

# STC 2021 Technical Communication Summit

## Student Volunteer Positions

*As of 7 December 2020*

### **Preconference Room Monitor**

- Launch the Zoom meeting room
- Assist speakers with setup
- Monitor chat
- Assist speakers as needed

### **Technology Requirements**

- Stable high speed internet access
- Mic available as needed

### **Other Requirements**

- Ability to multitask and improvise where needed
- No fear of failure

Technical problems and troubleshooting will be addressed by the live tech/system help team.

### **Live Session Producers**

- Communicate with speaker
- Launch Zoom Webinar space
- Introduce speaker in chat/Q&A
- Manage chat/Q&A
- Manage attendees
- Start session recording
- End session recording
- Download/copy chat/Q&A
- Coordinate with production team

### **Technology Requirements**

- Stable high speed internet access
- Mic available as needed

### **Other Requirements**

- Ability to multitask and improvise where needed
- No fear of failure

Technical problems and troubleshooting will be addressed by the live tech/system help team.

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### **SimuLive Session Producers**

- Communicate with speaker
- Manage chat/Q&A along with speaker
- Download/copy chat/Q&A
- Coordinate with production team

### **Technology Requirements**

- Stable high speed internet access

### **Other Requirements**

- Ability to multitask and improvise where needed
- No fear of failure

### **Session Recording Manager**

- Download Zoom webinar recording
- Upload Zoom webinar recording to session space in virtual conference platform
- Enable on-demand

### **Technology Requirements**

- Stable high speed internet access
- Digital storage space

### **Other Requirements**

- Ability to multitask and improvise where needed
- No fear of failure