

One pager for moderators – International Masterclasses 2022

Time	Activity	Details	Remarks	Phase
15:30	Connect to webinar	Log in at https://cern.zoom.us with your credentials, if you have a CERN Zoom account. Connect via the webinar link received by email.		Practice session
	Promote panelists, if needed	Click “Participants”, choose "Panelists", choose your co-moderators and make them "co-host"		
	Agree on how to share the tasks	You can use the boxes in the next column		
	Prepare all material	Download intro slide		
		Download Masterclass map		
		Open website for combined results		
	Open kahoot website for the quiz			
	Establish communication channel	e.g. Mattermost		
15:55	Start the webinar	Click blue button		Live webinar
15:55	Waiting for students	Share intro slide		
16:00	Welcome	Introduce yourself		
		Share the map		
		Explain Zoom features		
	Launch “icebreaker” poll			
16:10	Discussion of combined results	Share website or table with results		
		Launch “discussion of results” poll, ask questions		
16:30	Open discussion	Click Q&A in the webinar control and answer questions		
16:50	Quiz	Open the quiz website and launch the quiz		
		Share the code with students		
17:00	Goodbye			
After 17:00	Feedback	Update the wiki, if necessary		
		Send feedback to IMC coordinator Uta		
		Enjoy the rest of your day!		

Important Links:

Wiki: <https://twiki.cern.ch/twiki/bin/view/Main/InternationalMasterclassesModeratorManual>

IMC schedule: https://physicsmasterclasses.org/index.php?cat=schedule&page=schedule_2022

Moderators’ e-group: ippog-masterclass-moderators@cern.ch

Mattermost channel: <https://mattermost.web.cern.ch/imc/channels/town-square>

In case of problems, you can contact zoom-support@cern.ch or <https://mattermost.web.cern.ch/it-dep/channels/zoom>