



# ASSESSMENT: NAVIGATING NEW EXPECTATIONS

27-29 September 2021 | Join Us Online

## SPEAKER FREQUENTLY ASKED QUESTIONS WORKSHOPS

### **Is my session live?**

Yes, your workshop will be live. All speakers are to be present during the date and time the session is slotted. All presenters should arrive in their Zoom Meeting 20 minutes before their scheduled workshop 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 workshop, you will be using Zoom Meeting. We will send out a calendar invite to join your Zoom Meeting the week before the conference (week of 20 September). You will use this invite to access your live session. If you do not receive this calendar invite by 23 September, please email [eatpspeakers@designingevents.com](mailto:eatpspeakers@designingevents.com). **We ask that all presenters arrive 20 minutes before their scheduled workshop or debate 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 for workshops 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?**

Yes, we will have a Designing Events team member in every Workshop throughout the entire session to assist speakers with any questions they have. We will also be there to assist with the breakout feature for workshops if needed and any other tech needs. See the question below for a complete outline of the session and how it will flow.

If you have any questions during the session for the Designing Events team member, please use the Zoom Chat feature and chat with the Designing Events team member privately so the audience does not see this chat.

### **What will be the flow of our session?**

All sessions are 45 minutes long. The flow will be:

- 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 they have 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 for their workshop.
  - Designing Events will go over the breakout feature if you plan on using it during your workshop.
  - Designing Events team member will go over any last-minute reminders.
- 7 minutes before – Designing Events team member will share their screen to showcase a slide with sponsor logos.
  - At this time, presenters can welcome attendees as they join.

- 1 minute before – Designing Events team member will chat through the chat feature to let you know that you will begin your Workshop in one minute.
- Start time of session – All presenters should begin session.
- During session – Presenters: Feel free to use the “Breakout” feature in Zoom. This will allow for attendees to easily break into small groups and come back together as you determine. Designing Events Tech will be available to assist with this process if needed.
- Ten minutes before end of session – Designing Events team member will send a message through the Zoom chat feature to all speakers letting them know there are ten minutes left in the workshop.
- Two minutes before end of session – Designing Events team member will send a message through the Zoom chat feature to all speakers letting them know there are two minutes left and to wrap up the workshop.
- End of session – Speakers say goodbye to the audience and each other, thank each other and the audience, leave Zoom.

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

All questions will be asked live since this is an interactive Workshop, 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 presenters) the “moderator” of the chat to decide which questions should be brought into the conversation.

### **Should I be on the Attendify platform while in my Zoom room?**

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

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

Please arrive 20 minutes before your scheduled Workshop 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.*

### **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 it 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 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](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 Webinar room to assist you.

### **May I use my mobile phone?**

No, you cannot use your mobile phone for your discussion. We require you 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 to registered attendees 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).