Getting Ready for your *Stronger Together* Presentation

1. Introduction

Welcome! We are so excited about "premiering" your presentation at *Stronger Together*!

The purpose of this guide is to provide you with an overview of what to expect for your session at *Stronger Together*. Although all sessions may not run exactly as described, we have done our best to describe how sessions will be run so that you can feel prepared for your conference presentation in a virtual environment.

This document will provide an overview of:

- Logging into your speaker page
- What to do just before the session
- What to do during the session
- What to do after your session
- Checklist to help you prepare

If you have any questions, or you feel that this document might be missing something, please let us know at blin@thealbertalibrary.ab.ca

2. Setting Up Your Speaker Dashboard

- Prior to the conference, all speakers should have received an automated email that provides a link to their "Speaker Dashboard." Simply click on the link to access your "Speaker Dashboard."

- Once there, click the "I'm a Speaker..." button and enter your e-mail address.

information is correct. For example, please make sure your headshot and bio are correct.

Can I please ask that you have this information updated in 2-3 days?

If this is the FIRST TIME you have used our summit platform, to set your password just click here!.

If you have already set up your password, click the button below and use this email address, to access your Speaker dashboard. (brian.lin.blin@gmail.com)

Access my Speaker Dashboard

Sign In

The page you're trying to access needs you to log
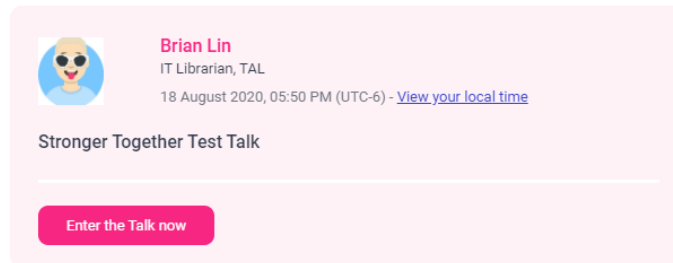
👥 I'm an attendee   🔩 I'm a Speaker, Partner or Orgai

Enter your email address to login

Continue

- Once you're signed in, you'll be taken to your dashboard which will include a URL for your talk as well as a place to put any media you may wish to use to supplement your talk (e.g. a handout, a link to a video or your PowerPoint slides).

- The good news is that you have likely already completed this step earlier this year!

3. Just Before the Session

- Speakers will receive two e-mails with information about the talk: one 24 hours prior to the talk and one an hour away from the talk.


- Please enter the session at least 10 minutes in advance. You can meet your convenor early to do some tests and go over any housekeeping items with the convenor of the talk.

- If you arrive extra early, you may see the screen below. Not to worry, a convenor will be along soon to start the webinar.
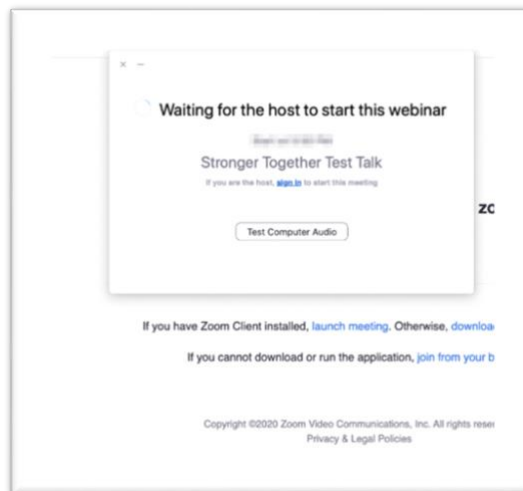
- Once the convenor starts your session, you will be prompted to join with or without video. Please join with video:
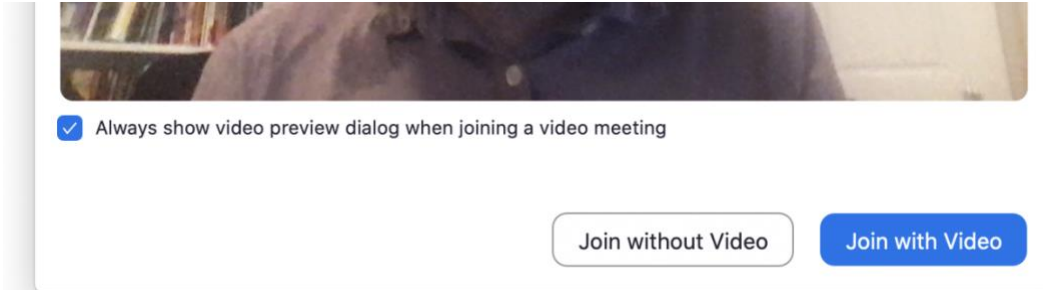
- At this time, the actual broadcast of the session will not have begun yet, although you will be able to speak to the convenor as well as any co-speakers that are part of your talk.

- Once you have joined the session, you will be able to see the controls for your talk at the bottom of the screen:
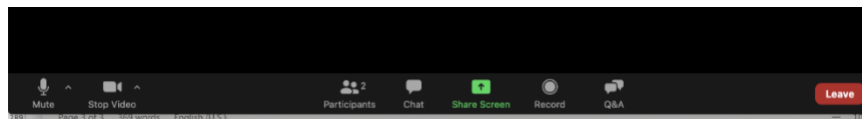

- To adjust either your audio or video controls, click on the up arrow next to the microphone icon (audio) or video camera icon (video) that are on the left-hand side of the toolbar.

- The convenor will share your video presentation prior to the talk starting, and as a result webcam video from the convenor and speakers will appear in thumbnails to the right.
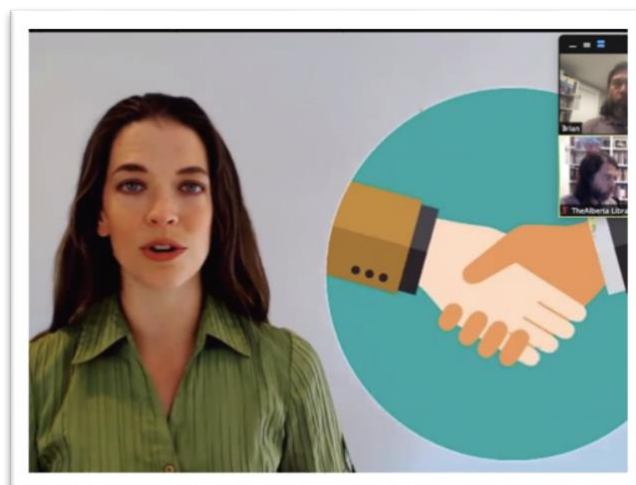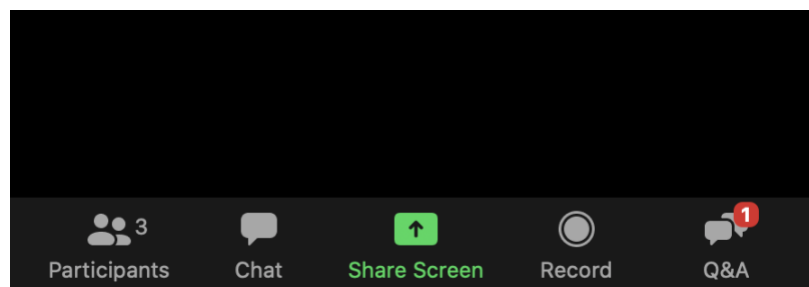
4. Once the Broadcast has Begun

- Once everything is ready, the convenor will start the broadcast for the session and attendees will be able to see the video as well as the speakers and convenors.

- The webcam and microphones of all attendees will be muted. Attendees will only be able to communicate via the chat function and the Q&A function.

- If you wish to chat with just the panelists and convenor, make sure to select "All panelists" in the chatbox:
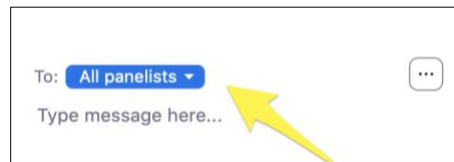
- If you wish to chat with the attendees as well, make sure to "All panelists and attendees":
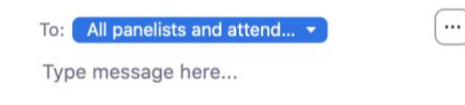
- During the session, you may answer questions that users ask in the Q&A panel. Click on the Q&A icon to see any questions and type in your response.

- After the session, you may use your microphone to answer the questions as the convenor reads them aloud.

- When the video starts, you should mute your microphone and webcam. You will not want to have audio speaking over top of the recorded presentation. You can do this by clicking on the microphone icon on the bottom left hand corner:
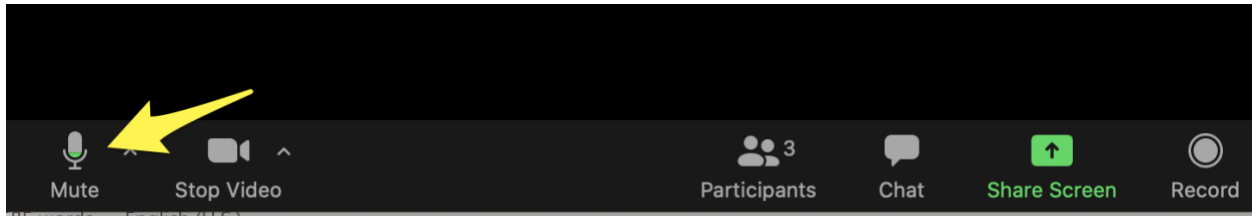
- After the session is concluded, you may unmute your microphone and webcam.

- the convenor will ask attendees to ask questions by posting them in the Q&A.
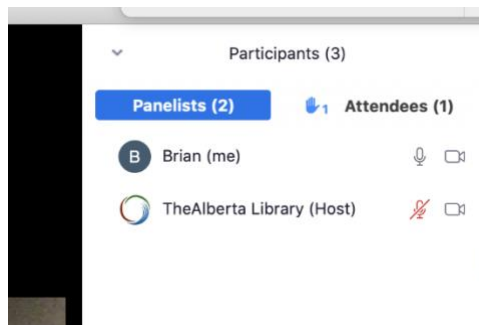
- The convenor will then read the questions aloud and you can then provide an answer.

5. Presentation Timelines

(-15 minutes to - 2 minutes):

- Conference convenor starts the webinar without starting the broadcast.
- Convenor to assist presenter(s) with connecting video and audio.
- Convenor provides presenters with an overview of the Q&A and chat features.
- Convenor to queue video and configure Zoom to broadcast the presentation's audio.

(-2 minutes):

- Convenor starts broadcast (which will allow attendees to see and hear the presenters and convenor).

(0 - 2 minutes):

- Convenor will introduce the following housekeeping items, including:
  - Users can talk amongst themselves using chat
  - Questions can be asked via Q&A functionality
  - Presenter(s) will be available to answer questions via the Q&A function during the presentation and via the microphone and webcam after the presentation.

- Introduction:
  - Convenor introduces presentation and presenters. The bios that you have supplied for the *Stronger Together* website will be used for your introduction.

  (2- 45 minutes):

- Convenor begins presentation video. Convenor will check in with attendees to ensure audio and video is working for them.
- Your presentation video will be preceded by a brief message from the sponsoring vendor.
- Presenters are welcome to type answers to questions that have come up in the Q&A.

  (45 - 60 minutes):

- The video portion of the session concludes:
  - The convenor will turn on their webcam and microphone and open the floor to any additional Q&A. Questions will be read in the order they appear on the Q&A panel, and the presenter may answer these questions live, using their microphone and webcam.

- Presenter concludes presentation:
  - Remaining questions will be provided to the presenter, who can provide a brief written answer that the planning committee can email to attendees following the conference.

6. Session Checklist

- ❑ Make sure you have Zoom link and confirmation e-mail ahead of time so that you can access your presentation on the day of. This link will be sent to you 24 hours before your presentation and again one hour before your presentation. If you do not receive this link, e-mail.
- ❑ Headphones (if necessary, you may also use your computer audio)
- ❑ Microphone (if necessary, you may also use your computer microphone)
- ❑ Turn your computer on and confirm it is online. If possible, use a hardwired internet connection.
- ❑ Click on Zoom Link in e-mail at 15 minutes prior to talk and download the Zoom program
- ❑ Test audio and video settings
- ❑ Say hello to the session convenor
- ❑ Let convenor know of any housekeeping items you would like them to announce
- ❑ Type a greeting message to the attendees in the chat panel

7. Troubleshooting FAQ

What if I can't make my session?
If something comes up and you are unable to make your session, please contact us. Let us know as soon as possible. The conference planners will still show your presentation video at the allotted time. The convenor will record all questions to forward to the presenter, who can then answer later via email. Answers will be sent to session attendees. If possible, you may also assign someone familiar with your project to sit in your place and answer questions.

What if I am unable to connect to the session?
If for some reason you are unable to connect to your session, please contact and to let us know. Please include a telephone number that you can be reached at so that we can help you troubleshoot. If we are unsuccessful in troubleshooting, we will connect you to your session via telephone. If you are unable to connect at all, the conference planners will still show your presentation video at the allotted time. The convenor will record all questions to forward to the presenter, who can then answer them later via email, which will then be sent to session attendees. As mentioned above, you may also assign someone familiar with your project to sit in your place and answer questions.

What if my audio or video is not working?
If your audio or video is not working, please contact us at contact to let us know. Please include a telephone number that you can be reached at so that we can help you troubleshoot. In the event we are unable to get your audio or video to work, we will help you connect either via telephone or the chat function.