ICTIEE – 2020
Steps to be followed by the Moderator/Co Chair while using Conference Management Platform

Web Link of the ICTIEE – 2020 Conference Management Platform:

**https://ictiee2021.hubilo.com/community/#/login**

Once you enter the URL, the following Webpage will appear:

Enter the Email ID registered with Hublio Platform (All moderators/Co Chairs are registered on Hubilo) and Click on Login.
The following window will appear asking for a Login Code.

The Login code will be sent to your Email ID. Please check Inbox or Spam folder and will looks as below:

Enter the Login Code and Click on Submit
The Hublio Platform allows only Single Login, ensure that you have logged out from all the other systems, if you have logged in before.

The following window will appear:

Click on Sessions:
You will see different dates & Rooms of the Conference as follows:

As a moderator/Co chair, you will be assigned with a specific date, timing and room for a session. (this will be communicated in advance).

For example, you have been assigned with session on Jan 08, 2020 and assigned room is Room 1 with timing 06:30 to 07:00 PM. You as a moderator will observe the following window. (Typically, the session will begin at backend 15 minute before scheduled time. So, if the session is at 06:30 PM, the link to join as a Speaker will be live around 06:15 PM)
You need to Click on Join Session as a Speaker.

When you click on it, you will be asked to open “Zoom” Application. Click on Open

Or you can also click on Launch Meeting
Ensure that you have prior downloaded latest version on the Zoom for Desktop application based on your system (Windows/Mac)

Link: https://zoom.us/download

You will see the following window, and wait for the host to let you in.

Once inside, it will ask you to connect to audio, select connect to computer audio.
Once connected, you can start speaking by unmuting and also can turn your camera ON.

As a moderator, now you will have two windows, first one is the zoom application and second is the Web Browser with ICTEEE Hubilo page.
One important item to note over here is that, only the speakers, Moderators, Teach Team Assistant and the Host of the Zoom Meeting are on Zoom Platform and only they can communicate verbally by unmuting.

However, the attendees will be on the Hubilo Platform where they will be watching the live stream of the Zoom Meeting in which you are the moderator/speaker. Hence the attendees cannot communicate with you verbally, thus will make use of the Chat/Q&A option available in the Hubilo Platform.

It becomes necessity for the moderator/Co Chair to keep an eye on the Chat/Q&A on the Hubilo platform. To make this happen you can now switch to the Web Browser with Hubilo Webpage and click “Moderate” tab as shown below.

The following window will pop up, with four options. Namely Chat, Q&A, Polls and Attendees.

The Chat is general and can be used for networking and visible to all the attendees on the Hubilo Platform. Chat can be monitored by the moderator to note down any question from the attendees.
However, it will advantageous for the moderator if all the questions related to the session are posted on the Q&A option. Thus, at the beginning of the session Moderator/Co Chair can announce the that attendees can post their questions on Q&A only.

The Q&A option has 3 sections. Pending, Accepted and Dismissed.

All the Questions posted by the attendee will be by default in the Pending Section. Any questions in the pending section are not yet visible to the attendees. Hence it will be responsibility of the moderator/Co chair to check for the quality and relevance of the question asked and accept it attendee viewing. The accepted questions later can be put forward to the speaker by the moderator during Q&A session.

The pending questions will look as follows:

You have Two options: A Tick (in Green) to accept the Question and a Cross (in Red) to dismiss the questions. Once Approve the question will be in accepted section and dismissed will be in the
dismissed section. You also have an option to reply directly to the question by typing your answer by clicking on the answer option. The answer typed here will be visible only to the person who has asked the question.

The following is the accepted section View. The questions appearing here will be visible to all the attendees.

In accepted view also you have an option to dismiss the question by clicking on the cross. Or you can answer non verbally by typing it by clicking on the “answer” option.

The following is the Dismissed Question View. The questions appearing here will not be visible to all the attendees.

In accepted view also you have an option to accept the question (if moved by mistake) by clicking on the tick. Or you can answer non verbally by typing it by clicking on the “answer” option.
Polls Option:

There is an option in Hubilo to have live poll with the participants. These polls will be taken care by the tech team. Hence Request to moderators is to collect poll questions from the speakers and hand them over to the Tech Team person assigned to you. Tech Team will create polls and launch the polls during the session. The Moderators can track the progress of the ongoing poll by clicking on the poll option. Which can be later conveyed to the speaker verbally by the moderator.

Do not create or launch polls, the tech team personnel will take care of it.

Only Multiple-choice Poll questions can be created.