What to Know and Expect as a Speaker

We're looking forward to you speaking at this year's conference. Since the conference is virtual, there are a few things you'll need to provide to help attendees have a great experience when they attend your session. Here's a quick overview of what you'll find in this document to help you prepare your materials:

- Instructions on how to record and upload your presentation are below.
- Handouts will be available inside your virtual session room so it will be easy for attendees to follow along as you are presenting and take notes. Speakers who provide handouts for attendees typically receive higher evaluations, so we encourage to provide one. If you have more than one document you'd like to include as part of the materials you are providing to attendees, combine ALL into one PDF which you will upload into the form.
- Though your presentation has been pre-recorded, it will be viewed by attendees at the scheduled time during the conference. You will need to be "present" during that time to answer any questions attendees may ask using the CHAT FEATURE. You will want to test your system in advance The conference committee will provide you "speaker link" into the conference. This will allow you to enter early to test as well as to participate the day of the event. With this link you will not need to login or provide any login details.
- Attendees love to ask questions while the event is going on. Be prepared to answer questions - several at times. This interaction is what helps attendees connect with your content.
- **CLICK HERE TO UPLOAD YOUR MATERIALS**

Recording Your Presentation

- We recommend you use Zoom to pre-record your presentation. Or any other webinar tool that lets you share slides, records you speaking and can be saved to your computer

and converted to an mp4 file

- Set your screen size to 1280 px x 720 px, also known as 16:9, prior to recording
- Practice your presentation several times so that when you begin recording you are as comfortable as presenting in front of a group
- Record your presentation
- Save the presentation as one mp4 file (only mp4 files will be accepted) with a 1280 px x 720 px resolution size

Uploading Your Presentation & Handout

Once your presentation is converted to the mp4, upload it along with your handout into our system **– CLICK HERE TO UPLOAD**

- If your mp4 file is less than 100MB, you will upload it directly in the form as an attachment
- If your mp4 file exceeds 100MB it is too large to attach in the form. You will need to upload it to a large file service and copy/paste the sharable link in our form. We suggest you use Google Drive as it is easily accessible, and your large file is sharable.
- Upload your Handout into the form.

Helpful Videos

To help you learn how to get the best quality for your recording using Zoom, here are links to a couple of videos that show you how to do just that:

- **https://www.youtube.com/watch?v=P6cTbnUPwfY**
- **https://www.youtube.com/watch?v=YZv70dsoThc**

If you don't have a Google account, here's a video link to show you how to set one up:
Google Drive: how to create an account and add a file

- **https://www.youtube.com/watch?time_continue=119&v=P7555XLfH gs&feature=emb_logo**

How to share a Google Drive file link

- **https://www.youtube.com/watch?v=CfSECNx6OUI**

There are other video tutorials out there to help you get the most out of the platform you choose, so be sure the search them out.

Have Questions or Need Help – Click Here