



Speaker/Presenter Virtual Conference Training Instructions

Our goal is to help you easily access your session and present a successful online presentation using ZOOM Webinars. With this in mind, CommPartners has years of experience using tools like this and created this training manual for your benefit. In our experience, following these instructions will ultimately make your online session run more smoothly and limit points of failure.

Speaker Virtual Training

Important Pre-Conference Planning and Setup

Things to do at least 1 day before presenting online.

ZOOM Webinars is used to deliver your presentation via screen sharing technology. This means participants will see anything that appears on your screen. We recommend that you disable all text messages, emails, and social media notifications. To help speed up the process of entering a virtual session room, please download the ZOOM plugin at least 1 day before your presentation. Please go to this link to download and install the ZOOM plugin from the PC that you will using on the day of your presentation. <https://zoom.us/support/download>

Use the link provided below to test the PC that you are going to use during your presentation to be sure it works with ZOOM: <https://zoom.us/test> Be sure you are connected to a reliable internet connection during the test as well as during your presentation.

Test and refine your PowerPoint presentation prior to your presentation. Be familiar with the Slide Show controls that PowerPoint offers; Move to next slide, go back to last slide, etc. Print a copy of your final PowerPoint presentation. If you lose your internet connection during the presentation, you will be able to reference your slides from the printed copy.

Test your Virtual Conference login and password. Go to <https://onlineconferences.case.org/yase> and login with your email address and password.

When you login for the first time, we recommend you navigating to your “Profile” to set your time-zone.

Once logged into the Virtual Conference site, please review the “Agenda” page and be familiar with the location of your session.

Practice. Practice. Practice. All of the Sessions are set to “Practice Mode” meaning you may practice the **Session Day Preparation and Setup – 6 Easy Steps** provided below as many times as you like. When practicing, please do not click on the “Broadcast” button, the AFTA tech person will do that the day of your session.

For the day of your session, prepare a quiet place, office or room. Try to find a place where traffic, people and/or animal noises will not interrupt your presentation. Be sure this space has reliable internet connection, telephone for backup audio should you lose your internet connection (landline is recommended and best quality) and comfortable seating. If possible, use a headset instead of a handset for your phone or computer. They can be acquired at any BestBuy or similar outlet. Be sure to test the headset if you’ve never used it before.

Session Day Preparation, Setup and Meeting Room Launch – 6 Easy Steps

Step 1) 45 minutes before the actual start time of your session, carry the printed copy of your presentation, a glass or bottle of water and go to your quiet space. Turn on your PC/Laptop, connect to the internet, open your PowerPoint application and then open your presentation file. Do not put it in Slide Show mode as we will do that in a later step. ALSO, mute your PC/Laptop speakers....You will not be using them. *(If you are participating in a multi-Panelist discussion or interaction, then leave your speakers on and turn the volume up just enough so you can hear but not too loud. Too loud will cause feedback or loopback)*

Step 2) Next, open a browser and go to your Virtual Conference URL:

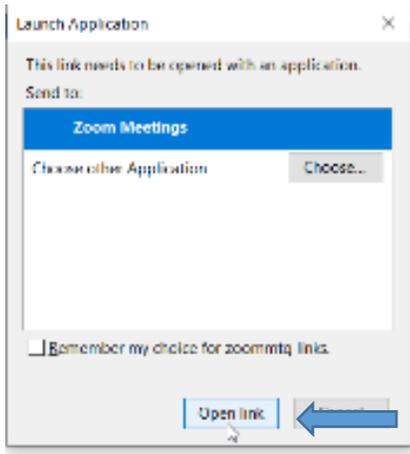
<https://artsu.americansforthearts.org/acpacd> and login with your email and password. Close all other windows and/or applications. You should only have your PowerPoint and the browser window open. Once on the conference page, click “**Agenda**” in the navigation bar just under the conference banner of your screen. This contains a list of all sessions that have been scheduled for the conference. Find your sessions and click “View Session.”



Step 4) After clicking on the “View Session” button, you will be redirected to the session page. Look for and click on the “**Open Meeting as Presenter**” button on the right side of the screen.

▶ OPEN MEETING AS PRESENTER

Once you have done so, ZOOM will start to launch.



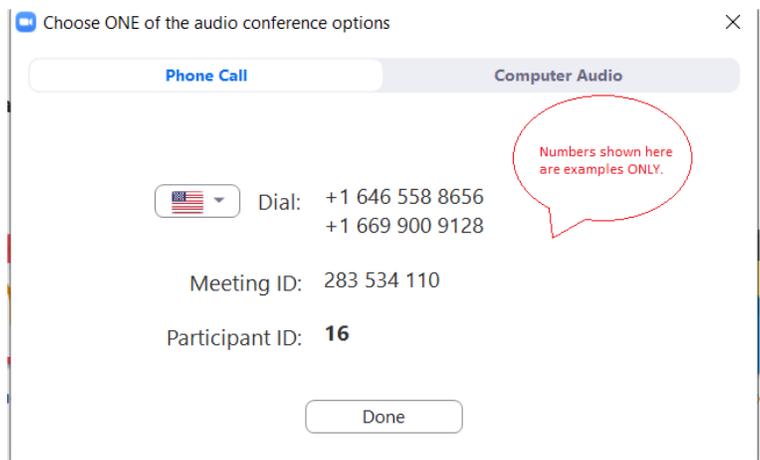
NOTE: Your ZOOM launch experience will vary depending upon your browser (i.e. Firefox or Chrome) and Operating System (i.e. Windows or Mac)

If you downloaded the ZOOM plugin prior to now, you will see a “launch application widow. Click on the “**Open Link**” button located at the bottom of the pop-up. If you did not download the ZOOM plugin in advance, follow the onscreen instructions. It may prompt you to download and install an .exe file.

Step 5) Next, you will be presented with audio options: Phone Call or Computer Audio. You may elect to use either audio option; however, we recommend using Phone Call audio for redundancy purposes. Regardless of your choice, be sure you write down the phone numbers, meeting ID, and your participant ID presented with the Phone Call option. If you happen to lose your internet connection while using computer audio, you will be able to call back into the meeting via the phone audio and continue your presentation without virtually sharing your slides.

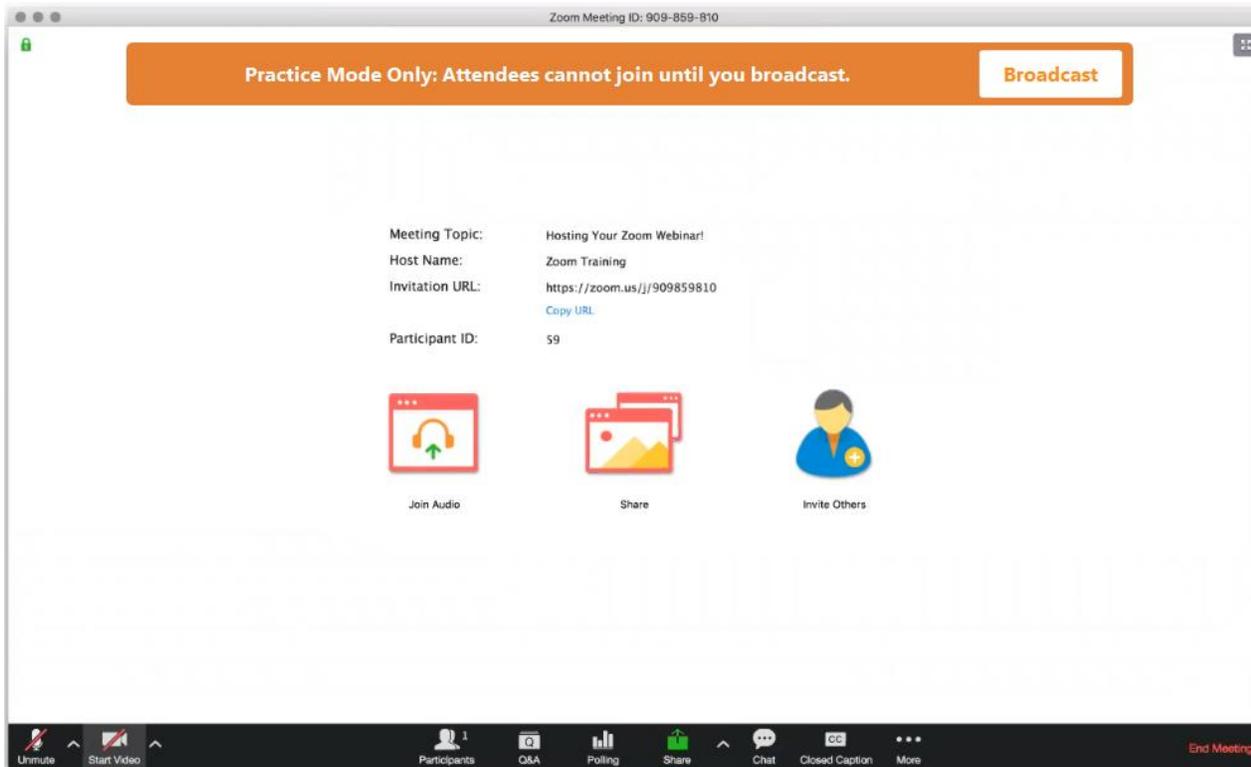
Utilizing computer audio requires a stable internet connection (If possible, use a hardwired Ethernet internet connection to you PC/Mac). The sound quality may vary depending on the quality of your microphone and internet connection. To activate computer audio, simply click on “Join with Computer Audio” - below this you have the option to test your microphone if you would like.

If you elect to use Phone Call audio, you must follow these steps: Using your phone, dial the number provided, enter the provided Meeting ID and the Participant ID when prompted using the dial pad on your phone. After entering the correct Meeting ID and Participant ID, you will hear a prompt that you have entered the room as a “Panelist”. Click “**Done**” when connected.



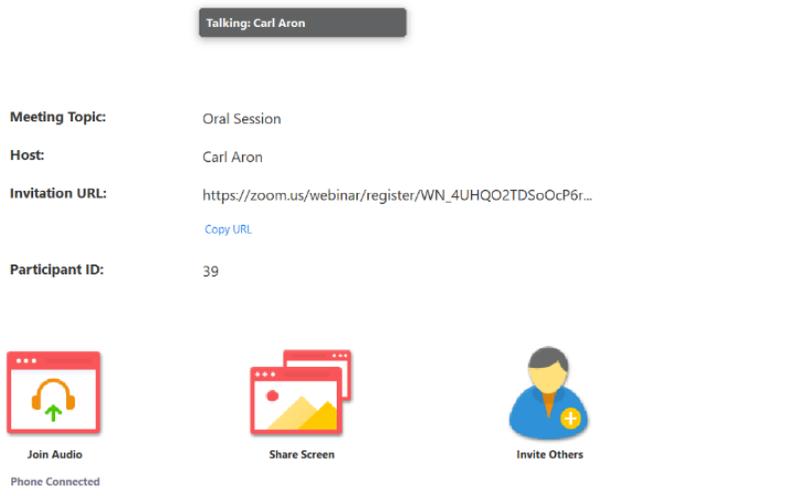
Participants will not be able to enter the meeting room until 30 minutes before the session is scheduled to begin. As the Speaker, you will have full control of the meeting room controls. Please be aware of your session start time and end time. It is your responsibility to keep your session limited to the time allotted for your session.

After a successful ZOOM launch, you will see the ZOOM room control panel that looks like the image below. If your session is in “Practice Mode”, you will see the “Broadcast” button. This button should only be activated by the AFTA Tech person assigned to your session once you begin presenting. If you do NOT see the “Broadcast” button, your session is already broadcasting. If this happens, simply mute yourself (Lower left corner of the control panel) and wait for your session start time. Unmute when you’re ready to begin. *(NOTE: Clicking “Broadcast” BEFORE the scheduled start time will start the session and the recording prematurely.)*



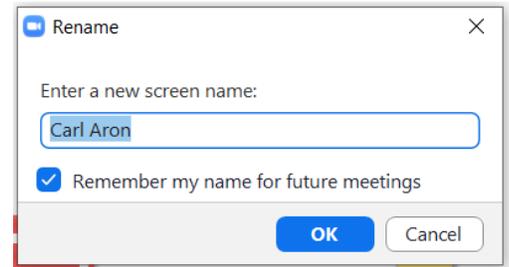
Step 6) By default, your name will be the name of the ZOOM Room (example: CASE Zoom 1). Please change this name to reflect your real name – keep in mind, this will be seen by everyone in the session

once it starts. Click on the “Participants” icon located at the bottom of the control panel. A panel will expand on the right side of the control panel. Hover over the name that contains “...co-host, me..” ...the “me” indicates YOU

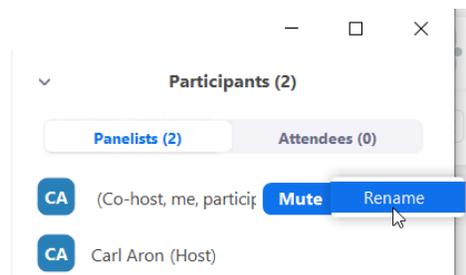


You will see **“Mute”** and a **“More”** button. Click on the **“More”** button and then click on **“Rename”**

A new pop-up box will appear... Enter your name in the text field and click on **“OK”** when done.



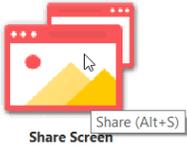
You’ve successfully logged into the virtual room! Follow the steps below to begin your presentation.



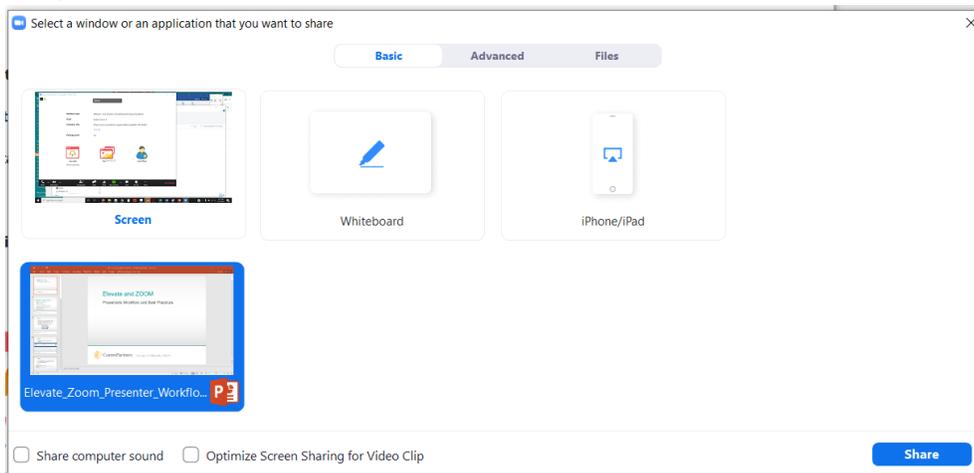
How to Begin Your Presentation

TIP: When you enter your Zoom session, you will be in “Practice Mode.” An AFTA staff member will click the “Broadcast” button approximately 10 minutes before the start of the session to allow attendees to enter. We recommend you have a PowerPoint slide showing on your screen and that you turn off your camera and audio until it is time for the session to start.

Step 1) At your session start time, check to make sure you are not muted (lower left side of control panel). If you have not already, click the “Share Screen” icon.



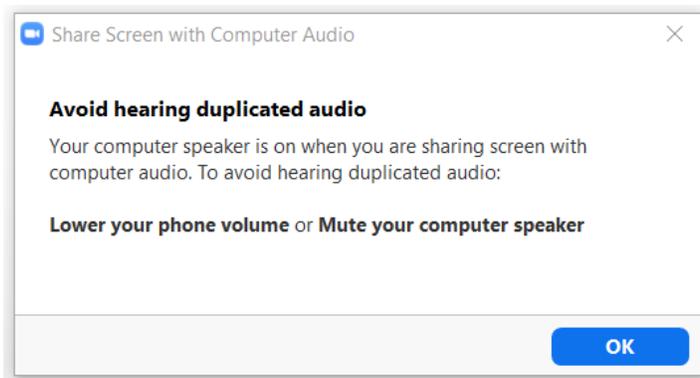
Step 2) A new pop-up will appear that displays the available windows to share with your participants.



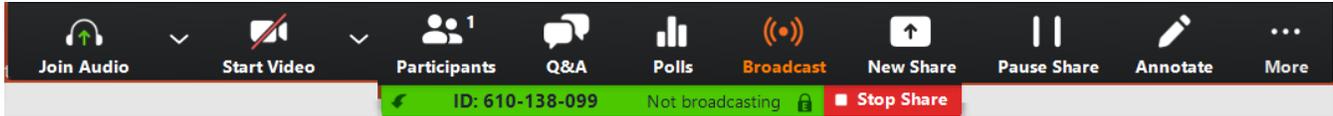
Click on the PowerPoint window that you opened earlier during the first step of “**Session Day Preparation and Setup.**” The PowerPoint window will highlight in blue when clicked. (NOTE: IF you have embedded video’s or other sound files that are part of your PowerPoint, be sure to check the boxes next to “**Share computer sound**” and “**optimize screen**

sharing for video clip” located at the bottom of this pop-up.) Then, click on the “**Share**” button in the lower right corner of the pop-up.

IF you checked the boxes for “**Share computer sound**”, you will get a prompt about hearing duplicate audio (which is very distracting). The choices are “**lower your phone volume**” or “**MUTE your PC Speakers**” (NOTE: Unless you are in a multi-speaker discussion, muting your PC Speakers is recommended. This will NOT impact the sound that your audience hears. Click on the “**OK**” button to remove the prompt.)



Step 3) You will now see your entire PowerPoint screen and a green bar at the top of your screen. Hover your mouse over the green bar at the top of your screen and the meeting controls will drop down.

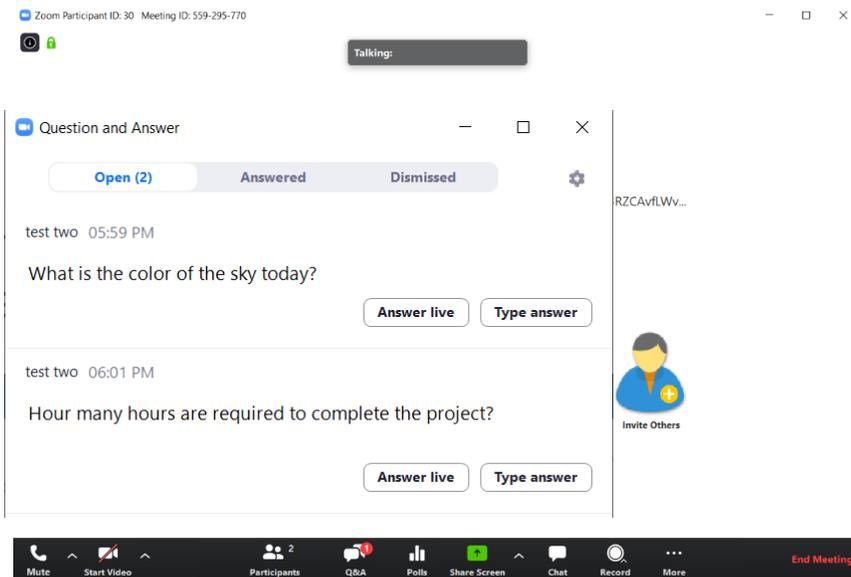


You may now click on the **“Slide Show”** icon in your PowerPoint window. Your slides should now be in full screen mode. All of the standard slide show PowerPoint slide controls are accessible to you. Use the arrow keys to move slides forward and backwards is recommended.

How to Manage Q&A During Your Session

Encourage participants to submit questions via the Q&A icon. You will be able to see each submitted question. (NOTE: Allow time to take Q&A periodically throughout your presentation)

When you are ready to begin Q&A: Access the ZOOM control panel, locate and click on the Q&A icon. (Your participants will not see the Q&A window) If any questions were submitted, you will see the number of questions submitted represented numerically in a little red bubble.



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The image to the left is the Q&A pop-out. Click on each question and choose whether you want to **“Answer Live”** or **“Dismiss”**.

(NOTE: Clicking directly on the question will reveal the **“Dismiss”** function.)

Remember, time is limited so choose the best questions to answer live and dismiss the questions you will not be responding to. This doesn't delete the question, it simply removes it from the **“open”** question queue.

How to End Your Session

After you've completed your session materials, thank everyone for their attention and attending your session, then mute yourself using the **“Mute/Unmute”** function in the lower left corner of your screen.