All plenary speakers have granted permission to record their presentations and post the recordings to the agenda wiki for participants' later review.

Order of operations for each concurrent talk

1. **IU Co-host**: Promote iDigBio counterpart co-host!
2. Moderator: Turn on moderator's mic and video
3. Moderator: Look into camera
4. Moderator: Remind all panelists to mute mic and stop video
5. Tech Support: Ensure "Active Speaker View" is enabled (in Participant menu "…" at the bottom
6. Moderator: Inform/remind audience that questions for the speaker should be entered into the Q&A dialog throughout the talk to be answered after the speaker is finished; no questions will be taken from the chat; if bots or other bombers or improprieties appear in the chat, it will be disabled
7. Moderator: Inform/remind speaker and audience that the moderator will break in at the 8-minute mark to alert the speaker to time remaining. The session will conclude at the 15-minute mark.
8. Moderator: Welcome speaker by name
9. Tech Support: Turn on speaker's mic and video
10. Moderator: Ask speaker to share screen
11. Moderator: Turn off moderator's mic and video
12. Tech Support: Begin monitoring and organizing questions in Q&A
13. Tech Support: Begin monitoring chat, scan for improprieties, but keep main focus on questions in Q&A dialog
14. Moderator: At 9 minutes, verbally warn speaker there are 2 minutes remaining
15. Tech Support: As speaker finishes speaking or time elapses, turn on tech support mic (and video?)
16. Tech Support: Remind speaker to stop screen share
17. Tech Support: Begin Q&A if time allows
18. Tech Support: At 15-minute limit, stop the speaker and close Q&A
19. Moderator: Turn off speaker's mic and video, demote to attendee
20. Tech Support: Move Q&A questions
21. Moderator: Turn on moderator's mic and video
22. Moderator: Ask next speaker if they are ready, return to step 1.
23. Moderator: Following final talk in series, thank all speakers and the audience for attending