



## AAC&U Virtual Annual Meeting

January 20-23, 2021

### VIDEO CHAT PRESENTER GUIDE

This guide is for all presenters/sessions who will be conducting Morning Roundtable discussions and Seminars.

In order to encourage interaction with a smaller group of participants – the number of attendees able to join is limited. 20 for Seminars and 25 for Morning Roundtables.

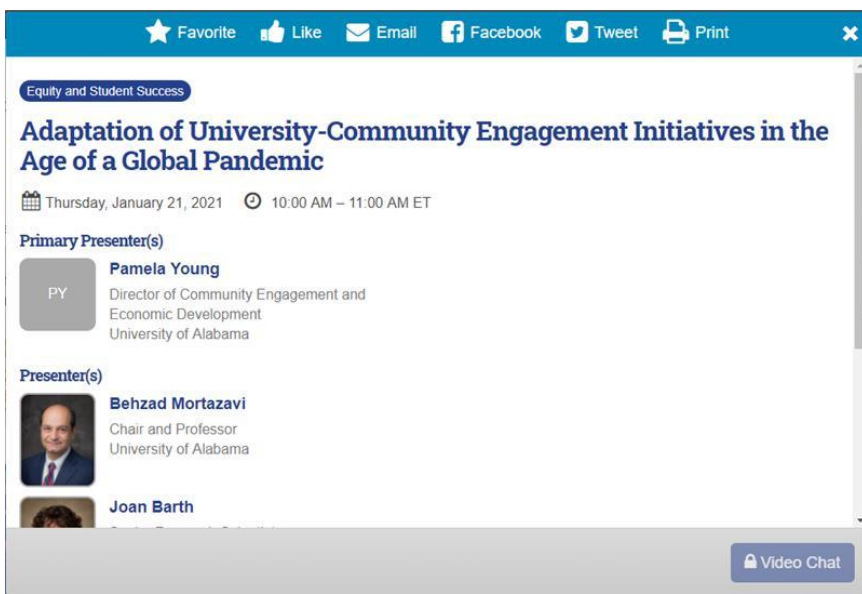
The button to join the session will be “live” 5 minutes before the start of the session. As a presenter, it is important that you enter the room at the 5 minute mark as it is the only way for you to enter your session. If someone leaves the session, that “seat” is available for others to join.

As a presenter, you may use the **share screen, raise hand, post group message** icons to communicate with your group.

If you wish to share handouts during the session you should load them in advance through the [Speaker Portal](#).

### VIDEO CHAT INSTRUCTIONS

Find the link for your session within the Virtual Annual Meeting website – you can search by day and time. The “Video Chat” button will be clickable 5 minutes before the session. Enter the session by clicking on the video chat button at the bottom of the screen.



Quick Video Chat Tutorial: <https://vimeo.com/468542692/de54dc7649>

## CONNECTIVITY DURING YOUR PRESENTATION

All presenters should ensure that they have adequate, reliable, high-speed, stable connectivity to the internet on the day of their presentations. An uninterrupted internet connection above 25 Mbps minimizes the potential for any issues to arise.

Using a wired internet connection will provide a stronger, more stable connection than WiFi. In addition, it is recommended that you have a personal hotspot or other back-up connection available.

Additional recommended technology guidelines include the following:

- Perform a [System Check](#) to check your internet connection speed and other compatibility. Consider having an alternative device such as another computer, tablet, or iPad handy just in case.
- Close out all open webpages and office applications that are not necessary for the meeting.
- Turn off any notifications on your computer and other nearby devices before your session begins.
- Do a recording test with both video and audio to determine whether you are satisfied with the quality. If the microphone on your computer is not working well, consider using an external microphone during your presentation.
- Google Chrome or Firefox are the most stable and reliable browsers for accessing this virtual environment. Please make sure you have the latest version installed.
- When launching the chat on your laptop or desktop, a new tab will open taking you into your video chat. You should see your image/initials appear on the screen. Other attendees will appear on the right-hand side. If you select a specific attendee to focus on, their initials will appear in the middle.

## THINGS TO KEEP IN MIND

- Video chat is not available in the Annual Meeting mobile app.
- You cannot record sessions.
- There is no close captioning available.

## TECHNICAL SUPPORT

- Before the Annual Meeting send questions to [Am@aacu.org](mailto:Am@aacu.org)
- During the Annual Meeting send requests for technical support in the footer of the Virtual Annual Meeting Website or call 410-638-9239 9am—9pm ET, Monday – Friday.