

Detailed guidelines Moderating from studio

Preparation – 3 days

> What does the moderator do?

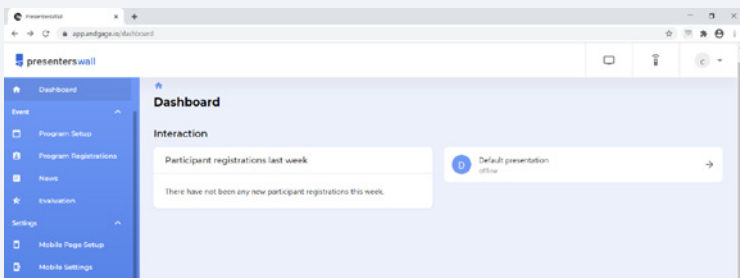
- Select and prioritise questions from prospective students that are received via PresentersWall
- Forward questions to the presenter(s)
- Possibly answer questions yourself

What don't you do? In the context of the online Open Days, you're not the moderator..

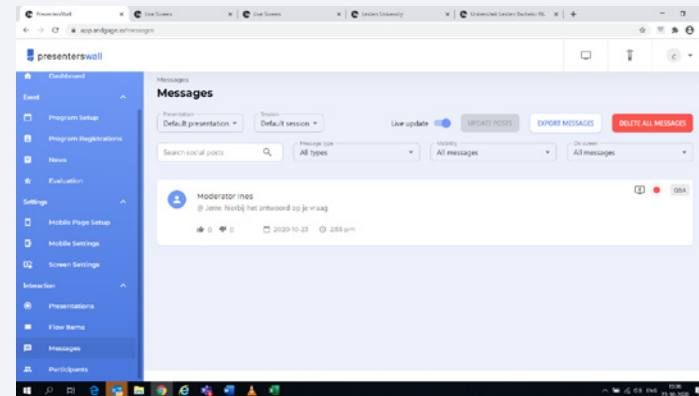
> PresentersWall (PW)

- Extra explanation of PW: Check the instruction video [instruction video](#). If you have any questions, please contact your [faculty ICT coordinator](#).
- Log in via app.andgagage.io using the log in details you have been given by your faculty communications dept.

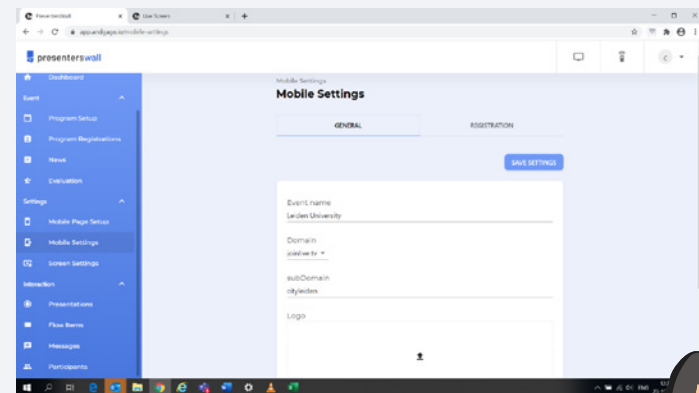
1. Log in to app.andgagage.io with the details you have been given. You will now see the dashboard.



2. Select **messages**. This is the back end; it is where you will see questions come in. Make good, interesting questions green. These will then become visible for everyone and other prospective students can like them.



3. Go to mobile **settings** and copy the link subDomain.Domain in your browser or mobile phone.



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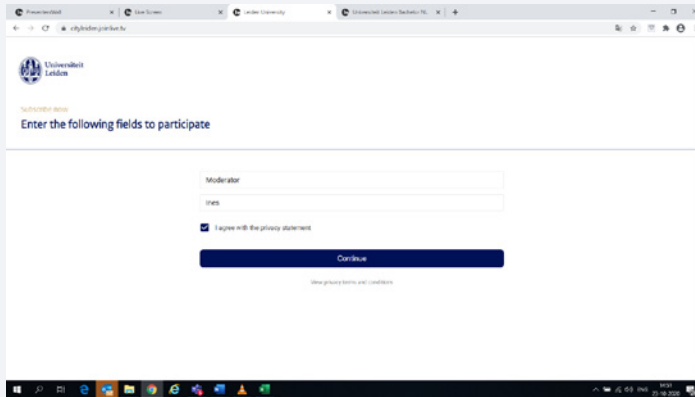
Test before the
event starts
- 30 minutes

Go live!

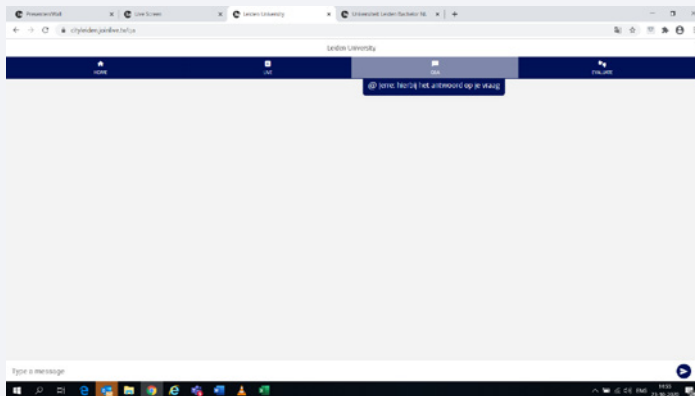


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4. Log in here as moderator and with your name.

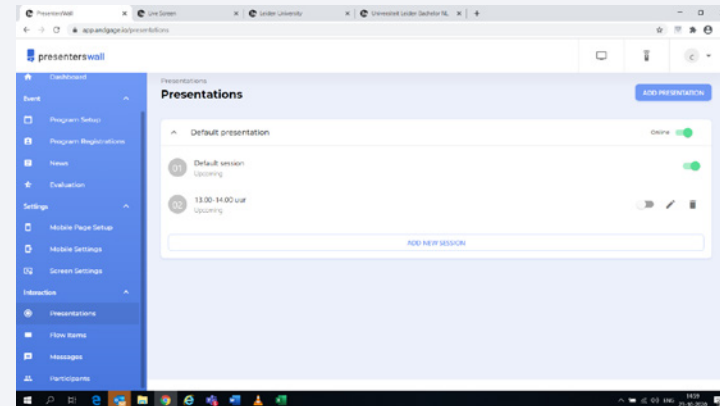


5. In the next screen, you can answer questions under Q&A. You do this with @<naam>: antwoord. Leave this screen open, as well as the dashboard.

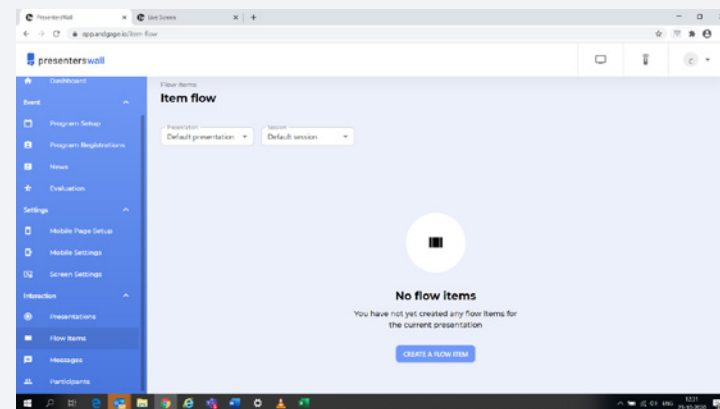


6. Go back to the dashboard. If a presentation is being given under the same name several times, go to **Presentations** and create a session for each presentation with the correct times.

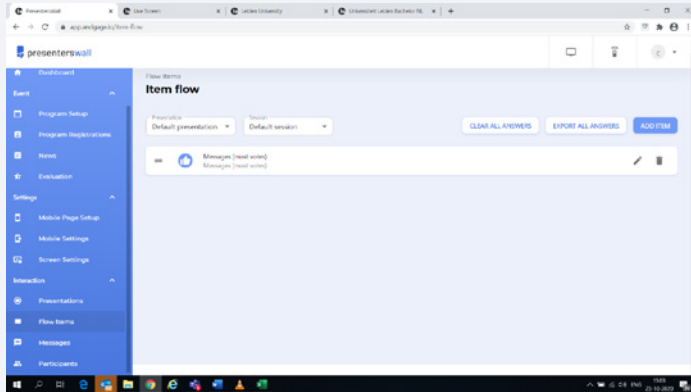
7. Make the session that you want to work in at the present time green. The questions will then come automatically into the right session.



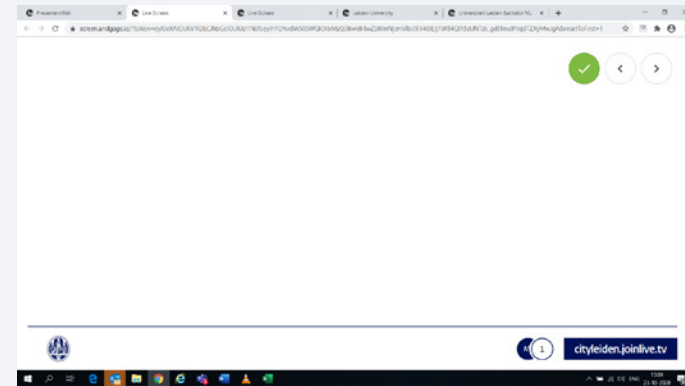
8. Select **Flow items** to create a screen where the most liked questions appear. Create a flow item. Click messages, messages most votes. Add item.



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9. Click on the screen above right. A new tab will now open. This is where the questions with the most likes will appear. You can pass these on to the presenter (at the end of the presentation). You can always click on this screen in your browser. When a question has been answered, you can get the next one on your screen using the down arrow on your keyboard.



10. Everything is now ready. You have three tabs in your browser open, or one on your mobile phone: 1. Back end; this is where the questions come in and you make them green so everyone can see them. 2. Tab in your browser or on your phone, where you can answer questions. 3. Tab in your browser where the most liked questions can be found.

> Tips from users

- Discuss in advance with the presenters whether they by your faculty's communication department.
- You can use as your log-in name: [name] moderator, for example 'Dirk (moderator)'
- Make a list beforehand of useful links or facts that the moderator can share in the chat. Proactive sharing encourages interaction with the viewer.
- If you swap sessions, always close the livescreen screen first.
- To encourage interaction, begin with an opening question that is visible to the viewers.
- Get the presenter to repeat every now and then that there is a Q&A.

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Test before the
event starts
- 30 minutes

Go live!



Test before the event starts - 30 minutes

> Prepare everything in PresentersWall to able moderate

- A separate tab in your browser or on your mobile phone for answering questions.
- A separate tab in your browser with incoming questions
- Optional: A tab in your browser with most liked questions. Test if it works by typing a message. Do not forget to delete these messages again before the start of the presentation.
- The directo will place PresentersWall on the viewing screen.

> Determine the division of tasks in in the team

Division of tasks

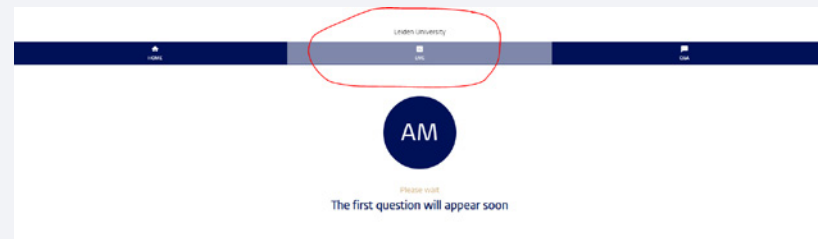
- Discuss with the presenter if he/she would like to receive questions during or at the end of the presentation.
- Agree whether the prospective students can see the incoming questions during the presentation on the screen or whether PresentersWall is only used “internally”. NB. PresentersWall and the Powerpoint cannot be displayed at the same time. Discuss whether you as a moderator will answer questions during the presentation in the chat in PresentersWall. Please mention this at the beginning of the presentation.

> During the presentation there are 2 laptops to work with

- The moderator laptop: you use it to approve questions, everything you do ‘at the back’.
- The PowerPoint laptop: this laptop is operated by the director. You need to ensure that the correct question window is open.

> Presenterswall on the PowerPoint laptop

- Open Chrome and go to the subdomain + joinlive.tv
- The subdomain can be found in the Excel file in the Presenterswall URL column. For example: english.joinlive.tv
- Log in and choose the tab live: as login name you can choose, for example, ‘name’ (Moderator). For example Ayelet (Moderator)



- Talk to the director if and when to switch between the PowerPoint and the Presenterswall live screen on the studio viewing screen
- Agree with the director that the live screen is only visible to the speakers in the studio, and not to the viewers at home.

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Go Live!

> During the session

Moderate the questions as you coordinated with the presenters. For instance:

- Answer questions live in chat.
- Put questions from viewers on green.
- Show the questions with the most likes.
- End of presentation, but questions still unanswered? The presenter can refer to the information market with the chat.

> End of presentation

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