

ASBPA Coastal Summit: A presenter guide

Thanks for being a presenter for the 2020 ASBPA National Coastal Summit as it transitions to an online webinar. We are using Zoom Webinar as the platform for the event, and have put together these presenters' notes to help make everything run smoothly. While we have tested the process as much as time allowed, like any live conference we will still have to make things up as we go along.

If you have never used Zoom before, go to Zoom.us to try a test meeting and to test your audio and video BEFORE the start of the webinar. Zoom has good support materials and videos online, and we urge you to take advantage of them.

It is VERY important to test all your equipment and presentations WELL BEFORE the start of the Summit at 1 p.m. Tuesday. If you have any problems during the presentation, we have almost no ability to do anything about it unless it's something on our end (Mute/Unmute, Share, etc.), and we will be unable to help except via Chat since we all will be playing roles in making the event proceed. If your technical problems persist or impact the overall presentation, we will either have to switch you to an audio presentation only or end your presentation early.

Zoom webinar

The Zoom webinar platform operates differently from the meeting platform many of you are used to, mainly in being less interactive for the audience as a way to compensate for a lot more participants. We expect more than 100 people to be participating at any given time during the Coastal Summit.

The webinar roles:

- **HOST:** Starts and controls meeting, can mute or unmute everyone, can take back screens during sharing, view chats, answer questions, assign or change roles, etc. For this event, it will be Kate & Ken Gooderham.
- **CO-HOST:** Can be assigned most of the roles of the host. For this event, it will be Derek Brockbank and moderators Margarita Kruffyff (Tuesday) and Brian Caufield (Wednesday).
- **PANELISTS:** Full participants who can speak, share screens, see chats, see the Q&A dialogue and answer questions, see participant list, mute and unmute themselves, etc. All presenters will be invited as attendees (see below) and assigned as panelists prior to and during their presentations. After they are finished, they will be reassigned as attendees, since there is a limit on how many panelists there can be in a webinar. ASBPA staffers will be panelists throughout to enable them to monitor and contribute to chats (which only panelists, co-hosts and hosts can see) and Q&A responses.
- **ATTENDEES:** Viewers of the webinar, who can see and hear everything being shared, but cannot speak unless unmuted by the host. Audience questions will be submitted via the Q&A dialogue (which panelists can see and respond to while panelists), and the host may unmute them to ask a follow-up question during any Q&A time following a presentation.

Transitioning roles

You will log in to the webinar as an attendee, able to hear and ask questions via the Q&A dialogue but muted. Then, 10-15 minutes before you are scheduled to present, the host will

change your role to be a panelist, allowing you to speak and share your screen. During the transition between roles, you will see a message indicating the change being made; there may be a slight lag as the transition is made online. It will go like this:

1. You should see a box pop up with a rotating circle informing you that privileges are being passed/shared
2. Once you are given panelist privileges, click the green share button (green box with an upward arrow)
3. In the new window on your computer, select the appropriate screen or item to share* (this will likely be your PowerPoint presentation). If you have multiple displays, choose the screen that has your PowerPoint "show" and not the presenter's screen.

*To minimize confusion, we encourage you to close all other active windows and leave only your PowerPoint presentation open prior to joining the meeting.

4. Once you introduced by the moderator, click the blue "Share" button in the lower right corner of the window.
5. Your PowerPoint should now maximize in draft/layout format. You now need to start your presentation** (click on the presentation icon in the lower menu bar, or select "Slide Show / Play from Start" from the upper menu bar or ribbon. **For people using dual monitors, we suggest that you change to display mirroring so that your slide show will present in slide format instead of presenter format.
6. Proceed with your presentation as you normally would by advancing your slides with your keyboard arrows.
7. When your presentation and Q&A are complete, please click "escape" on your keyboard (to stop the PowerPoint, and then "Stop Sharing" at the top to turn it back to the host/co-hosts. (They can also take back the screen if necessary.)

NOTE: When the host makes you a panelist, that should automatically "unmute" your connection. If it does not, then please be aware of the new "mute/unmute" microphone icon in the lower left of your Zoom screen. Click with care... and when in doubt, mute!

PowerPoint notes

- Using full-screen mode is best. Use presenter view only if you can duplicate screens (and pick the correct screen to share as mentioned above).
- If you want to set PowerPoint to present in a window, go to "Set up slide show," change to "Browsed by an individual (window)" and you'll have controls on the bottom when you share your screen... a good idea if you need access to your desktop during your presentation (say, to start another program or open another window without exiting the share).
- Remember, the view you see on your desktop is the view being shared with the audience... so close tabs, clean up the visual distractions and don't have anything up that you don't want to share with everyone!

- If you use full-screen mode, have a hard copy of your presentation and notes since you won't be able to see those (if you usually use Presenter view).
- When sharing your screen, you can hit Pause on the Zoom control box to freeze on the current slide. Move to where you need to be (if you need to drop a few slides, for example, or start a video) then un-pause and the new slide will be shared.
- If you have audio embedded in your PowerPoint and want to share computer sound, you will need to enable that option (at the bottom of the screen) before you share. Do this only if absolutely necessary as it will allow ANY sound from your computer to be shared.
- Use your mouse as a laser pointer. We will not have the Annotate feature live during this webinar. We will also not have the Remote Control option live, due to the number of participants.

Other considerations

- Presenters should be on a hard-wired Internet connection if possible. If you're using Wi-fi, expect a lag in response.
- Presenters should try a test meeting before 3 p.m. Monday so there is time to make adjustments if issues pop up.
- Zoom recommends that presenters should use headsets if at all possible. On-board and condenser mics will pick up a lot of ambient noise. If you can't use a headset, present from a very quiet room.
- During our tests, we have found that headsets can have their issues when it comes to producing high-quality audio. You can instead use your phone to listen or speak while making (or watching) the presentations on your computer – but test this out beforehand. Log in using your computer with the invitation, do not select Use Computer Audio and call in instead. If you started using computer audio, use the arrow next to Mute to check Leave Computer Audio, and then call in. **Another reminder:** If you decide to go this route, make sure your phone battery is sufficiently charged.
- To save on bandwidth, we recommend not including a video window with your presentation (to show you speaking during your presentation).
- Videos in the presentation are OK, but test them out beforehand so the connection is OK. If you want to include computer audio with your presentation, click on that option before sharing your screen.
- If you are speaking without a PowerPoint, plan on using a camera (either in your laptop or a stand-alone). Test your video feed beforehand so you can adjust the camera angle and lighting as needed. Use a headset if possible, and present in a quiet room to eliminate noise and distraction on your end.

- If you are on a home network that has limited bandwidth, we encourage you to avoid other usage – particularly high-volume uses such as streaming – during the time you are presenting or viewing the Summit webinar to avoid overloading your network.
- Everyone should log to Zoom a minimum of 10 minutes prior to your presentation. Annie Mercer will be in contact with you prior to when you log on to confirm you're ready to go.

Thanks again for being part of this experiment. We know this is a lot of detail, but we hope that a little extra effort beforehand will make this a Summit to remember – for all the right reasons!

If you have any questions, suggestions or concerns, share them with:

- Kate & Ken Gooderham at managing@asbpa.org
- Derek Brockbank at derek.brockbank@asbpa.org