



# BoF / Tutorial Lead Guide

Please familiarize yourself with the [Participant Guide](#) first, and register as a participant on Discord.

- Each BoF and tutorial session has a dedicated Discord channel (under the **BOF** and **TUTORIAL** categories) where the hosts, participants and the tech team can interact prior to (and after) the session.
- Each BoF and tutorial session will be conducted via a standard Zoom meeting room. Zoom links will be posted (and pinned) in the session Discord channel, and on **#announcements**.
- The tutor / BoF lead will have hosting privileges during the zoom session, with the power to mute (and otherwise manage) session participants. A local in-person co-host will be present within the meeting venue to assist. The Zoom room (audio and video feed) will be projected at the venue centrally.
- Remote participants will connect via Zoom in the normal fashion.
- In-person participants may physically assemble in the designated venue. They may still connect to the Zoom room via their devices, but must then take care to keep their speakers and microphones off.
- It is up to the host and co-host to manage all discussions. A local microphone will be made available to the in-person attendants.
- All tutorials and BoFs will be recorded for later broadcast via the Virtual Stage, unless the host opts out of recording.

See also the [Speaker Guide](#) for tech tips etc.