

# Welcome to Summit 2020!

EARLY LEARNING 2020  
Leading & Learning in the New Decade

October 18-21, 2020 | Online Virtual Summit



Co-sponsored by the  
Pennsylvania Child Care Association  
Pennsylvania Head Start Association



## Moderators' Webinar – Oct. 14, 2020

10/14/20

2020 Early Childhood Summit

1

# What did I agree to do??

- Moderate at least one workshop at Summit 2020
- We thank you!
- On 10/10/2020, emails were sent to all moderators –  
Messages included:
  - Presenter Contact Information
  - Workshop # and Title
  - Workshop Date and Time
  - Link to Workshop Materials



10/14/20

2020 Early Childhood Summit

2

## What should I do now?

- Connect with your assigned presenter/s before Summit
  - Questions to ask...
    - Will you introduce yourself, or do you have a written introduction you'd like me to read?
    - What is the correct pronunciation of your name?
    - How do you want to handle questions? (As they come in? At certain time? At the end?)
    - Will you be using breakout rooms?
    - How else can I help?
- Add [info@earlychildhoodsummit.org](mailto:info@earlychildhoodsummit.org) to your address book



10/14/20

2020 Early Childhood Summit

3

## What do I do at Summit?

### 15 minutes prior to workshop start

- Click "Attend" to join the workshop
- Presenter will admit you from the Waiting Room and make you a co-host

### 5 minutes prior to workshop start

- Admit all Attendees from the Waiting Room

### At workshop start time

- Announce workshop # and Title
- Read general housekeeping reminders (we will provide script)
- Introduce Presenter, if that is the preference



10/14/20

2020 Early Childhood Summit

4

# What do I do at Summit?

## During Workshop

- Check the Chat Box and Waiting Room regularly
- Share Chat Box questions according to agreed-upon schedule
- Admit waiting room participants

## At end of Workshop

- Read closing remarks (we will provide script)
- Thank Presenter/s and Attendees for participating



10/14/20

2020 Early Childhood Summit

5

# How do I get "in" to Summit?

Every Attendee will receive an email with a personal link to Summit, based on their registration



## Where's my email?

- Add [info@earlychildhoodsummit.org](mailto:info@earlychildhoodsummit.org) to your Address Book today
- Look in Junk Mail
- Contact [info@earlychildhoodsummit.org](mailto:info@earlychildhoodsummit.org)

10/14/20

2020 Early Childhood Summit

6

# How do I get to Workshops?

The screenshot shows the website's navigation menu with 'Workshops' highlighted. A red arrow points from the title to the 'Workshops' menu item. Another red arrow points from the 'Workshops' menu item to a separate screenshot of the 'Workshops' page, which lists various sessions for Monday, October 19, 2020, and Tuesday, October 20, 2020.

10/14/20

2020 Early Childhood Summit

7

# How do I get to Workshops?

The screenshot shows the 'Join Meeting' button on the website. A red arrow points to this button. Another red arrow points from the 'Join Meeting' button to a screenshot of a Zoom system dialog box. The dialog box asks 'Open Zoom Meetings?' and has an 'Open Zoom Meetings' button. Below the dialog box, text reads: 'When system dialog prompts, click Open Zoom Meetings.'

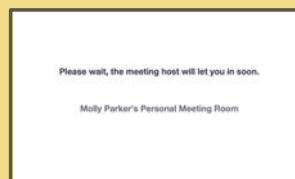
10/14/20

2020 Early Childhood Summit

8

## Now I'm in a Waiting Room?

- Waiting Rooms are enabled for ALL sessions except the Keynotes
- When you click on Attend, you will be placed in the Waiting Room (incl. when you are Moderator)
- You will see a message like this:  
until the Presenter admits you to the Workshop



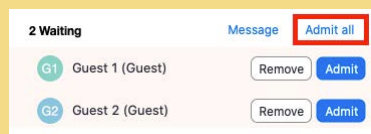
10/14/20

2020 Early Childhood Summit

9

## How do I then let others in from the Waiting Room?

Between 1 & 5 minutes before Workshop start time...



- Click “Participants”
- Click “Admit all”

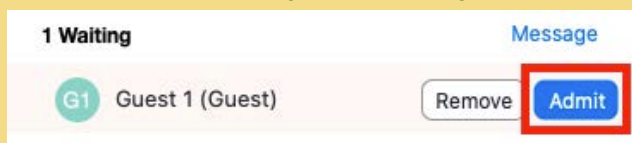
10/14/20

2020 Early Childhood Summit

10

# What about Late Arrivals?

Individuals may be admitted to Workshops at any time



- Click “Participants”
- Click “Admit” next to the individual’s name; or click “Admit all” if more than one name is listed

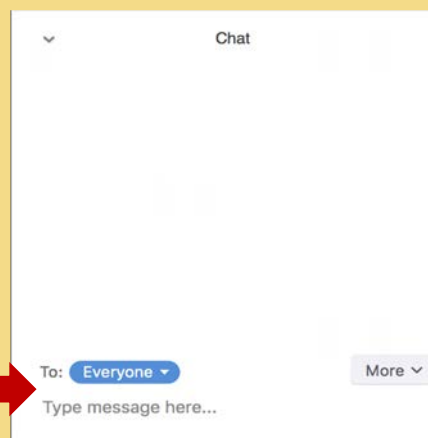
10/14/20

2020 Early Childhood Summit

11

# Monitoring Chat

- Click “Chat”
- If you need to respond, you can type in message to Everyone, or click on the drop-down box and select a name to send to a specific person



10/14/20

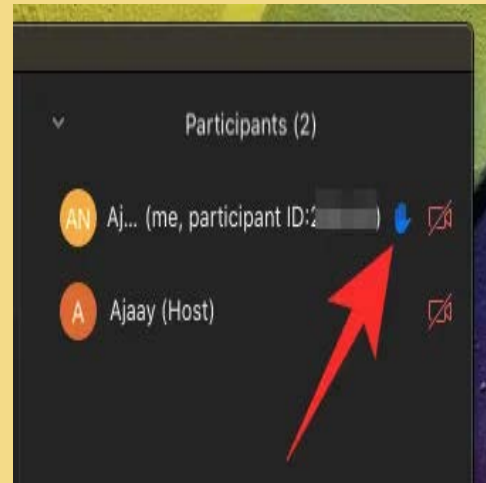
2020 Early Childhood Summit

12

## Questions, questions...

Participants can ask questions by...

- Entering in Chat box (Previous slide)
- Raising their hand – can be viewed in participant pane



10/14/20

2020 Early Childhood Summit

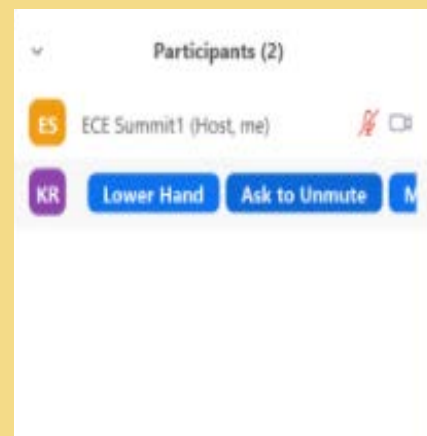
13

## Someone Raised their Hand

Hover over the individual's name – you can select:

- Lower Hand
- Ask to Unmute
- More

To allow him/her to speak, click "Ask to Unmute". When individual is finished, click "Mute"



10/14/20

2020 Early Childhood Summit

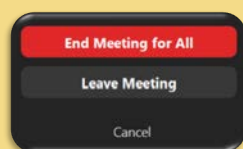
14

## What Do I Do at the End?

The Presenter will stop a few minutes before the scheduled end of the Workshop

Read the script comments from the Moderator Guide

The Presenter will “End Meeting” and “End Meeting for All”



10/14/20

2020 Early Childhood Summit

15

## Problems & Solutions

It's Start Time and My Presenter Didn't Show Up...

**Email [Kayle@paheadstart.org](mailto:Kayle@paheadstart.org) or Text 717-831-8375 to notify the Summit Planning Team**

Member of Summit Planning Team will login and send a message to all in the Waiting Room, letting them know of the situation and that they can return to the day's schedule and select another workshop.



10/14/20

2020 Early Childhood Summit

16



# Problems & Solutions

## My Presenter Lost His/Her Connection

- Ask participants to be patient until Presenter can reconnect via Zoom or call in
- Be prepared to advance the slides if Presenter needs to join by phone
- If presenter cannot re-connect, you will become the Host – in this case, at the end of the Workshop, you will need to click “End Meeting” and “End Meeting for All”



10/14/20

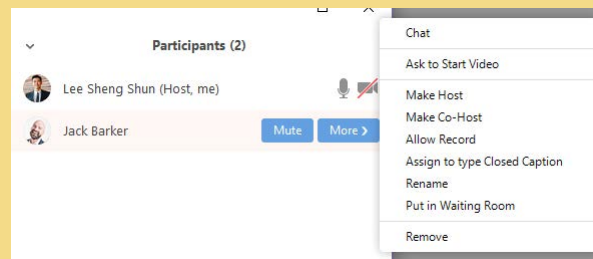
2020 Early Childhood Summit

17

# Problems & Solutions

## A Participant is disruptive

- Click “Participants”
- Hover over the Individual’s Name
- Click “More”
- Click “Remove”



10/14/20

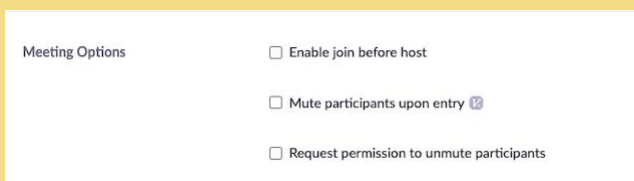
2020 Early Childhood Summit

18

# Speaking of Participants...

## Participant Settings for Summit Workshops

- Video on
  - Participants CAN choose to turn their video off
- Mute participants upon entry
- Request permission to unmute participants



10/14/20

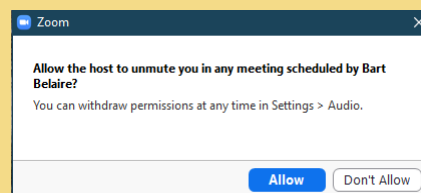
2020 Early Childhood Summit

19

# Speaking of Participants...

## What's this "Request Permission to Unmute"?

- At login, participants will receive a message similar to the one on the right
- If participant selects "Allow," the Presenter (Host) or Moderator (Co-Host) can choose to unmute the Participant to share or ask a question
- If a Participant selects "Don't allow," you will not be able to unmute that Participant



10/14/20

2020 Early Childhood Summit

20

## I'm Good - What Next?

Add [info@earlychildhoodsummit.org](mailto:info@earlychildhoodsummit.org)  
to your address book

Connect with your assigned  
Presenter/s, if you have not done  
so already

Review the Opening and Closing  
Remarks scripts



10/14/20

2020 Early Childhood Summit

21

## But What If I Think of Other Questions Later??

Kayle Richardson  
Email:  
[kayle@paheadstart.org](mailto:kayle@paheadstart.org)  
Text or Call:  
717-831-8375



Maureen Murphy  
Email:  
[info@earlychildhoodsummit.org](mailto:info@earlychildhoodsummit.org)

10/14/20

2020 Early Childhood Summit

22

