

**Thank you for speaking at the ASBPA's National Coastal Conference.** We are excited to share your work with attendees! This hybrid conference is new for everyone, and we want to share some important instructions on how both in person and remote speakers can maximize the overall experience at the conference, while assisting the ASBPA staff to present a seamless event.

## Notes for In Person Speakers

**\*In person speakers must turn in their presentations to staff by the night before their presentation is scheduled.** Thursday 9/15 Presentation Sessions 1-5 are due Wednesday by 6:00pm. Friday 9/16 presentations are due Thursday by 6:00pm. We kindly ask you to meet this deadline to ensure our staff has ample time to load them onto the equipment in each presentation space ahead of sessions.

To limit contact between multiple persons and reduce technological error, in person presenters will be given a slide advancer sanitized between each use, and staff will set up the presentations. If you prefer to reference personal notes while giving your presentation, plan to bring them with you into the room for presenting in person.

In person presentations will be projected on the in room screen and streamed online through Whova with audio from the podium microphone. Virtual attendees will not be able to hear anything unless it is directed into the microphone. Please repeat questions before answering them from in person audience members. Moderators will be there to manage questions from remote attendees.

Questions not answered during your presentation time limit can be answered via the Q&A functions in the Whova App.

## Notes for Virtual Speakers

Virtual presentations have been recorded ahead of time and will be played by staff at the time of your presentation.

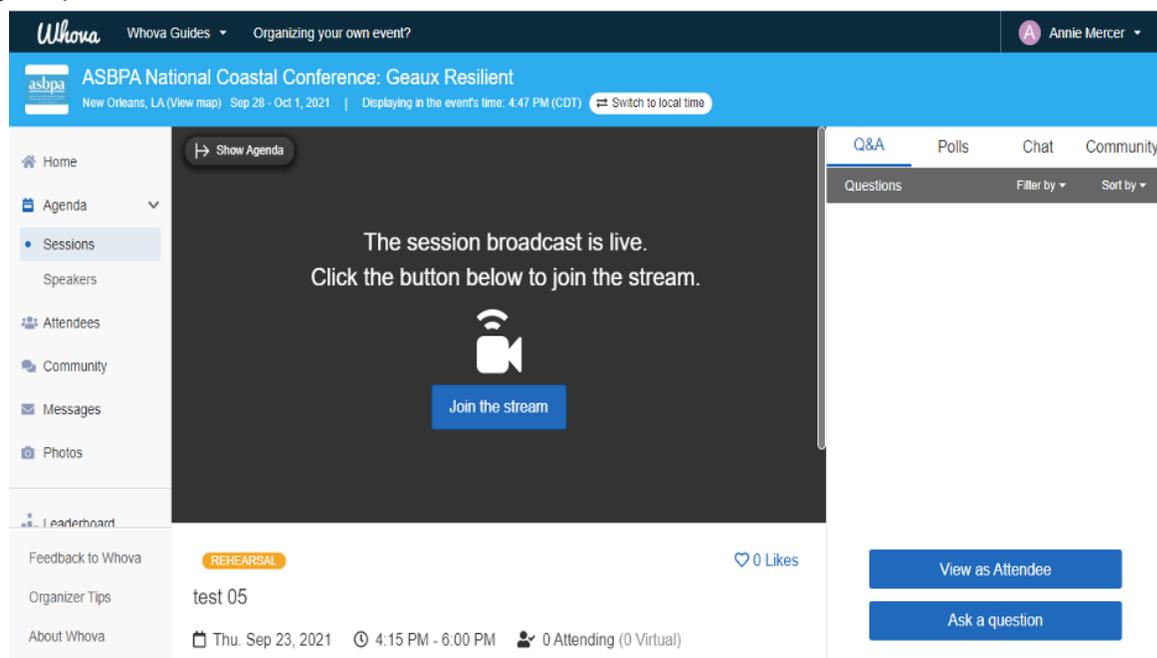


Figure 1 The Whova Browser View.

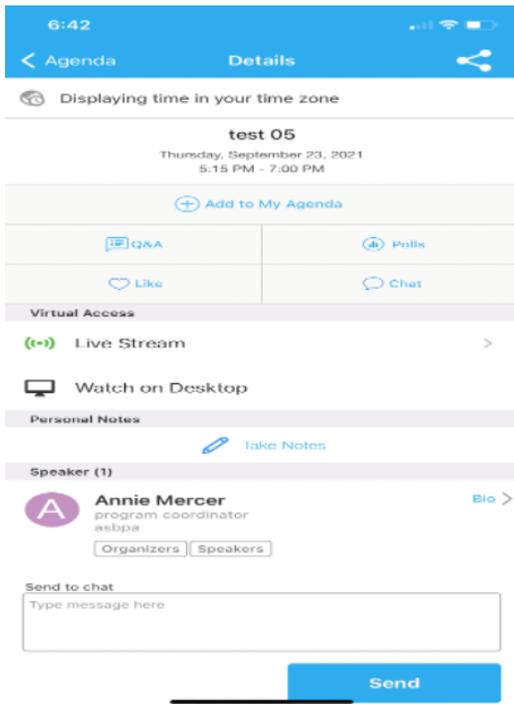


Figure 2 The Whova Mobile View

You can join the virtual session by logging in to the whova browser version through this link: [https://whova.com/portal/webapp/natio\\_202210/](https://whova.com/portal/webapp/natio_202210/)

Or by downloading and opening the app on your phone. Then click “join the stream” with computer audio or by telephone. Whova will guide you through the connection. Your connection will look similar to zoom.

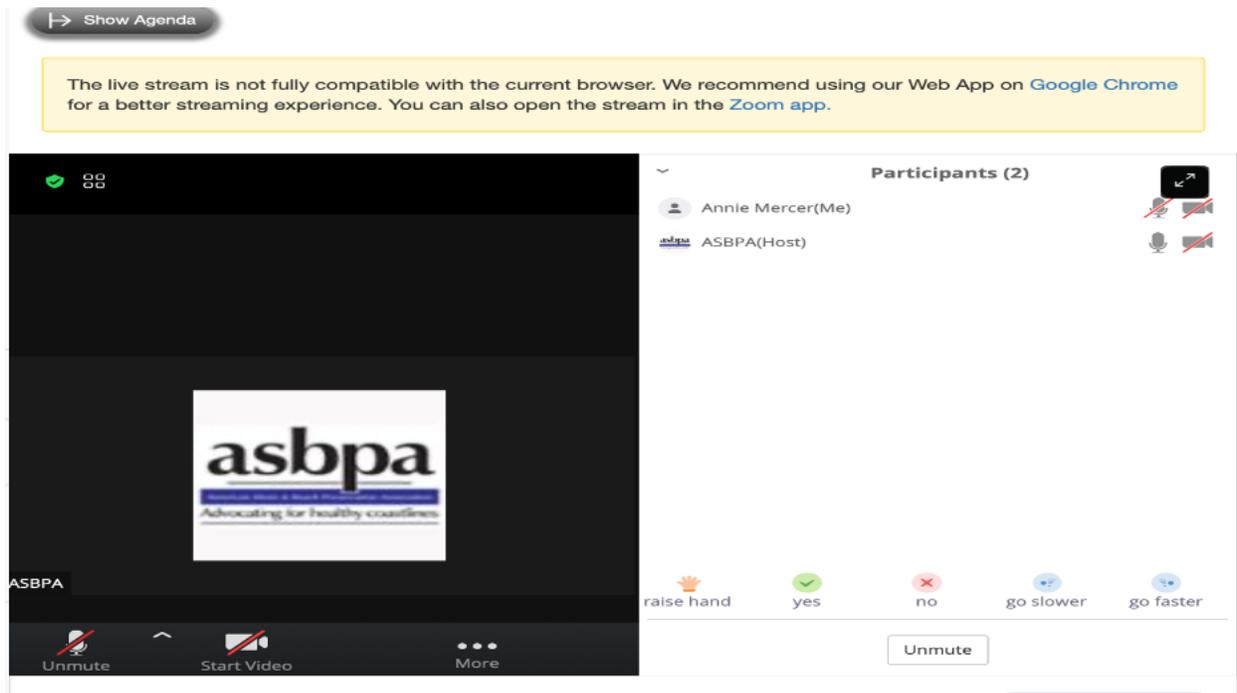


Figure 3 Whova Browser connection.

Please make sure when you join you enter your name so staff can unmute you when it is time to answer questions. Please do not take yourself off mute or turn on your camera until it is time for your Q&A.

Streams will be open during scheduled breaks, but staff may not be present the whole time. If you are concerned about audio for your Q&A please plan to sign on 5 minutes before your **session** time.

While your presentation is playing you can view and respond to questions asked in the Q&A function to the right of the stream. Moderators may still ask you these questions verbally for the benefit of in person attendees and for the session recording.

## All Speakers

If you reference any materials, products, or papers in your presentation, you may choose to link them in the chat function before or after your presentation.

Whova's Q&A and Chat functions do not disappear after the meeting has ended which means you will have them to refer to after your presentation. The Q&A is automatically open on the right side of the browser. Questions will populate as entered and unanswered questions with more votes will move to the top of the screen.

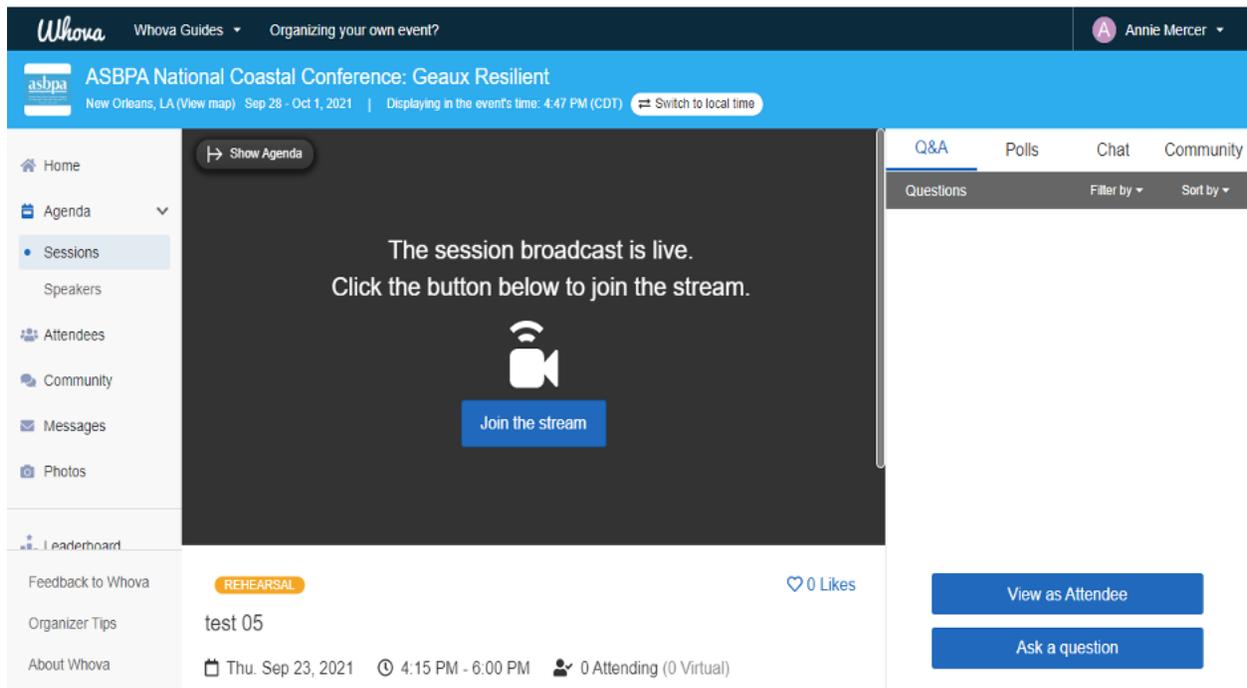
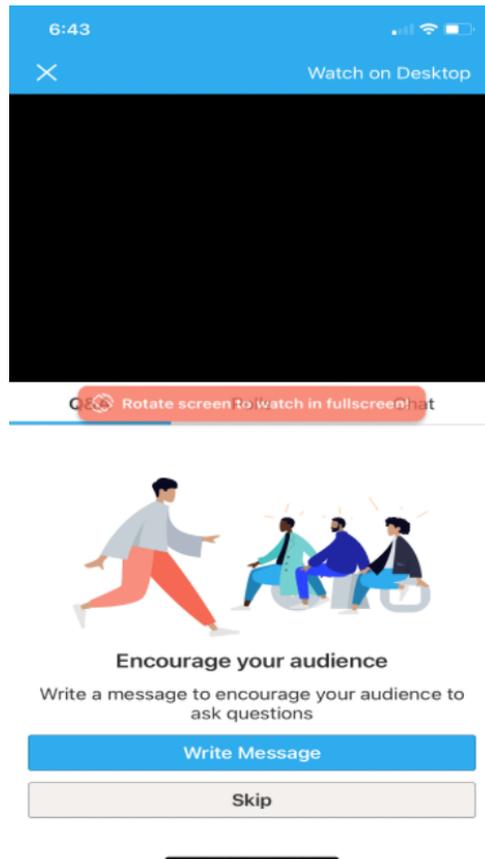


Figure 4 The Whova Browser view with questions on the right side.



*Figure 5 The Whova mobile view with questions on the bottom half of the screen.*

Speakers and attendees can respond to questions by clicking the question text to open a message box.

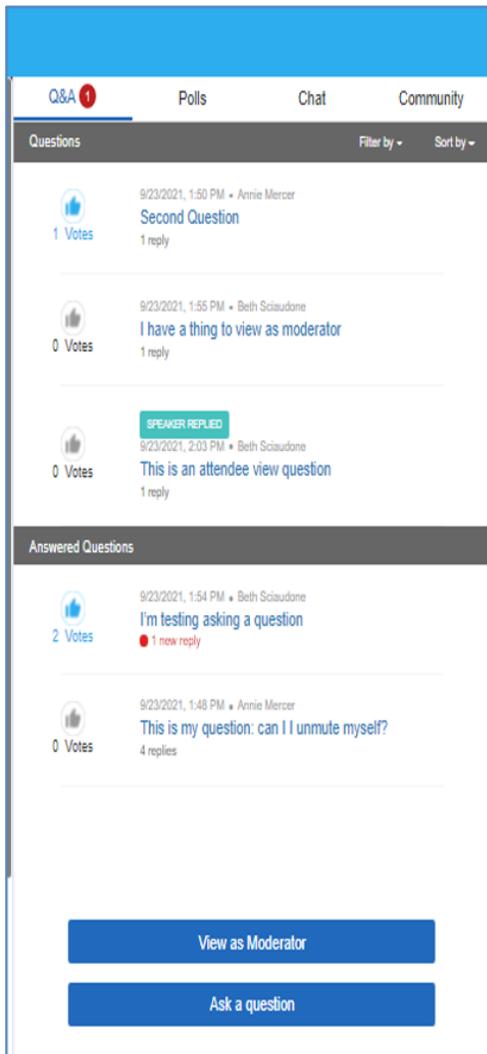


Figure 6 Unanswered questions appear at the top of the feed and answered questions appear at the bottom. Moderators control marking questions as answered. You may type a response and still be verbally asked the question for the recording.

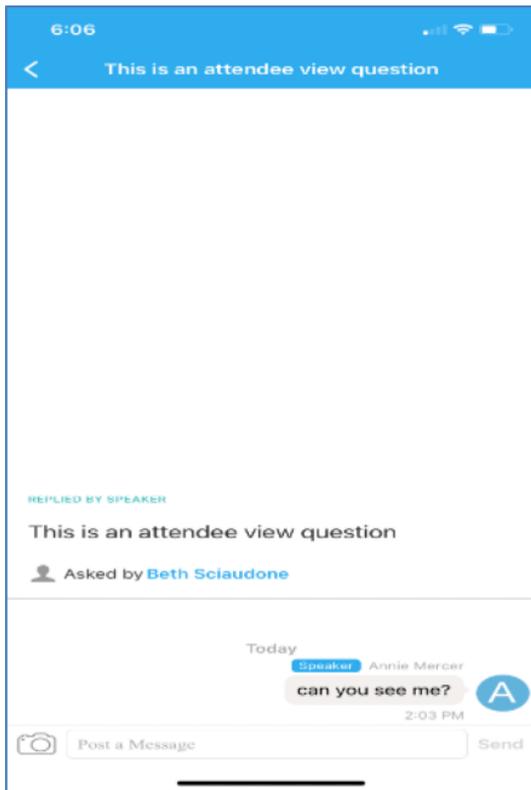


Figure 7 This is what it looks like after clicking on a question. Type your answer at the bottom and hit send. Speaker responses will be tagged.