

Thriving Together Through These Times

Pennsylvania Early Childhood Education Summit



October 17-19, 2022

earlychildhoodsummit.org



Welcome to the 2022 ECE Summit

Moderator Webinar


9/14/22

Thank You!




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Presenters for today's webinar...



Maureen Murphy
Director, Member Engagement
PACCA



Kim Tuminello
Learning, Education & Events Manager
PHSA



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What Did I Agree to Do?

- Moderate a workshop at Summit 2022



What To Expect Next?

- Email will be sent on Friday, 9/16 to all moderators
 - Link to recorded webinar
 - Opening/Closing Scripts
 - Introduction to Presenter (contact information)
 - Confirmation of Workshop
(workshop #, title, date and time)



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What Should I Do Now?

- ❖ Connect with your assigned presenter/s before 9/30.
 - Schedule a practice session if needed (practice session zoom meetings will be available from 10/3-10/14).
- ❖ 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 are received? At certain times? Only at the end?)
 - How do you want to communicate with me during workshop?
 - Will you be using breakout rooms?
 - How else can I help?
- ❖ Add info@earlychildhoodsummit.org to your address book



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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 his/her preference



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What Do I Do at Summit? (cont'd)

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



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How Do I Get “In” to Summit??

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

Where’s my email?

Add info@earlychildhoodsummit.org to your Address Book today

Look in Junk Mail

Contact info@earlychildhoodsummit.org



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How Do I Get to Workshops?



1. Click (or copy and paste into browser) your personal Summit Link
2. Click on “Sessions” at the top of the page
3. Click on “Schedule”
4. Scroll down to the workshop you are attending; click on “Attend”



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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 (including when you are Moderator)
- You will see a message like this ... until the Presenter admits you to the Workshop

Please wait, the meeting host will let you in soon.

Molly Parker's Person
Meeting Room



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How Do I Then Let Others in from the Waiting Room??

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

- Click "Participants"

- Click "Admit all"

- This year there are a few workshops that are limited to pre-registrants; we will be in touch with those Moderators to give additional instructions on admitting Participants.

2 Waiting

Message

Admit all

G1 Guest 1 (Guest)

Remove

Admit

G2 Guest 2 (Guest)

Remove

Admit



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A Word about Settings

- All participants will be on Mute upon entry - they must request to be unmuted
- Participants can choose to turn their video off
- All workshops will be recorded automatically; recording will continue throughout.
- Please do not change any Settings before, after, or during a workshop. If you have a question, contact tech support:
Theresa Rine at 717-350-8166



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What About Late Arrivals??

Individuals may be admitted to workshops at any time.



Click Participants

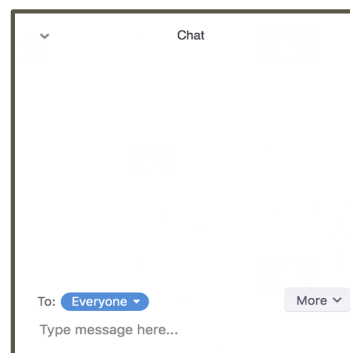
Click Admit next to the individual's name or click Admit All if more than one name is listed



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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



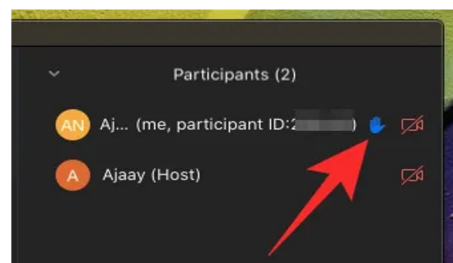
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Questions, Questions...

Participants can ask questions by:

- ◆ Entering in chat box
- ◆ Raising their hand –

The raised hand can be viewed in participant pane



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Someone Raised Their Hand...

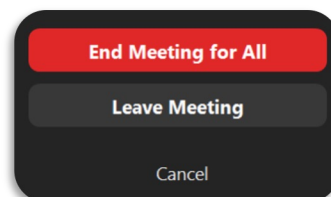
- Hover over the individual's name
- You can select:
 - ◆ Lower Hand
 - ◆ Ask to Unmute
 - ◆ More
- To allow him or her to speak, click Ask to Unmute.
- When individual is finished, click Mute.



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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's guide.
- The presenter will "End Meeting" and "End Meeting for All."



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Problems & Solutions

It's start time and my presenter didn't show up.

- ◆ Email info@earlychildhoodsummit.org or text Theresa Rine at 717-350-8166
- ◆ Member of the Summit Planning Team will login and will 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.



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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”

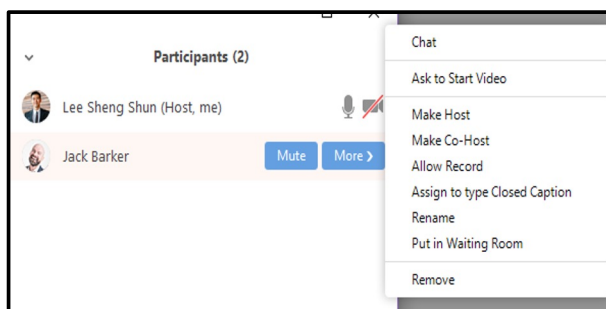


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Problems & Solutions

A participant is disruptive.

- ◆ Click Participants
- ◆ Hover over the Individual's Name
- ◆ Click More
- ◆ Click Remove



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I'm Good! What's Next?

- Add info@earlychildhoodsummit.org to your address book
- Connect with your assigned Presenter/s as soon as possible
- Review the Opening and Closing Remarks scripts when you receive them



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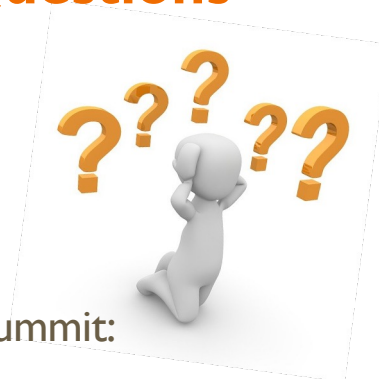
But What if I Think of Other Questions Later??

Maureen Murphy & Kim Tuminello

info@earlychildhoodsummit.org

In the event of technical problems DURING Summit:

Theresa Rine: 717-350-8166



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