

# 2020 AAC&U STEM Conference

## TIPS FOR A SUCCESSFUL VIRTUAL PRESENTATION



### Accessing Your Presentation

As a presenter, you will receive a **unique zoom link to access your presentation** approximately 2 days before the conference begins. Please, use this link for your designated presentation time and date only.

During your presentation, you will be **required to “share your screen”** so that attendees will be able to view your slides. Additionally, please note that **all sessions of the conference will be recorded**. You may opt out of the recording of your presentation by indicating such to your technical producer at the start of your presentation.

All concurrent session presenters (i.e., workshop, facilitated discussion, ideation) will have access to a technical producer during their presentations. The tech producer that has been assigned to you will be responsible for the following:

- *[For presenters who need assistance with Zoom interactive features only]:* **Reaching out to you** in the days leading up to the conference to review your technical needs.
- **Opening your Zoom room** approximately 10 minutes before the start time. This will allow you to enter the virtual space, do final technical checks (for sound, lighting, etc.), be assigned the role of host/co-host.
- **Tracking time.** Please, note that all sessions **MUST** end on time in order for the next session to begin.

- **Ending your session.** Technical producers have been directed to end the session regardless of whether or not presenters have completed their remarks.

## 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. We find that an uninterrupted internet connection above 25 Mbps minimizes the potential for any issue to arise. You may check your internet connection speed with websites such as [www.fast.com](http://www.fast.com). If possible, we suggest using a wired internet connection (versus a WiFi connection) because it provides a stronger, more stable connection. In addition, we also recommend the availability of a back-up connection, such as through a personal hotspot. Other recommended technology guidelines include your:

- Closing out all open webpages and office applications that are not necessary for the conference on your computer or laptop before the conference, so your connection is not inhibited.
- Do a recording test with both video and audio and see if you are satisfied with the quality. If the microphone on your computer is not working to the best of its ability, consider obtaining an external microphone during your presentation.
- Google Chrome or Firefox are the most stable and consistent browsers for accessing this virtual environment.

## General Recommendations

Overall, to ensure that your virtual session goes well, we strongly recommend the following:

- Please make every effort to log in to your session at least 10 minutes before start time to troubleshoot any last minute issues. Your technical producer will be available to make sure your session is opened ten minutes before its start.
- The platform will only allow attendees to enter at the exact start time. Therefore, **prepare to begin your session approximately 3 minutes after the start time** to allow attendees ample time to arrive and hear your whole presentation.
- If you are using breakout sessions, **prepare for randomly assigned breakout rooms.** This will allow your technical producer maximum time to create your breakout rooms and ensure their seamlessness during your presentation.

- Make sure your session is timed to **end at the scheduled time**. As a reminder, all technical producers have been directed to end the session at the appropriate time, regardless of whether or not presenters have completed their remarks.