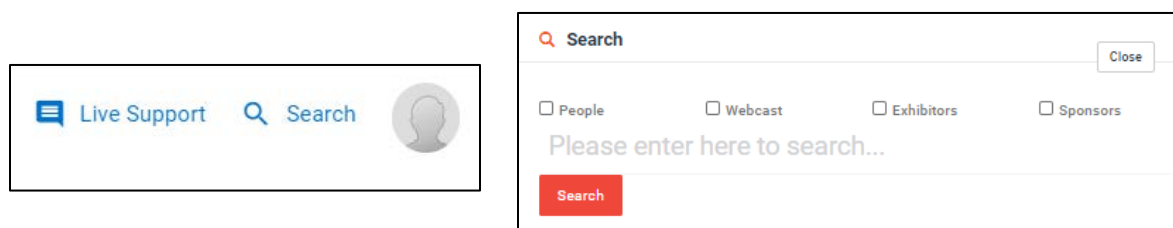


Live presentations – before, during, and after

Before your presentation

Know your schedule

Your first step is to identify when your sessions are taking place and verify that they do not overlap. You can do this by confirming with your association. You can also search your name in the Virtual Event Place (VEP) platform from the main lobby building and/or in your association's Auditorium. The Search feature is located at the top of the webpage in the top right. All sessions that you are moderating or presenting will be listed under “**Webcasts**” for that conference.



Important: All moderators and presenters must enter their session's Zoom room **15 minutes prior to the start time of the session.** For example, if your session begins at 10:00 MT, you need to enter the Zoom room at 9:45 MT.

Accessing Zoom

The steps to access Zoom are slightly different, depending on whether your session is taking place via a Zoom meeting or a Zoom webinar.

Entering your Zoom meeting session

There are a number of ways that you can access and enter your Zoom meeting session:

- Search your name in the Virtual Event Place (VEP platform),
- Refer to your personal Schedule, or
- Go through your association's Greeting Table.

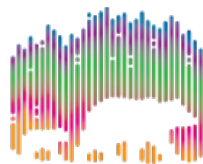
Regardless of the method you choose, you will want to click on the red “**Join Webcast**” button and wait for the Event Technician and/or Room Monitor to let you into the room.

To learn more about navigating the virtual platform, please refer to the “[Top things to know](#)” on the [Attendee Service Centre](#).

Entering your Zoom webinar session

You will receive a Zoom webinar link two to seven days before your session via email. You will also receive a reminder email the day before your session. On the day of your event, open up the email **15 minutes before your scheduled session start time**, and click on the unique Zoom webinar link to access your session.





Note: The Zoom webinar will not be live to attendees until activated by the session Event Technician and / or Room Monitor.

Green room time

Before every session, you will receive dedicated time to go over last minute items. The scheduled **15 minutes** prior to your presentation start time is classified as your ‘green room time’. During this time, the session Event Technician and/or Room Monitor will complete a video and audio quality check with you. As a speaker, this is also your chance to confirm pre-arranged presentation elements such as overall session flow, Q&A organization, and timekeeping with the session chair/moderator.

Need a refresher on Zoom meeting or webinar functions? Here’s a helpful [guide!](#)

During your presentation

Below are some tips and tricks to help you have a positive virtual presentation experience.

- Stay on track of time by placing a clock or stopwatch within your view.
- Pace yourself – talk slowly and clearly.
- Humanize the virtual world with a friendly introduction and thank you.
- Do not fret if your loved ones and pets make a cameo appearance – it is a normal occurrence in today’s work-from-home world!
- When sharing your screen, share the application, not your desktop.
- If there is embedded sound or audio in your presentation, be sure to check off the “**Share computer sound**” checkbox when sharing your screen.
- Take a short pause between presentation slides to gather your thoughts, take a deep breath, or have a sip of water.

Reminder: Don’t forget to mute yourself if you’re not presenting!

After your presentation

It’s time to answer your attendees’ questions! Follow these best practices when answering questions:

- When calling on colleagues or answering questions from the question box, be mindful of each attendee’s preferred pronouns. If none are displayed with their name, call them by their full name.
- Consider sharing your email or contact details with attendees in case you do not get to all questions. Depending on the discussion, the session chair/moderator may recommend moving the conversation over to your association’s networking lounge.
- Do not forget to thank everyone for attending your presentation and participating in the Q&A session!

You finished your presentation! The Federation and Congress staff thank you for your hard work and dedication – enjoy the rest of Congress 2021!

