



March 1-4, 2021

LIVE PRESENTER INFORMATION

What to expect as a live presenter at our WSWS/WAPMS 2021 Virtual Meeting

3-4 days before the event launch:

You will receive an email from Zoom. This will contain YOUR unique URL to login to your session room. Please do not share this with others. Zoom will also send out a reminder email that contains the link 1 hour before your session start time.

Tip: Block off this time in your calendar and save the URL link there. This way you have an organized place where you can quickly access it.

Day of the event (or your session):

Login to your session 15-20 minutes early! Please be early to your session. Our Virtual Event Place (VEP) host will be there waiting to greet you. They will explain how the session will work, test your system, and make sure you are comfortable for the session start time.

The typical session flow is as follows: Introduction by the moderator, presentation, and Q&A.

Your VEP host will give you a countdown and hit the broadcast button to open the session to all attendees.

Tip: If you have any questions throughout the session your event team member will be there in the background to support you. Use the chat to connect with them.

Prepare your environment in advance of your session:

- Choose a quiet environment without distractions or interruption
- A combination of natural and artificial lighting works well
 - Be sure that the lighting is in front of you, not from behind
- Create a test meeting and check both your sound and your lighting and positioning for the camera
 - Also test your earbuds or headset at the same time
- Have your camera on. Being real is great. People like to connect with people!
- Have a hardwired internet connection and, wherever possible, try not to use your cell phone
- Be conscious of your background. Avoid movement behind you as it is distracting
- Turn off your phone and close all other windows during your presentation
- Print out the phone in/access numbers (in case of any emergency tech issues)

