

#gisruk2020



GISRUK

Training for
moderators

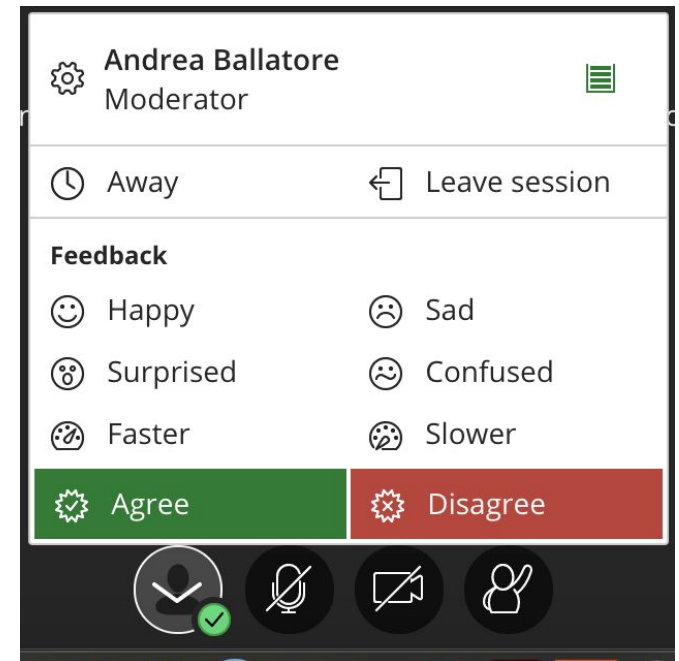
Organizing committee:
Andrea Ballatore (Birkbeck)
James Haworth (UCL)



The platform



- **Blackboard Collaborate**
- Widely used in education
- Interaction between speaker and participants



The rooms



- Five independent virtual rooms
 - **Plenary (P)**: for keynotes and general sessions
 - **Rooms A, B and C**: for parallel sessions
 - **Social (S)**: for academic roulette
- You can enter/leave rooms at any time

The roles



<http://london.gisruk.org/instructions.php>

- **Participants:** the audience, can only use the chat
- **Moderators:** have full rights, tech support, can promote people to presenters, eject people
- **Presenters:** share mic, camera, and screen
 - **Sessions chairs:** introduce speakers, track questions in the chat
 - **Speakers:** give research talks

Your role #1



- Moderators provide **technical support** in the rooms. The platform managers have added you as moderator to each room.
- You should have received a **personal link** for each room. Save these links and do **not** use the guest links that are sent to participants.
<https://eu.bbcollab.com/invite/...>

Your role #2

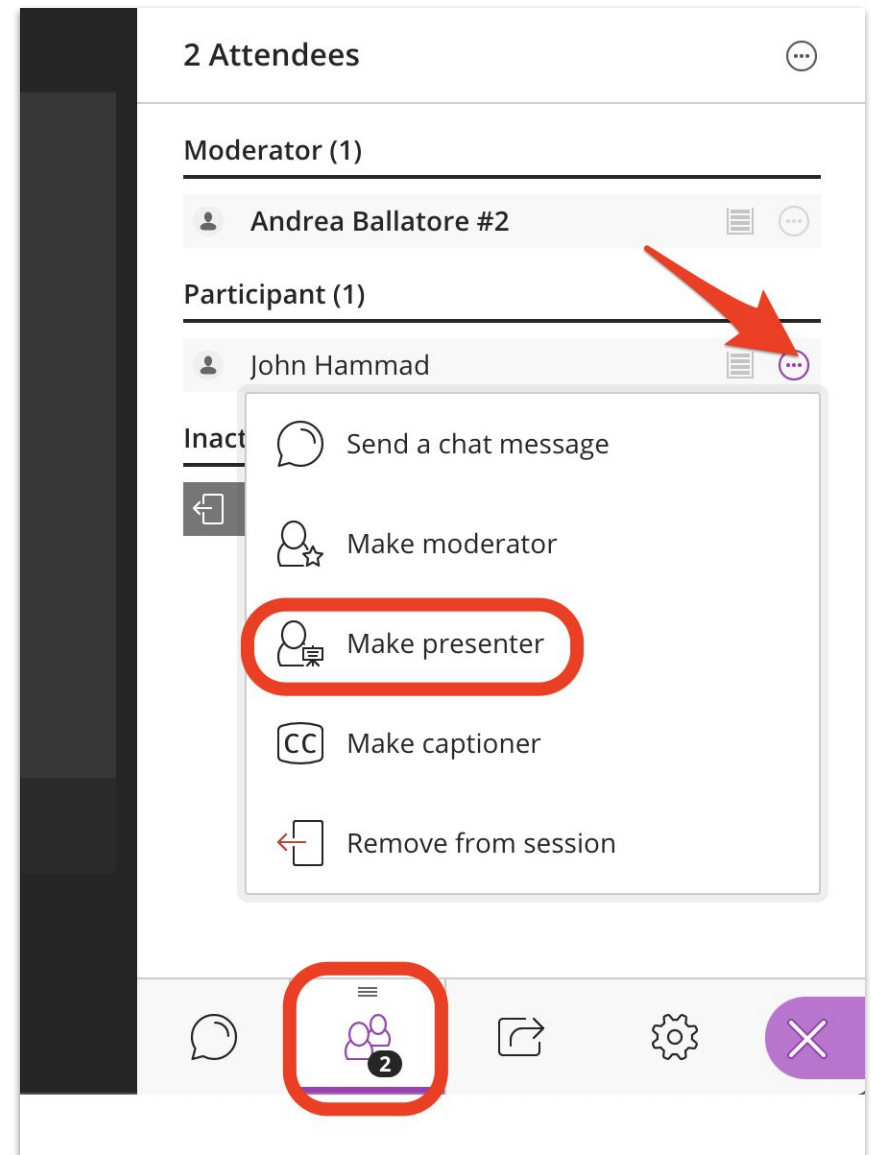


- Enter the venue at least **10 minutes** before the beginning of the session.
- Start recording the session with the "**record**" button.
- **Promote speakers and session chairs** from "participants" to "**presenters**".

This is essential, otherwise speakers won't have the right to share their microphone, camera and screen.

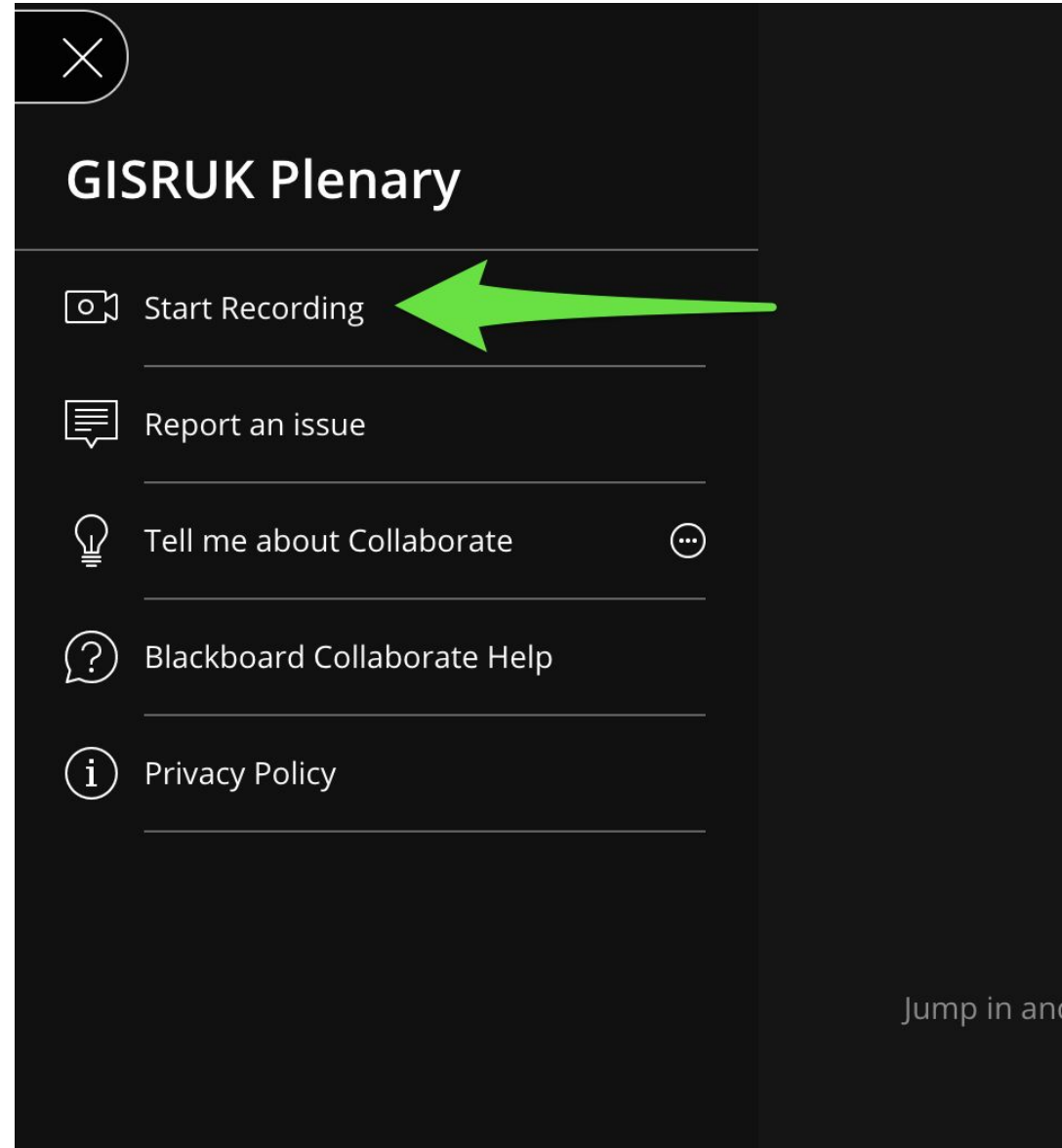
- Check the programme carefully to see who they are and make sure you identify them all at the beginning of the session (check **paper number** in their user names).

Actions on participants



Recording

- Remember to **Start recording**
- Stop recording at the end of the session



Your role #3



- Monitor the **sound/video quality** of the session.
- If a presenter leaves the mic on and causes background noise, **mute them** quickly. In general, be ready to mute presenters who are not speaking.
- **Unlikely but important:** Monitor the chat to look for offensive content, such as **swear words, racism, spam**, chat activity that is unrelated to the conference topic. You can ban users from rooms.

Your role #4



In case of **technical problems** with Collaborate:

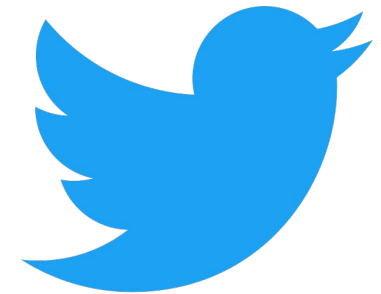
- Suggest closing the browser and opening it again
- Close other audio/video apps (Skype, Zoom, Teams, etc)
- Ask if user is on Google Chrome (recommended browser)
- Suggest turning the video off to speakers if quality is poor

Social media

We encourage you to tweet about the conference including in the tweet **#gisruk2020** and **@GISRUK**



- **Events:** "Abdul Hamman about to present 'GeoAI: my talk' in room A #gisruk2020 #geoai #ai @GISRUK"
- **Quotes:** "Abdul Hamman: 'Geo-AI is great' #gisruk2020 #geoai #ai @GISRUK"



Who to contact?



James Haworth and **Andrea Ballatore** will be online most of the time. Contact us directly for urgent problems on the Collaborate chat and **gisruk2020@bbk.ac.uk**.

For all non-urgent inquiries, direct people to **gisruk2020@bbk.ac.uk**



Thank you for
volunteering!



Questions?