

THE TEST RUN

READ FIRST:

Before diving into this document, please read the “University-Guidelines-for-Live-Virtual-Events” pdf from the downloads page and please email it to all of your Co-Hosts. Understanding the information on that page will help make the Test Run go smoother for everyone.

How to Set up the Test Run:

ZOOM, WebEx, or MS Teams:

While most campuses have found Zoom to be the most effective platform for hosting these kinds of live virtual experiences, whatever technology your campus 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. While the instructions we include in this document refer to Zoom, please know we have extensive experiencing working with all of the major video conference and webinar platforms that campuses utilize.

Zoom Webinar is Most Common Choice:

Many schools choose to have the live virtual program as a Zoom Webinar instead of a Zoom Meeting. Doing so avoids every student 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 students in classrooms or large venues together watching Mike on a large screen, then campuses often choose to host the event as a Zoom Meeting. Doing so enables each of the rooms to have a “Host” at the actual computer typing in students’ responses and Mike can call on volunteers in the rooms to come on screen with him at times (as long as he can see the students in room 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.

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.

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. Email the “University-Guidelines-for-Live-Virtual-Events” pdf download to each of the Co-Hosts prior to the Test Run.

Once a Co-Host is in the session, have the Host make them a Co-Host. You will also want to Mike Domitrz and his partner Co-Hosts.

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) and Karen Domitrz (mike.d@centerforrespect.com) as panelists. Karen will be helping produce the content Mike shares behind-the-scenes.

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.

**BE SURE TO LOOK OVER THE TIMELINE
on the following page . . .**

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 (Zoom, microphones, cameras, etc...). The host will make all the appropriate panelists Co-Hosts immediately upon them entering the session (including Mike and Karen Domitrz).

- **15 Minutes Before:**

If everything is running smoothly, the host will click on that button that says, “Start Webinar.” At this time, Mike Domitrz will begin a video countdown the students will see upon entering the webinar early. All Co-Hosts can turn their cameras off and mute themselves at this time.

If this event is a Zoom Meeting, students will begin to be “Admitted” to the session from Zoom’s Waiting Room at this time.

- **2 Minutes Before:**

A special 2-Minute Countdown will begin.

- **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 be spotlighted by Karen and 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.

INTERRUPTING:

When interrupting as a Co-Host, remember to UNMUTE yourself. Upon concluding what you are saying, please remember to MUTE yourself so students are not hearing any background noise.

THE ENDING:

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