



**2021 AAC&U Conference on
Transforming STEM Higher Education
November 4-6, 2021**

PRESENTER INSTRUCTIONS

(For Facilitated Discussion, Innovation/Ideation, and Workshop Presenters Only)

The Meeting Planning Staff of AAC&U congratulates you again. We are very much looking forward to learning more about your work.

In general, Facilitated Discussions, Innovation/Ideation, and Workshops are expected to provide an opportunity for conference attendees to examine STEM higher education reform topics in depth. One advantage of hosting such sessions virtually is the increased capacity we have to accommodate many more presentations than we normally could if we were meeting in person. Still, we are aware of the impact of virtual meeting fatigue. For that reason, Facilitated Discussions and Ideation/Innovation Sessions have been allotted 30-minutes. Workshops will be allotted 60-minutes. We appreciate your understanding and cooperation as we work to find a balance in accommodating as many of our colleagues as we can, while also preserving our capacity to absorb information gained from conference sessions.

The instructions below are intended to provide you with step-by-step advice for ensuring that your presentation is successful. Please, review this information carefully. If you have any questions or concerns, feel free to contact us at any time at conferences@aacu.org.

Please share this correspondence with all of your co-presenters who are registered for the conference. **All presenters were required to register for the conference by October 15**. Any presenter not registered will be unable to

participate in your session(s) and will be removed from the final program. **Any session without at least one registered presenter will be removed from the program.**

PREPARING YOUR PRESENTATION

As noted earlier, all conference presentations will be facilitated through the Zoom platform. As you prepare for your virtual presentation, please be mindful of the following:

- Our experience has taught us that it is an excellent idea to download the latest Zoom updates before your presentation begins. You can access Zoom downloads at: <https://zoom.us/support/download>.
- We ask that you review and complete the speaker tasks that are provided in the [Speaker Portal](#).

NOTE: If you upload handouts (PDF only) and/or presentation slides, they will be available to conference registrants on the day of your presentation and after your presentation, for up to three months.

- During your presentation, you will have the option to utilize the breakout rooms and/or polling features of the platform. Your tech producer can assist you with these features prior to the start of the conference (see Utilizing Your Tech Producer).

UTILIZING YOUR TECH PRODUCER

For your session, a tech producer will be assigned to you to assist with your technical needs and requirements before and during your presentation. You will receive an introductory email from your designated tech producer during the week of October 18. The introductory email will be sent from an aacu.org email address. If you do not receive it by October 22nd and you've checked your spam folder and not found it there, please reach out to us directly at conferences@aacu.org.

We recommend sharing an additional communication channel with your tech producer (e.g. cell phone, WhatsApp, etc.) in case you need to communicate outside of Zoom on the day of your presentation.

Also, **if you prefer for your tech producer to be responsible for advancing your slides** during your presentation, please be sure to share a copy of your presentation slides with your tech producer, at least two days before the presentation.

Before your session, your tech producer will:

- Serve as your primary AAC&U contact for your virtual session.
- Collect information on technical needs for your session and configure:
 - break out rooms (random breakout room assignments only)
 - polls (questions must be provided in advance of the conference)
- Schedule a practice session with you to ensure there are no surprises on the day of your session as a result of differences in Zoom versions or unforeseen circumstances.
- Send you a calendar invitation, including the Zoom link, for your 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.

During your Session, your tech producer will:

- Act as host and start your Zoom session approximately **15 minutes** before the session start time, allowing you ample time to enter the virtual space and to complete final technical checks (for sound, lighting, etc.).
- Make you and your co-presenter(s) co-hosts, if preferred.
- Allow attendees into the room 5 minutes before the session is scheduled to begin.
- Start and stop the recording of your session.
- Manage Zoom polls and breakout rooms, if previously arranged.
- Keep track of time and update you accordingly.
- End your session on time, regardless of whether presenters have completed their remarks, answered all questions, etc.

Please note that all sessions will be recorded. All recorded sessions will be available to meeting participants for up to three months following the conference. If you do not wish to have your presentation recorded, please notify your tech producer before the session begins. Please note that AAC&U does not allow the redistribution of recordings of its online conferences, webinars, and events, including your own session(s).

JOINING YOUR SESSION

We wish you every success with your presentation. In general, our attendees appreciate having ample time to ask questions of the presenter. [To that end, we recommend your limiting your remarks to no more than 50% of your allotted time, leaving time for rigorous and in-depth discussion of your work.](#)

Also, on the day of your presentation, please be mindful of the following:

- **DO NOT enter your Zoom room through the conference platform.** Please use the link provided by your tech producer instead. If you enter the session through the platform, you will only be able to access the session 3-5 minutes before the start time, and you will not be able to manipulate your slides on your own.
- Be sure to join your Zoom room at least **15 minutes before** your presentation start time to prepare for the session and troubleshoot any last-minute issues.

CONNECTIVITY ADVICE FOR YOUR PRESENTATION

While we have made every effort to prepare for anything that could go wrong during your virtual presentation, we recognize that it is still possible that something may go awry. To minimize the chances of anything going wrong, we turned to our colleagues in the AAC&U Information Technology staff for advice. They recommend the following:

- All presenters should ensure that they have adequate, reliable, high-speed connectivity to the internet on the day of their presentation. 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 Wi-Fi.
- **Google Chrome** and **Firefox** are the most stable and reliable browsers for accessing the conference. Please make sure you have the latest version installed.
- It is a good idea to have a personal hotspot or other backup connection available on the day of the presentation.
- During the actual presentation, presenters, to the extent possible, should close all open web pages and office applications that are not necessary for the presentation. Also, presenters should turn off any notifications on all electronic devices once their

session begins.

- Presenters should do a recording test with both video and audio to determine whether they are satisfied with the quality. If the microphone on your computer is not working well, consider using an external microphone accessory during your presentation.