American Association
of Certified Orthoptists

AACO 2020 National Meeting
LIVE PRESENTER Fact Sheet and Toolkit

Like many other conferences this year, the AACO has been forced to avoid in-person gatherings for the safety of our members. Fortunately, we are able to continue educational opportunities by converting the 2020 National Meeting to an online format. Of course, this requires some attention to technology, and this fact sheet is intended to help guide you to a successful virtual meeting experience!

As a "live presenter" during the conference, there are some important factors that we ask you to take into consideration. We'll address <u>live</u> presenters first . . .

- We will be using the **Zoom Webinar** platform. Each program participant – whether speaking or just attending – will receive a sign-in link that is unique to them, meaning it can be used only by that individual.
  - Approximately one week before the first session, you will receive an automated email from Zoom with your sign-in link and some additional instructions. This same information will be sent to you the day before the first session. <u>Be sure to keep this email handy since it is your pathway into the conference</u>.
  - This link can be used for all of the sessions over the entire 3-day conference (except for the AACO business meeting). Also, you'll be able to sign-out and sign-in again during a session if you need to leave and return.
  - If you receive your email at work but plan to participate in the conference from home, be sure you have access to the account with the sign-in link or forward the link to your personal email address.
  - You should sign-in a bit early for the conference at which time you will see a "please wait" message on your screen if the broadcast hasn't started. You don't need to do anything else... you will see the webinar presentations once the host starts the broadcast.

- For the session in which you will be giving your talk:
  - Use the same sign-in link we sent you for the entire conference.
  - When you sign-in, we will promote you from "attendee" to "panelist" which allows you to access certain features needed by speakers in the webinar
  - Plan to sign-in at least 10-15 minutes before the scheduled start of the session during which you will be speaking. This will allow us to change your setting to that of a panelist, and then you'll be able to test your webcam and audio.

- Setting (environment) for your presentation
  - Select a location with little or no background noise or distractions. Don't sit near an open window with street noise, your neighbor's lawn mower, etc. Keep the dogs and/or kids in another room.
  - Mute anything that rings, beeps or buzzes (such as your phone).
  - Make sure there is adequate light on your face. Sitting in front of a window will make you look like you're in the witness protection program. Best option is to have a neutral, solid background like a bookcase or solid wall. Having a light in front of you that will illuminate your face is a great idea, too.

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- Elevate the webcam to eye-level. Having the camera on your laptop or mobile device lower than your face will not be flattering, and nobody really wants to see your ceiling. And sit fairly close to the camera so that you take up most of the frame.
- Sit up straight in your chair or stand if it's more comfortable.
- Wear something professional looking . . . just as if you were speaking to a live audience in-person.

- Technical requirements –
  - System
    - Most recent computers and tablets will be able to handle the webinar requirements. However, we do recommend that you make sure your regular system updates have been installed.
    - Zoom will support most web browsers such as Chrome, Microsoft Edge or Internet Explorer, Firefox and Safari. Again, the most recent version should be installed. Depending on your web browser, Zoom may want you to install its application. This will take only a few seconds, but you should do it if offered. (We may encounter this when you sign-in for your practice session... see below.)
  - Internet
    - **Your internet connection is important!** A good broadband connection of at least 10 mbps (megabytes per second) up and down is recommended. Most home internet connections are faster than that. If you want to check your internet speed, consider using www.Speedtest.net
    - It's best if you have a wired connection to the internet, but if you are using WiFi, be sure there is a good, reliable signal and you are near the "hub" since distance from the transmitter weakens the signal.
    - If giving your presentation from home home, ask family members to avoid streaming services like Netflix or online games while you are speaking. Those activities *will* compete with the bandwidth you need and could cause your presentation to freeze or interfere with your audio.
  - Microphone/Audio
    - For the highest audio quality, use an external USB microphone that plugs into your laptop, or use a headset with a microphone. Most headsets will cancel out unwanted noise or echos that are present when using the computer's built-in mic.
    - As an alternative, you do have the option of using your telephone for the audio. Your webinar sign-in link instructions will note this, and we can cover it in your practice session if you wish.
  - While participating in the webinar, please close other applications on your device that do not relate directly to the conference. These take up computing power and could interfere with the smooth presentation of the graphics.
  - Although mobile devices work well with Zoom (especially for viewing), we *strongly recommend* that you use a desktop or a laptop computer when giving your presentation. DO NOT plan to give your talk with your phone!

- Presentation Tips
  - Virtual learners have shorter attention spans coupled with distractions. So shorter talks by multiple presenters are the best bet.
  - Keep your PowerPoint or Keynote presentation simple. Learners are more interested in your content.
    - Avoid slide transitions, fancy animations or soundtrack audio/music.
    - Don't put too much text on a slide. Short phrases, bullets and larger fonts are best.
    - Keep charts and graphs as basic as possible while still presenting the data desired.
    - You can use the computer's mouse as a pointer.
  - If you have a video with sound, please let the AACO program managers know since sharing your computer sound requires an additional setting.
  - NO copyrighted images or music!
  - Comply with HIPAA regulations.

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- o Rehearse your presentation!
    - We have more than 30 program participants during the conference, so out of courtesy to all of the other speakers, be sure you are able to complete your lecture in the time allotted.
    - Take into account transition time which will include your introduction and starting your talk.
    - Speak with a normal cadence (not too fast), and speak clearly.

- Practice Session – ALL live presenters are expected to participate in a practice session. This is to assure yourself and us that the technical aspects work and you are able to successfully sign-in to the session.
    - o If you are experienced with the Zoom <u>Webinar</u> platform, your practice might only require a few minutes. But we will spend whatever time is necessary to have confidence.
    - o Plan to do your practice session with the same computer and at the same location for your lecture. For example, if you are giving your lecture from home, then do your practice session there.
    - o SCHEDULE – The program chairs will contact you to schedule your session . . . but here's the schedule:
        - Thursday, November 5 – 5 p.m. Eastern Time
        - Saturday, November 7 – between 12 noon and 2:30 p.m. Eastern Time

- **Finally, get help if you need it!** While most people with basic computer skills will have no problem participating in the AACO virtual conference, it never hurts to have a helping hand ready in case you run into a problem. ***During the conference, AACO will <u>not</u> be able to provide you with technical assistance.***

- Questions *before* the conference? Contact the AACO Administrative Office:
    Email – Info@Orthoptics.org
    Phone – 847-680-1666