**Frequently Asked Questions**
**Presentations: Virtual**

**What is the format of my session?**
A presentation is a 50-minute lecture that provides a rounded perspective on a topic(s). These presentations include PowerPoint presentations with one to three speakers.

**Is my session live?**
Yes, all presentations are live. All speakers are to be present during the date and time the session is slotted. **All presenters should arrive in their Zoom Webinar 30 minutes before their scheduled presentation is set to begin.**

*For example – If your session is slotted for Tuesday, March 22nd from 2:50 PM – 3:40 PM EDT, we would need you to arrive in your Zoom Webinar at 2:20 PM EDT.*

**What platform are we (speakers) using?**
You will be using Zoom Webinar. We will send you a calendar invite to join your Zoom Webinar the week before the conference (week of March 14th). You will use this invitation to access your session.

**What platform will the audience be using?**
The audience will be using Attendify. Attendify is the main platform for the 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 presentation 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 30 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 presentations are 50 minutes long.

For all presentations, the flow of the session will be:
- 30 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 the 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.

- o Please note that some presentations are sponsored and may include a 30 second commercial prior to the start of the session.
- 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 speaker 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.
- 10 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.
- 2 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.

**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 presentation.  We suggest either answering questions from the audience throughout your presentation or leaving the last couple minutes of the session to answer any audience Q&A.

There are two ways that we recommend you manage these questions during your presentation:
- One presenter from your presentation 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.
- The second option requires that you have another person helping you who is not presenting.  This person would add the questions 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 presentation 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 30 minutes before the session starts.

*For example – If your session is slotted for Tuesday, March 22nd from 2:50 PM – 3:40 PM EDT, please arrive in your Zoom Webinar at 2:20 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 March 14th).

**How do I access the Virtual Conference when I am not speaking?**
We will be sending out a link to the conference platform, Attendify, to all registered attendees the week before the conference (week of March 22<sup>nd</sup>).  This will allow you to access the conference.

**What do I do if I have issues or questions during the conference?**
If you have issues/questions during the conference but outside of your session, please call our support line at +410-596-9775 or email atp@designingevents.com.

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 if you are presenting live. 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 need to be completed 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
- Email your most recent Speaker Bio - Due March 5, 2022
- Send your final PowerPoint Presentation - Due March 7, 2022

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