

## **Glossary**

- Zoom Host – Person located away from the NYCW event site who is hosting the Zoom event.
- Tech Lead – Person onsite at NYCW responsible for the technical operations of the event and who operates the laptop controlling the Zoom feed.
- Presenter – Leader or principal speaker at the event onsite at NYCW.
- Videographer – Person who operates the camera onsite at NYCW.
- Organizer – Person designated as the lead event organizer onsite at NYCW.
- Zoom Participants – RCers located away from the NYCW who join an event remotely by Zoom.
- Non-RC Zoom Participants – Non-RCers located away from the NYCW who join an event remotely by Zoom.
- Hybrid Events – The *Voices from the Frontlines* (Fri) and *Eliminating the Effects of Racism* (Sat) events that will include non-RCers participating by Zoom.
- Assistant – Person who provides backup to the Tech Lead, and who sits with a Zoom feed next to the Presenter at the Hybrid events.

## **Responsibilities**

- Zoom Host
  - Lead the Zoom team.
  - Lead Zoom participants.
  - Determine whether minis will be random or by using a renaming system, and instruct participants using the chat.
  - Create and manage breakout rooms.
  - Mute when needed.
  - Broadcast to Zoom participants regarding the flow of the program.
  - Close the Zoom at the end.
- Tech Lead
  - Interface with the Presenter, event Organizer and Videographer.

- Establish a working Zoom interface.
- Ensure onsite equipment is functioning properly.
- Manage the Cloud Recording.
- Mute Presenter during minis, breaks and at the end.
- Pass Q's to the Organizer at the end (optional).
- Secure the equipment at the end.

## **Event Timeline**

- 0:30 Zoom Host and Tech Lead make contact via Signal and both sign into Zoom.  
Zoom Host is made Host, Tech Lead is Co-host.  
Test audio and video connection.  
Determine if Organizer wants Q&A from Zoom participants at the end.
- 0:15 Zoom participants sign in and assign themselves to self-assigned breakout rooms for minis.
- 0:00 Program begins.  
Recording to cloud is started by Tech Lead.  
Host begins to create breakout rooms for first mini.
- 0:xx Presenter announces first listening exchange and explains to live audience.  
Host opens breakout rooms with specified duration.  
Tech is placed in a solo breakout room, muted with video off.
- 0:yy Program resumes.  
Tech returned to main room, unmuted with video on.  
Host begins creation of next breakout rooms.
- 1:30 At end of Presentation, if questions are solicited, the Organizer, Tech Lead and Videographer move to a quiet corner of the room. Tech Lead feeds Q's from Zoom participants in chat to read aloud to the Organizer.
- 2:30 End Zoom streaming and close the feed.

## Notes to Presenters

- Coordinate with your Organizer regarding the room configuration. Please arrange the room to facilitate camera placement and operation. Consider a circle of chairs, or a few chairs at the head of a room, with audience arrayed traditionally in rows with a center aisle.
- Two handheld microphones will be available for the event. It is best to hold each mic close to the speaker's mouth. If one presenter will need a mic the entire time, a lapel clip-on mic can be used instead. In this case, it must remain attached to that person for the entire event.
- Before each listening exchange, the Presenter should announce the duration and / or time to return.
- Before any break, the Presenter should announce the duration and / or time to return.
- Return all equipment to the Tech Lead at the end of each event.

## Notes to Event Organizers

- Coordinate with the Presenter regarding the room configuration. Please arrange the room to facilitate camera placement and operation. Consider a circle of chairs, or a few chairs at the head of a room, with audience arrayed traditionally in rows with a center aisle.
- Two handheld microphones will be available for the event. It is best to hold each mic close to each speaker's mouth. You may be asked to convey one mic to the onsite audience if questions are requested. If one presenter will need a mic the entire time, a lapel clip-on mic can be used instead. In this case, it must remain attached to that person for the entire event.
- Return all equipment to the Tech Lead at the end of each event.
- Before the start of the event, alert the Tech Lead whether you will take questions from Zoom participants at the end. The questions will be read to you out loud.

## Hybrid Events Changes

Two events will be open to the public via Zoom: *Voices from the Frontlines* (Fri) and *Eliminating the Effects of Racism* (Sat). The procedures will differ in the following ways:

- An assistant with a laptop or tablet connected to Zoom will sit next to the Presenter and provide an interface for important information happening within the Zoom event: Q&A, urgent requests from the Zoom Host, etc.
- The Presenter will acknowledge and welcome the Zoom participants as guests.
- Zoom will be configured to enable Q&A chat. Community chat will be disabled—only the the Host and Co-host will be able to chat.

- The Presenter will state that Q&A may or may not happen at the end, but online participants can write to the Q&A chat.
- The Presenter will explain how listening exchanges will occur for Zoom participants. Prior to the event, RCers will be requested to add a 77 before their name (like 77 Alan) to facilitate pairing with non-RCers.
- At the end of the presentation, all Zoom participants will be invited to stay and be placed into breakout rooms for Listening Circles led by experienced RC facilitators.