2021 AAC&U Conference on

Diversity, Equity, and Student Success

March 24-26, 2021

SESSION PRESENTER GUIDE FOR ZOOM

We look forward to your participation as a presenter at the conference. To be fully prepared for the technical dimensions of your presentation, please review the information presented below. All presentations will be hosted on the Zoom platform. There are different instructions for **poster presenters**.

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 Speaker Portal.
  Please 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 for up to three months afterward.
- You will have the option to create breakout rooms and/or polling during your presentation.
- 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.
- Please ensure that all presenters on your panel have received this and other AAC&U communication(s) and have registered for the conference.

  Please Note: **All presenters are required to register for the conference by *March 8*.** Any presenters not registered by that date will be unable to participate in their sessions and will be removed from the program. **Any session without at least one registered presenter will be removed from the program.**

Please contact conferences@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 <u>introductory email</u> from their designated tech producers the week of March 8. 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
  - Set up break out rooms, which will be assigned randomly
  - Set up Zoom polls (required in advance of session)
- Schedule a practice session to ensure there are no surprises on the day of your session as a result of differences in Zoom versions or unforeseen circumstances;
- Be sure to share a copy of your presentation slides with your tech producer, at least two days before the presentation.

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, for presenters only, allowing 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 first, and then let all attendees in 5 minutes before the session is scheduled to begin.
- Start and stop the recording of your session.
- Manage Zoom polls and breakout rooms, if requested.
- 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, answered all questions, etc.

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

HOW TO JOIN YOUR SESSION

- 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 provided Zoom link instead. If you enter the session through the platform, you will only be to access the session 3-5 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 Zoom link.

CONNECTIVITY DURING YOUR PRESENTATION

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. 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.

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