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**Annual Dialysis**

CONFERENCE

presented by the Karl Nolph, MD, Division of Nephrology

**Annual Dialysis Conference**

# **MODERATOR TRAINING**

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**Kelly Gregory**

MARCH 2021

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# ZOOM PLATFORM

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# ZOOM PLATFORM

➤ **Microphone and Video**

➤ **Sharing Slides**

➤ **Q&A**

➤ **Chat**

➤ **Polls**

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# ZOOM WEBINAR



A screenshot of a Zoom webinar interface. The main content area displays a white slide with the following text: "Annual Dialysis CONFERENCE" in a serif font, with a stylized red and grey logo between the words "Annual" and "Dialysis". Below this, it says "presented by the Karl Nolph, MD, Division of Nephrology". The Zoom control bar at the bottom shows icons for Unmute, Start Video, Participants (1), Chat, Share Screen, Polling, Record, Raise Hand, Q&A, Closed Caption, and More. A red "End" button is on the right. The name "Kelly Gregory" is visible in the bottom left corner. A timer in the top right corner shows "00:21".

00:21

Annual Dialysis  
CONFERENCE

presented by the Karl Nolph, MD, Division of Nephrology

Kelly Gregory

Unmute Start Video Participants 1 Chat Share Screen Polling Record Raise Hand Q&A Closed Caption More End

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00:21

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Unmute Start Video Participants Chat Share Screen Polling Record Raise Hand Q&A Closed Caption More End

The image shows a Zoom webinar interface. At the top, there is a green checkmark icon and a timer showing 00:21. The main content area displays a white slide with the text 'Annual Dialysis CONFERENCE' and 'presented by the Karl Nolph, MD, Division of Nephrology'. The slide features a logo consisting of a red and grey teardrop shape with blue concentric arcs above it. At the bottom of the Zoom window, there is a control bar with various icons: Unmute, Start Video, Participants (1), Chat, Share Screen, Polling, Record, Raise Hand, Q&A, Closed Caption, and More. A red arrow points to the 'Unmute' icon, which is currently muted. An 'End' button is visible in the bottom right corner of the control bar.

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00:21

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00:21

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The image shows a Zoom webinar interface. At the top, the text 'ZOOM WEBINAR' is displayed in a large, bold, dark blue font. Below this, a central white slide is shown against a dark background. The slide features the text 'Annual Dialysis' in a red serif font, with a red and grey logo between the words. Below this, the word 'CONFERENCE' is written in a grey, spaced-out, sans-serif font. Underneath, it says 'presented by the Karl Nolph, MD, Division of Nephrology' in a smaller, black, sans-serif font. At the bottom of the slide, a red arrow points from the text to the 'Chat' icon in the Zoom control bar. The control bar includes icons for Unmute, Start Video, Participants (1), Chat, Share Screen, Polling, Record, Raise Hand, Q&A, Closed Caption, and More. A red 'End' button is located on the far right of the control bar. In the top right corner of the Zoom window, a timer shows '00:21' and a full-screen icon.

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The image shows a Zoom webinar interface. At the top, a dark blue horizontal line spans the width of the page. Below it, the text 'ZOOM WEBINAR' is centered in a large, bold, dark blue font. The main content is a screenshot of a Zoom meeting. The meeting window has a dark background. In the top right corner, there is a green checkmark icon, a timer showing '00:21', and a full-screen icon. The center of the screen displays a white rectangular slide with the following text: 'Annual Dialysis' in a red serif font, followed by a red and grey logo of a kidney with a dialyzer, and 'CONFERENCE' in a grey sans-serif font. Below this, it says 'presented by the Karl Nolph, MD, Division of Nephrology'. At the bottom of the meeting window, there is a dark grey toolbar with various icons: Unmute (muted), Start Video (video off), Participants (1), Chat, Share Screen (highlighted in green), Polling, Record, Raise Hand, Q&A, Closed Caption, and More. A red arrow points from the 'Polling' icon in the toolbar to the 'CONFERENCE' text on the slide. In the bottom right corner of the toolbar, there is a red 'End' button. The name 'Kelly Gregory' is visible in the bottom left corner of the meeting window.

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# ZOOM WEBINAR

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# MICROPHONE AND VIDEO

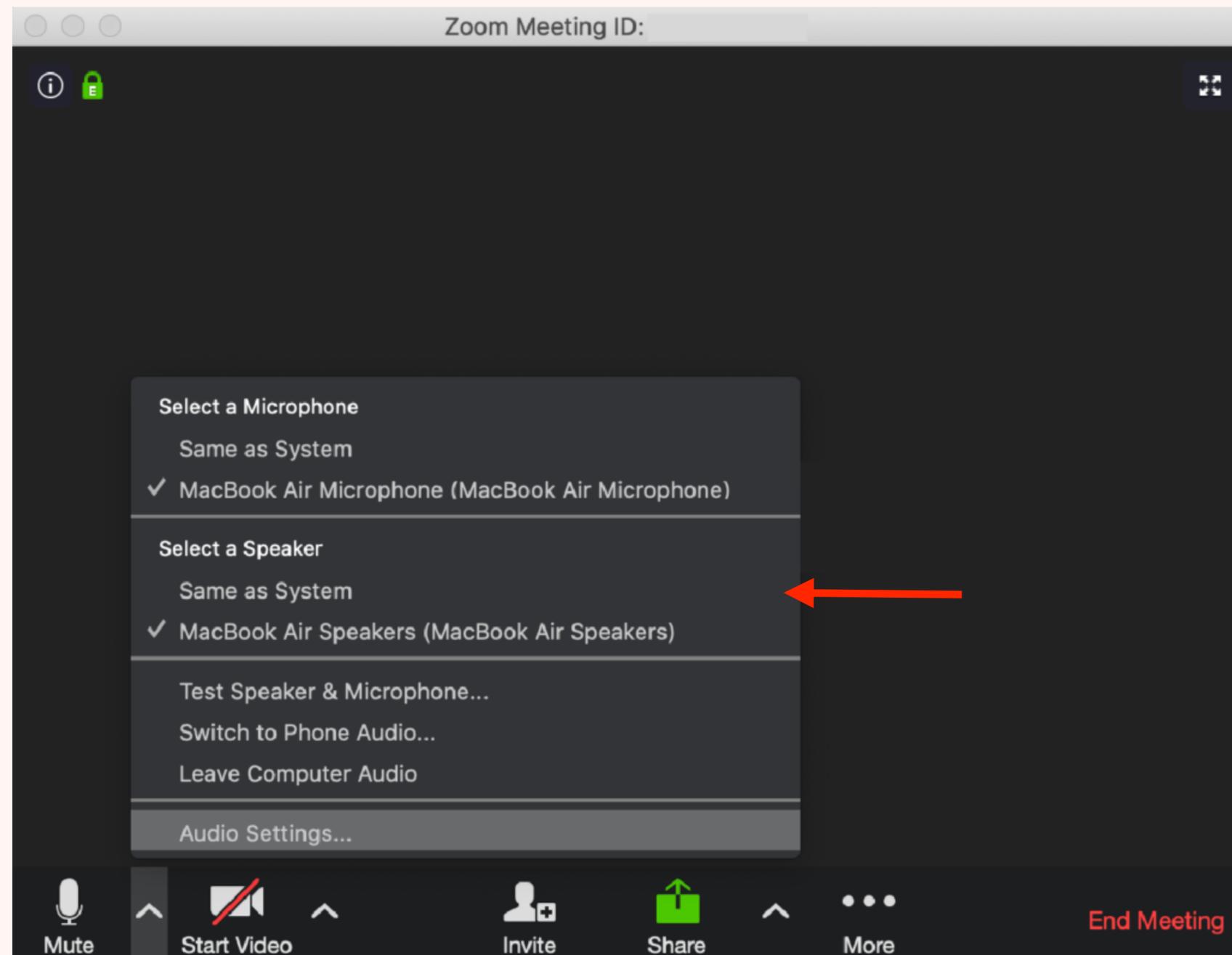
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# MICROPHONE AND VIDEO

- **Quiet Setting**
  - **Even Lighting**
  - **Centered on Camera**
  - **Close to Microphone**
  - **Headphones or earbuds**
-

# ZOOM WEBINAR



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# **PARTICIPANTS**

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# ZOOM WEBINAR

00:21

**Annual Dialysis**  
CONFERENCE

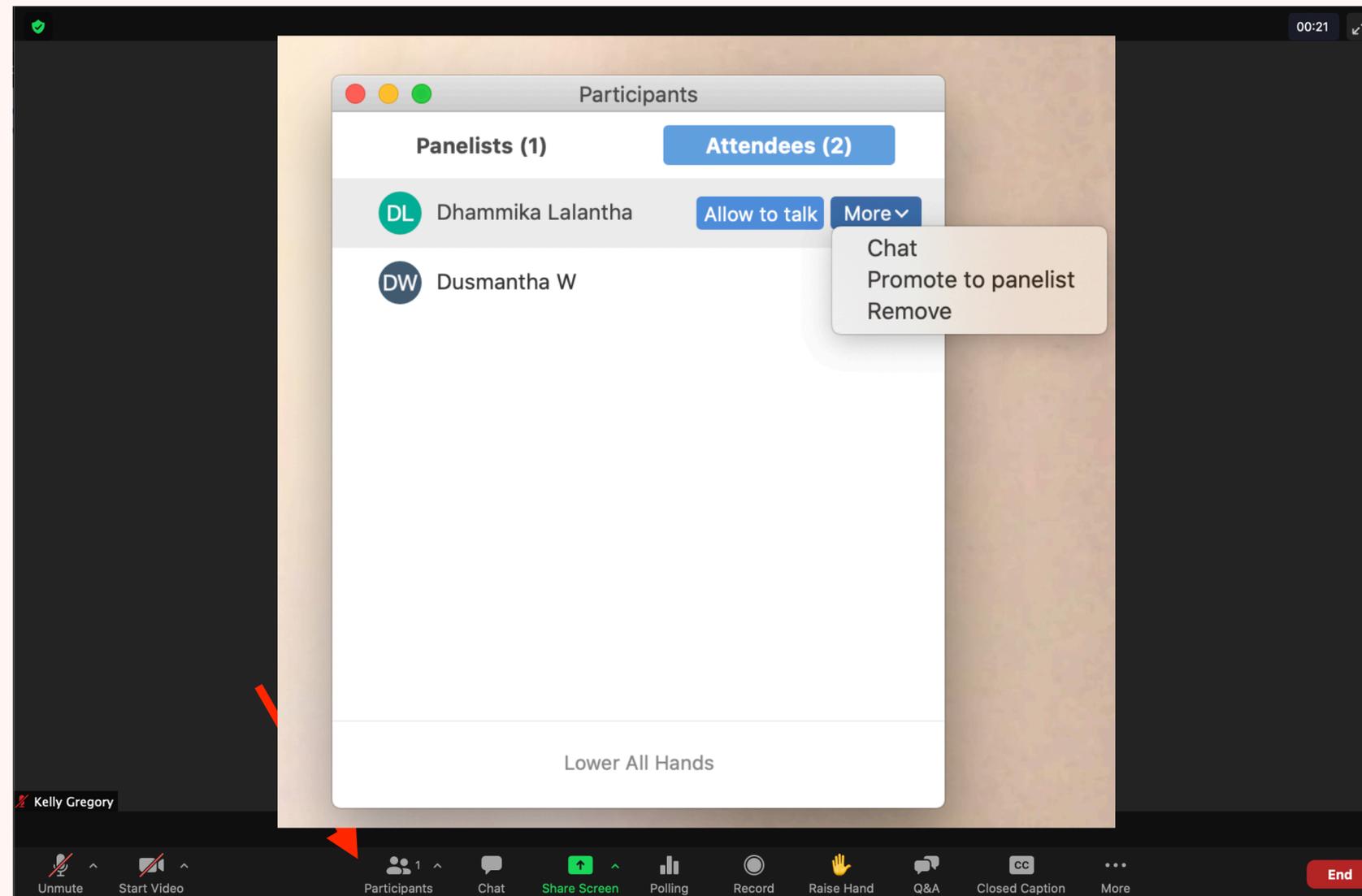
presented by the Karl Nolph, MD, Division of Nephrology

Kelly Gregory

Unmute Start Video Participants Chat Share Screen Polling Record Raise Hand Q&A Closed Caption More End

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# ZOOM WEBINAR



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# **PARTICIPANTS**

## **Practice Participants**

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# SHARING SLIDES

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# SHARING SLIDES

- **Open Slides on your system ahead of time**
  - **Share only slide program, not Desktop**
  - **If you have video or sound make sure the audio button has been checked**
  - **Unshare when finished so next speaker can share**
-

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# ZOOM WEBINAR

The image shows the Zoom sharing options menu. At the top, there are two tabs: "Basic" (selected) and "Advanced". Below the tabs are four sharing options: "Desktop 1" (with a thumbnail of a desktop screen), "Whiteboard" (with a blue icon of a whiteboard and a pen, highlighted with a red rounded rectangle), "iPhone/iPad via AirPlay" (with a mobile device icon), and "iPhone/iPad via Cable" (with a mobile device icon and a cable). At the bottom of the menu, there are two checkboxes: "Share computer sound" and "Optimize Screen Share for Video Clip", both of which are unchecked. A red arrow points from the "Share" button to the "Share computer sound" checkbox. The "Share" button is a blue button with the text "Share" in white.

Basic Advanced

Desktop 1 Whiteboard iPhone/iPad via AirPlay iPhone/iPad via Cable

Share computer sound  Optimize Screen Share for Video Clip [Share](#)

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# SHARING SLIDES

**Practice Sharing Slides**

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# Q & A

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# Q & A

- **Click to answer Live or via Text**
- **Click Done to clear out question**

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Unmute Start Video Participants Chat Share Screen Polling Record Raise Hand Q&A Closed Caption More End

A red arrow points from the bottom of the slide to the 'Q&A' button in the Zoom control bar.

# ZOOM WEBINAR

**Q&A**  

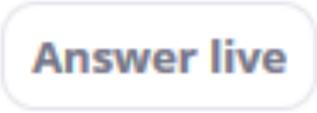
**Open (2)**   **Answered (0)**   **Dismissed (0)**

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**Jack Barker** 2:43:31 PM  **Dismiss**

When is the next webinar?

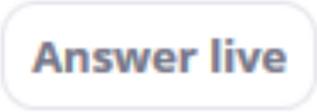
 1

**Eren Yaeger** 2:42:44 PM

When are office hours?



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**Q & A**

**Practice Q & A**

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**CHAT**

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# ZOOM WEBINAR

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# CHAT

- **Just like any other chat function**
  - **Can chat to everyone**
  - **Just one person**
  - **Just presenters**
-

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# CHAT

## Practice Chat

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# POLLS

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# ZOOM WEBINAR

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# POLLS

- **Polls are optional**
  - **Just email your polls by February 26 with final slides**
  - **No need to format, just email with questions and possible answers**
-

# ZOOM WEBINAR

The screenshot displays the Zoom Webinar interface with a central 'Add a Poll' dialog box. The dialog box has a title bar 'Add a Poll' and a close button 'X'. It contains a text input field for the poll title with the placeholder text 'Enter a title for this poll.'. Below the title field is a checkbox labeled 'Anonymous?' with a help icon. The main content area is a list of poll questions, with the first question '1.' highlighted in light blue. The question text is 'Type your question here.'. Below the question text are two radio buttons: 'Single Choice' (selected) and 'Multiple Choice'. Underneath are three input fields for answers: 'Answer 1', 'Answer 2', and 'Answer 3 (Optional)'. A red arrow points from the left side of the screen to the question input field. The background shows a blurred Zoom webinar interface with a 'REQUEST A DEMO' button in the top right. At the bottom, the Zoom control bar is visible, showing icons for Unmute, Start Video, Participants, Chat, Share Screen, Polling, Record, Raise Hand, Q&A, Closed Caption, and More. The name 'Kelly Gregory' is visible in the bottom left corner of the control bar.

00:21

REQUEST A DEMO

Add a Poll

Enter a title for this poll.

Anonymous? ?

1. Type your question here.

Single Choice  Multiple Choice

Answer 1

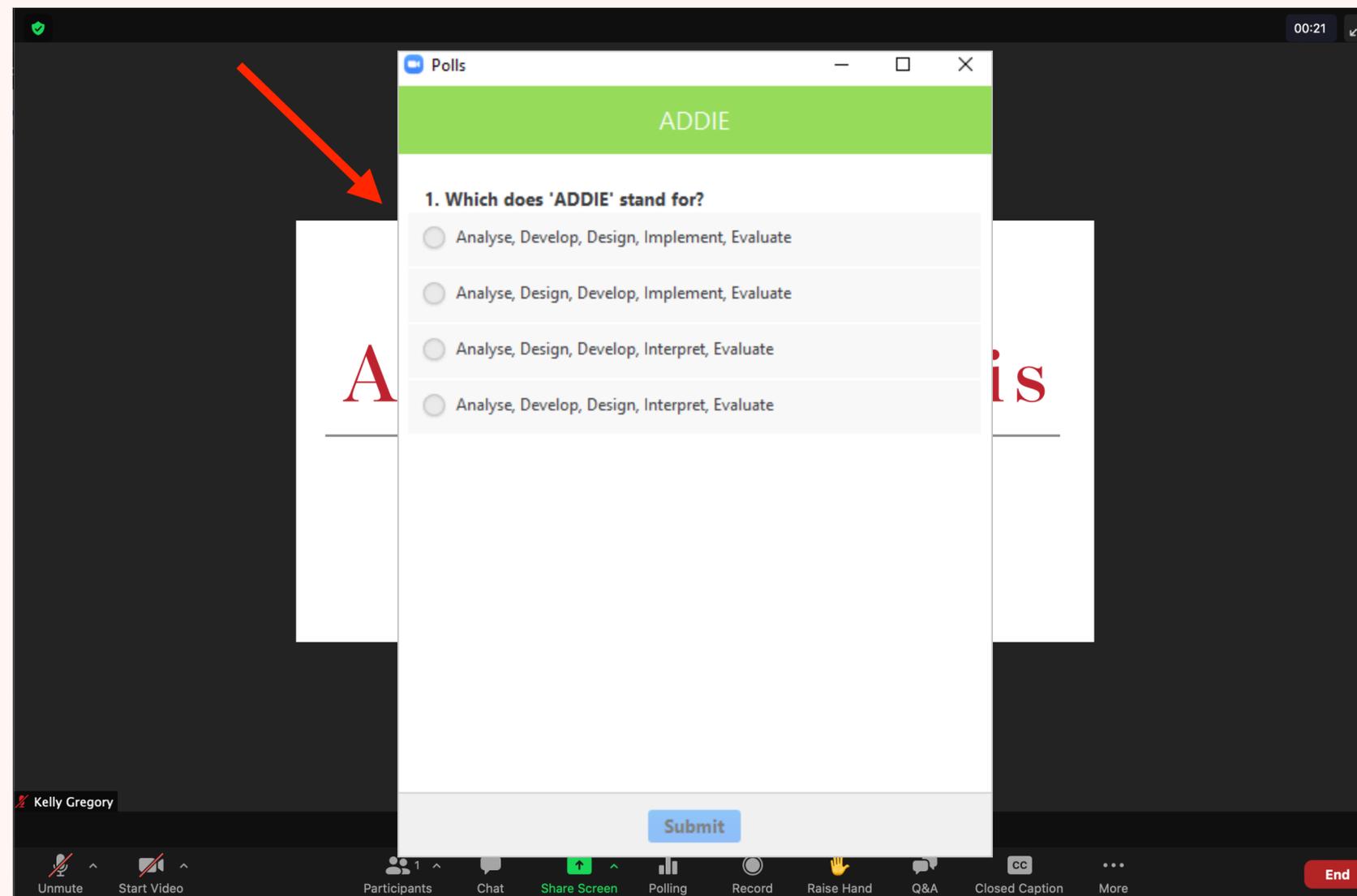
Answer 2

Answer 3 (Optional)

Kelly Gregory

Unmute Start Video Participants Chat Share Screen Polling Record Raise Hand Q&A Closed Caption More End

# ZOOM WEBINAR



The screenshot shows a Zoom webinar interface. At the top, the title "ZOOM WEBINAR" is displayed in large, bold, dark blue letters. Below the title, a Zoom poll window is open, titled "Polls" and "ADDIE". The poll question is "1. Which does 'ADDIE' stand for?". There are four radio button options: "Analyse, Develop, Design, Implement, Evaluate", "Analyse, Design, Develop, Implement, Evaluate", "Analyse, Design, Develop, Interpret, Evaluate", and "Analyse, Develop, Design, Interpret, Evaluate". A blue "Submit" button is at the bottom of the poll window. A red arrow points to the poll window. The Zoom control bar at the bottom includes icons for Unmute, Start Video, Participants, Chat, Share Screen, Polling, Record, Raise Hand, Q&A, Closed Caption, and More. The name "Kelly Gregory" is visible in the bottom left corner. The time "00:21" is shown in the top right corner.

00:21

Polls

ADDIE

1. Which does 'ADDIE' stand for?

- Analyse, Develop, Design, Implement, Evaluate
- Analyse, Design, Develop, Implement, Evaluate
- Analyse, Design, Develop, Interpret, Evaluate
- Analyse, Develop, Design, Interpret, Evaluate

Submit

Unmute Start Video Participants Chat Share Screen Polling Record Raise Hand Q&A Closed Caption More

Kelly Gregory

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# POLLS

## Practice Polls

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# **SPEAKER LINKS**

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# **SPEAKER AND MODERATOR LINKS**

- **Links will be emailed to each speaker individually**
  - **One Week ahead of your presentation time**
  - **One Day ahead of your presentation time**
  - **One Hour ahead of your presentation time**
- **If you do not get a link, please contact myself or [Conferences@mimh.edu](mailto:Conferences@mimh.edu)**



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# SLIDES

- **Draft Slides are due now**
  - **Final Slides are due February 26**
  - **Email slides and polls to [conferences@mimh.edu](mailto:conferences@mimh.edu)**
  - **In case of speaker technology failure, we will have slides ready, they can join via phone**
-

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# KELLY GREGORY

➤ [kelly.gregory@mimh.edu](mailto:kelly.gregory@mimh.edu)

➤ 314-516-8422

Annual  Dialysis

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C O N F E R E N C E

presented by the Karl Nolph, MD, Division of Nephrology

