The Conference Exchange®

CONFEX™

Confex Hybrid

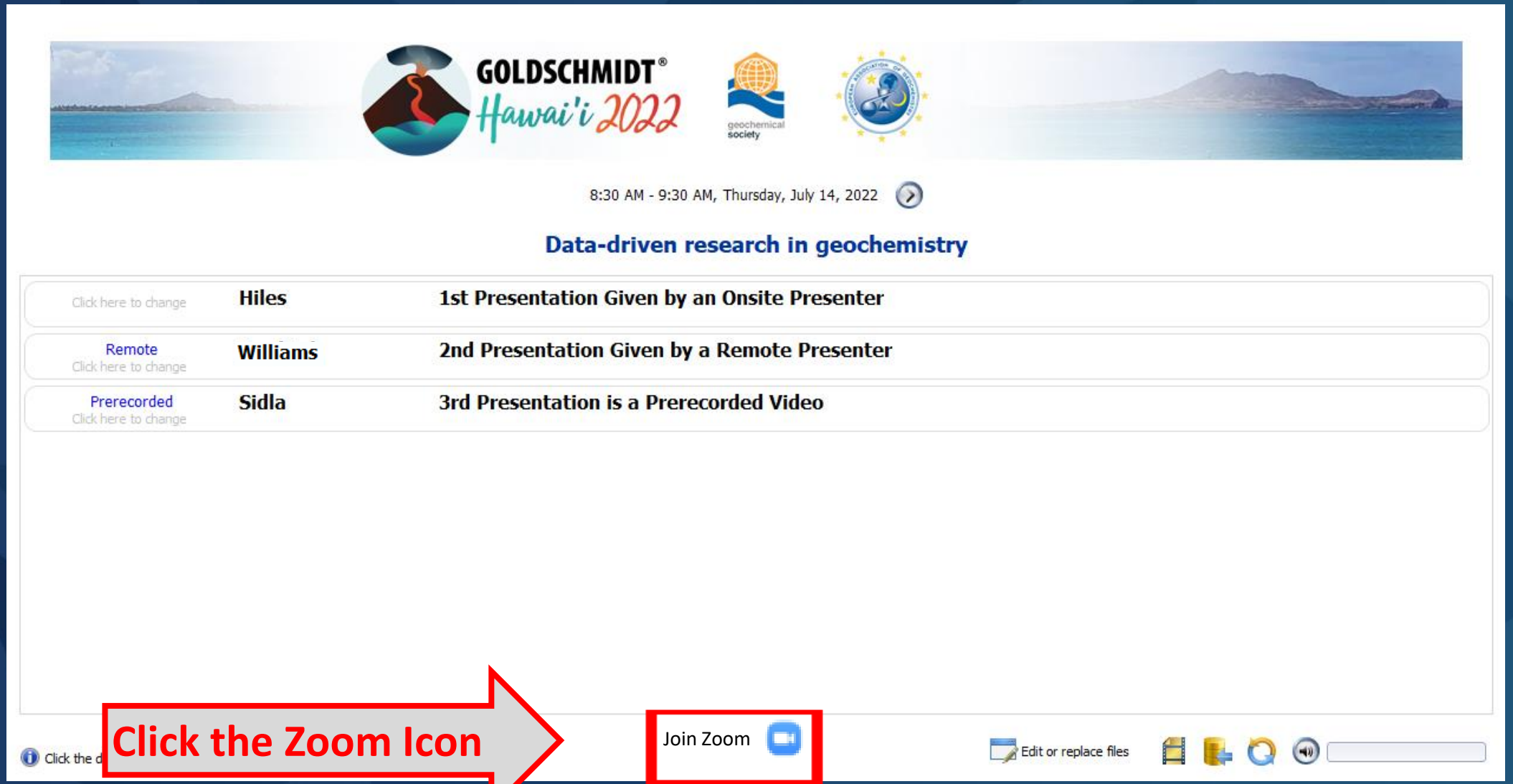
Podium/ Zoom Integration

Join the virtual session and obtain Zoom host control:

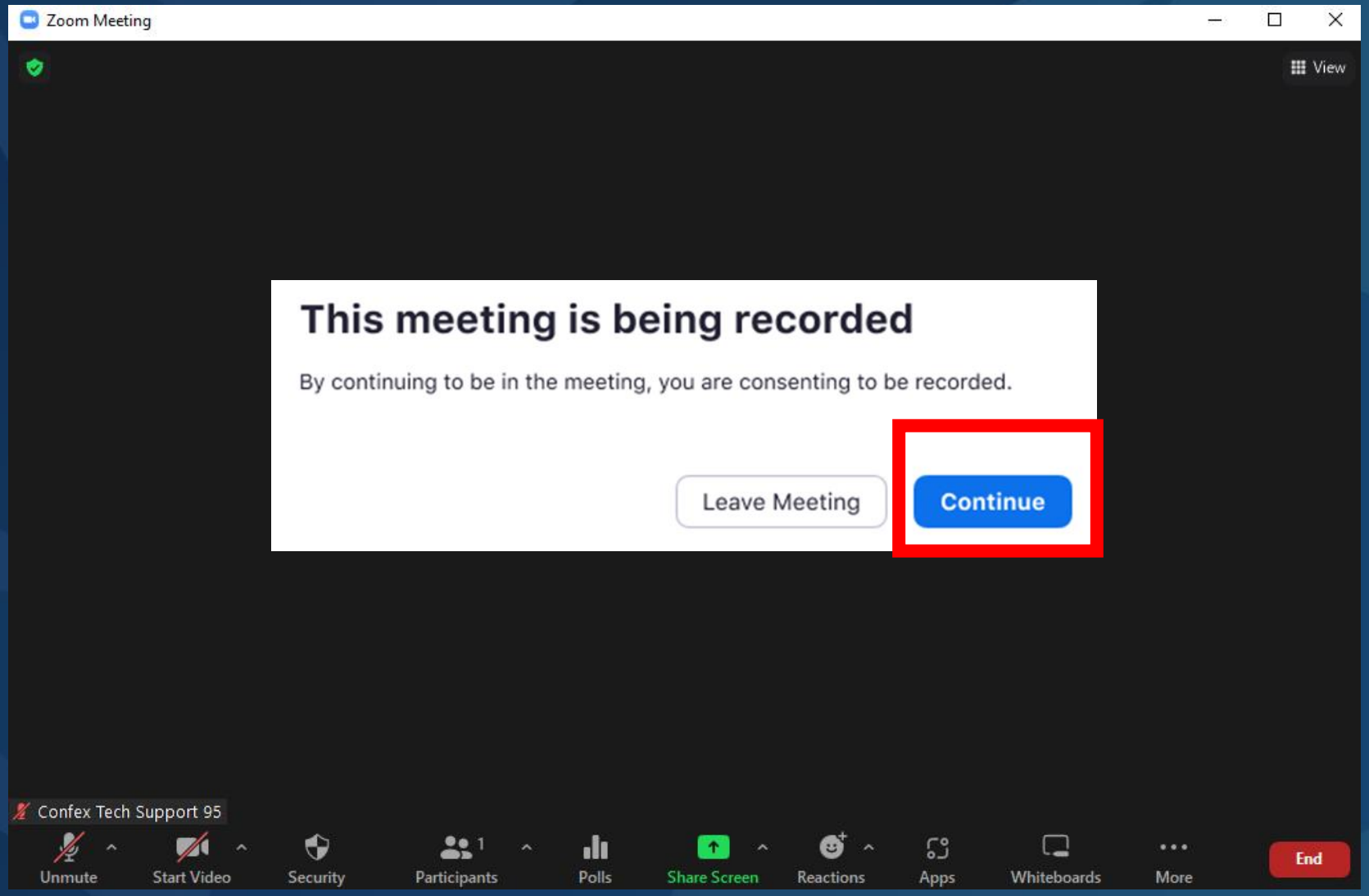
Log in to the Online Program/ Meeting App on your own device. Navigate to your session. Click the "Join Now" button when it appears 20 minutes before your session starts. Make sure to keep your mic muted and your sound off to prevent feedback in the room. Rename yourself to: Zoom Host. The Confex virtual tech will pass host control to you. If you need assistance with Zoom, AV, or Podium software, call 608-819-3901.

Join Zoom from the computer at the lectern:

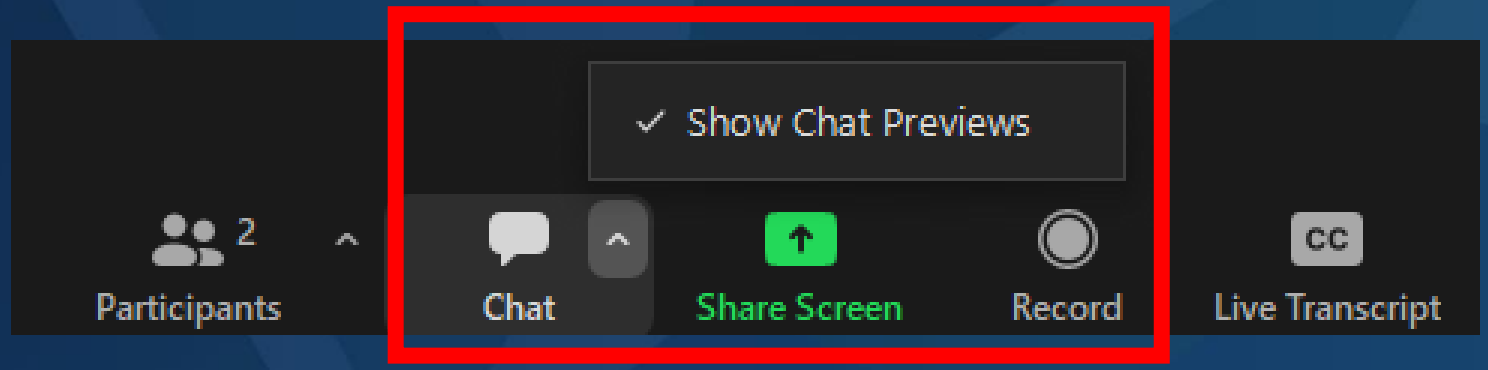
1. Click the Join Zoom button at the bottom of your session page.



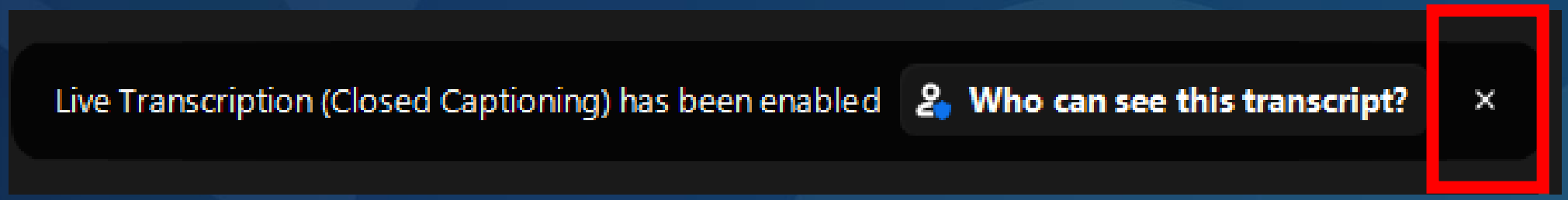
2. Click the Continue button to acknowledge that the Zoom Meeting is being recorded.



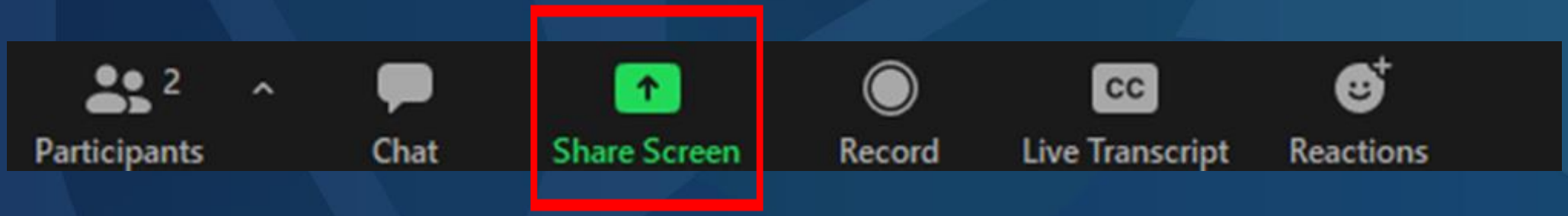
3. Click the Up Arrow next to Chat in the bottom Zoom toolbar and deselect Show Chat Previews. This will prevent the words from appearing on screen.



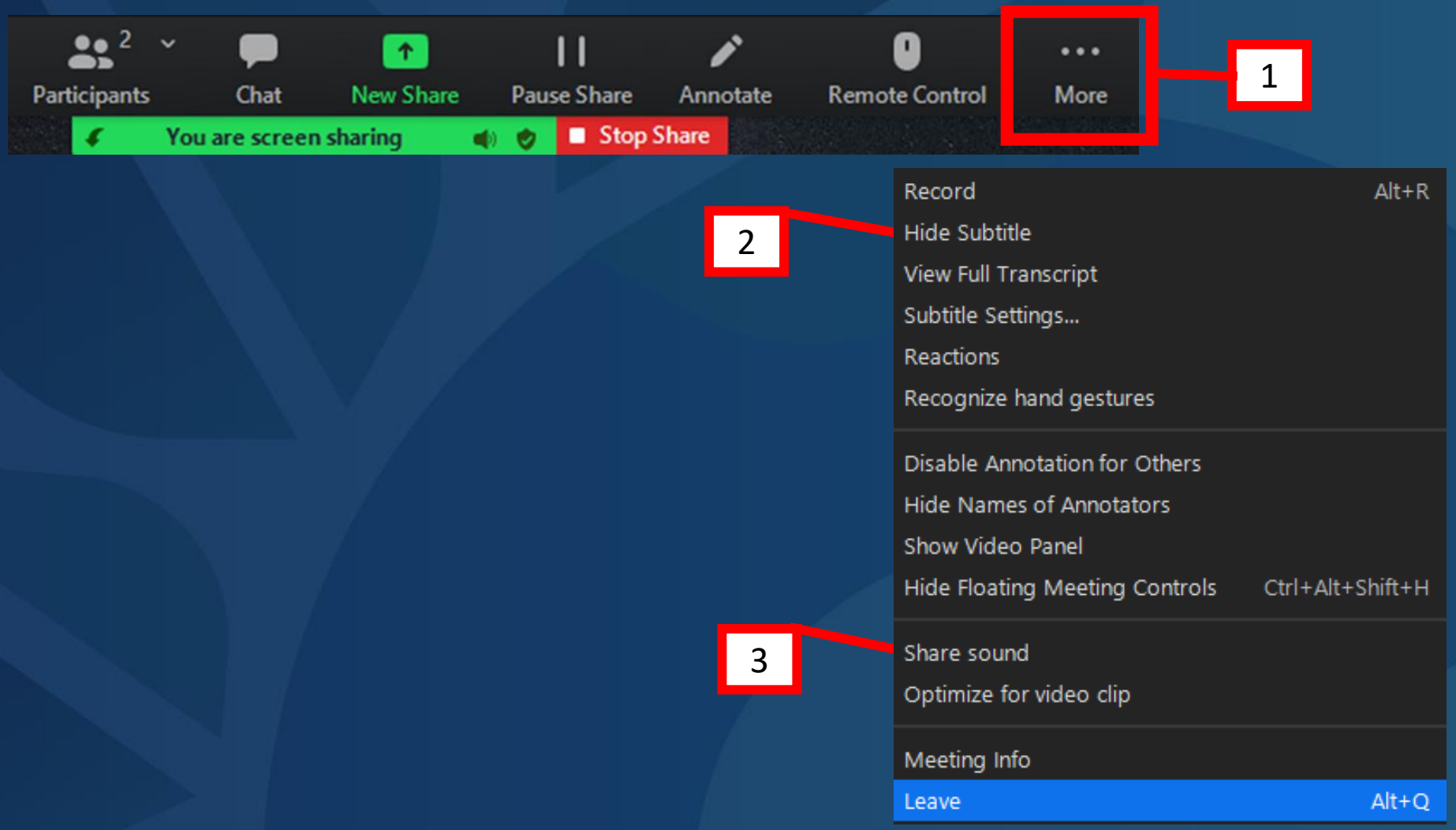
If the message below appears, click the x on the right to close this notification.



4. Click Share Screen, this will automatically share your desktop in Zoom.

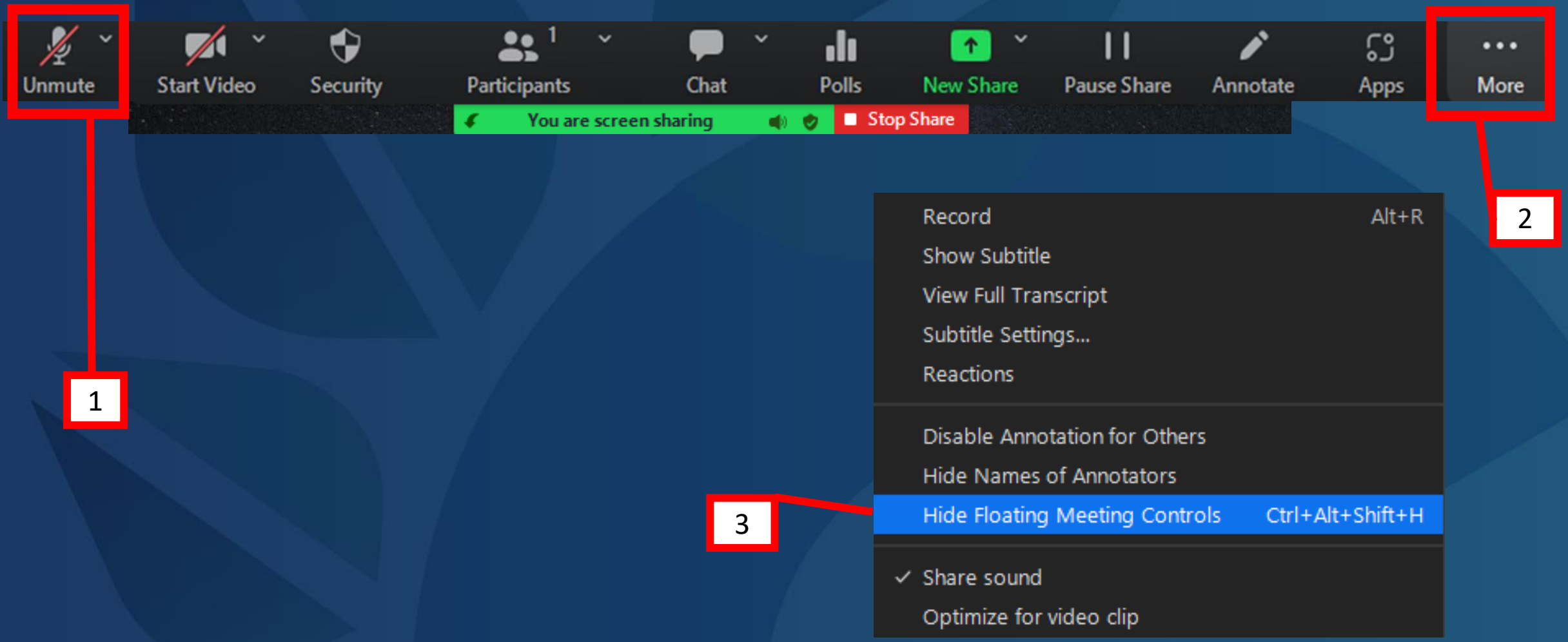


5. Click the More button on the Floating Meeting Controls and select Hide Subtitle and Share Sound.

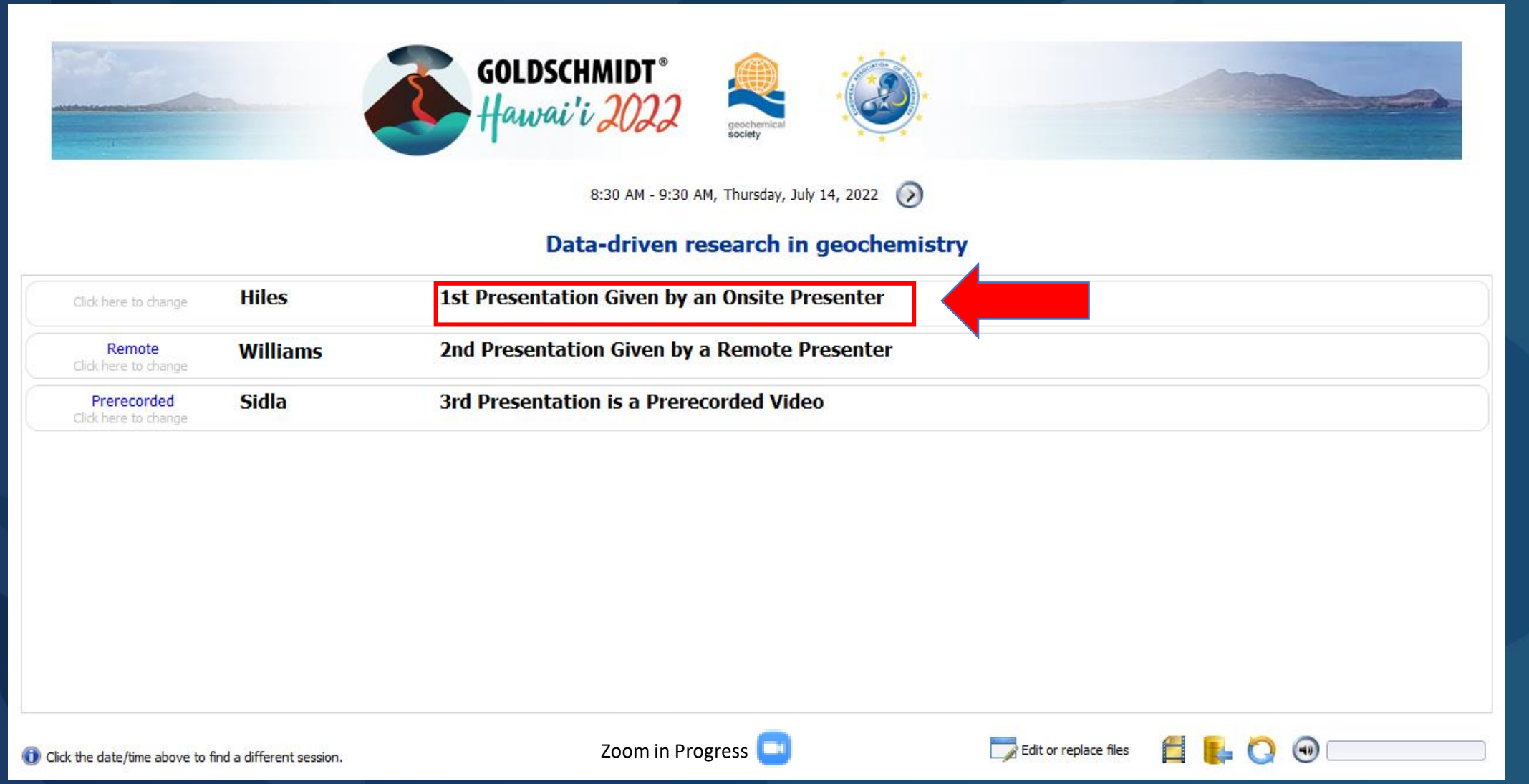


To start the session:

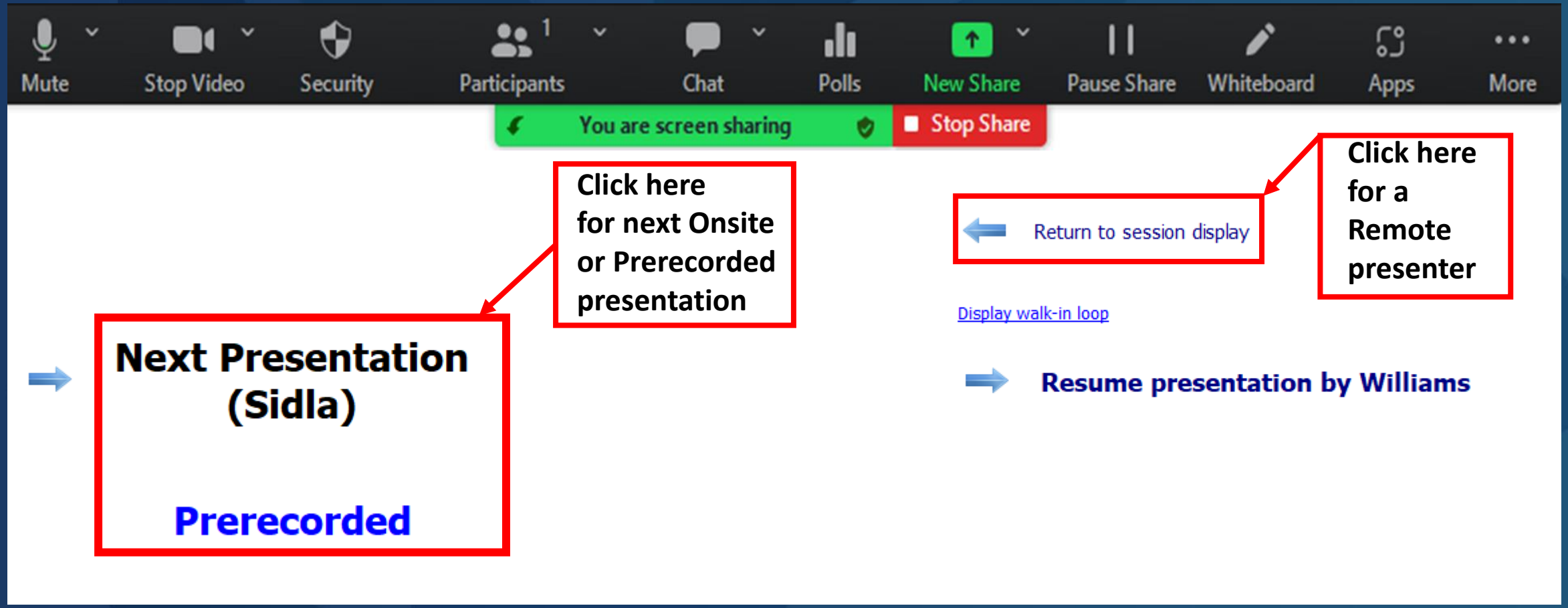
When ready to begin the session Unmute the Mic, then Click the More button on the top Zoom toolbar and select Hide Floating Meeting Controls.



Click the presentation title to launch the presentation.

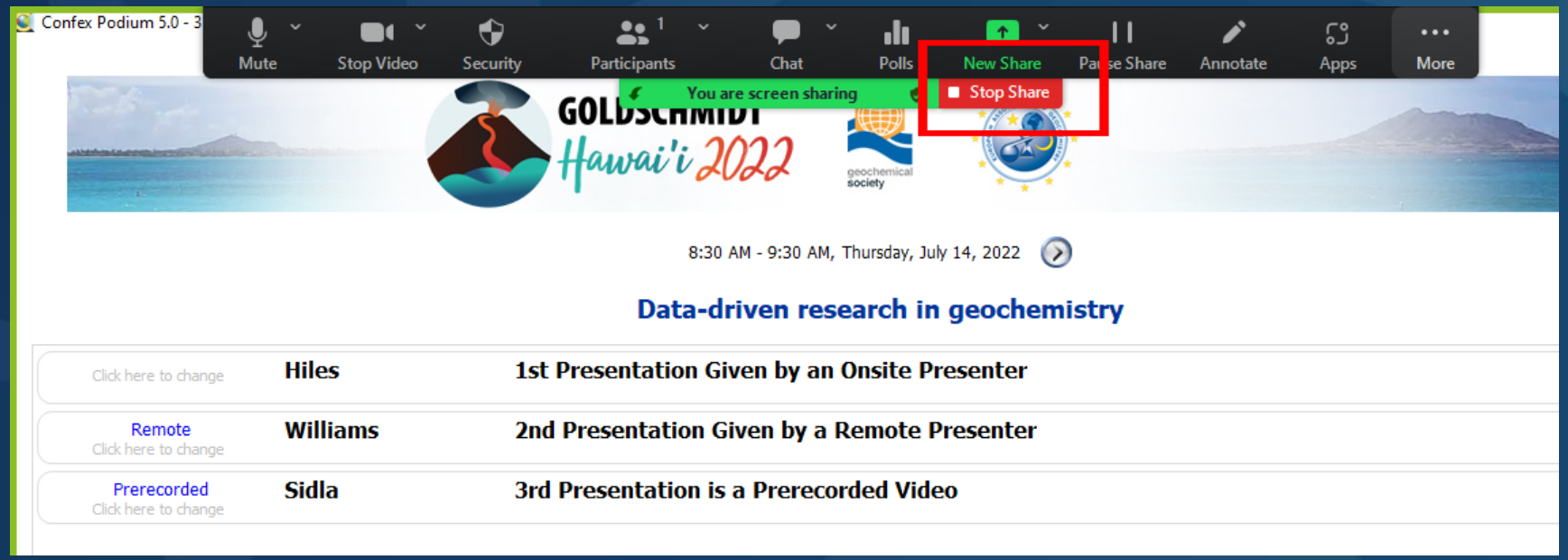


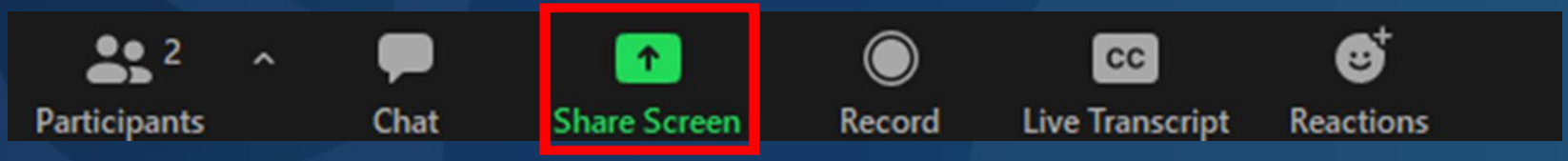
When the onsite presenter is finished, click esc once, this will unhide your floating meeting toolbar. Click anywhere on the presentation and then click esc again, which will bring you to this screen. If the next presenter is also onsite or Prerecorded, click Next Presentation. For a Remote presenter, click, Return to Session Display.



Remote (Virtual) Presentations

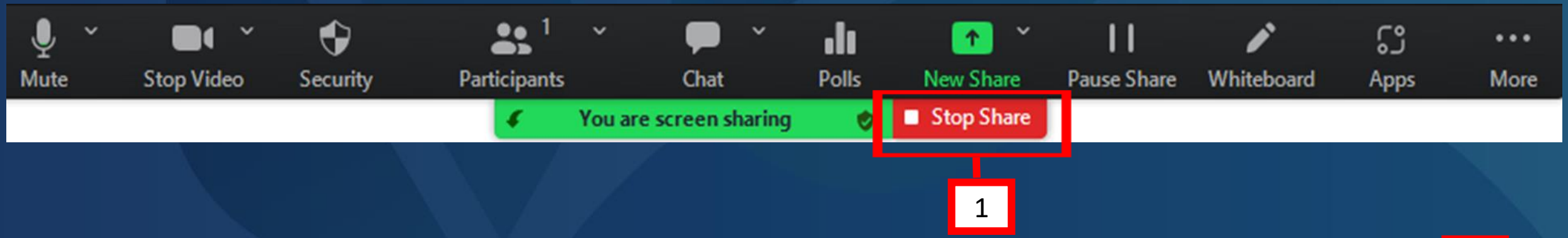
Esc the onsite presentation and Return to Session Display. Click the red Stop Share button to allow a remote presenter to Share their screen. DO NOT Mute the Mic. For the next onsite presenter, click Share Screen in the bottom Zoom toolbar.

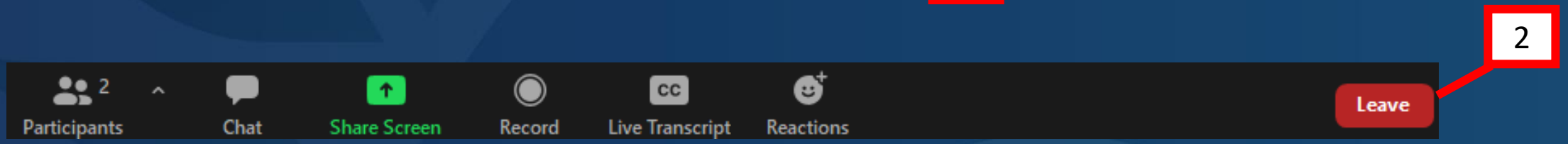


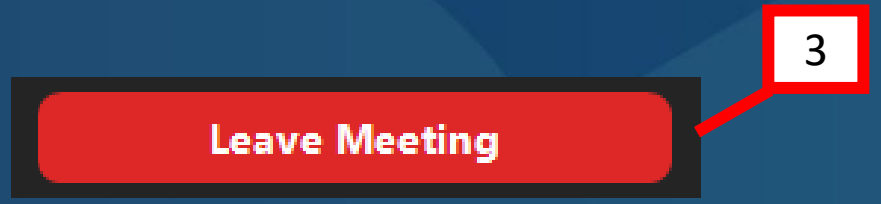


At the end of the session:

Esc the current presentation, click Return to Session Display. Then, select Stop Share, and click Leave, then Leave Meeting on the bottom right. Make sure to click End and End Meeting for All on the device in which you are the Zoom host.







Click the arrow to the right of the time/date to advance to the next session.

Tips:

DO NOT FORGET TO UNMUTE THE MIC BEFORE YOU BEGIN YOUR SESSION. It is not necessary to Mute the Mic when there is a Remote presenter. Once the session has begun, leave the mic unmuted for the duration.

Before launching each presentation make sure to Hide Floating Meeting Controls.

When a Remote Presenter is Sharing their Screen, the bottom Zoom toolbar will appear and may hide slide content. Press alt to make it disappear.

Our software is designed with a safety feature to automatically share the screen whenever a presentation is launched in Zoom. Therefore, previewing presentations should be done BEFORE joining Zoom as we want to eliminate any on screen activity seen by the virtual audience prior to the session start.

When the session ends, DO NOT FORGET TO END AND END MEETING FOR ALL ON THE DEVICE IN WHICH YOU ARE THE ZOOM HOST.

Scan to access the Moderator Session Evaluation Form:

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