



## CITY OF MADISON INFORMATION TECHNOLOGY

### Type 1 Virtual Meetings Co-Host Guide

## Co-Host (Chair/Clerk) Controls in a Meeting

The co-host manages the administrative side of the meeting, such as managing participants. The host will assign a co-host at the start of the meeting.

### Chair Duties

1. Allow Media Team member to give a directions statement
2. When people raise their hand to speak (they will jump to the top of your panelist list), recognize them verbally, **unmute** them, **mute** them when they are done, then **lower their hand**. They will jump back down the list as soon as you lower their hand, so make sure you do that second.
3. Before roll calls, announce that you're unmuteing all mics, then **unmute all**
4. When completed, announce you're muting all mics, then **mute all** and **unmute** yourself.

The list of public registrants is found here.

<https://cityreports.cityofmadison.com/reports/report/Council/RegistrantsReport-PriorMeetings>

You need to add the Clerk's meeting ID to the end of the URL to see your meeting, and then can filter by agenda item. They people are listed in order:

- a. Agenda Item
- b. Speaking
- c. Registered Date Time
- d. Name

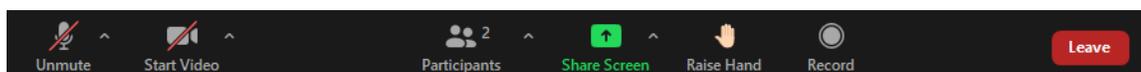
Note: They are also listed in order of registration within those categories so it can be refreshed to see late registrants.

## Managing Participants in Webinar

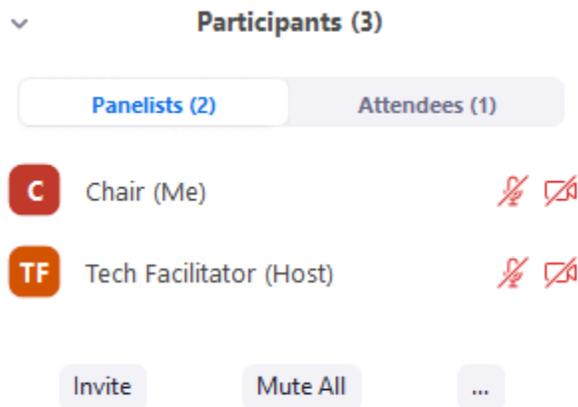
By clicking on **Participants** in your host controls, you can manage the panelists and attendees in your webinar. This includes promoting to co-host or panelist, demoting panelists to attendee, and unmuteing.

### Accessing Participants Panel

1. Click on **Participants** in the webinar controls.



The **Participants** panel will be on right side of your screen. The host, co-hosts, and panelists will be listed in one tab and the attendees will be listed in another.



There are some additional controls at the bottom of the **Participants** panel in the **Panelists** tab:

- **Mute All:** Mute all of the panelists and any attendees who you have given permission to talk.
- **Unmute All:** Unmute all panelists and any attendees who you have given permission to talk. The attendees without permission to talk will remain muted.

## Managing Panelists

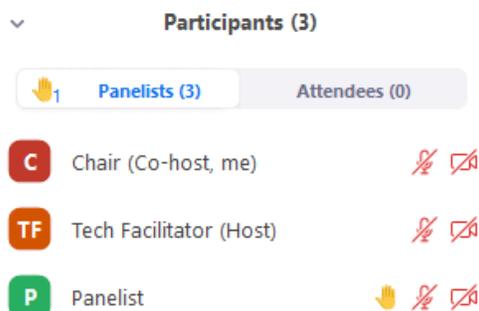
Hover over the panelist's name. You will see the following options to manage participants:

- **Mute / Unmute:** Mute or unmute the panelist. If the panelist muted their mic, they need to accept the unmute prompt before they are unmuted.

## Managing Raised Hands as the Chair

The raise hand feature in Webinar allows BCC members (Panelist) to raise their hand to indicate that they want to talk. You can see who has their hands raised at any time by viewing the participants list:

1. Click **Participants** in the meeting controls.
2. Click the **Panelists** tab.



**Note:** The order the Participants are listed in changes. Participants are displayed in the following order.

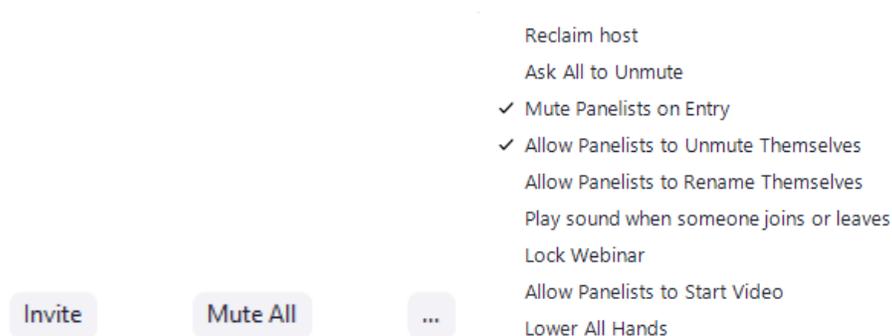
1. Self
2. Host
3. Raised Hand (panelists that raised their hand first are displayed at the top)
4. Co-Host
5. Unmuted
6. Muted

Within each type it is by alphabetical order, and special characters sort to top.

Attendees allowed to talk are sorted to the top of that list.

Hover over a participant with their hand raised for these options:

- **Unmute:** This allows them to speak.
  - **Lower Hand:** Lower the participant's hand. Their position in the participants will move down after the participants with their hand raised.
4. Click the three dots at the bottom of the panelist tab, then click **Lower All Hands** to lower all raised hands.



## When an Attendee is to Speak for Testimony or Questions

1. Open the Participants Panel and the Attendees tab
2. Hover over an attendee for these options
  - **Allow to talk:** Allow the participant to talk and unmute their mic. The participant will receive a prompt to confirm if they want to unmute or stay muted. If you already allowed a participant to talk but they decided to stay muted, click **Unmute** to prompt them to unmute their mic.
  - **Disable talking:** If you allowed a participant to talk, this will revoke the participant's ability to talk. The participant will stay muted.

### If they need to present (Plan Commission developer, staff, etc.)

For anyone watching while the screen is shared, press the escape key to exit full screen mode to have your participant panel back to raise your hand.

The Tech Facilitator (Host) will change permissions to allow panelists to share their screen. They need to send their presentation to a staff person for sharing.

### Instructions for sharing your Screen

- **Share Screen:** Start sharing your screen. You will be able to select the desktop or application you want to share. When screen sharing, your controls appear at the top of your screen, you can drag it to another location
- **Screen Share** controls (click ^ next to **Share Screen**): Select who can share in your meeting and if you want only the host or any participant to be able to start a new share when someone is sharing. This should be set to one at a time, only hosts can share screens.

### Closed Session

To go into closed session:

Make sure anyone that you don't want in the meeting is **put on hold** (in the menu for their individual names.) or leaves the meeting.

Then **Lock webinar**. This can be found under ... at the bottom of the participants panel.

If an attendee doesn't leave the meeting voluntarily, hover over their name and under more, click **remove**. Removing them will not allow that person to ever enter that meeting ID again.