



ASSESSMENT: NAVIGATING NEW EXPECTATIONS

27-29 September 2021 | Join Us Online

SPEAKER FREQUENTLY ASKED QUESTIONS

BREAKOUT SESSIONS

Is my session live or pre-recorded?

Breakout Sessions can be live or pre-recorded. If you selected your session to be pre-recorded in the call for presentations, then we have your session marked as pre-recorded. If you did not indicate this in the submission process, we have your session as live.

If your session is live, all speakers are to be present during the date and time the session is slotted. **All presenters should arrive in their Zoom Webinar 20 minutes before their scheduled presentation is set to begin.** For example – If your session is slotted for Tuesday, 28 September from 11:15 AM – 11:55 AM BST, we would need you to arrive in your Zoom Webinar at 10:55 AM BST.

If your session is pre-recorded, you must send in your 40-minute recorded session by **3 September 2021**. Please add your session recording to the dropbox link below by 3 September. Please send your recording in a Mp4 file format.

Dropbox link - <https://www.dropbox.com/request/DB5szJM6Q8O9Ho73GAKm>

We will follow-up with all sessions who marked they would like to pre-record their session during the submission process with more information soon. If your session is pre-recorded, speakers must answer any audience questions via the chat on the Attendify platform during the session slotted time. More information on how the Q&A will work below.

What platform are we (speakers) using?

If your session is **live**, you will be using **Zoom Webinar**. You will receive an invite from Zoom to join your Zoom Webinar the week before the conference (week of 20 September). You will use this invitation to access your session. **All presenters should arrive in their Zoom Webinar room 20 minutes before their scheduled breakout is set to begin.** If you do not receive your invite from Zoom by 23 September, please email eatpspeakers@designingevents.com.

If your session is pre-recorded, you will watch your breakout session via the event platform Attendify. This is where you will answer any attendees' questions via the chat. We have included more information about the Q&A below.

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 programme, 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, if you are presenting live.

If I am presenting live, will there be a Designing Events staff member in each session to help run our session and what features will be available?

Yes, we will have a Designing Events team member in every breakout session the entire time to assist speakers with any questions or tech needs they have before or during the session. They will introduce themselves to you when you arrive in your Zoom Webinar 20 minutes prior to your session start. See the question below for a complete outline of the session and how it will flow.

Your Zoom webinar will include the following features:

- Screen Sharing

- Chat among the speakers

If you have any questions once your session has started, please use the Zoom Chat to ask them directly to the Designing Events tech.

What will be the flow of our session?

All Breakout Sessions are 40 minutes long.

For all **live** breakout sessions, the flow of the session will be:

- 20 minutes before the session – All presenters arrive to meet the Designing Events team member in the Zoom Webinar.
 - 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
 - Speakers can test our presentation
- 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 breakout sessions 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.
- 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 presentation or leaving the last couple minutes of the session to answer any audience Q&A.

For all **pre-recorded breakout sessions**, the flow of the session will be:

- *Please note - you do not need to be in the Zoom Webinar if your session is Pre-recorded. We ask that you please watch your session via the Attendify platform.*
- 5 minutes before session start time - 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 breakout sessions are sponsored and may include a 30 second commercial prior to the start of the session recording.
- Start time of session – Your pre-recorded video will begin to play.
- During session – as a presenter, please be available to answer questions via Attendify chat feature while your breakout session is playing.

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 breakout session.

There are two ways that we recommend you manage these questions if your breakout session is **live**:

- One presenter from your breakout session 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 presentation.
- 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.

If your session is **pre-recorded**, all speakers must view the session via the Attendify platform and answer any audience Q&A during the session within the chat itself.

How should we moderate the Q&A if we are presenting live?

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?

Live Session: 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 breakout session 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?”.

Pre-recorded Session: Yes, you should be on Attendify during your session to answer any questions via the chat. You will not need to login via Zoom. Designing Events will take care of streaming your pre-recorded session.

If my session is live, 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 Tuesday, 28 September from 11:15 AM – 11:55 AM BST, we would need you to arrive in your Zoom Webinar at 10:55 AM BST.

If my session is live, when should we receive our Zoom link to join our session?

You will receive an invite from Zoom to join your Zoom Webinar the week before the conference (week of 20 September). You will use this invitation to access your session. If you do not receive your invite from Zoom by 23 September, please email eatpspeakers@designingevents.com.

If I decided to prerecord my presentation, what format do I send my presentation and where to I send it?

If you have selected to pre-recorded for your presentation in the call for presentations process, please add your recording by 3 September into the Dropbox link below. Please upload your recording in a Mp4 format into the Dropbox link.

Dropbox link - <https://www.dropbox.com/request/DB5szJM6Q8O9Ho73GAKm>

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 20 September). This will allow you to access the virtual conference when not speaking.

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 + 443-293-4011 or email 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 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 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 breakout session 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 eatp@designingevents.com.
- Send PPT to eatpspeakers@designingevents.com by 3 September.

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