

This Card describes how to perform basic Moderator actions in any Moderator-led Event (all Events except iMeetings and Meeting Room sessions).

Login to a Live Event

Plan to log into your Event 15 minutes prior to the start time to greet Participants.

- 1 Access the ICC from the Internet.
- 2 Enter your User Name and Password.
- 3 Click **Login**.
- 4 Click **Enter** in the ICC Catalog for the relevant Event.

Note: Alternatively, you can access the Event at the required time from an email invitation.

Introduce Yourself

Speak into your microphone (by default the system automatically detects your voice). In order for you to be heard by Participants, the green column must cross the red line on the sound level bar. If required, adjust the red line (your voice threshold setting) by clicking the arrows below the sound level bar.



Load Materials and Questions

To load items from the Materials tab:

Right-click on the item and click **Load**.

To navigate items in the Materials tab:

Click to move to the next item, **OR**

Press the space bar to move to the next item, **OR**

Click on an item.

Grant Permission to Speak

To give permission to speak:

Double-click on a Participant icon in the *Participant* pane, **OR**

Right-click on a Participant icon and click **Start conversation**.

Note: Remind Participants to press the <Ctrl> key or click



to be heard.

To cancel permission to speak:

Double-click the Participant icon in the *Participant* pane, **OR**

OR

Right-click the Participant icon and click **Stop conversation**.

Initiate Polling

Click the **Polls** tab and then select one of the following:



Yes/No Poll – Participants respond **Yes** or **No** to a question posed by the Moderator.




OK Poll – Participants respond by clicking **OK** to a question posed by the Moderator.

From the same **Polls** tab you can also send a single on-the-fly question (free text, yes/no or multiple choice) and also send a test or survey (uploaded prior to the Event).

You can share the poll response results with attendees by clicking **Share** in the displayed *User Responses* window. Each Participant's response is also displayed above their icon in the *Participant* pane.

Work with Notes

To send a note:

Click  and in the displayed dialog box, select the relevant Participant from the 'Send to' dropdown list, type the note and click **Send** to send the note. You can also use the **Notes** tab to send notes (and define the notes style you want to use: *Chat*, *Popup* or *Inbox*).

To respond to a Participant's note:

When working in the *Chat* style: Right-click on the note in the Notes transcript box and in the displayed popup menu, select **Reply to Note**. Then type your message and click **Send**.

When working in the *Popup* style: Type your message in the *My Reply* box and click **Send Reply**.

When working in the *Inbox* style: Double-click the relevant note to display a popup window in which you can type your message, **OR** right-click the note and in the displayed popup menu, click **Reply to Note** (then type in your message in the displayed popup window).

Note: When receiving a new note the red icon on the **Notes** tab flashes for 5 seconds (if defined accordingly).

Perform a Web Safari












To load a web page, click the **Web** tab, type in a URL and click **Go** (or press Enter). Then select one of the following:

Allow annotations: Enables you to add annotations to the displayed page. You cannot navigate the page, either through links on the page itself or via the scroll bars and Page Up/Page Down keys.

Follow links when clicked: Enables you to navigate the links included on an HTML page. Annotations cannot be added in this mode.

Work with Drawing Tools

The drawing toolbox is displayed when you are the Moderator and it contains several icons that enable you to annotate the Whiteboard.

-  Clears the Whiteboard of its current contents.
-  Enables Participants to see your pointer when you click the mouse on the Whiteboard.
-  Enables you to type text on the Whiteboard.
-  Enables you to select the type of line or shape to draw on the Whiteboard.
-  Enables you to draw checkmarks on the Whiteboard.
-  Enables you to erase parts of the Whiteboard.
-  Enables you to define the type of text used when using the  Whiteboard tool.
-  Enables you to define the thickness of the lines drawn when using the  Whiteboard tool.
-  Enables you to define the color used when using any of the above-mentioned tools.

Work with Multiple Presenters

To give Presenting Rights:










Right-click on a Co-Moderator and select **Give Presenting Rights**. In turn, each Co-Moderator can hand off Presenting Rights to other Moderators.

To cancel Presenting Rights:

Note: Only the Main Moderator can cancel the Presenting Rights.







Right-click on the Co-Moderator in control (displayed with a green box) and select **Take Presenting Rights**.

Participant Pane Icons

-  Moderator is connected and speaking
-  Participant is connected but not speaking
-  Audio-via-phone Participant (connected with a phone while using their computer to view Whiteboard)
-  Phone-only Participant (cannot view Whiteboard)
-  Participant requesting to speak
-  Participant with permission to speak
-  Participant in private conversation with the Moderator
-  Co-Moderator is connected but not speaking
-  Audio-via-phone Co-Moderator

Note: If the Participant/Moderator is using emoticons, the icons are temporarily replaced with the relevant emoticon.

Additional letters/numbers/symbols may be displayed to the left of / above the Participant icon, as shown below (a blank space means no response has yet been received).

-  or  - the Participant answered Yes or No
-  - the Participant refused to answer
-  - the numbered answer to a multiple choice question
-  - no indication of the current load status
-  - the Participant application failed to load the item

Application Sharing

Application sharing enables the Moderator to share any application with Event Participants.

Note: The application must be open before initiating sharing.

To activate application sharing:

- 1 Click the **App Sharing** tab.
- 2 Select the application to be shared, and click **Start Sharing**. The Application Sharing Dashboard is displayed in the top right corner of the shared application.

Note: If the application is not listed, or you need to share multiple applications, share your desktop. Do not speak when initializing sharing because your voice will cut in/out.

To allow 'remote control' of the shared application:

- 1 Right-click on the face icon in the Application Sharing Dashboard, select **Allow Remote Control** and then select the relevant Participant from the list.
- 2 To cancel remote control, repeat as per Step 1, OR move your mouse.

To end application sharing:

- Use the application sharing hot key (the key must include <Shift> or <Alt> and any other key – note the <Ctrl> key is not supported - and is defined in the **Application Sharing** tab, which is accessed from the *File>Options...* menu), OR
- From the Application Sharing Dashboard, click **To Interwise**. The Participant window is displayed. Select the shared application and click **End Sharing**, OR
- Give or take Presenting Rights.

Application Sharing Tips

- Do not place another application (such as the Participant window) on top of the shared application because Event Participants will not see the application.
- Use the Application Sharing Dashboard to manage the ongoing Event session (for example: view whenever a Participant has sent a note or raised their hand).