# Virtual Conference Presenter Guide

Thank you so much for confirming your commitment to present at the upcoming Virtual 2021 SRP meeting. Below are details on how the science sessions will run.

**As a presenter, you will be required to:**

1. Have all slide presentations completed and ready to share on your screen during the virtual presentation.
2. **Send a backup copy of your slides to srpmeeting@parthenonmgmt.com by Friday, September17th.** *These are for back-up only. You will still share your slides from your computer screen.*
3. The room host will ensure you have appropriate screenshare permission. Please be sure your computer microphone is **muted until it is your time to present**.
4. Ensure your name in the Zoom window is correct. If you need to change your name, right click in your individual picture screen, select 'Rename" and type your name as you would like it to appear.
5. The moderator will introduce the speakers and start with a brief opening statement.
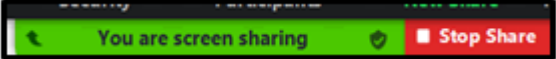
When it is your time to present:

6. The room host will provide you access to share your screen.
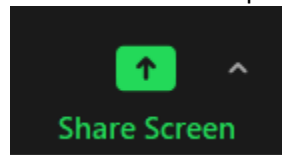
7. Please be sure your slides are ready to present when the session starts, and Presenter View is NOT checked. Select "From Beginning" to launch slides.
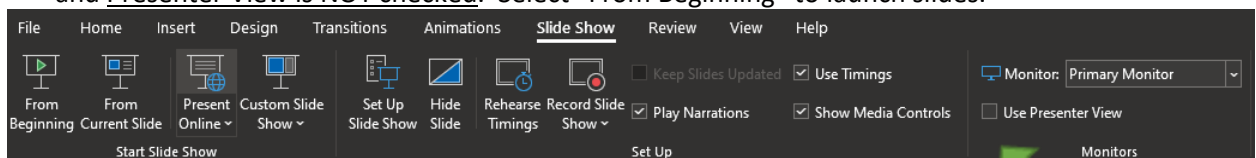
8. **Unmute yourself** and turn your **camera on during presentation**.
9. During your portion of the presentation, the attendees will see your slides and an inset of your camera and hear your audio. You will have control to advance your slides as needed.
10. Once the presentation is over, click the red "**Stop Share**" to give control back to the Room Host.

Additional helpful tips:

1. Including playback video in your presentation slides will require additional considerations. Videos depend on internet bandwidth to view and may cause lag in the viewers' experiences.
2. If you are unable to share your screen during your presentation, please advise the room host at the beginning of the session. Room host will share your presentation.
3. Please be sure you are in full presentation mode of Power Point and you are not sharing the presenter screen with your notes and view of the next slide (see point 7 above). If you have two monitors and would like to see presenter view on one, the Speaker Ready Room can assist you in setting this up.

Best Practices for Virtual Presentation

- Ensure you have good lighting, and you are centered in the camera screen. Note that bright light coming from behind you (such as a window) can darken your face in the image.
- Check your camera background to make sure it is appropriate. Zoom offers the option of adding a virtual background if you prefer.
- Ensure you have a quiet space where you will not be disturbed during your presentation.
- Test the audio and video connections on the computer you plan to use for your presentation.
  - o For your convenience, SRP will host a Zoom practice meeting to allow you the opportunity to login and test your Zoom access, audio, video, and screen sharing capabilities. There will not be a formal training or presentation during this time; we want to provide you an opportunity to join at any time within that timeframe and test the features. Zoom rooms will be open during the below dates and times. To join the meeting during one of these times, click the following link:
    Tuesday, September 21, 8:30 AM – 11:30 AM CENTRAL TIME

  - o **Help Desk/Virtual Speaker Ready Room:** There will be a virtual Zoom room available during the live conference dates of September 23-26 for presenters to be able to enter and test their computer connections & screen sharing in advance of their presentation. If you plan to enter the speaker ready room, it is recommended that you arrive at least 30 minutes prior to your session to ensure all is running smoothly.
- For other tips on giving an engaging virtual presentation, please see this video.

If you have any questions or need assistance, please contact Kelly or John at srpmeeting@parthenonmgmt.com. Thank you for your flexibility during this unprecedented global health issue. SRP knows how vital your work is and we appreciate you taking the time to contribute to the conference!