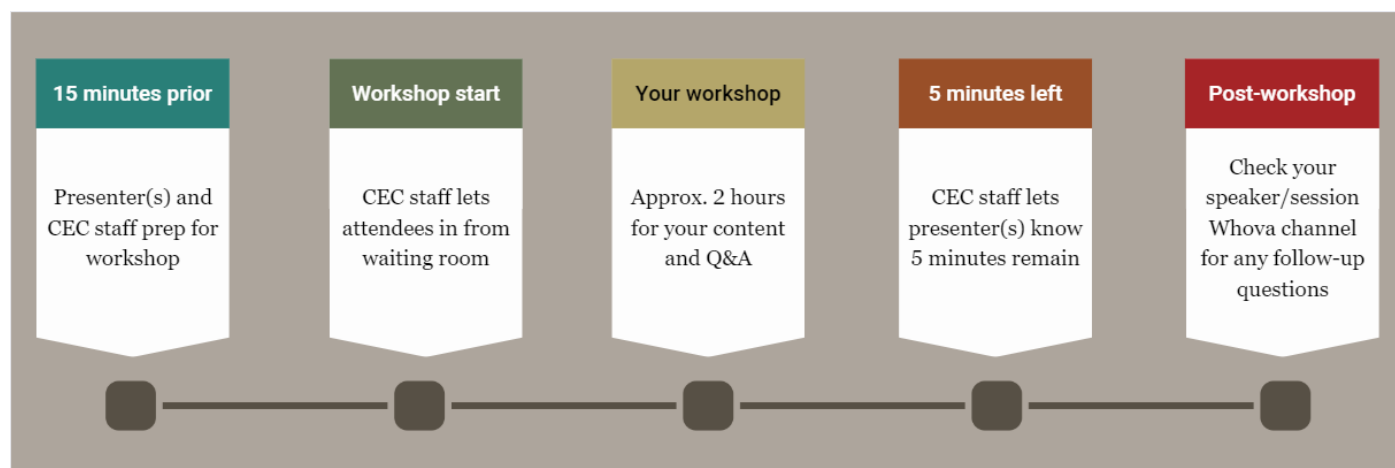


Guidance for Presenters of Live, Virtual Workshops

If you are presenting a live, virtual workshop for CEC 2024, this document is your guide! First, here's a broad timeline of the entire process:



Detailed Timeline

- The Zoom meeting room for your session will be open 15-20 minutes before the start of the workshop. **Important:** All presenters for a given session must enter the waiting room 15 minutes before the start of the session. Your CEC staff host will let you in from the waiting room and make you a co-host.
- The CEC staff host will help you test screen-sharing, audio/video, polls, breakout rooms, etc.
- Determine how you would like the attendees to ask questions (via chat, unmute themselves, a combo?). Whatever you decide, be sure to communicate that to the attendees before starting your session.
- The attendees will then be allowed to enter the room at the start of the scheduled session time.
- The attendees will be muted, but they will have the ability to unmute themselves and have their cameras on or off.
- The CEC staff host will 'spotlight' you so you are visible to the audience, introduce you, and then you can commence your session.
- During the session, the CEC staff host will monitor the chat for questions related to CEC, convention, Whoova/technology, etc. They will not answer questions related to your topic as they are not the experts. Those will be left for you to address as you wish.
- If you start to go over time, the CEC staff host will let you know via chat that your time is up so you can begin to wrap things up.

Logging In on the Day/Time of Your Session

1. Log in to your workshop via the Zoom link (shown in your calendar invite) at least 15 minutes before your session start time.

2. Your CEC staff host will be notified to promote you as a co-host.

Questions in Zoom and Whova

On top of the questions that come up in the chat in Zoom, attendees can ask questions via your presentation's channel in Whova. Make sure to check your Whova channel throughout the session and reply to any further questions or conversation threads. Your CEC staff host will assist with this as well during your session.

Presenter Check List

- Before the session, consider testing that your camera, microphone, and screen-sharing work...we recommend doing this with a friend or colleague.
- Consider doing a dry run of your session. Make sure that you are not going over the time for your session (2 hours).
- The CEC staff host will keep time for you, but we recommend having a timer next to your screen, such as a mobile phone or watch.
- We recommend using a laptop or desktop PC, not a mobile device or tablet.
- Speak directly to the 'camera' on your laptop or desktop.
- Please consider what can be viewed in the background when you are on camera, as this will be broadcast to workshop attendees.
- Try to make sure the main light source isn't coming from behind you. If you are filming in front of a window, please make sure you are not in a silhouette or darkness.
- Consider if you are most comfortable sitting or standing while presenting and position your laptop/computer accordingly!
- Please close all apps (other than Zoom and Whova) on your PC or laptop during your session.
- Turn off or silence your phone.
- Make sure other people (family members, office mates, roommates, etc.) know that you are giving a presentation; ideally, they should not be using too much bandwidth (no streaming) while you are presenting.