

# THE TEST RUN

## We are your Teammates:

As you read through the pdf files for helping you have the most successful training session(s) possible, please know we are here for YOU. We have helped many Units, Commands, Installations, and organizations host their very first live virtual program. Seeing their joy afterward for how well everything went and hearing from them about the incredibly positive impact the program(s) had on the participants has been awesome. If you have a question, let us know. We want to do everything possible to make this process go as smoothly for you as possible.

## How to Set up the Test Run:

### **ZOOM, WebEx, or MS Teams:**

While many have found Zoom to be the most effective platform for hosting these kinds of live virtual experiences, whatever technology platform your installation chooses to host the event, Mike and Karen from The Center for Respect will work with you to help it go as smoothly as possible. We have extensive experiencing working with all of the major video conference and webinar platforms. For example, many in the military are required to use MS Teams for hosting these kinds of trainings and thus we have conducted a lot of live virtual trainings via MS Teams with the US Military.

## IF USING ZOOM . . .

### **Zoom Webinar over Zoom Meeting:**

Many installations choose to have the live virtual program as a Zoom Webinar instead of a Zoom Meeting, especially if they are going to have hundreds of people logging in from separate computers. Doing so avoids every person from being on camera and still provides Mike Domitrz the ability to bring volunteers on camera during specific parts of the live virtual session. The webinar also still provides every student the opportunity to be actively involved through the Chat function. If you are going to utilize a Zoom Webinar for each session, also please set up the Test Run as a Zoom Webinar.

### ***The EXCEPTION:***

**\*\***If you are going to have the participants in training rooms, conference centers, or large venues all together watching Mike on a large screen, then hosting the event as a Zoom Meeting is more ideal. Doing so enables each of the rooms to have a “Host” at the actual computer typing in participants’ responses and Mike can call on volunteers in the rooms to come on screen with him at times (as long as he can see participants in the rooms from the computer’s camera).

If you choose to utilize a Zoom Meeting, please make sure the Test Run is also set up as a Zoom Meeting. If you choose a Zoom Webinar, then have the Test Run set up as a webinar.

### **Webinar Settings in Zoom:**

When you create the webinar (both for the Test Run and the actual live virtual sessions), make sure each of the following options is chosen (you click on it):

- **Q&A**
- **Enable Practice Session** (this is how the host, Mike Domitrz, Karen (his partner), and all Co-Hosts can be on the Zoom session before the students. And the students won't be able to see anyone until the host chooses).
- **If this is a Zoom Meeting (rare)**, enable "Waiting Room" in the settings.

**In your main Zoom Account Settings** (your main account settings – not the settings for the specific webinar), **make sure "Chat" is turned ON**. You will find your main Zoom Account settings typically in the left column below where "Meetings, Webinars, and Recordings" are listed in Zoom. **While having Chat turned on, please make sure "Private Chat" is turned OFF (not clicked)**. By having Private Chat turned off, you make the event much safer because students are prevented from having private chat conversations. With Chat turned on and private chat turned off, all comments are seen by everyone (thus all comments are able to be moderated). This combination provides for a highly interactive learning experience for the students.

### **How to Invite Co-Hosts:**

When you setup a Zoom Webinar, invite each Co-Host as a "Panelist." First, create the webinar. Once created, go into the specific Webinar and scroll toward the bottom of the Zoom page where you'll see it say "Invitations." Just below that headline, you'll see it says, "Invite Panelists" and to the right it will say "Edit." Click on "Edit" and you'll see where you can add each Co-Host as a panelist. Doing this is essential so each Co-Host can join the sessions before the students. An addition to adding each Co-Host, be sure to add Mike Domitrz ([mike@centerforrespect.com](mailto:mike@centerforrespect.com)) and Karen Domitrz ([mike.d@centerforrespect.com](mailto:mike.d@centerforrespect.com)) as panelists. Karen will be helping produce the content Mike shares behind-the-scenes.

## **IF USING MS TEAMS . . .**

Sometimes installations or commands will ask Mike to send his slides in advance when using MS Teams. Mike does not use slides (no PowerPoint in Mike's program). Instead, Mike has technology built into his computer camera that enables him and his producer to control all the visuals through his camera. For this reason, you will not need Mike to send any slides in advance.

### **Who to Invite to the Test Run:**

Please invite each of the Co-Hosts you have scheduled to help moderate each live virtual session to the actual Test Run with Mike Domitrz.

### **The Test Run:**

Mike Domitrz will go over how everything will work in the Test Run. Best of all, everyone gets a feel for the technology and the flow of the program. On the following page, you will find the timeline for each of the live virtual sessions.

## **THE TIMELINE for the Actual Live Virtual Sessions (not the Test Run):**

BEFORE each of the actual live virtual sessions:

- **25 Minutes Before:**  
All Co-Hosts meet in the session with Mike Domitrz and his partner, Karen, to go over any questions and to make sure everything is running smoothly (logged into MS Teams or Zoom, microphones working, cameras working, etc...).
- **15 Minutes Before:**  
Mike Domitrz will begin a video countdown the participants will see upon entering the session early.
- **2 Minutes Before:**  
A special 2-Minute Countdown will begin operated by Mike Domitrz.
- **With 10 seconds left on the countdown,** the Host will turn on their Camera and Unmute themselves. When the countdown reaches zero, the Host will begin the Introduction of the program.
- Once the host has finished the Introduction, they can turn off their camera and mute themselves.

### **THE ENDING:**

In the Test Run, please let Mike Domitrz know how you'd like to conclude the program. The majority of installations do NOT come back on after Mike concludes. They let the program end on Mike's final words and visuals. The choice is totally up to you.