

Pasadena Candidate Communication for Webinar

- Your Forum will be **Tuesday, October 13**. The sign-on time for candidates will be **5:45 pm**. Please look for your personal (not to be shared) Zoom Invitation which will include your **personal panelist link** for the event.
- Your Moderator will be LWV-PA member **Veronica Jones**. She can be contacted at vljones4610@gmail.com
- Each candidate will be given **2 minutes for an Opening Statement**.
 - Responses to questions will be limited to **1 minute**. There will be no time for rebuttals.
 - Closing Statements will be limited to **1 minute**.
- If you are unsure of using Zoom, your Moderator and her team can help. It is essential that you sign in on time before the Forum begins in order to ensure that everyone has their system working properly and that things will proceed as smoothly as possible.
- Attached at the end you will find a timed agenda for your Forum, so that you can have an idea about how things will work. It will be up to your Host to deal with the details!

Some tips for using Zoom:

- We realize you are at your home, but please think ahead to find a quiet, well-lit place from which to speak. Turn off cell phones and sound notifications (like email or messages) on your computer.
- No promotional backgrounds or clothing are permitted.
- In order to look your best, try to have some light falling on your face and try to avoid light behind you (such as a window or lamp) That way your face will be clearly visible to the Zoom attendees. We'll check this in the practice part before the program starts.
- Plan to sit close enough to your computer that you will be heard clearly (volume up!). Look directly into the camera of your computer as you speak.
- Your webinar will have a **Host** whose job it will be to make sure people are visible, and muted at appropriate times. Most of the time the Moderator and the Candidates will be visible. However, you will be muted except during your Opening/Closing statements and your Response to a question from the moderator. When it is your turn to speak, you will be reminded by the Moderator to **unmute** yourself. All you'll have to do is click the little microphone icon and you will be on the screen ready to speak. We will all run through this during the 45 minute set-up time before the Forum begins.
- It is expected that attendees will submit questions both before and during the webinar. The Question Sorters will go through these and present them to the Moderator who will ask them of you. During the actual webinar, you only have to pay attention to the Moderator, the Timekeeper, and your own screen. Please do not access the Chat or Q&A buttons.

We thank you for your interest and participation in this event. We also remind you that we are all new to presenting voter information via Zoom. Your cooperation is appreciated and you may direct any questions about the Zoom event to your Moderator.

Jean Buennagel
LWV-PA

CANDIDATE FORUMS TIMED AGENDA : NOVEMBER 2020 ELECTIONS

La Canada School Board Forum : Tuesday, October 13, 2020

Note : A “host or co host” at a Zoom webinar is responsible for managing the online presentation ie admitting attendees, muting and unmuting candidates, etc. A “panelist” is anyone who can be unmuted or muted, on video or not. Attendees are automatically muted and off video throughout.

HOST League of Women Voters: Gayle Oswald
Panelist #1 : Co-sponsor representative – Jamie Abrahamian
Panelist #2 : LWV Moderator – Veronica Jones
Panelist #3 : LWV Timekeeper – Hester Bell
Panelist #4 : Candidate : Caroline Anderson
Panelist #5 : Candidate : Jeremiah Arnold
Panelist #6 : Candidate: Josh Epstein
Panelist #7 : Candidate: Bellinda Randolph
Other Panelists :
Question Sorter #1 : LWV : Maureen Johnston
Question Sorter #2 : LWV: Alison Henry

Moderator Veronica Jones is UNMUTED and ON VIDEO at all times, except at opening of Forum when Jamie Abrahamian is speaking.

Timekeeper Hester Bell is ON VIDEO at all times, can UNMUTE when needed

CANDIDATES are ON VIDEO at all times, should be MUTED except when speaking.

All Attendees are automatically MUTED AND OFF VIDEO at all times.

Times shown below are based on a forum starting at 6:30 PM ending at 8:30 PM

5:45 PM : Pre-forum prep and practice session with all participants including candidates

- All participants are **UNMUTED and ON VIDEO** for discussion. Host reviews basic instructions to follow re: sound and video, roles of all participants, etc. All panelists check and adjust microphones, lighting and cameras as needed
- Moderator gives random order of speaking selection to candidates
- Host decides when ready to move from practice to webinar: everyone except Yuki Cutcheon **mutes and turns off video.**

6:30 PM : (5 minutes). Host shares Welcome screen with name of forum and co sponsors, admit attendees who have signed in.

Flag Salute.

Jamie Abrahamian introduces Moderator Veronica Jones, who makes opening remarks, explains ground rules and agenda to attendees

Each candidate, in selected order, makes **2 minute opening statement**. (Moderator, all candidates and timekeeper remain on video).

Questions to candidates: Moderator presents questions, candidates respond in selected order.

8:00 PM : (Approx). Moderator announces end of question period, calls on candidates in selected order to give their closing 1 minute statements

8:15 PM (Approx) : Moderator makes closing comments about voting and election resources, points out that if time did not permit using all attendees' submitted questions they may send them directly to the candidates after the forum for response, explains that the recording of the webinar will be posted as a video on League of Women Voters Pasadena Area Youtube channel shortly afterwards for anyone who could not attend