

## Task and Case Study Hosts

Time slot: 90 minutes – each host can organize the time at will, with presentation(s), discussion, break out groups, interaction via a virtual board, summary of break out groups, etc

### Before the call

- Make sure your headset, microphone and webcam are working correctly
- If you plan to have an introductory presentation, have it ready and open (as power point or pdf)
- In talque, select your presentation in the schedule on the left-hand bar and you should see an “Enter session now” blue button. Click on it to enter the Zoom call. For speakers and chairs the button should be available from 30 minutes before the scheduled start
- **Important: please always enter the call from talque**, even if you receive a link to the meeting room by email from Zoom

### In the call

- Depending on what version of Zoom you have, you will land in the meeting room on your web browser or on the Zoom desktop app (if you have it installed)
- Once you enter the Zoom call there will be one member of our team who will make sure your camera and microphone are active and will assign host and co-host privileges to you and your colleagues (if you are not alone in hosting the task / case study)
- You will be responsible for running your presentation or other material that you want to show on your computer and share the screen in the Zoom call
- All viewers will enter the meeting room with their video off and microphone muted. It is up to you (with help from our helper who will be in the room for the whole session) how to organize the interaction with the audience: open microphones or use of the Zoom chat or raising the hand to request the word
- Breakout groups: a member of our team will be in the room during the whole time and if needed will set up break out groups for you. You can choose how many groups, whether people are assigned to a group randomly or manually and how long the break out groups should last. At the end of the allotted time, participants will automatically return to the main room
- If you have requested the use of the virtual board with the Miro tool, you will be in contact with our person in charge for that (Jan-Reto Abplanalp - abplajan@students.zhaw.ch) and he will set it up for you

### After the call

- When you are done, simply leave the zoom meeting room. If you plan to attend another presentation, go back to talque, click on the next item in the schedule on the left and enter the room
- The Task / Case study sessions will not be recorded, but the content of the virtual board (if used) will be saved and made available