



SARSEF

Science and Engineering Fair

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Interview Moderator Instructions

Before our training on February 24

1. SARSEF Staff will reach out to you so that we can do a background check on all those volunteering as moderators.
2. Create a Zoom account on www.zoom.us. (You can use your current account if you already have one.)
3. Email your Zoom username email address to director@sarsef.org so we can add you to the SARSEF Zoom account as a member.
4. Once you've been added as a member, you will receive an invitation in your email that you must accept.
5. After you've accepted, sign in to Zoom at www.zoom.us.
6. On the left sidebar menu, click **Settings**.
7. Click the **Meeting** tab.
8. Under **In Meeting (Basic)**, scroll down and verify that the setting is enabled to "Join different meetings simultaneously on desktop."
9. If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.

Join different meetings simultaneously on desktop



Allow user to join different meetings at the same time on one desktop device

Joining multiple meetings simultaneously

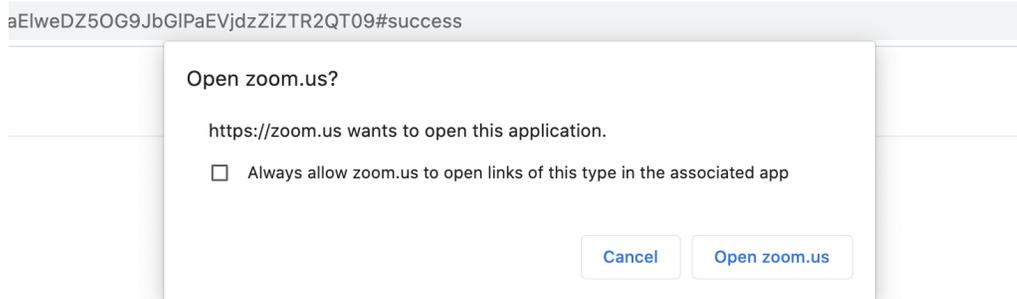
To join multiple meetings simultaneously, you can join the **first** meeting by:

1. Click the "Join A Meeting" button in the Zoom desktop client **OR**
2. Click the join URL **OR**
3. Navigate to <https://zoom.us/join> and enter the meeting ID.

Then,

4. For **each additional meeting** you want to join, you will need to navigate to <https://zoom.us/join> or click the meeting link to join the meeting using your browser. If

you encounter issues when trying to open a second meeting, **be sure to click “Join from your browser” for each one.** (see image below)



Click **Open zoom.us** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below



You might need to click this to join

Don't have Zoom Client installed? [Download Now](#)

Having issues with Zoom Client? [Join from Your Browser](#)

During your shift as a moderator

1. Start signing into your assigned meetings 10 minutes before your shift begins.
2. Join all of your assigned meetings and arrange the windows on your screen so that you can see them all at once.
3. As you join each meeting, rename yourself as “Moderator [first name]” and keep your camera off and remain muted. The Host will add you as a Co-Host so that you can mute or remove attendees if necessary.
4. In each meeting, the Host will assign you to a breakout room with a student. When prompted, select “enter” to join that breakout room and observe the interview.
5. You will remain in the same breakout room in each meeting for your entire shift.
6. If there are any concerns for the safety of the student (see list below), click “Ask for Help” or call/text 520-260-4801 for assistance. You may speak to the student/judge if they have logistics questions.
7. At the end of your shift, please remain in the breakout room until the interviews are complete, the student leaves, and the Host closes the breakout rooms. Ensure the Host knows that you are leaving.

Reasons to alert SARSEF staff to an issue:

- Verbal conduct such as offensive jokes, slurs, epithets, ridicule, mockery, insults, put-downs, gossip, and obscene language.
- Visual conduct such as derogatory and/or sexually oriented pictures, posters, cartoons, drawings, or notes.