**2020 SSP VIRTUAL CONFERENCE**

SCI SESSION/WORKSHOP/SPD POSTER MODERATOR SCRIPT – ZOOM ETIQUETTE

[The AV Tech/scisoc staff will begin recording at the session start time. Once you see the red circle in the upper left indicating Zoom is recording, the session is ready to begin]

Beginning the session…

**MODERATOR:** Hello everyone! Welcome to [NSERT YOUR SESSION NAME]. We’re glad you could join us!

For the consideration of presenters and attendees, all attendees are muted upon entry. We’ll have time during the session to address questions, but you can submit questions at any time using the Q&A box. If you see a question already there that you’d like to see answered, use the thumb icon to upvote that question to increase its priority. If you experience technical difficulties, you can let us know in the chat box, but please follow the Expected Behavior Policy while using the chat.

Please do not record any part of this session on your personal device. This session is being recorded by SSP and will be available on the On-Demand section of the website within 24 hours. Once the session is over, you can leave feedback using the “Survey” button in the online session listing.

(Optional:) Today, we’re talking about… [give short (<2 minutes) introduction to the topic]

I’m pleased to introduce….. [introduce first speaker and presentation]

At the end of the session…

Thank you, everyone, for coming to our session, and a special thanks to [list your presenters] for the great presentations. You can let us know how we did today by using the “Survey” button on the online schedule or in the mobile app. We hope you have a good day and enjoy the rest of the 2020 SSP Conference!