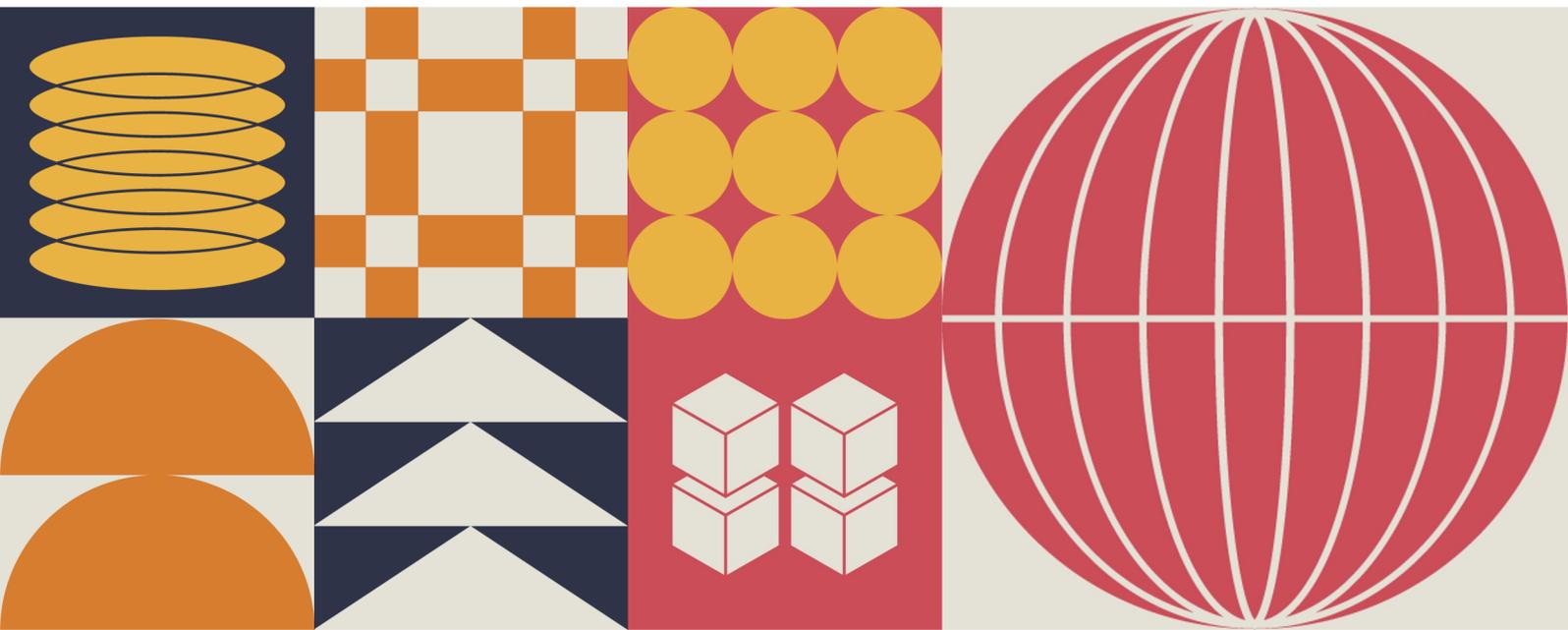


Guide for Session Chairs & Timekeepers

September 19-21
Barcelona, Spain





Thanks for agreeing to be a session chair and/or timekeeper at MoodleMoot Global 2023.

You will be an essential part of the smooth running of the conference.

Along with a timekeeper, your role is to ensure sessions run smoothly, politely and with as much engagement as possible.



Live captioning and translating

We will be piloting an auto-captioning and translation system (**Microsoft Present Live**) during presentations at MoodleMoot Global 2023.

Presentations should be run through PowerPoint Online (not the PowerPoint application installed on the laptop) to enable the auto-captioning and translation features, therefore **we will be encouraging presenters to use Microsoft Present Live wherever possible**. There may be some instances where this is not feasible though (more about this later in this guide).

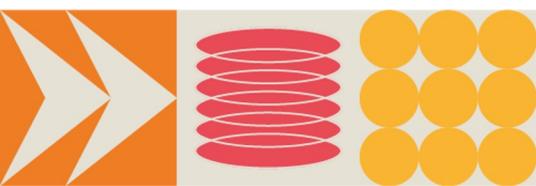
If speakers have shared their slides with us by the deadline, Presentation slides should already be pre-loaded in office.com, which will allow you to open them in PowerPoint Online.

If you are prompted to login to [Microsoft 365](#) at any time, use the login details for the room you are in:

Username:

- catalyst_room@moodleacademy.onmicrosoft.com
- 3ipunt_room@moodleacademy.onmicrosoft.com
- intelliboard_room@moodleacademy.onmicrosoft.com

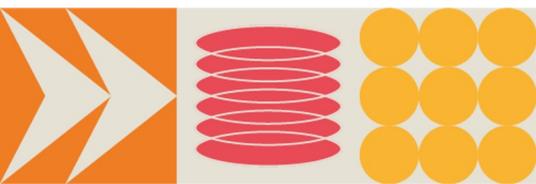
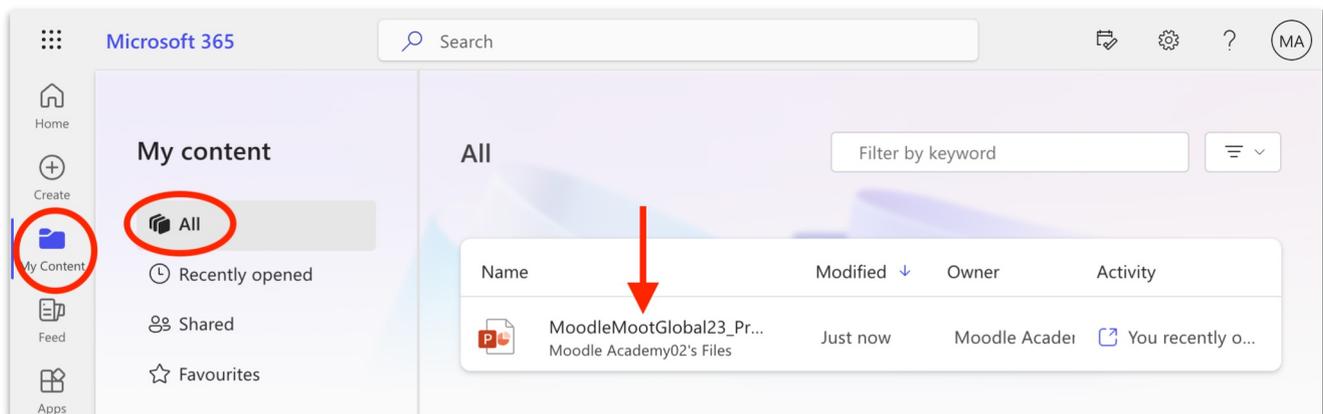
Password: TheWorldsBestParty!



Running presentations with Present Live

Open presentations in Microsoft 365

1. Before the start of each session, you will need to load each presentation into a tab in the browser.
2. Go to <https://www.office.com/> in a web browser.
3. If you are prompted to log in, login details are on page 3.
4. If there is already a different Microsoft account displayed, use a different browser to log in (or incognito mode).
5. Go to **My content** > **All**.
6. **Search** for the abstract ID in the Filter by keyword field.
7. **Click the title** of the relevant presentation, and it will open in a new tab.
8. **Open every presentation in your session in a new tab**, so each presenter just needs to click on the next tab and start presenting. If there are multiple versions of a file, open both & check with the presenter which to use.

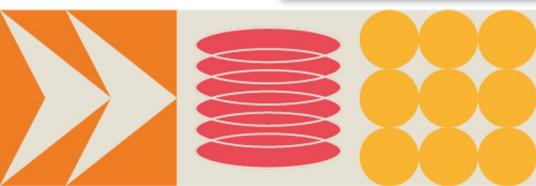
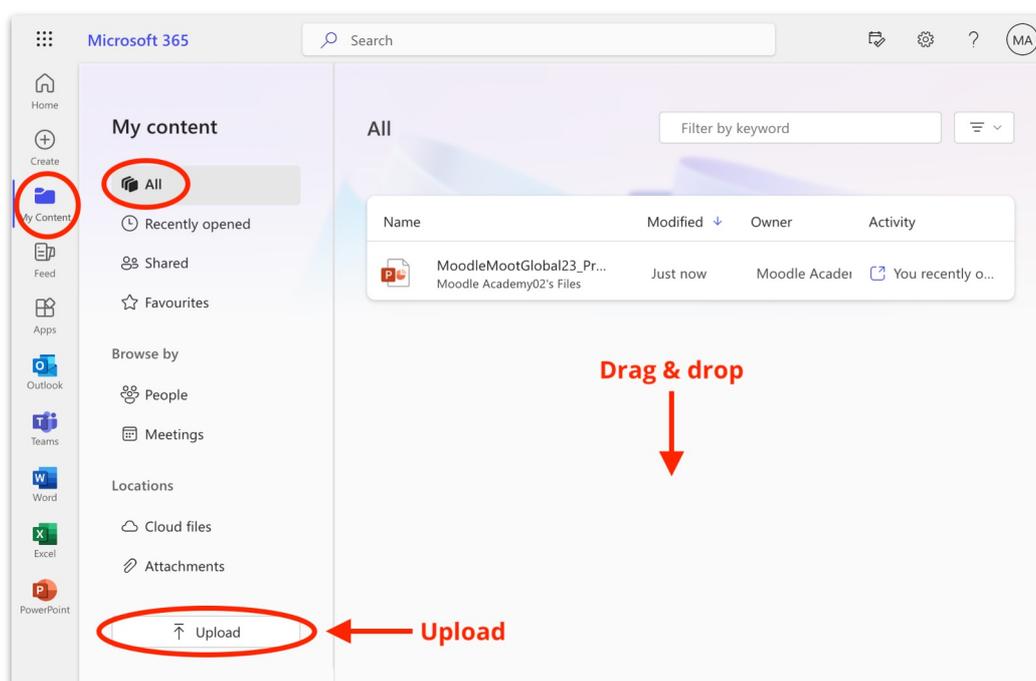


Running presentations with Present Live

If a presentation is not already pre-loaded in to Microsoft 365, you will need to upload it to run it in PowerPoint Online.

Upload presentations to Microsoft 365

- Go to <https://www.office.com/> in a web browser
And go to **My content** > **All**.
- If you are prompted to log in, refer to the login details on page 3 of this guide.
- Use the **Upload** button or **Drag & drop** the file to the content area.
- The presentation should automatically open in a new window / tab.



Running presentations with Present Live

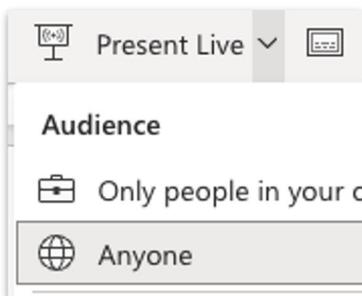
Presentations must be run through PowerPoint Online to enable the auto-captioning and translation features. Once you have opened or uploaded a presentation (see pages 4 & 5 of this guide), you need to run presentations using **Present Live** in PowerPoint Online and make sure the **microphone is enabled**.

Run a presentation

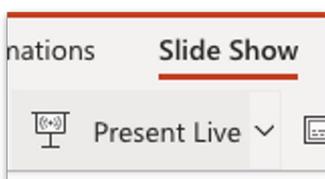


!! Important !!

Once the slides are open in PowerPoint Online, go to the **Slide Show** tab.

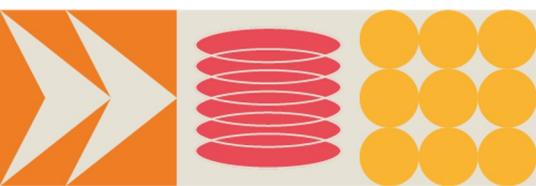


Check your audience setting! Click the **dropdown arrow next to Present Live** and select **Anyone**. If you don't change this setting, the audience will not be able to access the presentation.



Click **Present Live**. The presentation will begin with a screen that shows a customised QR code and URL. Leave this slide up long enough for the audience to scan the QR code or type in the URL.

Once the audience has joined the presentation simply advance to the first slide as normal to start presenting. The short URL will also be displayed above the slides for the duration of the presentation.



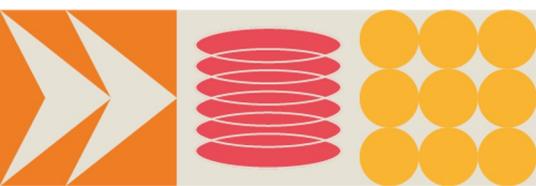
Running presentations on a presenter's own laptop

A presenter may wish to use their own laptop to present. This may be for a number of reasons, including being more comfortable using their own machine when presenting in public, or showing a demo or other content which cannot be easily transferred to another computer. In this case, you could encourage them to use the laptop in the room to present if feasible, but they shouldn't be forced to do so.

If they insist on using their own laptop and are showing content which is not in PowerPoint, allow them to run their presentation from their own computer. They will not be able to make use of the features in Present Live.

If they are using PowerPoint slides on their own laptop, you may (time permitting) log in to Microsoft 365 on their own computer and use the Present Live features in PowerPoint Online. Please note the wifi may not be adequate to support this system:

- Go to <https://www.office.com/> in a web browser on their computer.
- Log in using one of these spare accounts for the room you are in:
 - catalyst_spare@moodleacademy.onmicrosoft.com
 - 3ipunt_spare@moodleacademy.onmicrosoft.com
 - intelliboard_spare@moodleacademy.onmicrosoft.com
 - Password: **TheWorldsBestParty!**
- Follow the instructions on pages 5 & 6 of this guide to upload and run their presentation.



Live captioning and translating features

Attendees can make use of the system by scanning a QR code, or visiting a URL, which will be provided before a presentation. This will allow them to see the presentation slides on their device in real time, and read live subtitles in other languages.

Features of Microsoft Present Live include:

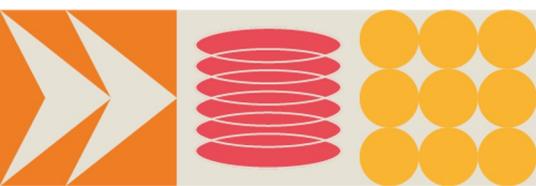
- View slides on your own device.
- Live captioning.
- Automatic translation.
- Review previous slides.
- Live feedback.

Let the audience know before each presentation if live captioning and translating will be available. If a presentation is being presented through Powerpoint Online using **Present Live**, then the feature should be available.

You could say, for example:

“Live captioning and translating will be available for this presentation. Scan the QR code with your mobile device or visit the URL to make use of this feature.”

If a presenter is using their own laptop to present, then the feature may not be available (see page 7 of this guide).



Timing for talks

Lightning talk

Lightning talks will be presented in groups with other lightning talks. There will be a shared question and answer time after all the talks..

- **5 minutes** (not including questions)
- Warning from the Timekeeper at **1 minute** remaining.

Short presentation

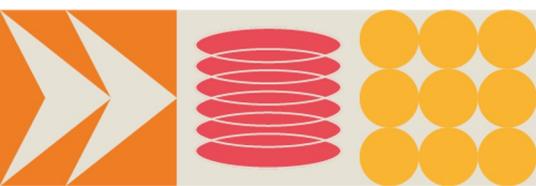
- **15 minutes** (including time for questions).
- Warnings from the Timekeeper at **5 minutes** and **1 minute** remaining.

Presentation

- **30 minutes** (including time for questions).
- Warnings from the Timekeeper at **5 minutes** and **1 minute** remaining.

Workshops

- Between **60-120 minutes** depending on the session.
- In longer sessions there will be a short comfort break in the middle.
- Warnings from the Timekeeper at **5 minutes** and **1 minute** remaining.



Before the session

If possible, the day/morning before your session, familiarise yourself with the room and computer.

- **Can you log in to the computer?**
- **Can you access [Microsoft 365](#) using the login details provided earlier in this guide?**
- **Are the presentations for your session there?**
- **Are you familiar with Powerpoint Online and the 'Present Live' functionality ?**

Keep in mind that some presenters may add their presentation before the session, or use their own laptop to present.

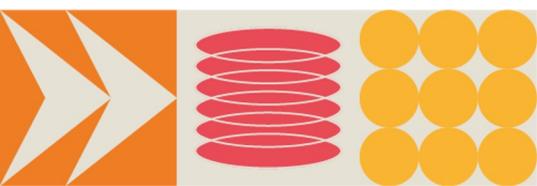
Make sure you know how to get **tech support** if needed.

If you need help, message the '[Moot Global 2023 - Moodle HQ staff attending](#)' chat on Element.

Read the abstracts in the program and **prepare a question for each presentation** that you can ask the speakers, if no questions come from the audience.

Before your session starts, greet the speakers (to ensure they are all present) and if possible ask them to sit near the front of the room (there will be some reserved seats for presenters).

The most important thing is to **ensure the sessions run on time**. Attendees will want to go straight to coffee/lunch at the end of the session, so ensure each presenter starts and ends when they are scheduled to.



When the session starts

Introduce yourself and welcome everyone else, particularly the speakers.

Confirm with speakers how much time they have and that cards will be shown 5 and 1 minutes before the time is up.

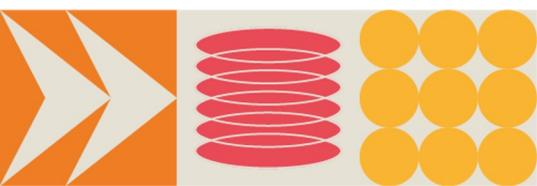
Ask that people change rooms after presentations and with minimal noise.

You could say, for example:

“Welcome everyone and thanks for coming. I’m [your name] and I’ll be chairing this session.

Just a reminder please if you need to leave the room, do so between presentations and not during them. If you’re presenting, please be ready to present as soon as the previous presentation has ended. That will help us keep the session running on time.

We’ll be showing cards to alert you when your time is nearly up and you won’t be able to run over time. So let’s get started! Our first presenter is [name] who’ll be telling us about [presentation title]. Over to you [name].”



If a presenter doesn't turn up

Don't bring the other presentations forward as this can cause frustration to people moving rooms, who were hoping to watch a presentation at a particular time.

Aim to continue Questions and Answers from previous sessions or start a conversation on a topic you are comfortable with.

Ask if anyone has anything to share for the required period of time.

If you are happy to do so, have in mind a presentation or topic you could potentially share yourself.

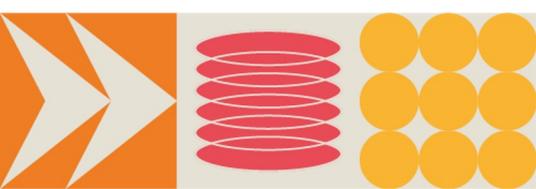
If this happens you could say for example:

"It looks like [name] isn't here to present, so rather than move presentation times and upset the schedule...

Does anyone have further questions about [previous presentations]?

Does anyone have anything they'd like to briefly talk about?

I'm going to talk briefly about [your backup presentation]."



During the session

Introduce each presentation title and presenter - briefly!

If the auto-captioning and translating features are available for a presentation, remind the audience of the features. The presentation will begin with a screen that shows a QR code and URL. Leave this slide up long enough for the audience to scan the QR code or type in the URL.

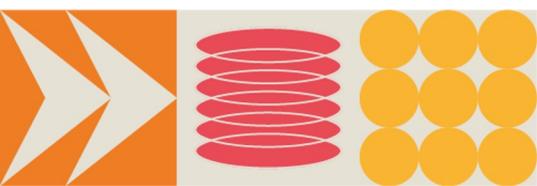
The timekeeper should set their timer and start timing from the scheduled start time of that talk, even if the next presenter is still loading their slides or connecting their laptop. Make sure to hold up the 5 and 1 minute cards in clear view of the speaker.

If a speaker continues to speak once your timer alarm (phone bell) has sounded when their time is up, politely move to the front, thank them for their presentation and invite the next speaker to come up.

Accept questions, summarising them if they are not captured on a microphone - otherwise they won't be on the recording. Be mindful that not everyone might be fluent in the language.

If there is no more time for questions, suggest people contact the presenter during a coffee break or lunch time.

If you need a short comfort break during the session, ask your time keeper to cover for you and time it to be during a talk.



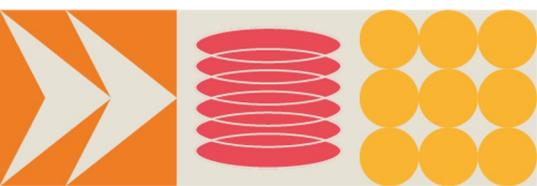
At the end of the session

At the end of the whole session, thank all speakers and participants and mention that the session will break for coffee / lunch / networking / free time etc.

If there are any notices regarding coffee break, lunch etc, be sure to announce them now.

Please note that some sessions include a short break/changeover. No coffee will be provided during this break, but the sponsored coffee stations will be available throughout the event.

Before leaving the room, make sure any converters (HDMI, VGA, USB) are still present. Make sure the **program schedule for the room** and **this chair guide** is still in the room, so the next Chair can load the presentations easily using the Abstract ID numbers on the program.



For any queries before or during the event, contact the MoodleMoot Global team on the Matrix chat.

Ensure you are on the Matrix chat group [‘Moot Global 2023 - Moodle HQ staff attending’](#).



#mootglobal23