

Roles and Responsibilities: ABC Virtual Event		
Main Meeting Room		
Role	Name	Responsibility
Host		<ol style="list-style-type: none"> 1. Develops and updates the “runsheets” based on planned agenda designed by the Event Team for the day. 2. Facilitates the activities that occur in the Main Room / Plenary for the day e.g. <ol style="list-style-type: none"> a. Welcomes participants b. Carries out Introductions e.g. Presenters and topics of the day c. Facilitates the Integration activities d. Introduces the breakout sessions e. Makes any necessary announcements during the day f. Closes the session 3. Facilitates “team meeting” at end of each day of the event <ol style="list-style-type: none"> a. What worked well? b. What needs to be done differently next time? c. Any update to “runsheets” for next day e.g. timings, presenters & topics
Co-host		<p><i>At the start of the meeting:</i></p> <ol style="list-style-type: none"> 1. Admits participants to the event 2. Renames participants (where necessary) 3. Manages the “record” function (if required) <p><i>During the meeting:</i></p> <ol style="list-style-type: none"> 4. Supports Host e.g. <ol style="list-style-type: none"> a. Updating the “runsheets” as necessary

		<ul style="list-style-type: none"> b. Sharing screen with relevant slides (if used) c. Setting up breakout rooms d. Managing the “chat” input from the participants e. Copying and pasting instructions or links into the chat <ul style="list-style-type: none"> 5. Spotlights presenters (if required) 6. Plays background music e.g. during a break 7. Displays timer during a break 8. Takes a screenshot of participants (if required) <p><i>End of the meeting:</i></p> <ul style="list-style-type: none"> 9. Saves the “chat”
Breakout Rooms		
Presenter		Presents and facilitates session using prepared session plan and resources
Co-host		<p>Supports Presenter e.g.</p> <ul style="list-style-type: none"> a. Sharing screen with relevant slides b. Managing the “chat” c. Copying and pasting instructions or links into the “chat” d. Assists Presenter with Q & A session e. Saving the “chat”
IT Support person		<p>Sets up Zoom link</p> <p>Supports all role players and participants with technical issues</p>