



2022 Virtual State 4-H Presentation Day

Room Host Procedures

Youth room hosts help ensure a smooth functioning set of presentations. In the virtual 2022 State 4-H Presentation Day, they will have Zoom "Host" responsibilities.

Login to Zoom

As a Room Host, you will receive the information for the session you are hosting via email. It will include the name, age, county, presentation type and title for each presentation. Login at least 15 minutes before the presentations start, using the Zoom link provided in the email you receive.

You will be promoted to co-host, by the staff member or adult. This will give you the ability to mute/unmute and allow screen share.

The Zoom app should be installed on the computer/tablet or smart phone. Download the software at <https://zoom.us/download/>.

Video tutorials on Zoom are available at <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

Greet Presenters and Evaluators

Say hello and welcome as each presenter and evaluator joins the Zoom call. This will let them know you are aware they are present and can hear them. Check with each evaluator and make sure they have everything they need. Make sure the evaluators present match your list.

When greeting each presenter, make sure they are on your list and make sure you know how to pronounce their names.

Start on Time

Everyone should arrive in the Zoom call before the start time. This will allow you to start on time.

Other things you should know as a Room Host:

Evaluators may not disqualify a presentation. Notify the staff host at 4hsfd@ucanr.edu if this issue arises.



Zoom Technology

Youth will present at home using the <https://zoom.us/> virtual meeting platform using a computer, laptop, tablet, or smart phone. Youth are encouraged to log in 15-minutes in advance to ensure their webcam, mic, and speakers are working.

Required equipment:

- Computer/Tablet with webcam, microphone, and speakers and Wi-Fi connection
- Or smart phone with camera

Check Your Tech	Prepare to Participate
<ol style="list-style-type: none">1. Connect and test your Zoom audio.2. If you are calling in, enter your participant ID number to link your computer and phone. Find it next to your name in the "Participants" sidebar. On your phone, press # [number] # to connect.3. Activate your camera.4. Use Zoom's Gallery View to see the whole group.5. If you need tech help, type [Room Host Name] in the Zoom chat box for assistance.	<ul style="list-style-type: none">• Always remain on-camera (Except if you are experiencing Internet bandwidth issues).• Remain available-to-be-on-mic. Mute while others are speaking/presenting but be ready to participate.• Turn devices to airplane mode and close other windows on your computer to avoid distractions.• Use the phrase "I'm complete..." or "I'm done..." when done speaking.• Use nonverbal tools in Zoom to raise your hand.



Before the meeting



[Download the Zoom app](#) onto your computer or phone.



Add your picture to your [zoom account profile](#). *The photograph will display when you turn off your video.*



Log in a couple of minutes ahead of time. The scheduled start time is when talking should begin, not when one should problem solve their connection.

During the meeting



Join meetings with video on and audio muted. Users can [set these as default](#) on their end; meeting host can also set to mute people upon entry.



Always remain on-camera (except for internet bandwidth issues). *This helps better simulate an in-person meeting.*



Remain **available-to-be-on-mic**. You can mute while others are speaking and be ready to participate. *This helps reduce background noise.*



Feel free to **raise your hand** on camera or using [nonverbal tools](#) in Zoom. *Zoom is more like a walkie talkie where people need to take turns.*



When speaking, look directly into the camera. *Helps make people feel like you are speaking to them.*



Open chat pod at the start of the meeting. *Respond and comment as needed. Also, forgive typos, as many are working off cell phones and cannot see the words as they type them.*



Have grace with yourself and others. We are all figuring this out together!



Room Host Procedures

Starting Checklist:

- ☐ Share PowerPoint
- ☐ Enable Share Screen for all participants
- ☐ Greet each evaluator
- ☐ Greet each presenter
- ☐ Start on time
- ☐ Read the ***Introduction Script*** (Page 3)
- ☐ Stop sharing screen

At the Beginning of Each Presentation

- ☐ Introduce the presenter
- ☐ Wait on mute, make sure the audience stays quiet, mute them as needed

After Each Presentation

- ☐ Thank the presenter
- ☐ Remind evaluators to turn off their video while they complete the score sheets. Wait for evaluators to turn their video back on.
- ☐ Let the next presenter know, they are next and let them know to get ready.
- ☐ Ask evaluators if they are ready for the next presenter once their video is back on.

After All Presentations Are Done

- ☐ Read the Conclusion Script.



Introduction Script

I would like to welcome everyone to our Virtual State 4-H Presentation Day session.

My name is _____ and I am your Room Host.

We have three evaluators in the room and they are:

The presenters tonight are (read the list of presenters)

At this time, I would like to go over some etiquette rules:

1. No cuing or prompting from parents or audience. Participants will be marked down if there is audience participation, so please be careful.
2. There should be no talking, whispering, or comments during presentations, you should be muted if you are not presenting or an evaluator asking questions.
3. Be respectful of presenters and stay engaged.
4. To mute/unmute yourself on the computer using a short cut, toggle alt+a.
5. Evaluators are the only ones allowed to ask questions with presentations that allow questions.
6. Evaluators: you should time presentations on your own.
7. While evaluators are evaluating presentations, they will turn off their video, and turn it back on once they are ready for the next presentation.
8. You all are more than welcome to clap at the end of the presentations.
9. If you have a question at any time, you can send me a private chat in the chat pod.

We truly thank you for being understanding that we are trying to offer the presenter the best opportunity for a successful, medal winning presentation!



Conclusion Script

Seeing that everyone has completed their presentations, this concludes the presentations.

Awards will be announced at the Virtual Awards Ceremony on Sunday, May 31, 2020, 6:00PM-8:00PM.

Your evaluation forms will be mailed by June 12, 2020; certificates and pins will be mailed to your UCCE 4-H county offices by June 30.

A very special **THANK YOU** to our evaluators for all their hard work and for taking time out of their schedule to be here today.

I also would like to congratulate all participants on a job well done.

Have a great day/evening!
