Preparing for Your Virtual Presentation – Information and Guidelines

Speaker Responsibilities – Pre-Conference

Claim your account and set up your profile:

1. All registered speakers will receive a personalized link to access the virtual platform. When you receive this, please click the link within the email to claim your account and set up your profile. This link will be emailed to you in October.

    From: Virtual FMF 2021 <no-reply@pathable.com>
    Subject: Manage your Virtual FMF 2021 speaker/moderator profile

2. The first time you enter the virtual platform you will be prompted to set up your profile. Enter your first name, last name, email, create a password, agree to terms, and click COMPLETE PROFILE.

    - Include a headshot 300x300px
    - Include fun facts about yourself
    - Add tags for things you are interested in
    - Always remember to Save

3. You can click on your NAME on the top menu to make edits to your profile at anytime.

Manage your session:

1. Your session(s) will automatically be added to your agenda. To locate it, go to AGENDA > My Agenda

2. Click the MANAGE button located on the top right of the screen. REVIEW ALL THREE TABS

3. **Live Meeting Tab:** Shows a countdown and the session details.

4. **Files Tab:** Here you can upload files, handouts, slides, etc. Max document size 10GB. Click "ADD NEW FILE" to upload a new document. **IMPORTANT!** We encourage all speakers to upload your slides and handouts in advance. Attendees really appreciate having advance access to the slides and relevant handouts. Please do not include any copyrighted or promotional materials within your slides or handouts.

5. **Polls Tab:** Here you can create your polls. You can create multiple-choice, free entry text or rating poll questions. Attendees will submit their responses to all polls within this tab.

Join a live speaker training session:

During these sessions, we will guide you through the virtual platform showing you how to set up your speaker profile, manage your session by creating polls and adding files. We will also go over what to do the day of your presentation. There will be time available for Q&A. These sessions will be held within the virtual platform, dates and times will be provided later.

Speaker Responsibilities – Day of Presentation

1. **Check-in to the Speakers Room 1 hour before your session:** Under the "Support" tab, click "Talk to a Representative" to confirm your attendance and ask any questions you might have. Once you have checked in, you may leave the Speakers Room.

2. **Find your session:** Find the session you are presenting at in your "My Agenda" tab.

3. **Check-in to your session "green room" 20 minutes before the start time:** From the Agenda, click on your session, click the "Manage" button which can be found above the countdown timer on the top right side of the page. Then click the "JOIN MEETING" button, this will take you into the backstage ZOOM green room. The "JOIN MEETING" button will only become available <u>20 minutes prior</u> to the session start time. **IMPORTANT! Please make sure to arrive in the green room on-time**.

   Note: For shorter presentations such as award winners and free-standing paper presenters, that are contained within 1-hour blocks, all speakers **MUST** arrive 20 minutes before the start of the whole presentation (otherwise you will be arriving during some else's presentation) You will remain backstage VIDEO OFF before and after your segment.

4. **All speakers and moderators will meet in the green room, here you will test your audio and video** with the AV techs and chat with the moderator who will introduce and conclude your session. During this time, you can be seen/heard by other speakers/moderators but not the audience. Remember to disable notifications, close other windows, and minimize distractions.

5. **Rename yourself:** Your name will come up as HOST, please rename yourself. Click on the three little dots in the top right corner of your image and click rename.

6. **Confirm your presenters with the moderator:** Let the moderator know if there are any changes to the provided list of speakers for the introduction. Confirm pronunciation of speaker(s) names with moderator.

7. **Q&A portion:** Please confirm with the moderator how you would like to structure the Q&A portion of your presentation. Do you want the moderator to interject attendee questions throughout your talk, save them for the end, or will you and or your co-presenters manage the Q&A portion on your own?

8. **Have your presentation ready in slide show mode:** You will be responsible for controlling your own slides. If you have multiple presenters, <u>please ensure one person has the full slide deck and will be responsible for screen sharing and advancing all slides.</u> **IMPORTANT: Remember to include your [conflict-of-interest slides](#) at the beginning of your presentation and verbally declare for each presenter.**

9. **Go live!** Wait for any intro video(s) to play, and for the moderator to introduce you and your co-presenters (if applicable). Once you are introduced you will unmute your microphone and start your video and begin your presentation.

10. **How to screen share:** Click the "Screen Share" button to start sharing your slide deck.

- Hover over the bottom of the Zoom window
- Click the Share Screen button
- Select the window with your PPT in it
- Check the **Share Computer Sound button**
- Click SHARE

11. **Q&A period:** All presentations should include 25% interactivity, including chat, polls, and live Q&A at the end. Discuss with the moderator in the green room how much time you will dedicate to live questions and they will prompt you when it's time to begin the live Q&A. If you cannot answer all the questions, you can let attendees know that they can submit questions in the chat, and you will answer afterwards. Remember to check the chat periodically until December 14th to answer any questions left in the chat during the on-demand period.

12. **Wrap up the session:** In the last 2 minutes, the moderator will conclude the session and read housekeeping notes. The session will then be ended for all participants and speakers.

Interactivity Overview – Meetings and Webinars

FMF offers two session formats, meetings, and webinars. **The webinar format** is our recommended format for most of our presentations. **The meeting format** is used for some smaller sessions and all two- or three-credit-per-hour Mainpro+ workshops.

Please review your session date/time confirmation email to confirm which format your session is being held as.

Function	Webinar Format	Meeting Format
Session format	Only the speakers and moderators can be seen on screen, attendees can watch in 3 ways: Embedded video in Pathable, theatre mode in Pathable or in the full Zoom app.	Everyone will be taken into a Zoom meeting, all attendees can be seen and heard.
Live chat | Q&A with audience	The live event chat and Q&A will all happen within the Pathable chat window. All chat stays on the Pathable platform for the on-demand period. **Tip!** When presenting you will need to have your Zoom screen open and in a separate window open the Pathable session page with the chat box visible.	All live chat and Q&A will happen in the Zoom meeting chat. All meeting participants can also use the "raise hand" feature to ask direct questions. **Note:** This chat will no longer be available after the live session, any relevant Q&A in the chat should be verbally mentioned in the recording.
Backstage Support	Zoom chat can be used to reach out to CCR Tech or All Panelists.	Zoom chat can be used to directly contact the CCR Tech or another panelist.
On-demand chat | Q&A with audience	All post event chat continues in the Pathable platform.	The live meeting chat that happened through Zoon is no longer available. New chat and Q&A can begin in Pathable once the video is posted.
Breakout rooms	N/A	Presenters can use randomized breakout rooms or participants select their own room.
Polls	All polls happen in Pathable and all launch at the start of each meeting. You can create multiple-choice, free entry text or rating poll questions. **Tip!** Number your polls to refer to them as you present.	All polls happen in Pathable and all launch at the start of each meeting. You can create multiple-choice, free entry text or rating poll questions. **Tip!** Number your polls to refer to them as you present.

Presentation Tips – Virtual Sessions and Events

It is recommended that you use a personal computer that is <u>not connected to a VPN</u> or with enhanced security measures that may block Zoom. **The conference platform functions best with Google Chrome.** Microsoft Edge and FireFox are also compatible. The platform does not function well with Safari or Internet Explorer, please avoid these browsers.

Tips for live streaming

- Make sure you find a quiet place with no distractions or outside noise and mute notifications and sounds from other nearby phones and devices.
- Your device should allow for up to 2hrs of battery life or be kept plugged in during the recording.
- Ensure your microphone is not blocked or muffled or use a headset for better sound quality.
- For the best video, avoid bright lights and windows behind you.
- Natural light is best (in front of you) and will provide a better image.
- Film at eye level or camera angled slightly downwards.
- You should be seated in a comfortable and professional environment for the session duration.
- Consider everything behind you in the camera view, a neat background is best.
- We suggest a natural setting but if you prefer a virtual background, please test it first.
- Backgrounds work best when you present in front of a bare wall with no bright light behind you.
- Maintain eye contact with camera.
- Memorize any speaking notes, try not to read from a page, but if you must, keep it eye level.
- Rehearse your presentation several times prior to recording or going live.
- Make sure to time yourself to ensure you keep within your designated time frame.
- Try to avoid having others using the same internet connection (if possible).
- Important to introduce yourself and build a connection with attendees.
- Consider your posture, use inflection, body language, small pauses and vary your speed.
- Inject personality! Try to make it dynamic, engaging, and exciting for the viewers.
- Think about the audience you are connecting with; you are reaching far beyond your camera!

Equipment Tips (for presenters with slides)

- You will need to screen share slides from your device.
- Keep slides simple to ensure they are optimized for viewing on any device.
- If you are showing bilingual content, all French and English text must remain on one slide.
- Everything you wish to screen share should be contained in one document.

- Start and end without screen share to allow audience members to connect with you full screen.
- From your laptop or desktop, close other applications, and mute notifications and sounds from other nearby phones and devices.
- Make sure you understand how to use the technology. If possible, practice with a free zoom account and the same technical set up (computer and internet connection) that you will use when you deliver your presentation.
- If you have embedded video or audio clips please click the share sound and optimize buttons.
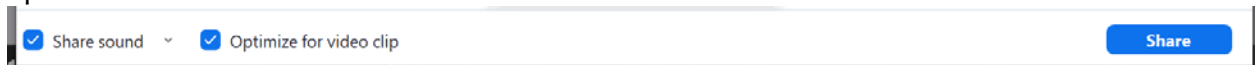
We look forward to seeing you at Virtual FMF 2021!

Questions?

Contact Deanne McKay by email at dmckay@cfpc.ca or by phone at 905-629-0900 ext. 473 or toll-free at 1-800-387-6197 ext. 473