Live Functionality & Engagement

Presenter Training - August 31, 2021
Daita Serghi, PhD
Education Programs Manager
• Main point of contact for presenters

Erin Hathaway
Conference & Events Manager
• GCSHE virtual platform management

Use education@aashe.org to contact both of us
Who is here? Zoom Shower/Chat Storm

1. Rename yourself with your first name, last name and institution
How to rename yourself

1. Click on the "Participants" icon at the bottom of the window.

2. In the "Participants" list on the right side of the Zoom window, hover over your name and click on the "Rename" button.
Who is here? Zoom Shower/Chat Storm

Renaming can be used with participants:

- a. to share pronouns, where they live, their roles, etc
- b. to learn about each other: i.e a hobby they would love to learn, and have them share in chat what made them interested in it
- c. to create a speaking order
- d. to chat anonymously - if everyone renames with the same string, i.e AASHE
Who is here? Zoom Shower/Chat Storm

1. Rename yourself with your first name, last name and institution
2. Type into Chat: title & department and 3-5 words describing your session
3. **Wait ... Don’t hit Enter**
4. Erin will do the countdown for us
5. At 3, 2, 1 - All Hit Enter at once
Agenda

- Updates - Erin
- Presenter information - Erin
- Planning your presentation - Daita
- Preparing your slides - Daita
- Preparing to present live - Daita
- Dry Run/Rehearsal - Daita
- Recap - Daita
- Next steps - Erin
Updates
# Presenter Training Sessions

To register for one or all of these sessions, or to view on-demand, visit [https://www.aashe.org/conference/program/presenter-details/](https://www.aashe.org/conference/program/presenter-details/)

<table>
<thead>
<tr>
<th>Topic</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recording On-Demand Sessions (recording available)</td>
<td>Tues, July 27</td>
<td>2:00PM ET</td>
</tr>
<tr>
<td>Live Functionality &amp; Designing an Engaging Session</td>
<td>Tues, Aug. 31</td>
<td>2:00PM ET</td>
</tr>
<tr>
<td>General Questions &amp; Assistance</td>
<td>Tues, Sept. 28</td>
<td>2:00PM ET</td>
</tr>
</tbody>
</table>
Presenter Details Page
aashe.org/conference/program/presenter-details/

Presenter Deadlines
 Presenter Deadlines

Presenter Training
 Presenter Training

Presenter Resources
 Presenter Resources
## Presenter Resources

### Additional Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
<th>Read More</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Update Your Session</strong></td>
<td>Use this form to change a presenter, update your session title or description, cancel your session and more.</td>
<td>Make Changes</td>
</tr>
<tr>
<td><strong>Live Sessions</strong></td>
<td>Find instructions related to presenting a live session at GCSHE.</td>
<td>Read More</td>
</tr>
<tr>
<td><strong>On-Demand Sessions</strong></td>
<td>Find instructions related to presenting an on-demand (pre-recorded) session at GCSHE.</td>
<td>Read More</td>
</tr>
<tr>
<td><strong>Live Networking &amp; Discussion Session</strong></td>
<td>Find instructions related to presenting a live networking &amp; discussion session at GCSHE.</td>
<td>Read More</td>
</tr>
<tr>
<td><strong>Presenter Collateral</strong></td>
<td>Promote that you will be presenting a session at this virtual event!</td>
<td>Read More</td>
</tr>
<tr>
<td><strong>Frequently Asked Questions</strong></td>
<td>Find answers to commonly asked questions related to presenting at GCSHE.</td>
<td>Get Answers</td>
</tr>
</tbody>
</table>
Become a Host Institution

Unlimited Registration
- Unlimited registrations for current students, faculty and staff
- On-demand virtual conference session/tour (max 45 min.)
- $5,500 USD for 4-year institutions
- $4,000 USD for 2-year institutions

Capped Registration
- 200 registrations for current students, faculty and staff
- $4,500 USD for 4-year institutions
- $3,000 USD for 2-year institutions
Presenter Information
Attendee Poll

Did you present at or attend GCSHE 2020?
  ● Yes, attend
  ● Yes, present & attend
  ● No

Did you attend (or watch) the “Recording On-Demand Session” training?
  ● Yes
  ● No

Which type of session(s) are you presenting at the conference?
  ● Live Session
  ● Networking & Discussion Session
  ● On-Demand Session

Did you previously present a live virtual session?
  ● Yes
  ● No
Conference Platform - Pheedloop

- **New platform** - improved attendee & presenter experience

- **Speaker Portal** - initial invites were sent July 8 and a few times since then
  - Who has not yet visited the Portal? - use Zoom reactions
Conference Platform - Pheedloop

- **New platform** - improved attendee & presenter experience

- **Speaker Portal** - initial invites were sent July 8 and a few times since then
  - Who has not yet visited the Portal? - use Zoom reactions

- If you did not receive, **check your Spam folder** for “no-reply@pheedloop.com”
GCSHE Presenter Pheedloop Tasks

● Agree to Presenter Policies - RSVP - DEADLINE PASSED
● Update/confirm profile information
● Upload presentation materials - slides, handouts, etc
● Finalize session information - check title, description, presenters, etc
  ○ For edits fill-out the changes form (on Presenter Details page)
● Upload a profile picture
● Register to attend GCSHE - presenter discount expires Sept. 17
  ○ Emerging Issues presenters have until Oct. 1
All the Portals

● As a Presenter, you will have multiple portals:
  ○ **Speaker Portal** - Where you can update your session information, confirm your session time and access your Zoom credentials for your live session.
  ○ **Attendee Portal** - You have not been invited yet (~early October). This will be how you engage with the conference as an attendee.
  ○ **Zoom Link** - For your presentation, you will log into the Zoom platform directly.
Accessing Your Live Session Info

- Zoom - Use your Speaker Portal to access Zoom link and login

If you have multiple sessions, there will be tabs here.
Questions & Answers

- Make sure whomever is responsible to fielding questions from the audience has their Pheedloop Attendee view open.
  - They can type responses OR
  - Can pose questions to the presenters live

- Check back during the on-demand period (through December 31) to follow up on asynchronous questions or comments
  - All Live Educational sessions will be recorded and made available for on-demand viewing.
  - Networking & Discussion Groups will not be recorded.
Setting up Polls & Breakout Rooms

- Fill out the **Live Session Polls & Breakout Rooms** form
  - Link can be found in your Speaker Portal Tasks
  - Deadline to complete: **October 1**
    - Sooner if possible
How to Help Your AASHE Host

● Log in **10 minutes before** your session start time

● Make sure your **Zoom name** is accurate
  ○ AASHE will be the meeting Host and will add presenters as co-hosts.

● Fill out our **Live Session Polls & Breakout Rooms** form

● Set up a **calendar invite** for yourself and your co-presenters with the Zoom information
  ○ GCSHE is in the Eastern time zone
How to Help Your Session Attendees

- Follow the **tips and tricks** in this presentation to make it engaging

- Upload a **PDF of your slides** in the Speaker Portal, as well as any other helpful handouts or materials

- **Leave time for Q&A**
  - Attendees will be chatting in the Pheedloop platform with their questions and comments during your session

- **Follow up regularly** during the on-demand period to answer any asynchronous questions or comments
Register to Attend GCSHE

- Go to https://www.aashe.org/conference/ click Register Now
- Select Presenter to get started.
- Select Presenter Ticket or Student Presenter Ticket
- Enter Access Code: GCSHEPRES37591
- If you are from a Host Institution, you will enter your institution’s Promotional Code after the Access Code prior to checkout
## Presenter Deadlines

<table>
<thead>
<tr>
<th>Friday, July 30, 2021</th>
<th>Friday, Sept. 17, 2021</th>
<th>Friday, Oct. 1, 2021</th>
<th>Tuesday, Oct. 5, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presenter RSVP Deadline</td>
<td>Presenter Registration Deadline</td>
<td>Emerging Issues Presenters Registration Deadline</td>
<td>Virtual Platform Opens for Attendees.</td>
</tr>
<tr>
<td><strong>Non-confirmed Presenters &amp; Sessions removed after today</strong></td>
<td>On-Demand Sessions Recording Upload Deadline</td>
<td>Emerging Issues On-Demand Sessions Recording Upload Deadline</td>
<td></td>
</tr>
</tbody>
</table>
Planning Your Presentation
PACES

P - Plan
A - Audience
C - Content
E - Engagement
S - Socialization

Adapted from https://magneticspeaking.com/9-important-tips-for-virtual-presentations/
AASHE’s Get Interactive Resource
https://www.aashe.org/events-education/get-interactive/

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timing (minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome &amp; Introductions</td>
<td>5</td>
</tr>
<tr>
<td>Individual slide deck presentation</td>
<td>35-45</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timing (minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcoming - Ground Rules</td>
<td>3</td>
</tr>
<tr>
<td>Individual presentation (using Pecha Kucha, Ignite or Kawasaki formats)</td>
<td>12</td>
</tr>
<tr>
<td>Icebreakers &amp; Intros – Paired Networking</td>
<td>5</td>
</tr>
<tr>
<td>Discussion Prompt (with poll)</td>
<td>3</td>
</tr>
<tr>
<td>Group work, Discussion &amp; Questions – Small-to-Large (1-3-all) to generate questions</td>
<td>10</td>
</tr>
<tr>
<td>Report-out (via chat) &amp; Audience-driven Q&amp;A forum</td>
<td>10</td>
</tr>
<tr>
<td>Closing</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timing (minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>45</td>
</tr>
</tbody>
</table>
Develop Your Session

- Review your goals for the session and design your presentation around them.

- Decide on a format that would best support these goals: debate, interview, short individual presentation, case study discussion, etc.
  - Choose the activities that would work well with the format and goals you decided

- Build your session taking into account your time limitation and best practices for online engagement.

- Practice your planned scenario at least once or twice to make sure the session flows well and addresses your goals.

- [https://www.aashe.org/events-education/get-interactive/](https://www.aashe.org/events-education/get-interactive/)
Be Mindful of Your Time

- **Live Sessions** have a total of 45 minutes
  - This includes presentation and Q&A/discussion
- **Networking & Discussion Session** have a total of 60 minutes
- Plan to **change what you’re doing** every 10-15 minutes.
- If adapting previous in-person content, **trim at least one-third**
  - Be realistic with time - **less is more**.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timing (min)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Play pre-recording</td>
<td>15</td>
</tr>
<tr>
<td>Icebreakers &amp; Intros – Paired networking</td>
<td>5</td>
</tr>
<tr>
<td>(breakouts of 2-4)</td>
<td></td>
</tr>
<tr>
<td>Discussion Prompt (with poll)</td>
<td>3</td>
</tr>
<tr>
<td>Groupwork &amp; Discussion (breakouts of 3-5)</td>
<td>10</td>
</tr>
<tr>
<td>Report-out (via chat) &amp; Audience-driven Q&amp;A forum</td>
<td>5</td>
</tr>
<tr>
<td>Closings</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>40</strong></td>
</tr>
</tbody>
</table>
Slide Format

- Use layout “widescreen” 16:9
- Don’t overwhelm your slides with text and data
- Templates for Title and Presenter Intro Slides are available in the Speaker Portal
Webcam Visibility

- Make sure all presenters’ faces are visible on the screen and do not cover important information on your slides
Making Your Presentation Engaging

Jamboard: https://jamboard.google.com/d/1HJfuPz6ampKrzsHpYpXj0w1DfRWgLXLbGdottp8Di-M/edit?usp=sharing
Annotation in Zoom
Engagement for Networking Meetings

Think of who your audience is:

- **Opposites**: beginners meet veterans; West coast meets East Coast
- **Similar**: offices of 1; librarians; faith-based institutions
Engagement for Networking Meetings

Techniques

- Water cooler (Paired or Triad Networking) Breakout Rooms
- Chat Storm Chat
- Cameo/Share-out can use Chat, Doc
- Collaborative work (Think-Pair-Share) Breakout Rooms, Chat, Doc
- Learn/share (What 2 things can you teach; what 2 things would you like to learn) Breakout Rooms, Chat, Doc
- 3-Person Consulting Breakout Rooms
- Speed Pairs/Networking Breakout Rooms
- Conversation-starter nametags Renaming
- Roundtable discussions Breakout Rooms, Doc
Preparing to Present Live
Recommended Hardware

- Earbuds with built-in microphone or USB microphone (recommended).
  - Avoid cell phones and speakerphones.
- Hardwired internet connection
- Webcam (internal or external)
Quit / Silence Everything

Any software running in the background that may interrupt your recording with pop-up or sound notifications, such as email, instant messaging, or antivirus monitoring.

- This includes automatic backup software, which could cause the connection to stutter if it starts backing up your computer during your presentation.
Prepare Your Space

- Background
- Lighting
- Height
- Noise
- Eye Contact
- Wardrobe
Dry Run - Rehearsal
Test & Practice

● **Do a content rehearsal** to practice your presentation and to test your run time.
  ○ If you have a script, read it out loud a few times before the rehearsal and again before the live session so it flows more naturally
  ○ Consider using a second device and join the rehearsal as an attendee to check their view
  ○ Speak slowly and clearly to ensure attendees can hear you

● Sessions with multiple presenters - when not speaking, **mute your microphone**.

● Remember to **breathe**. You’re only human.
Why record your rehearsal

● Test your audio and video
  ○ You can use free zoom accounts to record your rehearsal

● Check:
  ○ Are your activities within the planned time frame?
  ○ With multiple presenters: can you see/hear all presenters clearly?
  ○ Are you happy with the flow?
Plan for the Worst

- Use hardwired internet
- Have a backup place to present
- Restart your computer
- Log on early
Recap
Best Practices

- Short presenter introductions
- Attendee introductions
- Change what you’re doing every 10-15 minutes
- Don’t overwhelm your slides with text and data
- Get the audience to interact with each other and/or the presenter
- Create something with the group
- Use Zoom features appropriately and efficiently
- Collect feedback
  - Survey will show up at the end of the training
Zoom features reviewed today

- Zoom shower / Chat storm
- Rename participants
- Zoom poll
- Zoom reactions
- Zoom annotations
- Breakout Rooms
Breakout Rooms

- Activities that work well with breakout rooms:
  - **Intros**: Paired Networking
  - **Group work**: Brainstorm Ideas; Peer Feedback; Think-Pair-Share (1-3-6-all); Scenario Roleplaying; Problem Solving
  - **Next Steps**: create a shared resource (Feedback Document, Jamboard, Mural, Spreadsheet, Mind Map, etc.); Reflection & Takeaways

- You can assign randomly or let participants choose room
  - Create a slide for your breakout rooms and assign a number and a topic name to each breakout room.

- Best Practices for Breakout Rooms - read Get Interactive
Breakout Rooms

- What will you do differently for your GCSHE sessions as a result of today’s training?

45 seconds of silence

Breakout Rooms of 3 participants, 5 minutes:
- 1 minute each
- 2 minutes recap
- When you return, share in chat the main takeaways
Next Steps
Presenter Training Sessions
To register for one or all of these sessions, or to view on-demand, visit https://www.aashe.org/conference/program/presenter-details/

<table>
<thead>
<tr>
<th>Topic</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recording On-Demand Sessions (recording available)</td>
<td>Tues, July 27</td>
<td>2:00PM ET</td>
</tr>
<tr>
<td>Live Functionality &amp; Designing an Engaging Session</td>
<td>Tues, Aug. 31</td>
<td>2:00PM ET</td>
</tr>
<tr>
<td>General Questions &amp; Assistance</td>
<td>Tues, Sept. 28</td>
<td>2:00PM ET</td>
</tr>
</tbody>
</table>
Presenter Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, July 30, 2021</td>
<td>Presenter RSVP Deadline</td>
</tr>
<tr>
<td></td>
<td>Non-confirmed Presenters &amp; Sessions removed after today</td>
</tr>
<tr>
<td>Friday, Sept. 17, 2021</td>
<td>Presenter Registration Deadline</td>
</tr>
<tr>
<td></td>
<td>On-Demand Sessions Recording Upload Deadline</td>
</tr>
<tr>
<td>Friday, Oct. 1, 2021</td>
<td>Emerging Issues Presenters Registration Deadline</td>
</tr>
<tr>
<td></td>
<td>Emerging Issues On-Demand Sessions Recording Upload Deadline</td>
</tr>
<tr>
<td>Tuesday, Oct. 5, 2021</td>
<td>Virtual Platform Opens for Attendees.</td>
</tr>
<tr>
<td></td>
<td>Be sure all session details are finalized in Pheedloop prior to this date.</td>
</tr>
</tbody>
</table>

Virtual Platform Opens for Attendees.

- Be sure all session details are finalized in Pheedloop prior to this date.
GCSHE Presenter Pheedloop Tasks

- Agree to Presenter Policies - RSVP - DEADLINE PASSED
- Update/confirm profile information
- Upload presentation materials - slides, handouts, etc
- Finalize session information - check title, description, presenters, etc
  - For edits fill-out the changes form (on Presenter Details page)
- Upload a profile picture
- Register to attend GCSHE - presenter discount expires Sept. 17
  - Emerging Issues presenters have until Oct. 1
Get Interactive!

Presenter Details:
https://www.aashe.org/conference/program/presenter-details/

Get Interactive:
https://www.aashe.org/events-education/get-interactive/
Questions?

● Can email us at education@aashe.org
● Join Office Hours on Sept. 28 at 2 p.m. ET