

NETWORKING GROUP HOST FAQ & CHECKLIST

What is my job as a host?

As a Networking Group Host, arrive 15-minutes prior to your Networking Group start time. AAFP staff will join your “room” to ensure you are there and your technology is functioning properly. Once you are settled, they will move on to assisting other networking groups. As time allows, they will periodically visit your room to make sure things are running smoothly.

See page 4 for a checklist of items to complete before and during the event.

How do I find my Networking Group?

To view your Networking Group, click on “Schedule” in the top navigation, then find your Networking Group in the list or search using the filter. Click on your designated time and it will direct you to your Networking Group’s page. Click “Attend” to add it to your schedule and to block your availability from people booking appointments with you on the platform.

If I need to leave the Networking Group early, will this affect other users?

No, however, once you leave a Networking Group after its end time, you will not be able to rejoin the Networking Group later. This is true for all attendees.

Can I test my audio and video before the day of the Networking Group?

Yes! On your Profile page on the website, scroll to the bottom and click on the “Click Here” link under “Test Your Setup.” Your computer will run a test to ensure all your equipment is working properly. Additionally, you have access to a practice room. Here, you can test your camera and microphone as if you were in the Networking Group.

How do I test my capabilities before my Networking Group begins?

As a Host, you will have access to the Networking Group 30 minutes before start time. AAFP staff will be making the rounds to help test your camera and microphone. Be sure to “Allow Access”, when prompted, to your video and microphone. We highly recommend using **Google Chrome**. Other browsers can be finicky.

What is the ideal environment to present in?

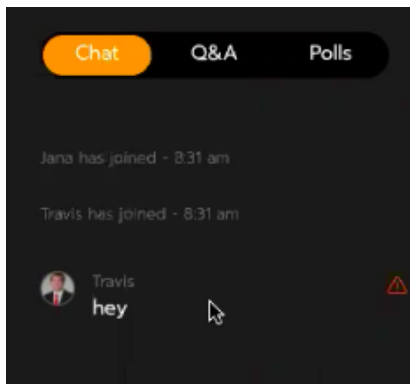
- **Lighting:** Natural Daylight is the most optimal. If it’s available, sit facing a window. If the sun is too bright, pull down the window shade to diffuse it. Artificial light can also be used and should be placed in front of you to eliminate most shadows on your face.
- **Camera:** To get the camera more in-line with your face, prop your laptop up. If necessary, use books or boxes. You want the camera to be straight. Make sure the camera shot frames you a few inches below your shoulders and room above your head. Avoid showing too much ceiling.
- **Background:** Avoid a cluttered and distracting background, or spaces that are too dark or too light. A solid light background is highly recommended.
- **Additional Notes:** Make sure you avoid sitting in a swivel chair and are in a quiet room (no A/C, fans, foot traffic, and avoid rooms with a lot of echo).

What happens if my video and/or audio are not working properly?

Immediately notify AAHP staff via the Moderator Chat (“Mod”) tab so they can pull a Juno member to help troubleshoot the issue.

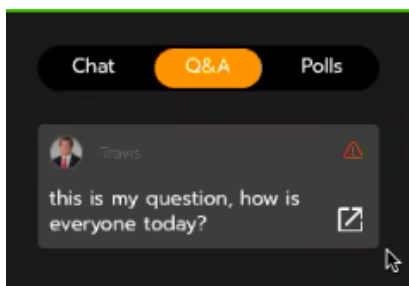
How do I know when attendees are in the Networking Group?

When an attendee joins, their name will appear in the chat section. To help manage the discussion, attendance in each Networking Group has been limited to 20 attendees.



How do I broadcast / pop a question up on the screen for all attendees to see?

If your attendees submit questions via the Q&A tab on the right side of the screen, click the white arrow icon next to the question and the question will appear for a few seconds on the main screen for everyone to see.



Is there a private chat function?

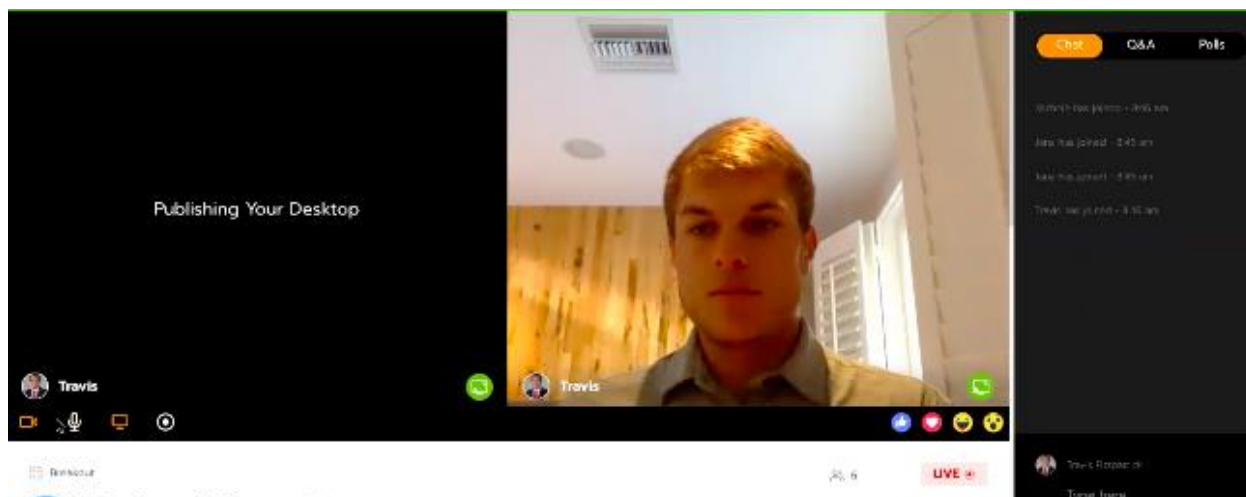
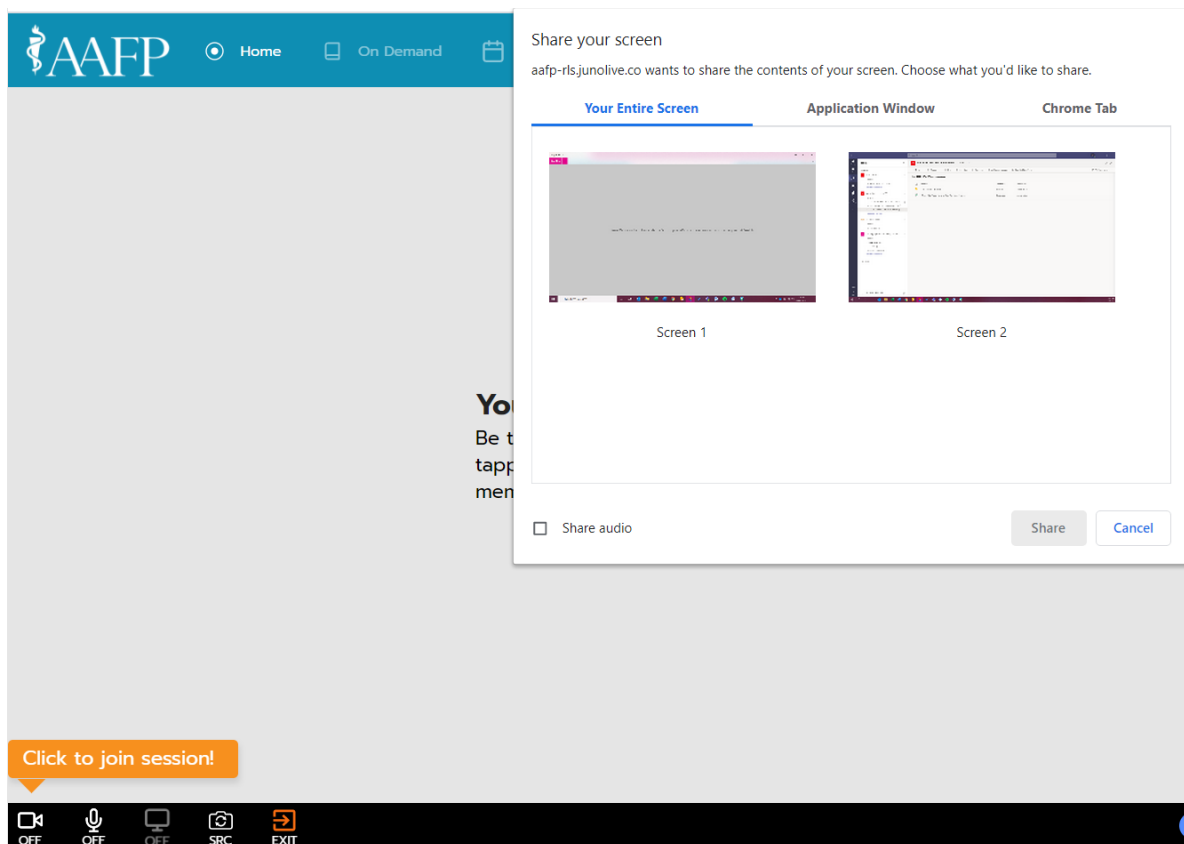
No, attendees are not able to chat privately with each other. All chats are public through the chat function.

Why is my screen and image choppy?

If the internet connection is disrupted during the discussion, such as a large file download, the audio will slow down for attendees, making the Host sound very strange! In the event of a bandwidth issue, check your internet connection using the tool in your profile.

How do I share my screen during a Networking Group?

If you need to share your screen, click on the monitor icon next to your microphone. A dialog box will pop up for you to choose what parts you want to share. Once confirmed, your screen will split, showing that you are Publishing your Desktop on the left with your camera on the right. Note: you will not see your screen being shared, as you will be seeing and working on your screen off the platform. The black box with “Publishing your Desktop” on it will signify that your screen is being shared and attendees can see it.



Networking Group Host Checklist

DAYS BEFORE EVENT

- Access the platform by logging in with your AAFP credentials: <https://aafp-rls.junolive.co/live>
- Set up your profile.
- Check your system's compatibility with the live streaming platform. This will ensure that you have all the proper items required for accessing the live event. On your Profile page, scroll to the bottom and click on the "Click Here" link under "Test Your Setup." Your computer will run a test to ensure all your equipment is working properly.
- **For firewall issues:** contact your company's IT department about whitelisting aafp-rls.junolive.co
 - As an alternative, you can go to <https://effortz.com/add-website-browsers-trusted-sites-windows-os/> to try and troubleshoot your own device.
- Practice in the platform to ensure you know how to enable your computer audio/microphone, turn on your camera, and how to share your slides. You have access to practice rooms that will look like the live session page. Here, you can test your camera and microphone as if you were in the session.
- Add your Networking Group(s) to your schedule.

MORNING OF EVENT

- Restart your computer 1 hour prior to the event, in case of any software updates, and keep computer connected to a power source.
- Maximize your internet connection by connecting your computer with an ethernet cable directly from your internet router.
- If you must use Wi-Fi, try and use the 5GHz network.
- Wi-Fi works best when you are 5-8 ft from your router. Give your router space to breathe by placing it in "free space". This means not in a TV stand or behind the couch.
- Check and tighten all cable connections, with your router and with your computer.
- Give your router time to rest by turning it off for at least 10 seconds and restarting it. This will boost your internet speed by a few extra mbps.
- Close other apps on your device that are not essential to your live stream.
- Disconnect other non-essential devices around your home (or office) that are connected to the internet: streaming devices, tablets, phones, video game systems, and/or smart TVs.
- Be sure your environment (lighting, audio, camera distance, physical location and background) are appropriate.

15-MINUTES BEFORE EVENT

- Arrive 15-minutes prior to your Networking Group start time.
- AAFP staff will be making the rounds to help ensure your technology is functioning properly.

DURING EVENT

- Greet each attendee as they enter the group.
- Go over settings like how to enable their computer audio/microphone, turn on their camera.
- Facilitate the discussion.
- Pay attention to the time. You are responsible for ensuring your Networking Group room runs on time.
- When your Networking Group time is nearing the end, thank attendees for joining and participating in your discussion group.