

EIC ASR Subproject Director's Review

Administrative & Moderator Guide

Held in SUSC, bldg. 101 & via zoom

Assignments

Session / Room # / IT Tech Assigned	Moderator/POC	Admin Support/Zoom Host
Executive Sessions Rm: 123 / IT Tech – George Canellis	C. Folz	K. Schoefer
Plenary Session Rm: 123 / IT Tech – George Canellis	C. Folz	K. Schoefer
Responses to Questions Rm: 123 / IT Tech – George Canellis	C. Folz	K. Schoefer
Closeout Rm: 123 / IT Tech – Chris Snyder	C. Folz	K. Schoefer
SC1: ESR Systems Rm: 124 – Dean Rupe	W. Halbig	K. Lenza
SC2: HSR Systems Rm: 125 – Dean Rupe	R. Muscolino	T. Dellaiacono
SC3: System Installation & Final Integration Rm: 121 – Chris Snyder	C. Pontieri	M.E. Thelen
SC4: RF Systems Rm: 150 – David Iacona	Z. Conway	D. Rassner
SC5: Infrastructure Rm: 133 – David Iacona	T. Vijaya Kumar	J. Wahl
SC6: Project Management, ES&H/QA, Cost & Schedule Rm: 122 – Chris Snyder	C. Folz	K. Schoefer

Before the Review

Please familiarize yourself with the review site, agenda, POC's list and zoom connections. All posted in the [logistics folder](#).

During the Review

Moderator/POC's:

- Introduce the first speaker to get the session started.
- Help moderate questions and hand raises.
- Keep the presentations and agenda on schedule.

Admin Support:

- Have the agenda, [review site](#), and talks open on your computer so that you can be a backup presenter and or share any supporting documents, if needed.
- Have the [Committee Assignments doc](#) open or printed and available so that you can keep track if all committee members are in the meeting or if some are missing
- Enter the Zoom meeting early (at least 10 min prior to the session starting)
- The POC should start the session and introduce the first speaker. If they don't, the admin supporting the session should help get the session started.
- Make sure everyone is muted except the speaker during the talks.
- Check the zoom chat for any questions
- Set timer for breaks: Choose the screen to share, there is a box on the bottom left to check "Share Computer Sound". This will broadcast the buzzer for the timer. The website is <https://e.ggtimer.com/> and you may enter the break time by number of minutes, or you may enter the hour of return in military time (e.g. 14:15 for 2:15pm). Please go to settings in Zoom, under the Share Screen tab, please check the option to "Silence system notifications when sharing desktop".
- At the end of each session, remind the group what room they should move to/zoom connection they should go to next (i.e. Open Session).