



AAC&U Virtual Annual Meeting

January 20–23, 2021

SESSION PRESENTER GUIDE FOR ZOOM

We look forward to your participation as a presenter at the 2021 Virtual Annual Meeting. To be fully prepared for the technical dimensions of your presentation, please review the information presented below. This information applies to all presentations hosted on the Zoom platform. It does not apply to seminars, roundtables, or livestream sessions.

Please note that all times indicated in the virtual platform are in **EASTERN TIME**.

PREPARING YOUR PRESENTATION

- Review and complete the speaker tasks in the [AAC&U Speaker Portal](#).
Please Note: if you upload handouts and/or presentation slides, they will be available to Annual Meeting registrants on the day of your presentation and for up to three months afterward.
- If multiple presenters plan to share slides during your session, please consolidate all slides into a single set to ensure that the presentation runs smoothly.
- Download the latest Zoom updates from <https://zoom.us/support/download>.
- Your session must end promptly at the end of the scheduled time. All tech producers will end sessions promptly, regardless of whether presenters have completed their remarks or questions are being posed.
- To afford your tech producer the time needed to create your breakout rooms, the groups for all breakout sessions will be assigned randomly.
- As the primary presenter, please ensure that all of your copresenters have received this and other AAC&U communication(s) and have registered for the meeting.

Please Note: All presenters are required to register for the Annual Meeting by January 17. Any presenters not registered by that date will be unable to participate in their sessions. Any session without at least one registered presenter will be removed from the program.

- Contact am@aacu.org with any questions.

Please contact am@aacu.org with any questions prior to the meeting; during the meeting, please be in contact with your tech producer.

TECH PRODUCERS

Each session will be assigned to a tech producer who will assist with your technical needs and requirements before and during your presentation.

Presenters will receive an introductory email from their designated tech producers during the week of January 11. This email will be sent from an aacu.org email address, so please check your spam folder if you do not receive it.

Prior to your session, your tech producer will do the following:

- Serve as your primary AAC&U contact for your virtual session;
- Collect technical needs for your session (e.g., breakout rooms);
- Schedule a practice session, if desired, to ensure there are no surprises on the day of your session as a result of differences in Zoom versions;
- Set up Zoom polls (required in advance of session);

Prior to your session, please share a copy of your presentation slides with your tech producer.

Please also ensure that you have an additional communication channel with your tech producer in case you need to communicate outside of Zoom.

During your Session, your tech producer will do the following:

- Act as host and start your Zoom session approximately 15 minutes before the session start time. This will allow you to enter the virtual space and to complete final technical checks (for sound, lighting, etc.).
- Make presenters co-hosts, if requested.
- Allow attendees into the room when you are ready to begin your presentation.
 - Waiting rooms are enabled on the Zoom sessions; the tech producers will let the presenters in from the waiting room 15 minutes before the scheduled start time of the session, and then let all attendees in once the presenters are ready to begin.
- Start and stop the recording of your session.
- Manage Zoom polls and breakout rooms, if needed.
- Track the time and send presenters several time reminders. Please note that all sessions **MUST** end on time in order for the next session to begin.
- End your session. Tech producers will end your session on time, regardless of whether presenters have completed their remarks.

Please contact am@aacu.org with any questions prior to the meeting; during the meeting, please be in contact with your tech producer.

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.

You may check your internet connection speed with websites such as www.fast.com. 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:

- 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.

SESSION INFORMATION

- Your tech producer will send you a calendar invitation, including the Zoom link, for your specific presentation approximately **three (3) days before your presentation**. Note that if you have more than one presentation you will receive a calendar invitation for each session.
- Be sure to join the Zoom session **15 minutes before** your presentation start time to prepare for the session and troubleshoot any last-minute issues. Your tech producer will open the session for you at this time.
- **DO NOT enter the session through the conference platform.** Please use the Zoom link provided, instead. If you enter the session through the platform, you will only be able to access the session 5 minutes before the start time, and you will not be able to share slides as a co-host.
- During your presentation, you may need to “share your screen” so that attendees will be able to view your slides.
- Mute your microphone while not speaking during your session. Your tech producer will mute participants if background noise is audible.
- If your Zoom window freezes, log out and back in with the same link.

Please note that all sessions will be recorded. If you do not wish to have your presentation recorded, please notify your tech producer at the start of your session.

Please contact am@aacu.org with any questions prior to the meeting; during the meeting, please be in contact with your tech producer.