Presentation Day Instructions

1. Go to https://artsu.americansforthearts.org/acpacd
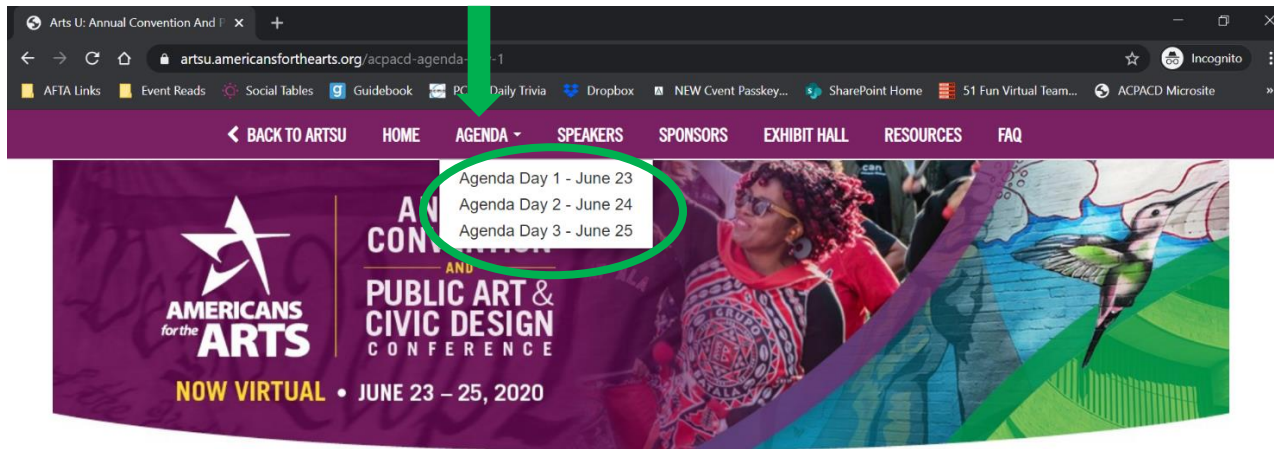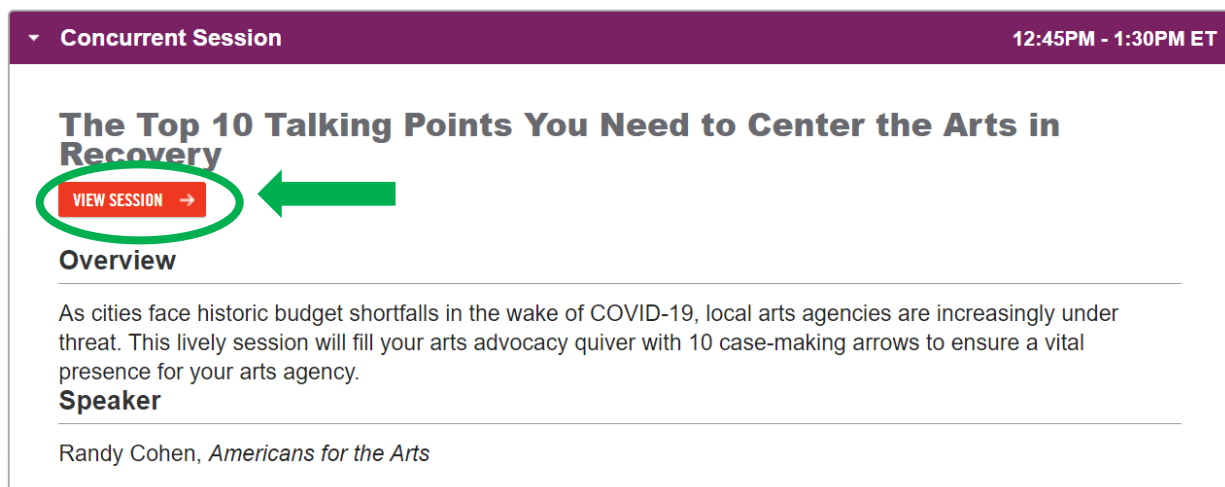
2. Navigate to the Agenda page for the corresponding day of your session

3. Click on your session and hit the view session button

4. Ensure you are logged into your Americans for the Arts Account
   a. This can be done on any pages of the site and at any step in this process
   b. This should be the same login you used to register for the conference
      The Login button included below is found on the right side of each page under the web banner

5. Once you are logged in, your session page should look like the following

Ensure you are Logged in here!

Pre-Add your session to your calendar

This button will appear 30 minutes prior to the session start for you to enter your session early to do the tech run-through

6. From here zoom will select launch zoom
7. Then you will select your audio preference
8. Next you will rename your name if it doesn't default your first and last name
   a. This will be how AFTA staff know who you are to pull you out of the virtual waiting room and give you co-host capabilities.
   b. Please note if you are in Zoom Webinar do not click the Broadcast button, that will be done by a member of AFTA Staff
9. An AFTA staff member will make you a co-host or "promote" you to panelist in the system and you will be taken out of the Zoom waiting room and into your tech run through with your AFTA Tech staff and Moderator
10. During the tech run through you will be able to go through your session with AFTA staff, check audio, check video, and practice screen sharing your presentation
11. Attendees will be let into the session 5 minutes before the session officially begins
12. AFTA staff will deliver closing remarks when you are done presenting and take care of the technical closeout of the session (ending recording, etc.)