

## SPEAKER FREQUENTLY ASKED QUESTIONS ROUNDTABLES

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

**All roundtables 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 roundtable is set to begin.**

*For example – If your session is slotted for Tuesday 28 September from 1:30 PM – 2:15 PM BST, we would need you to arrive in your Zoom Webinar at 1:10 PM BST.*

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

As a speaker in a Roundtable, you will be using Zoom Meeting. For these sessions, Designing Events will send out a calendar invite to join your Zoom Meeting the week before the conference (week of 20 September). You will use this invitation to access your session. If you do not receive your calendar invite by 23 September, please email [eatpspeakers@designingevents.com](mailto:eatpspeakers@designingevents.com). **All presenters should arrive in their Zoom Webinar room 20 minutes before their scheduled roundtable is set to begin.**

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

The audience will be linked from the Attendify platform directly to your Zoom Meeting since they are live and interactive. The attendees will access these sessions via our platform Attendify. Once they click on the session title and hit the button to join the session, it will take them to Zoom so they can participate.

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!

### **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 roundtable 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 meeting 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 Roundtables 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 Meeting.
  - 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
- 2 minutes before – Designing Events team member will share their screen to showcase a slide with sponsor logos.

- Start time of session – Designing Events staff member will stop sharing their screen and facilitators should begin discussion
- Ten minutes before end of session – Designing Events team member will use the chat feature in the Zoom Meeting room directly to the facilitators letting them know there are ten minutes left in the discussion.
- Two minutes before end of session – Designing Events team member will use the chat feature in the Zoom Meeting room directly to the facilitators letting them know there are two minutes left and to wrap up the discussion.
- End of session – facilitators say goodbye to the audience and each other, thank each other and audience, leave Zoom.

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

All questions will be asked live since this is a discussion, but some people may put questions in the chat if they do not feel comfortable speaking out loud. We suggest making one of you (the facilitators) the “moderator” of the chat to decide what and when questions should be brought into the conversations or answer any questions they have about the session in the chat if that is more appropriate. If you are the only facilitator in the session, please monitor the chat throughout the discussion as much as you can.

### **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?**

No, you and all attendees will be in Zoom. There is no need to be on the Attendify platform during this time.

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

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

*For example – If your session is slotted for Tuesday 28 September from 1:30 PM – 2:15 PM BST, we would need you to arrive in your Zoom Webinar at 1:10 PM BST.*

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

Designing Events will be sending out the Zoom calendar invite to join your Zoom meeting the week before the conference (week of 20 September). If you do not receive the invite by 23 September, please email [eatpspeakers@designingevents.com](mailto:eatpspeakers@designingevents.com).

### **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.

### **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 + 443-293-4011 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 meeting 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 [eatpspeakers@designingevents.com](mailto:eatpspeakers@designingevents.com).

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