



Moderator's Guide

We are so grateful for your time, effort, and expertise in making Doxacon the coolest place to be! It's your job to curate Doxacon's atmosphere into a happy, healthy place for discussion and forming new relationships. It's up to you to strike that elusive balance between over-moderating and successfully warding off mean-spiritedness.

 Before the event begins, make sure your Zoom app is up to date!

What to expect from us

Here's what we'll send you:

- ✦ the **Moderator's Guide** (this document!)
- ✦ the login and password to use during your **Breakout Discussion(s)**
- ✦ a list of attendees for your **Breakout Discussion(s)**

Your job as a moderator

If you are moderating a Session:

- ✦ Keep the event moving by keeping track of the time. If needed, inform speakers when they are approaching the end of their time.
- ✦ During Q&A, select questions and read them to the speakers and audience for the speakers to respond to as a panel.

If you are moderating a Breakout Discussion:

- ✦ Start the call from your computer using the login/pass we have provided you.
- ✦ Admit entry to those on the list for your **Breakout Discussion** that we've sent you.
- ✦ Curate a healthy online atmosphere.



How do I curate a healthy atmosphere?

Each situation will be unique, but we've selected you as a moderator because we trust your judgement to uphold a happy, healthy atmosphere for discussion. Ideally, you shouldn't have to do much at all, but watch attendees chatter excitedly about the things they love — but we want you there, just in case.

What we expect from attendees

We have two simple rules for attendees, including our moderators:

- 1 Be respectful.** Don't use obscene, lewd, or excessively violent language.
- 2 Be kind.** Do not insult, harass, or demean others.

What to do when someone is misbehaving

If an attendee is being either disrespectful or unkind, we ask that you do the following:

First Offense: Give that person a warning.

Second Offense: Remove that person from the call.

Questions? Ask us at doxaconhelp@gmail.com.

