



**ASSESSMENT**

for a

**Better World**

April 27-29, 2021 | Join Us Online

## **SPEAKER FREQUENTLY ASKED QUESTIONS PANEL DISCUSSIONS**

### **Is my session live or pre-recorded?**

**All panel discussions are live presentations.** All speakers are to be present during the date and time the session is slotted. **All presenters should arrive in their Zoom Webinar room 20 minutes before their scheduled panel discussion is set to begin.**

### **What platform are we (speakers) using?**

As a speaker in a Panel Discussion, you will be using Zoom Webinar. For these sessions, we will send out a calendar invite to join your Zoom Webinar the week before the conference (week of April 19th). You will use this invitation to access your session. **All presenters should arrive in their Zoom Webinar room 20 minutes before their scheduled panel discussion is set to begin.**

*For example – If your session is slotted for Tuesday April 27<sup>th</sup> from 2:50 PM – 3:30 PM EDT, we would need you to arrive in your Zoom Webinar at 2:30 PM EDT.*

### **What platform will the audience be using?**

The audience will be using Attendify. Attendify is the main platform for the virtual event, allowing attendees to access the conference program, communicate with conference attendees, ask questions during the sessions, view our sponsors, and so much more! This is the platform we will be using to stream your Zoom Webinar.

### **Will there be a Designing Events staff member in each session to help run our session?**

Yes, we will have a Designing Events team member in every panel discussion the entire time to assist speakers with any questions they have before or during the session. They will introduce themselves to you when you arrive in your Zoom Webinar room 20 minutes prior to your session start. If you have any questions once your session has started, please use the Zoom Chat to ask them directly to the Designing Events tech.

See the question below for a complete outline of the session and how it will flow.

### **What will be the flow of our session?**

All panel discussions are 45 minutes long. The flow of the session is:

- 20 minutes before the session – All presenters arrive to meet the Designing Events team member in the Zoom Webinar appointment/room.
  - During this time, presenters may ask any questions to the Designing Events team member
  - Designing Events team member will check audio and lighting to make sure all presenters can be seen and heard during their session.
  - Designing Events team member will go over any last-minute reminders
- 7 minutes before – Designing Events team member will ask all presenters to turn off their video and mute themselves

- 5 minutes before – Designing Events team member will share their screen with a holding slide that includes a 5-minute countdown until the session begins
  - Please note that some panel discussions are sponsored and may include a 30 second commercial prior to the start of the session recording.
- Start time of session – Designing Events staff member will ask all speakers to turn on their cameras and unmute themselves. At this time, all speakers must turn on video and unmute themselves. The moderator or whomever is starting the session will then begin. Designing Events staff members will stop sharing their screen when the first speaker appears and turns on their video.
- Ten minutes before end of session – Designing Events team member will send a chat message in the Zoom Webinar to all speakers letting them know that there is ten minutes left of the session.
- Two minutes before end of session – Designing Events team member will send a chat message in the Zoom Webinar to all speakers letting them know that there is two minutes left of the session and to please begin to wrap up.
- End of session – Speakers say goodbye to the audience and each other, thank each other and the audience, leave Zoom Webinar.
- We do suggest either answering questions from the audience throughout your panel discussion or leaving the last couple minutes of the session to answer audience Q&A.

### **How will the Q&A work?**

Attendify will have a chat feature that allows the audience to chat with each other and ask questions for the speakers. *This is where you will pull your questions to answer during your panel discussion.*

There are two ways that we recommend you manage these questions:

1. One presenter from your panel discussion would have a second screen up with the link to the Attendify platform showing your session as all attendees see it. *Note: There is a slight delay between your Zoom Webinar and the Attendify broadcast.* This presenter will be able to see the live chat and will be able to manage which questions the presenter(s) should answer. If you decide to do this, you must turn the audio off for that second video feed from Attendify. The presenter pulling the questions would be responsible for asking these questions live during the panel discussion.
2. The second option requires that you have another person helping you who is not presenting. This person would add the questions from the Attendify chat to a Google Doc (or similar live online document) that presenters would have access to. As they add the questions, you will see them live in the Google Doc and decide what questions to ask during the live panel discussion.

### **How should we moderate the Q&A?**

We suggest making one of the presenters the “moderator” of the Q&A to announce the questions out loud and announce who will answer it or answer it themselves if the question is for them. This will help facilitate the Q&A.

### **Should I be on the Attendify platform while in my Zoom Webinar?**

Unless you are designated as the presenter who is reviewing the questions that attendees are asking via the Attendify platform, then no, we recommend that you do not have the platform live. If you must have Attendify up while speaking, please make sure the volume is turned off. If not, this can cause feedback during your live panel discussion and cause confusion.

The only reason a speaker would need to have both the Zoom Webinar and Attendify open is if a presenter is pulling the questions for the chat as explained in the above question, “How will the Q&A work?”.

### **When do we need to login to our session?**

All speakers will need to login into the Zoom Webinar invite 20 minutes before the session starts.

*For example – If your session is slotted for April 27<sup>th</sup> from 2:50 PM – 3:30 PM EDT, please arrive in your Zoom Webinar at 2:30 PM EDT.*

**When should we receive our Zoom link to join our session?**

Designing Events will be sending out the Zoom invite to join your Zoom webinar the week before the conference (week of April 19<sup>th</sup>).

**How do I access the Virtual Conference when I am not speaking?**

We will be sending out a link to the virtual conference platform, Attendify, to all registered attendees the week before the conference (week of April 19th). This will allow you to access the virtual conference.

**What do I do if I have concerns or questions during the conference?**

If you have concerns/questions during the conference but outside of your session, please call our support line at + 443-293-4016 or email [atp@designingevents.com](mailto:atp@designingevents.com). We will also have an open Zoom room staffed if you would prefer to talk with someone via video chat. The link to this Zoom room will be available in the Attendify platform.

If you have questions during your session, a Designing Events staff member will be available in your Zoom Webinar room to assist you.

**Can I use my mobile phone?**

No, you cannot use your mobile phone for your presentation. You are required to be on a computer.

If you are attending as an attendee, all sessions via Attendify can be viewed via a mobile device by downloading the conference app. Please see more information about the app below.

**Is there a Conference App?**

Yes, you can still access conference materials, sessions, and information through the mobile app version of the platform, Attendify. Attendify is accessible via the app or the desktop version. We will send out more information on how to access Attendify via the app or the browser the week before the conference.

**What items should have been completed by now for my presentation?**

If you have not completed the following requirements for the conference, please do so as soon as possible. This will make sure Designing Events has everything they need to make your presentation as successful as possible during the conference.

- [Register for the Conference.](#)
- Complete the [Online Presentation Agreement](#) if you have not done so already.
- Send your Biography to [atp@designingevents.com](mailto:atp@designingevents.com).

Thank you for your participation in the conference! If you have questions prior to the conference, please contact us at [atp@designingevents.com](mailto:atp@designingevents.com).