



GUIDE for Virtual Presenters

Oral presentations are 12 minutes: 10 minutes for speaking, 2 minutes for questions. Please limit your recording to 10 minutes to allow time for questions!

VIRTUAL PRESENTERS

Shall submit a PRE-RECORDED VIDEOS by **February 21, 2022**

Please label your files with the **Day, Time and Speaker's Last Name**

Example: Tuesday_1030_Stinkyminke

Upload to the appropriate google folder:

<https://drive.google.com/drive/folders/1zCqMfHSGX3PmYO22CNzuyR7vc3TGxXSv?usp=sharing>

If you are not comfortable uploading to the Google Share folder, you may email your presentation to registrar@pacificrimconcepts.com

Your recording will be streamed during your scheduled time, after which you will be brought in to answer questions. You will also attend the LIVE discussion following your session. To prepare for the Q&A session and live discussion, please attend one of our virtual presenter's audio-visual check-in with our AV tech on **Wednesday, Mar. 2, 9am – 11am or 3pm – 6pm (Hawaii), appointments available every ½ hour**. Allow 30 minutes for this meeting.

Ideally, you should be in the location and using the equipment you will be presenting at.

Make your reservation here: <https://forms.gle/Xh5wSB8DRLZ24KYM8>

Reservation deadline: **February 21, 2022**

If you have not yet registered for the conference please register at <https://cvent.me/28ZY1E>

Questions, feel free to email registrar@pacificrimconcepts.com or call 808-864-9812.

SESSION CHECK-IN WITH THE AV TECH

1. Test Image – position, background. Please keep your video off until introduced. We will spotlight you. All attendees should set their viewing mode as Speaker View.
2. Microphone and audio clarity. Please mute yourself until introduced.
3. Meeting Links will be forwarded the week before the conference. Please log-in on the day of the event and be sure to be present for your session. Audio and Video OFF until we begin the Q&A or Discussion session.
4. The Q&A will be moderated. Questions will be posted in the CHAT; or may be taken from the LIVE event Q&A microphone.

Zoom Meetings: Pro Tips for Presenters

Connectivity - try to present from a computer that is hard-wired connected to the internet.

Looking your best

Before your session:

- Recommend not to wear White, Green or Blue (if doing virtual background).
- Make sure you are in a well-lit area
- Put your camera at face level (use a stand, or stack of books if you are using a laptop camera), relatively close to you
- Explore Zoom setup options in the client. Select 'Settings' and consider using a virtual background, or 'Touch up my appearance' under 'Video'

During your session

- If you look directly at your camera while speaking, your attendees will feel much more included in the conversation

Sounding your best

As long as you have a decent internet connection, you will get the best quality audio experience by selecting 'use my computer' for audio:

- Make sure you are in a quiet area
- Use a pair of ear buds (any that work with your computer) along with your computer microphone. If you can't be in a quiet area, consider a headset with microphone
- Reserve using the dial-in number for times when you don't have easy access to a computer, or you have low quality Internet access

PRE-RECORDING VIDEO TUTORIALS

Prerecording Your Presentation in Zoom

Note: In order to record your presentation, you must first download and install the Zoom client: <https://zoom.us/download>.

1. Open Zoom. In your profile, click "Settings," then "Recordings." Be sure that "Local Recordings" is on.
2. At the upper right corner, it will say "Host a Meeting." Click on "Host a Meeting with Video" and follow the instructions to download and run Zoom or wait for the meeting to generate.
3. Be sure your audio and video are both on and working. The video is required in order to ensure a high-quality experience for the audience.
4. The size of the webcam will be 224x126 pixels in the upper right corner. Once you start screen sharing, your video will move to the upper right-hand corner and may potentially cover text or images. Please adjust your presentation accordingly.
5. Become familiar with the Zoom tools available at the bottom of your screen. We encourage the use of the embedded laser pointer during the recording.
6. Press the "Record" button. Select "Share Screen" and begin your presentation. As a reminder, your presentation should not exceed 10 minutes. If your presentation exceeds this time limit, it may be edited after receipt.
7. Once you have finished your presentation, you can select "Stop Record" and then end the meeting, or simply end the meeting, which will stop the recording. It will begin to convert your video to your local system into three files: .m4a, .m3u and .mp4 file.

Helpful Hints

- Test your Zoom connection ahead of time, especially your audio and video.
- Ensure your microphone, headphone or speakerphone is near you.
- Avoid bright lights and windows behind you.
- A better visual presentation requires a good light source placed in front of you (on your face).
- Test any virtual backgrounds that you may be utilizing to ensure there are no video irregularities.

OTHER TIPS ON PREPARING YOUR VIDEO RECORDING

MPSA Virtual Conference Pre-Recording Guide Instructions for Authors to pre-record their presentation

<https://www.mpsanet.org/wp-content/uploads/2021/04/Pre-record-your-session.pdf>

How to make a video for a virtual conference:

<https://www.youtube.com/watch?v=K10moVwQhsg>

7 tips for recording a good conference talk

<https://www.youtube.com/watch?v=b6Gad5edd18>

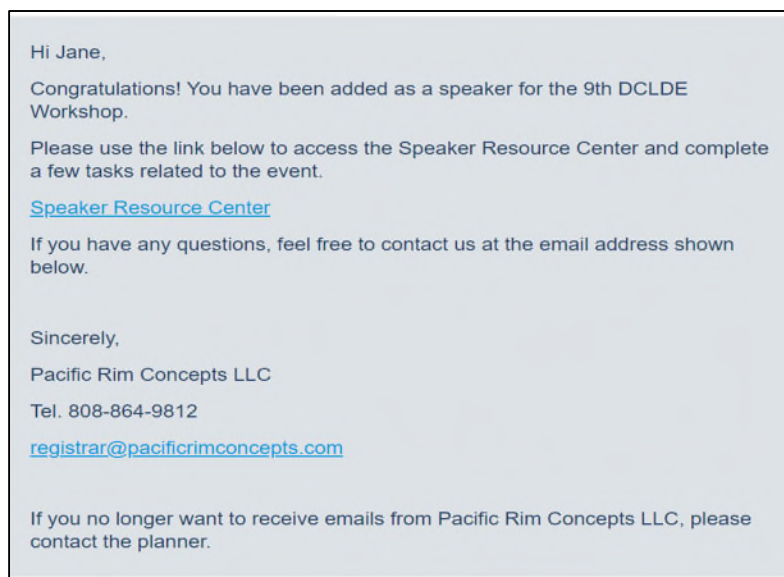
SPEAKER RESOURCE CENTER

The DCLDE will be using a platform called Attendee Hub for its hybrid event, and one of the features is the Speaker Resource Center (SRC). Please help us build the SRC by following the instructions below. We will have already loaded the SRC with your name, email and associated session. We would like you to provide a bio and headshot to complete your profile.

In the SRC is a task list to help our team manage all of the presenters. Your cooperation in adhering to the tasks and due date will be most appreciated, not only by the organizers, but also your fellow attendees. Attendee Hub will be launched and made available for all attendees to view and get to know who the presenters are and the work they are engaged in.

SPEAKER RESOURCE CENTER INSTRUCTIONS

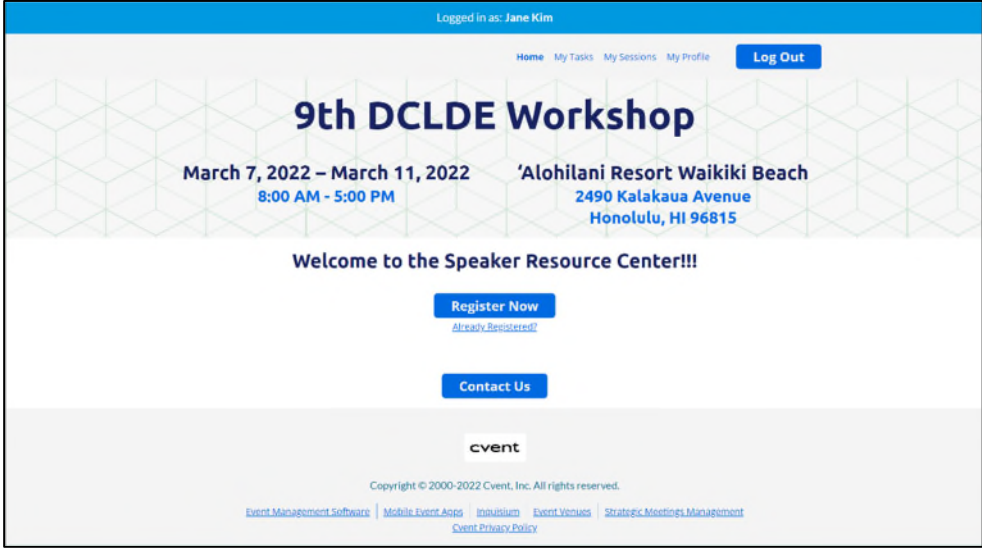
All DCLDE speakers will get an email with the link to the Speaker Resource Center (SRC). See example email below:



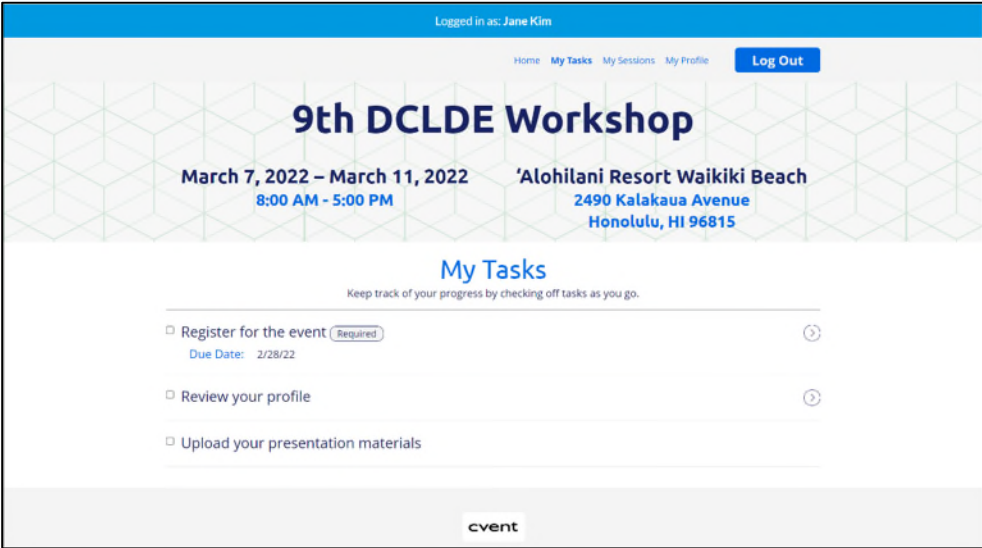
Click on “Speaker Resource Center” and you will be directed to the Speaker portal.



If you have not registered for the conference, you can register by clicking the **“Register Now”** button. All speakers must be registered.

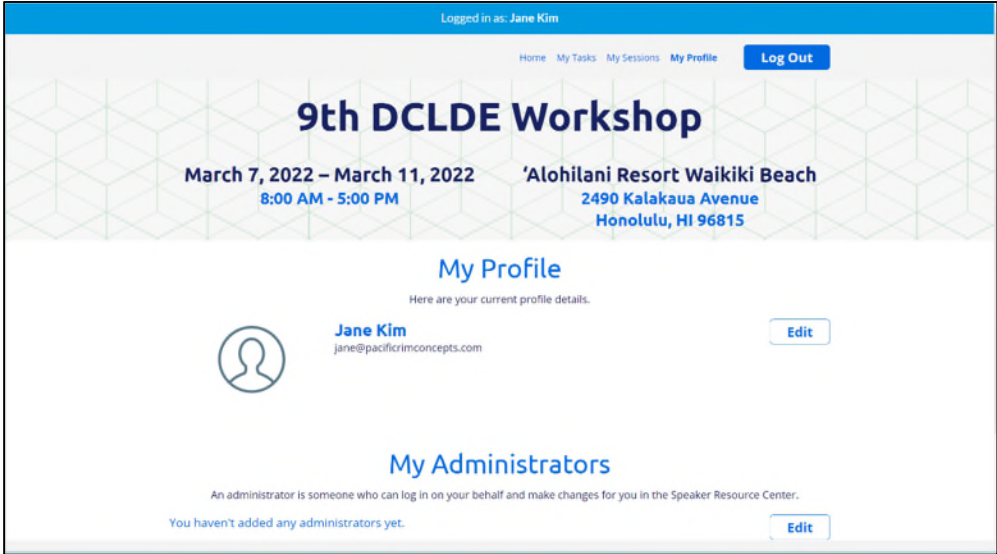


Back to the SRC. Click on **“My Tasks”** to view your task list.



UPDATE your PROFILE

In the “My Profile” tab, you can edit your name and contact information.



Insert a biography and upload your picture. See page below:

