

ROOM (ON-SITE SETTING)



- Joins Teams/Zoom meeting
- Shows slides to the screen in the room
- Shows presenters online

Screen for participants in the room



Presenter

On-site participants



- **For tech responsible**
- Starts Teams/Zoom meeting
- To manage participants (let them in)
- Quality control of audio (with headset)
- Mic/Speaker and Camera



Tech Responsible



- **For tech responsible** (or extra person if needed)
- Joins Teams/Zoom Meeting
- To present slides and move slides

Extra Screen 4

Tip: add another screen (with laptop) to the front of the room to show who is online (this helps those sitting in the room have a better sense of the outreach of the event).

PARTICIPANTS ONLINE



- Join Teams/Zoom meeting
- Closed mic, open camera

CHAT MODERATOR



- Joins Teams/Zoom meeting
- Closed mic and speaker
- Can sit anywhere

TRANSLATOR



Option 1 (simpler, for small audience)

- Sits next to the main microphone in the room
- Translates live so voice comes to the mic and people in the room can hear her/him as well

Option 2 for translator:

- Translator sits in booth in the room
- Joins Team/Zoom Meeting
- Opens mic when translating