**Procedure for entering the panel**

1. First they will receive ZOOM panel link via email

2. **30 minutes** before—send short remainder email. Every speaker need to **confirm he is ready**. If not, we contact him by **phone, Viber or Whatsapp and alarm moderator** (panelist and moderator address book)

3. **15 minutes** before panel—open the session-entering **PREPARATION ROOM**. Speakers enter by Zoom link they have. Panel won't be visible for other attendees.
   - a) WELCOME every panelist
   - b) Check if the equipment works
   - c) Panelist to adjust "**Gallery view**".
   - d) Ask if they ever used the Zoom before
   - e) Explain camera/speakers
   - f) Chat explanation (Panelist choose with whom they chat),
   - g) Q/A (**Only Public Q/A** can be erased when host erase question)
   - h) Arrange **CHAT SIGNALS** with moderator or any other signals (**Viber**)

**Other recommendation sentences for panelist in prep room**

“Follow moderator and be patient with answers”.

“**Turn-off and turn-on microphone by yourselves**” - same as they do with non-virtual events.

**What happens in situation when panelist’s internet connection is slow, unstable or if host internet connection is broken?**
1. “Do not worry and do not panic. We can always turn-off your microphone and inform moderator (chat message) to re-direct panel to next panelist, because of technical issues.”

2. “If our connection is broken, again, do not worry. We will back in 1 minute and go with panel, where we stopped.

    WHAT HOST MUST DO IN PREP ROOM

1. FORBID RECORDING for PANELISTS (go to > participants > name of panelist > more >Forbid recording....................For EVERY PANELIST NEED TO BE DONE BY HEND!

2. FIX SPEAKER VIEW FOR ATTENDEES > participants > down “…” > set speaker view for attendees

3. ADJUST CHAT OPTIONS for ATTENDEES > chat > ...to all panelists

4. ADJUST SHARING OPTIONS > SHARE > WHO CAN SHARE

4. Two minutes before panel inform panelist about time

5. Turn-off your camera, microphone is still ON.

4. Tell panelist “Ladies and gentleman have a nice panel. We are going live in 3,2,1-GO”

5. START Recording

6) Start BROADCAST

7) Turn-off your microphone

4. Near the end-inform moderator with chat, they have 10 minutes left. He can read some question from audience
5. Moderator should announce panel is at the end. **When we are certain that all panelist said 'Farewell' to the audience-we will close the session.**