

SfAA LIVE STREAM PRESENTER GUIDE

Virtual Session Preparation Checklist

This is a general checklist to prepare for speaking in a virtual session.

- Please test your camera, microphone, and screen-sharing, etc. You can do it with friends or colleagues.
- Consider a dry run of your talk and be sure to time it. Speaking in front of a camera feels different from speaking in front of a live audience.
- Instead of a mobile phone, we recommend you to start Zoom on your computer, which provides a more stable network and better performance.
- Choose what background you want to use. You can choose from a virtual background provided by Zoom.
- Make sure the main light source isn't coming from behind you. If you are close to a window, try not to be in darkness.
- If possible, close other applications on your computer.
- Let other people in your home know about your presentation so that they won't use too much bandwidth while you're presenting.

Things to Test

- Test your Internet speed. Streaming software usually has Internet speed requirements. For example, in Zoom, the requirement is 2Mbps at the minimum. You may test your Internet speed here: <https://www.speedtest.net/>.
- Test your audio/video device and make sure it works with the streaming software. The easiest way is to start a Zoom meeting with your friends and see if they can see you and hear you. Also, try to share your video/slides in Zoom to see if they work properly.

Zoom Links and Moderator Information

- Presenter links for Zoom will be sent out on **Monday, March 15, 2021**.
- At the same time, you will receive the contact information for your session moderator.
 - Moderators will be responsible for recording Zoom sessions, monitoring the technology and ensuring the meeting runs smoothly, handling presenter or attendee issues, assisting presenters with chat/Q&A, and directing members to Channel Meet-ups following live sessions.



Handouts and Supplemental Material

Presenters can share copies of slides, handouts, or supplemental material. Providing copies of your slides allows viewers to follow along and may make it easier to view and understand your content. Sharing your slides does not equate to sharing copyright, and you may include a watermark or note not to circulate on the slides. Please see [here](#) for instructions on how to add watermarks/copyright notices to Microsoft Word documents, and instructions [here](#) for how to do so in PowerPoint.

You may also opt to share pictures, charts, or files to accompany your presentation, especially if these are too large to view in the video. Please use a common file type (e.g., DOC, PDF, JPG) and the following naming convention: SID-lastname.pdf, where SID is your session ID (e.g., 22-6, 23-7, PR 23-12, PR 24-10, 25-19), which you can find in the program beside the session title and date/time. [Example: 26-11-Ballin.pdf](#).

Please review accessible formatting guidelines for [PowerPoint](#), [Word Document](#), and [PDF](#) files.

Submitting Supplemental Materials

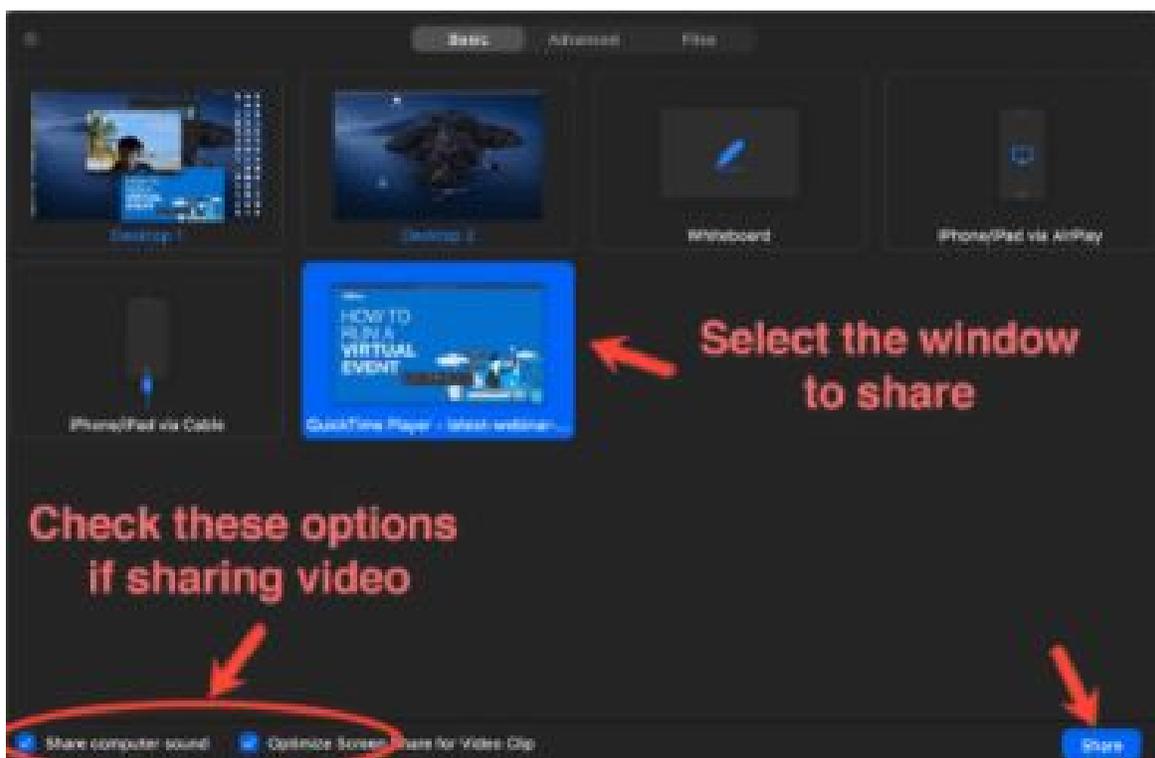
On February 22, 2021, session chairs will receive an email from SfAA containing a request to submit any supplemental materials to a form on the SfAA website. The deadline to do so is **March 12, 2021**.

If you have any issues with submitting materials, please contact Kira Ballin, SfAA Programming and Technology Coordinator at techcoordinator@appliedanthro.org.



Presenting in a Virtual Session

1. Make sure your camera, network, and microphone work. An SfAA representative will start the zoom meeting and give Zoom “host” controls to your session moderator.
2. Presenters must enter their virtual sessions from Zoom (not Whova) approximately 15 minutes before the session starts. Make sure you have the Zoom link to join the live session. If you don't have one after March 15, 2021, request one from Kira Ballin, SfAA Programming and Technology Coordinator, at techcoordinator@appliedanthro.org.
3. Click the Zoom link. If you've already installed the Zoom client, the client starts automatically. Otherwise, follow the [instructions](#) to download the Zoom client and enter the Zoom meeting/webinar.
4. Accessibility: Please see the [guidelines prepared by AAA and the Disability Research Interest Group](#). We ask that you are mindful of your speaking pace, particularly if there are CART or ASL interpreters present. Further, all presenters should provide visual descriptions and copies of presentation materials when possible (see instructions for submitting materials above).
5. If you need to use slides or other presentation materials, open them, click “Share Screen”, and select the material(s) you want to share. Because of video quality issues, we strongly discourage playing videos as part of your presentation.





Interacting with Attendees in Zoom Webinars

Due to security concerns, most live stream sessions will be held using Zoom Webinars. In these cases, attendee video and audio will be disabled so there will be limited back-and-forth communication between presenters and attendees. Channel Meet-ups can be used for live discussion following presentations (see instructions below on Page 6).

If presentations end early (before the 105 minute time slot), presenters have two options for enabling back-and-forth communication with attendees in Zoom Webinars:

1. Attendees can use the Zoom chat function to make comments and ask questions. The session chair can facilitate answers or responses to these submissions.
2. Attendees can “raise their hands” in Zoom and the moderator can unmute them in order to ask their question or engage with presenters.

Note: Presenters and moderators should establish a process for back-and-forth communication with attendees prior to the session start if they wish to enable it.

Interacting with Attendees in Zoom Meetings

For workshops, open discussions, and roundtables which will be held using Zoom Meetings, attendees will have the ability to share their video and audio feeds. Additionally, attendees can use the Zoom Chat function to make comments and ask questions which the session chair can answer or respond to. This will allow for more open, back-and-forth communication between presenters and attendees. Moderators will be responsible for monitoring the security and technology of the meeting as well as ending any disruptive behaviors, including Zoom bombing.

Open discussions and roundtables will have access to Channel Meet-ups after their sessions if live discussion is ongoing at the time the Zoom meeting ends. Sessions can use their dedicated Channel Meet-up space for their assigned time (45 minutes following session time). Workshops will **not** have access to Channel Meet-ups as their Zoom meeting will run for the duration of the allotted workshop time.



In Case of Emergency

If something unexpected happens during the event or session, please follow this guide to solve any issues.

- Cannot join the session as speaker or panelist:
 - Please join from the Zoom client instead of the Whova event app.
 - Please make sure the link you are using is the speaker link instead of the attendee link. Email techcoordinator@appliedanthro.org if you do not have this link.
- Your internet connection has problems (unable to reconnect, or has unbearable delay):
 - Please hardline your internet connection.
 - Please test your internet speed here: <https://www.speedtest.net/>.
 - Please restart Zoom.
- Cannot share screen or share video:
 - Please contact the session moderator to make sure they set the permission correctly.
- The camera does not work properly:
 - Please check with the session chair/moderator if it's OK that you present without a camera. If it is fine, you may still present with audio and slides or presentation materials.
- The audio device does not work properly:
 - Your computer audio input settings may need to be adjusted.
 - Please try calling into the Zoom meeting using the Zoom audio call-in information provided in the Zoom invite.

Day-of Contacts

Contacts for day-of technology and security issues during the annual meeting will be provided to presenters and moderators on **March 15, 2021** along with Zoom meeting links. This information will also be accessible on the SfAA website and within Whova.



Instructions for Virtual Meet-ups

View Page 7 of [Whova Attendee Desktop Guide](#) for navigation to Meet-up area (also accessible on SfAA website [here](#)).

Live Session Meet-ups

Live Sessions in Channels 1-5 will be given a designated “Channel Meet-up” to use for live discussion following presentations. Presenters can access their Channel Meet-up by navigating to the “Community” tab in the right side menu within their session or in the left hand sidebar underneath the “Main Navigation” heading.

These meetings have flexible timing, so presenters and attendees can access them 15-20 minutes before their slot begins and can stay 15-20 minutes after its scheduled to end if discussion is ongoing. For example, the 10:00am live stream sessions are scheduled to end at 11:45am with Channel Meet-ups subsequently scheduled at 11:45am-12:30pm. If the session ends at 11:25am, members can navigate to the Channel Meet-up early. If the discussion is lively and members want to continue, they can stay in the Channel Meet-up until 12:50pm.

Moderators will be present in meet-ups to ensure presenters and attendees have a safe and secure experience. There is a 30 person limit in Channel Meet-ups and moderators will admit presenters first. Moderators will request that presenters and attendees exit the meeting room at the maximum allowed Channel Meet-up time (15-20 minutes after the scheduled Meet-up end time).

Virtual Meet-ups

Virtual Meet-ups can be created by members or presenters to hold live topical discussions, happy hours, or receptions. Members and presenters will need to use their own Zoom or other virtual conferencing software links to do so.

While this is a useful feature, SfAA is unable to provide moderators for these community meet-ups. Please refer to this [quick reference guide](#) for moderation tools within Zoom meetings and find [tips](#) for moderating here. We recommend that presenters use their session Chat areas to promote virtual meet-ups if they have scheduled them.



Presenter Instructions for Session Q&A/Chat in Whova

- The Q&A and Chat features associated with your session will be open for attendees to use for the duration of the meeting. As presenters, you can answer these questions at your leisure but we ask that you respond to all appropriate/relevant questions as soon as possible.
- Presenters will receive email notifications when members leave comments and questions in the chat/Q&A area for their session. If you wish to use the mobile app (on phone or tablet), you can enable notifications that way as well.
- You have three options when dealing with a question: Pin question to top, Hide question from audience, and Mark as Answered. Simply click the toggle to enable these options.
- To respond to a question, simply click on it, type your answer in the text bubble and select 'Send'.
- Use of the Chat feature is up to the presenters and attendees. Presenters should moderate chat to ensure content is appropriate.

The screenshot shows the Whova session interface. On the left, a dark warning box states: "Warning: This session will start on March 22nd, 7:00 AM PDT. Currently the stream either has no people or is showing other sessions. Please come back later to attend this session." Below the warning is a "Proceed Anyway" button. The main area shows a "Welcome!" message and session details: "Mon. Mar 22, 2021 | 7:00 AM - 7:50 AM | Zoom | 2 Attending | 1 Questions". On the right, the "Session Q&A" tab is active, displaying a question: "How is SfAA making the meeting accessible?" with 1 vote and 0 replies. Below the question are buttons for "View as Moderator" and "Ask a question".

This screenshot shows the management options for the question "How is SfAA making the meeting accessible?". It includes three toggle switches: "Pin question to top", "Hide question from audience", and "Mark as answered".

This screenshot shows the chat interface for the question. It includes a "Back to question list" link, the question text "How is SfAA making the meeting accessible?", and "Asked by Kira Collins". At the bottom, there is a text input field "Type a message..." and a "Send" button.

This screenshot shows a reply in the chat. The message says "This is a great presentation!" and is attributed to "Kira Collins". At the bottom, there is a text input field "Write a reply" and a "Send" button.



Creating Speaker Profile in Whova

The SfAA will send out presenter Whova links on **March 8, 2021**. If you do not receive this link, please email Kira Ballin, SfAA Programming and Technology Coordinator at techcoordinator@appliedanthro.org.

1. To upload speaker profiles, you will receive a set up link similar to this:
<https://whova.com/xems/engage/speaker/xxx/yyy/>
2. Open the link, fill in or update your information such as your bio and photo if needed.
3. Click **Save** once everything is done.
4. You can come back to update info whenever needed.

Speaker Information

Upload and edit your profile and session information as you would like it to appear on the event materials.

Profile Info

Full name (Speaker's display preference) *

Email *

Affiliation (Company, association, university, etc.) *

Job Title

Biography (No character limit)

Profile picture

 No file chosen



Live Stream Presentation Checklist

Use this checklist to ensure you've completed all recommended steps for conducting your presentation.

- Review guidelines
- Prepare supplementary materials (if desired)
 - Submit to SfAA by **March 12, 2021**
- Conduct test run of presentation
- Coordinate with session moderator on handling back-and-forth communication with attendees in webinars
 - Moderator introductions will be made on **March 15, 2021**
- Day of presentation:
 - Ensure you have Zoom link to access live session
 - Test computer and Zoom settings
 - Follow Zoom link to open session
 - Conduct presentation
 - End presentation
 - Use Community Channel Meet-up to host ongoing discussion (if desired)