vPUK Chairs Checklist for Auditorium and Networking Hall Sessions

There will a CSP staff member present at your session. They will be available to help you troubleshoot issues and to support your session setup. **Please also familiarise yourself with the 'vPUK Session Set-up Guide' so you are clear on how your session will run.**

- Please ensure that the audience is muted when you start the session by using the stage controls top tool bar. Please explain to the audience that you want to mute their microphones and that when it comes to asking a question they will need to unmute themselves (you are unable to unmute others using the stage control; each individual needs to do this themselves)
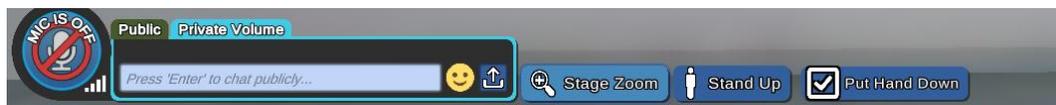

- Check that you are on flat voice control button (marked by yellow arrow in picture below) and that the private volumes control button (marked by green arrow in picture below) are turned off. This is so that the whole of the audience can hear you. Please note these buttons are found in the stage controls (see picture below)
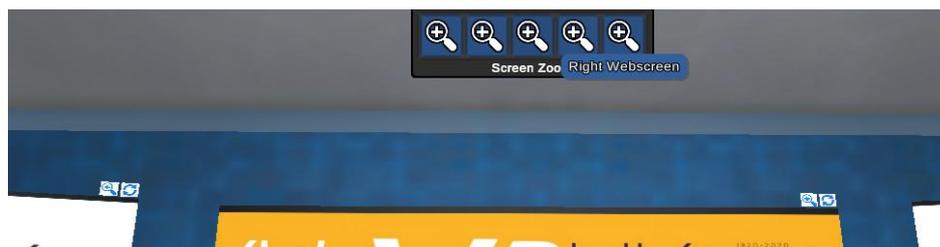

- Ask everyone to raise their hands if they can hear (to give you an indication of whether it is working) and then to lower their hands by pressing the button 'Lower your hand' button.

- Explain that your session is being recorded (all focused symposia, spotlight and keynote sessions will be recorded unless you have been informed otherwise).

- Please explain that recordings will be made available post-event and further information on this will follow in due course.

- Explain how the session will run and what to expect to be shown on the three screens

- Explain to delegates how to use the stage zoom controls

Delegates can use bottom stage zoom control to see the three screens:

Delegates can then use the top screen zoom tool to zoom in on a screen of their choice

- Please explain that if someone is experiencing any audio problems, ask them to first check their audio settings by clicking on the setting logo (which is the 3 blue cogwheels symbol) and check their microphone settings

And if this isn't resolved to use the 'Go To' menu to go to the Welcome Area, where they will be assisted by one of the vPUK student volunteers