

*Please use the **Western States schedule** to check the scheduled start times for each presentation. One will be posted in each room. Please **<u>do not</u>** start a speaker early or late, even if the previous presenter did not arrive and present, a presentation was canceled or if the previous presentation with Q & A ran slightly long. Conference participants are counting on moderators to start and stop each speaker on time.*

1. **Introduce yourself to the speaker** (prior to presentation time) -
   a. Make sure you know the **correct way to pronounce the speaker's name**.
   b. Remind the speaker of the amount of time allotted for the presentation (15 minutes for talk and 5 minutes for questions). Make sure the speaker understands he/she cannot speak beyond the allotted time and that you will stop them if they run over.
   c. Tell the speaker that you will **give signals of 5-2-1-STOP minutes from the back of the room**. Let the speaker know that if he/she does not respond to the final warning, you will stand up and thank the speaker when their time is up.

2. **Electronic Evaluations** Remind the audience that the online evaluations are available through the WSC app.

3. **Introduce the presentation** *(Follow Moderator Script below; all session information will in the room)*
   a. Ask the audience to mute or turn off cell phones & pagers and make last minute WSC announcements, if needed.
   b. CPE information is provided through the app.
   c. Introduce the speaker (if you are not sure how to pronounce the speaker's name, please ask before the session).
   d. At the end of the scheduled time, move in beside the speaker and thank/congratulate the speaker.

4. **Straighten up the room** in preparation for the next presentation. If you are the last moderator of the morning or afternoon session, please place the easel and room sign inside the room before locking it.

5. **When your session is over, turn off the projector, close the doors. Please leave the laptop on.**

# MODERATOR SCRIPT

*Speaker Introduction:*
"Good morning/afternoon.  My name is _____.  Our AV moderator for this session is _____.

The speaker for this presentation is _____.

He/She is a resident/fellow at _____.

The title of his/her presentation is _____.

*Presentation Closure:*
"Thank you, _____ for that excellent presentation.  Audience, please remember to complete the electronic evaluation for the presenter through the app."