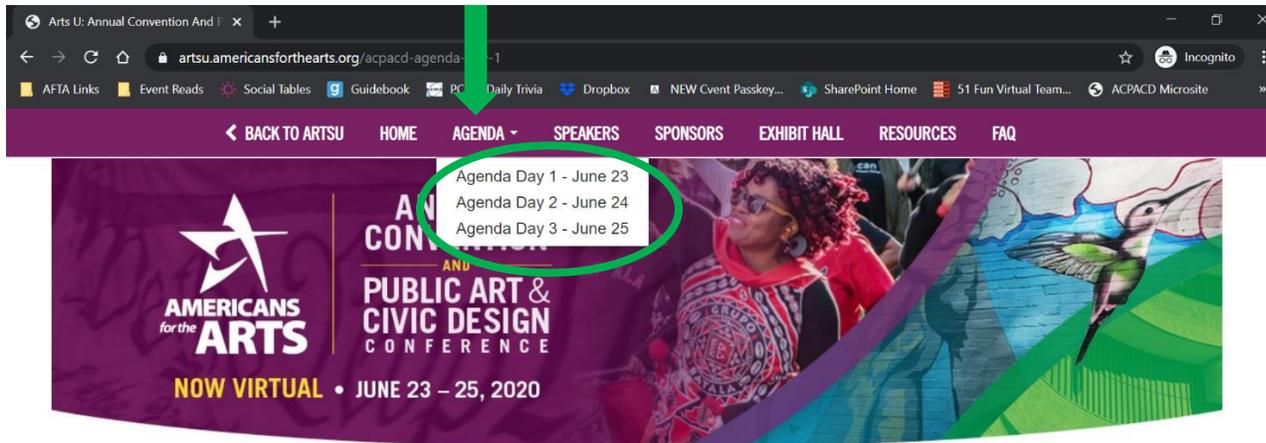
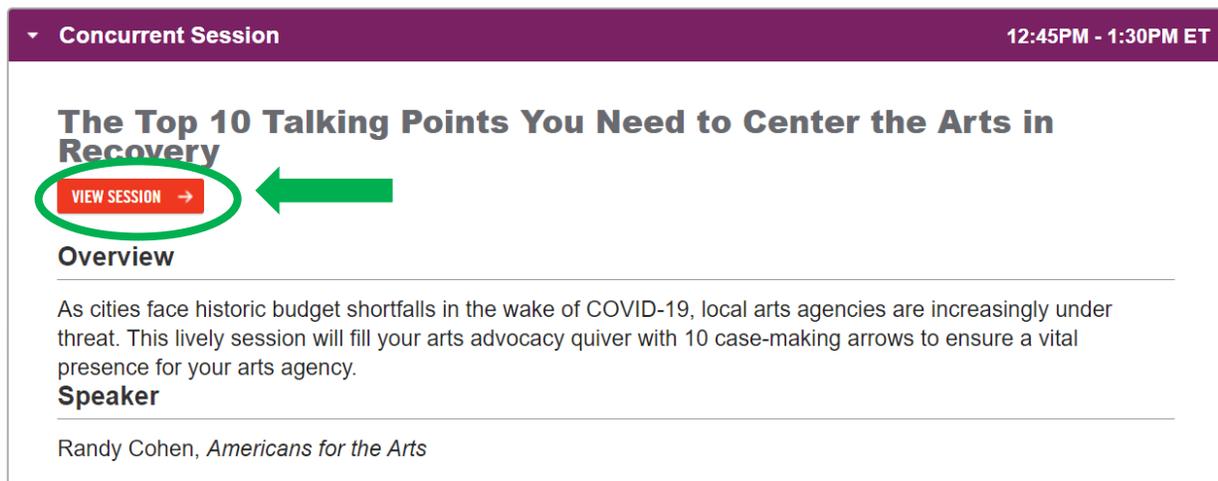


Presentation Day Instructions

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

The screenshot shows a Zoom session page for the event "THE TOP 10 TALKING POINTS YOU NEED TO CENTER THE ARTS IN RECOVERY". At the top, there is a banner for "AMERICANS for the ARTS PUBLIC ART & CIVIC DESIGN CONFERENCE NOW VIRTUAL • JUNE 23 – 25, 2020". The main title is in large red letters. Below the title, there are navigation tabs for "OVERVIEW", "SPEAKER(S)", "HANDOUTS", and "DISCUSSION". The "OVERVIEW" tab is selected. The page shows the event date and time: "Tuesday, June 23, 2020 12:45 p.m. EDT". There is a "Pre-Add your session to your calendar" link. A yellow box at the top right says "You are registered!". A "Key:" section lists status options: Complete, Next, Failed, Available, and Locked. A "Tweets by @Americans4Arts" section is visible on the right. A green circle highlights the "ADD TO CALENDAR" button, and another green circle highlights the "OPEN MEETING AS PRESENTER" button. A green arrow points from the "LOG OUT" button to the text "Ensure you are Logged in here!".

Ensure you are
Logged in here!

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.)