

RERTR-2021: Instructions for Opening Panel Moderators

Dear Panel Moderator,

Thank you for accepting our invitation to moderate the discussion and audience engagement in a live panel during RERTR-2021. Below are some technical details for how the meeting will run.

Overview of Conference: Please see separate file for [General Attendee Instructions](#)

Specific Details for Panel Moderators

Each opening panel is allotted 45 minutes in the schedule. It is up to you as Panel Moderator to “choreograph” the discussion by your panel members so that you’ll remain within the 45 minute total time.

English is the language of the conference.

If panelists will use visual aids (slides), they must be submitted to rertr@anl.gov as soon as possible, and absolutely no later than noon (DC time) the day prior to the panel. This is critical to assure that the conference staff will be able to display the visuals and advance from slide-to-slide when the presenter says “next slide”.

We ask that the panel moderator and all panelists have their camera on during their panel. If visuals are used, then these visuals will fill most of the attendee’s screen. Nonetheless, having panelists on camera will increase the engagement with the audience. Attendees have the capability to set their view to Speaker (just seeing the one person speaking) or Gallery (showing all 200 participants); the Zoom Meetings platform does not have the capability to restrict the Gallery view to just a few participants, only one or all.

Only one person (moderator or panelist) should have their microphone unmuted at any one time, in order to avoid any echoes or other interference.

Someone from the conference staff will open each panel with a few words relating to conference organization and then introduce you as Panel Moderator. At that time, you need to un-mute your microphone (bottom left corner of Zoom window) and start your camera (just to right of Mute). During the first several seconds of speaking be alert for signals that your microphone is still muted. You should then introduce the session and the first speaker.

During your session:

- You should briefly introduce each panelist. In the interest of time, we propose you state name, title, organization, and country rather than a more complete bio. One or two sentences of personalization would be welcome (e.g., where they received their education, or, their key role within the organization or research reactor community if not obvious from their title), but there is not time for career histories.

We will send an email to you and the panelists in your panel asking that the bio info be provided directly to you as Panel Moderator. Please follow-up with the presenters as necessary.

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- You and your panelists have complete freedom to structure your 45 minute total slot as you like. But it is vital the panel end on time to preserve the time allotted to speakers in subsequent slots.
- During the panel, please monitor the Chat for attendee comments that are questions to the presenter. Also, open the Participants window and look for Raised Hands. The conference staff will also be monitoring and will help you identify questions and questioners.

At the times you choose to engage with Q&A, please unmute your microphone and either read from the Chat, call on an audience member with Raised Hand, pose a question yourself, or ask the conference staff for help with this process. Continue to be mindful of the time.

- The conference staff can conduct polls of the audience, if you would like. A multiple choice question can be displayed in a pop-up window for audience input, and then a simple scoring (% of votes cast) for each multiple choice answer displayed in the pop-up window. If you choose to use polls, please tell the conference staff when you would like to have each question posted (per a numbered list of questions you provide the conference staff in advance), and when you would like them to close voting (at which points results will be posted).

Poll questions must be submitted to the conference staff at rertr@anl.gov as a numbered list as soon as possible, and absolutely no later than noon (DC time) the day prior to the panel.

- Please thank the panelists to close the session at the end.

The conference staff have the power to mute a microphone and stop a camera; in accordance with privacy protection, the conference staff do not have the power to unmute a microphone or start a camera.

We suggest that Chairs and Moderators for hours 1 and 2 of the conference connect to the conference 15-20 minutes before the conference begins that day to verify their connectivity. After connecting to the Main Room then choose the Breakout Room named "Green Room". Those who are Chair or Moderator in hours 3 and 4 should connect to the Green Room during the break between conference hours 2 and 3. The Green Room will be near the end of the list of Breakout Rooms; the top of the list is being used for the live interaction with poster presenters. The conference staff will have a limited-access portion of the conference open for testing by chairs, moderators, and presenters during the 4-hour conference window on Monday April 19; we encourage you to connect during this time and test your connection.

All live presentations and panels including discussion, will be recorded. Each panelist has submitted publication release. Everyone's login to the conference is consent to this recording process.

It will be helpful if you provide a telephone number that the conference staff may use to contact you by text message and/or voice during your panel in case you lose connection with us or we need to get your attention. Please email the phone number to rertr@anl.gov, and indicate whether the phone is capable of receiving a text message.

Questions should be sent to rertr@anl.gov.

We thank you for assisting in leadership of the conference!

Updated April 14, 2021

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