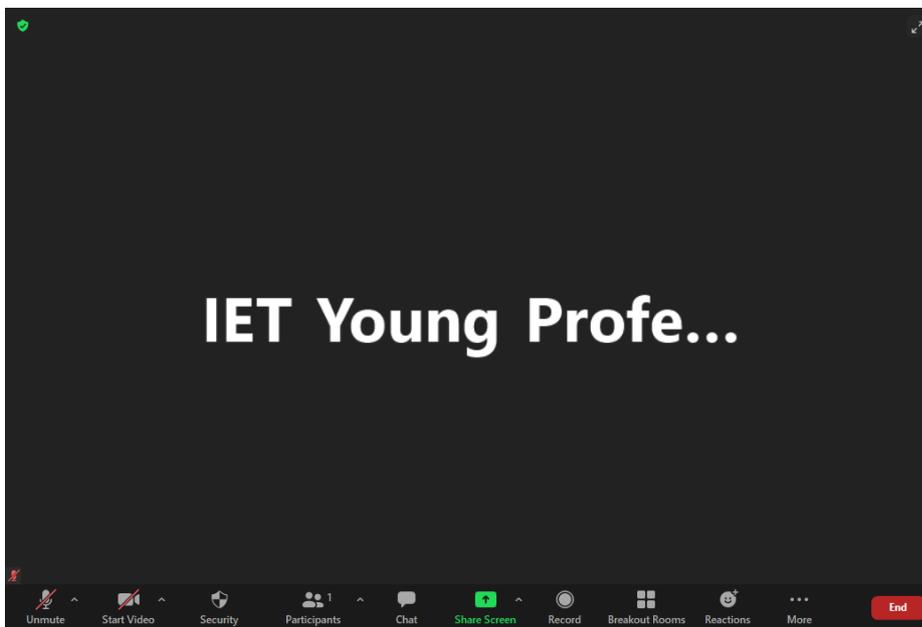


#PresentIn10 Host Training

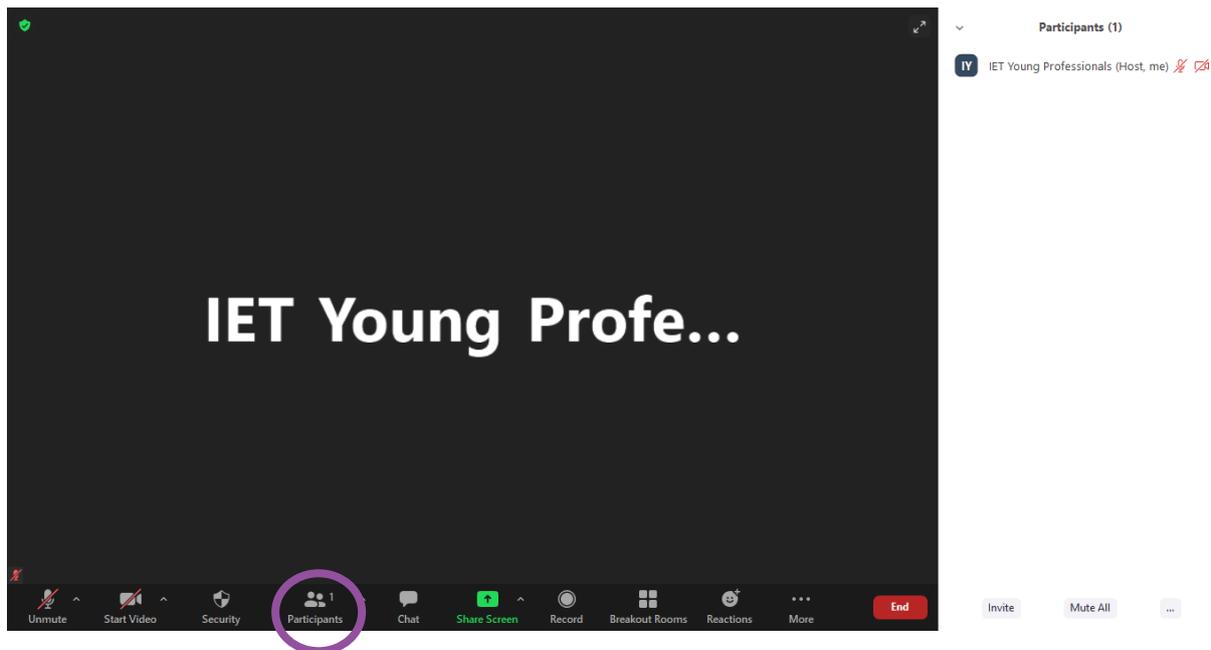
Hello and welcome to the Host training for the IET's new virtual presentation competition - PresentIn10. We want to say a big thank you for offering your time to help host a competition heat – we really appreciate it.

In this document we'll be talking you through the processes and your responsibilities as a heat host through the platform Zoom, this document corresponds with the Host Training video on our Present In 10 Website

- An IET Staff member will be starting the Zoom meeting and will hand hosting duties over to you, they will stay for at least the first presentation to assess how the heat is running and will be there to offer you any additional support.
- Once you are a host, you will be able to see the below screen and the toolbar options here at the bottom.



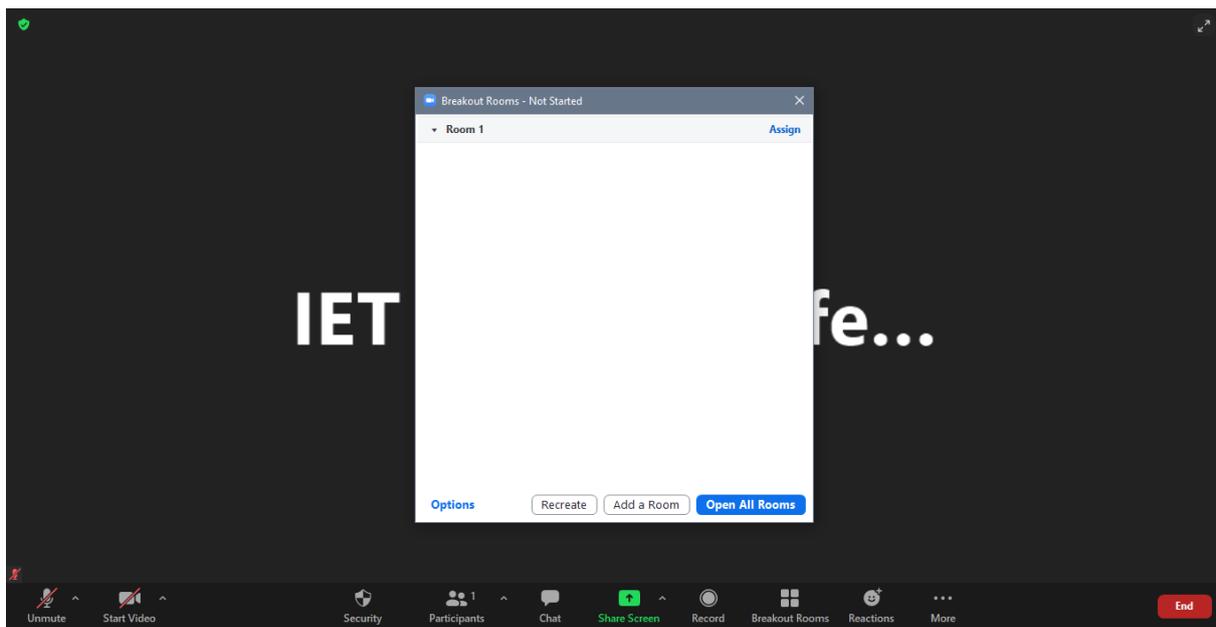
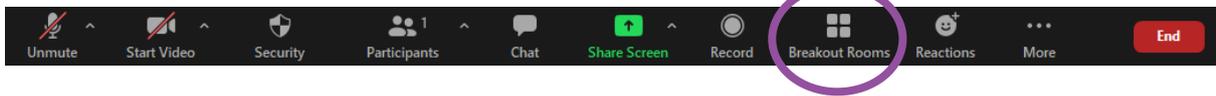
- As a host, you will have been sent a specific background image to use during the heat to easily identify you. To change your background, click the small arrow above the video button and select Choose Virtual Background. You then must 'add image' through clicking the small + symbol. Locate the image to upload. Make sure your video is not mirroring your image otherwise that will display the background incorrectly.
- To view the participants simply click on the figure of 2 people, a window will open on the side of your screen displaying the list of all participants.



- You will be responsible for marking who is in attendance. Therefore, please ensure that all presenters and judges have arrived by checking this list before starting the heat. If someone is running late, give a leeway of 5 minutes however if there is not a minimum of 3 participants, the heat will have to be rescheduled. If there is only 2 judges, as the host, you will step in as the 3rd judge and the IET staff member will take over as host.
- The competition heat will **automatically** be recorded but this will not be shared unless there is a challenge made to the overall result of the heat. We have already confirmed the consent of the presenters and judges to be recorded.
- You will be emailed a list of presenters before the heat; this will tell you their name and their presentation title in which you will need to use to introduce them. Once you have introduced them, you should use a stopwatch, phone or an application on a search browser to time 10 minutes. You should let them know in the chat function when they have 5 minutes and 2 minutes remaining. If an attendee is being disruptive during a presentation, as the host you have the power to mute them, this can be done by clicking 'mute' option here on a attendees face or through the participants tab if you hover over their name.
- If anyone is experiencing a bad connection whilst presenting, you will be responsible for managing this and making the decision of stopping the presentation and moving onto the next.
- Once a presentation has finished, the heat should go into a 5 minute question and answer session with the judges which you should time again.
- You should then repeat this through all of the listed presenters in order. The presenter order may have to change depending on connection difficulties or late attendance. If there are presenters that experience difficult in joining, make IET staff aware if they need to be moved to a different heat at a later date.
- If there are only **3** presenters in the heat to begin with and one of these experiences' connection difficulties, inform IET Staff and do not proceed with the judging deliberation. IET Staff will organise a special circumstance controlled presentation environment in which a recording will be sent to the judges at a later time. They will then deliberate remotely, and everyone will be informed of the decision via email.
- The presenters have been asked to confirm in advance if they would like use of any additional tools on zoom, including polls. If a poll has been requested, IET staff will have already set this question up. As host, it will be your job to send the poll out. This can be done by selecting the

Polls button on the toolbar at the bottom of the screen and sending the correct one out. The results will then come in and you will be prompted to share them.

- Once all the presentations have taken place, you should enable the breakout room function and place all judges into a separate virtual room. This can be done by selecting the breakout room button here and selecting the 3 judges names. You then press open room which will take the judges off to deliberate together on the winner. Please prompt the judges to nominate one person to announce the winner upon their return.



- There is the 'Broadcast Message to All' option during the breakout room, this will allow you to inform the judges when they have 5 minutes remaining.
- Upon selecting 'Close All Rooms', the judges will have 60 seconds remaining in their breakout room before automatically being returned.



- While the judging takes place, you are to lead a networking session with the presenters. Some ideas for this may be to pose the following questions:
 - Where do you currently study or work?
 - Have you always been interested in the heat topic?
 - Has your career or studies been effected in any way due to COVID-19 pandemic?

It would also be nice to ask if they would like to share their LinkedIn profiles with one another.

- The judges, after 10 minutes, will then come back into the main session. They will then reveal the winner of the heat to the virtual group.
- If anyone during the winner reveal is unhappy with the result, please direct them to IET staff through the email address. Presentin10@theiet.org
- Once the winner has been announced, you are welcome to continue the conversation with the attendees, but you will be free to end the heat by pressing the bottom right button to 'end meeting for all'.
- After the event takes place – you should send the name of the winning presenter, a small report and photos to presentin10@theiet.org

Thank you for your time in volunteering to be a Host!

If you have any further questions or queries that this document does not cover, please email us Presentin10@theiet.org