Speaker Guide

This guide is full of virtual speaker tips and recommendations to help you during your session that you are presenting in.
How to login to the website:

You will have received an email from the virtual website with an access link to create your profile.

Click the “Sign in to website” button in the invitation email to set up your password and be auto-logged in to the website.

Make sure to bookmark the virtual conference website on your browser!
How to manage & edit your profile information:

Once logged in to the virtual conference, click the dropdown beside your name on the top navigation bar, select ‘Edit My Profile’.

Within your profile you will be able to upload your headshot, create a bio, and update contact information.
How to view and search for sessions on the full agenda.

You may search all sessions for the virtual conference by going to Schedule -> ‘Full Agenda’ or ‘My Agenda’. Here you will be able to search by the name (i.e. session title) or track etc.

Click on the session to view.
How to create your personalized agenda.

Once you find a session you are interested in, click the “+” on the session card to add to your My Agenda.

OR

If you are on the session page, click ‘Reserve Spot’ to add to your My Agenda.

If you have been assigned as a speaker, poster presenter or moderator on a session, you should already find the session on your My Agenda.
How to upload files to your session

• Select Manage on the middle right bar
• Select Files
• Then Add New File
• In the Display Name field, type the name you'd like to be displayed with the file
• Click Upload to select your file
• Click Save
You will be able to upload your files on the management side of the session by clicking ‘Add New File’. Upload any file up to 1GB size.

Note: Poster Presenters, your first uploaded file is/should be your poster presentation.
How to create and manage polls

• Select the 'Polls' tab
• Click, 'Add New Poll'
• Begin creating your custom poll
Polls Continued

- Customize your answer options with colors by selecting the icon ‘Picker’ to populate the colors bar
- Select a color for your typed answer
- Then click ‘Add Option’ to save the answer choice
Polls Continued

To sort your answers, use the upward and downward arrows to adjust the sorting.

Poll Chart Types

**Pie Chart**

- What part of your conference experience has changed the most with virtual conferencing?
  - A. Education
  - B. Networking
  - C. Exhibitor Interactions

**Horizontal Bar Graph**

- What is your favorite color?
  - A. Green
  - B. Blue
  - C. Yellow

Poll Results:
Polls Continued

You are able to sort the display of your polls. Use the ‘Move Down’ or ‘Move Up’ options to resort.

To then view the display of your polls created, click ‘Back to meeting details’.

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Manage Polls

Virtual Conferencing
What part of your conference experience has changed the most with virtual conferencing?
Multi Choice
Updated at: Mon, Jul 13

- 40% Education
- 20% Networking
- 20% Exhibitor Interactions

Move Up Move Down Edit Clear Results Delete

Questions for the Speaker
Do you have questions for the speaker?
Free Text Entry
Updated at: Mon, Jul 13

- Meeting should I budget for my virtual build?

Move Up Move Down Edit Clear Results Delete

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Back to meeting details

Becoming a Category of One
11:00 AM - 12:00 PM on December 17
238 spots left

Manage Polls

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Live Meeting Files Polls Check-in

ADD NEW POLL
Preparation Before the Event

We recommend getting your laptop/computer set up at least several days prior to your presentation.

- Install "Zoom Client for Meetings" from zoom.us/download
- Insure you have logged in/setup Pathable profile and familiarized yourself with the website prior to the first day of the event.
- Use the menu at the top of the Pathable site to visit the agenda, find your session and visit its page.

**Important Note:** On Mac computers, you may need to update your security settings if you wish to share your screen during your presentation. You can do this through System Preferences > Security & Privacy > Privacy > Screen Recording. Check the option for zoom.us.

For more information, click below.
https://support.zoom.us/hc/en-us/articles/360016688031

If you wish to create polls for your audience to respond to during your talk, you can access this option through the "Manage" button on your session's page.
System Requirements

**Desktop or laptop computer with at least:**

- Mac: Mac OSX 10.7 or later
- Windows: Windows 10, 8, 8.1, 7, Vista (SP1 or later), XP (SP3 or later)
- Ubuntu: 12.04 or later
- Linux: Red Hat Enterprise Linux 6.4 or higher

While it is possible to present from a tablet or mobile phone, it is not recommended.

**Processor / RAM**

- Single Core 1Ghz or higher (Dual core 2Ghz or higher, 4G RAM recommended)

**Browser**

- Windows: **recommended to use Chrome 30+**, Edge 12+, Firefox 27+
- Mac: **recommended to use Chrome 30+**, Safari 7+, or Firefox 27+
- Linux: **recommended to use Chrome 30+**, Firefox 27+

**Bandwidth**

- 1.5 Mbps "up" minimum (3+ Mbps "up" recommended)
- Hint: Use [https://www.speedtest.net/](https://www.speedtest.net/) to test

**Hardware**

- Webcam
  - The microphone and speakers that comes built-in to most computers is adequate, but a headset with a boom mic or a stand-alone microphone will create a richer, cleaner sound. There are dozens of models, wired and wireless, available on Amazon for less than $100 with 4-star or better ratings.
  - A second monitor is recommended, but not required.
Presentation Pro Tips and Best Practices

Set your camera at eye level: Often, this means propping up a laptop.

Position your self-preview window near your webcam: Use your mouse to move your video preview of yourself close to your webcam. This will encourage your eyes to look near the webcam, rather than off to the side, giving your viewers the impression that you are looking at them.

Check your light: The best lighting is diffused, from both sides and not overly bright. Two small lamps on either side of your computer, placed slightly behind the camera, is a simple way to achieve attractive lighting. Avoid having a window behind you, as this may create a "witness protection program" effect.

Charge your headset: Ensure that your computer and audio equipment are fully charged.

Green screen: Zoom has the ability to create "virtual backgrounds" behind you. These are not required, but can be handy to obscure a cluttered background. These work best if you have a true "green screen" behind you, but it is not strictly required if your computer has sufficient hardware. Click the up-arrow next to the "Start Video" button on your Zoom toolbar to access the virtual background feature. Choose from the images provided or upload your own. We recommend nature photos from unsplash.com, but remember, keep it simple! You are the star, not your background.

Don’t compete for bandwidth: If you are presenting from a location with consumer-grade Internet bandwidth, ensure that you are not competing for bandwidth with others in your household. Someone may have to take a break from Xbox gaming.

Silence the interruptions: Turn off your phone and exit any programs that might pop up notifications during your presentation (e.g., Slack, Outlook, Skype, etc.) Note that an iPhone, particularly, will ring on a Mac that's attached to a phone, even when muted. If you have pets, children or poltergeists, take precautions to ensure that they do not disturb your presentation.
How to start and present your session

Approximately 20 minutes prior to your presentation:

- Visit your session page on the agenda and click into the session card.
- Click the ‘Manage’ button in the upper right.
- Click ‘Start/Join Live Meeting’ to join and start the webinar.
- If you are the first person to join, the button will be titled ‘Start/Join Live Meeting’. If you are not the first speaker to join, the button will be titled ‘Join Live Meeting’.

![Session Card Image]
COVID-19 Impacts to the Environmental Health Field

3:00 PM - 3:55 PM EDT on Tuesday, April 20
Add to Calendar

CEU Credit 1

INFECTIOUS & VECTORBORNE DISEASES

Live Meeting  Flies  Polls  Check-in

Good to know

• 20 minutes before the start time: meeting admins can start or join the live meeting and be seen/heard only by other admins

• 1 minutes before the start time: all other attendees will be able to join the live meeting or start it if not already started by an admin

• 10 minutes after the end time: the meeting will be automatically ended.

22 4 50 0
DAYS HRS MIN SEC

This live meeting hasn’t started yet
How to start and present continued

Start/Join Meeting will launch the Zoom meeting application and enter you into a pre-presentation area. During this time, you will be able to see and hear other presenters, and they will be able to see and hear you. However, the "attendees" will not be able to see or hear you, nor will they be able to see anything you screenshare until one minute before the scheduled start time, when attendees will be allowed in.

When you click "Start Broadcast" on a webinar, or "Record to Cloud" on a meeting, the recording begins! DO NOT click Start Broadcast / Record to Cloud until you are ready to be recorded, and have attendees be able to see and hear you.

• Check how your name is listed. Click More and then Rename it if it is not correct.
• If other presenters or event staff are present, ask them to verify that your sound levels and microphone positioning are correct. If you don't have anyone available to check your sound, note that the microphone icon on the bottom left of your Zoom control panel will show green when it is receiving input.
• Check that you are able to share your screen. Note that on Mac computers, you may need to adjust your security settings. See the Important Note within this article for details: Preparation Before the Event

At T-1 minute, attendees will be able to enter the Zoom room, if you are in a webinar (Keynote) attendees will not actually see you until you click "Start Broadcast." but if you are in a meeting attendees can see you. You may wish to screenshare a slide indicating that you will be starting soon, or greet your audience and let them know that you will be starting soon.

Note: since it may take a minute or so for all the attendees to join the webinar/meeting, you may wish to wait to begin the presentation until you see the participant count level off.
Prior to the live session, the ‘Join / Start Live Meeting’ button will appear here to begin the webinar (Keynote). The start ‘Broadcast’ button is only visible once you are in a session and this will start the meeting / record the session. You only want to hit this button when it's time to start the session.
How to view and manage the chatbox during a webinar session

• We recommend using two computer screens as a speaker/moderator: one screen showing the live ‘Chat’ and the other screen of the live webinar.
• Or with one computer screen, toggle back to the platform screen that you have open with the Zoom screen minimized smaller.
• You will be able to read and answer questions in the ‘Chat’ in real-time.
How to view and manage a poll during a webinar session

- We recommend using two computer screens as a speaker/moderator: one screen showing the live chatbox and the other screen of the live webinar.
- Or with one computer screen, toggle back to the platform screen that you have open with the Zoom screen minimized smaller.
- You will be able to monitor the polls created under the ‘Polls’ tab.