



PARTICIPATING IN AN ORAL OR PLENARY SESSION AS SPEAKER

Presenting through our virtual event platform is very much like presenting at a traditional event: attendees will be able to see and hear you, and you will have the opportunity to display slides as you deliver your presentation. The main difference is that you may be thousands of miles away from your audience.

As a presenter, you can use your home computer with webcam to present. You will have the opportunity to "share your screen" with the audience so that they can see slides or other material along with you talking.

Our platform uses Zoom technology to power its live functionality. **We recommend [installing the Zoom software](#) for best results.** You will be prompted to install the application when you begin your webinar, but we recommend installing in advance to streamline your presentation at show time.

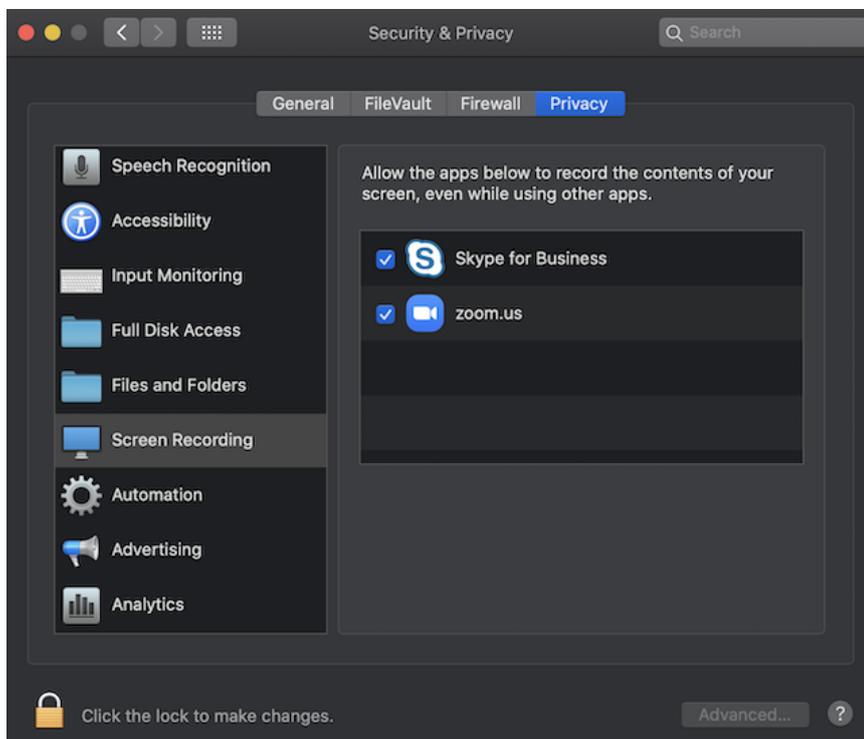
Preparation Before the Event

We recommend getting your machine set up at least several days prior to your presentation.

1. Install "Zoom Client for Meetings" for zoom.us/download
2. Use the link provided by us to sign into your account on the virtual event site at <https://virtual.eubce.com>. After setting a password so you can sign in later, we recommend you complete your profile, including uploading a photo.
3. Use the menu at the top of the page to visit the agenda (schedule), find your oral or plenary session and visit its page.

Important Note: On Mac computers, you may need to update your security settings if you wish to share your screen during your presentation. You can do this through **System Preferences > Security & Privacy > Privacy > Screen Recording**. Check the option for zoom.us.

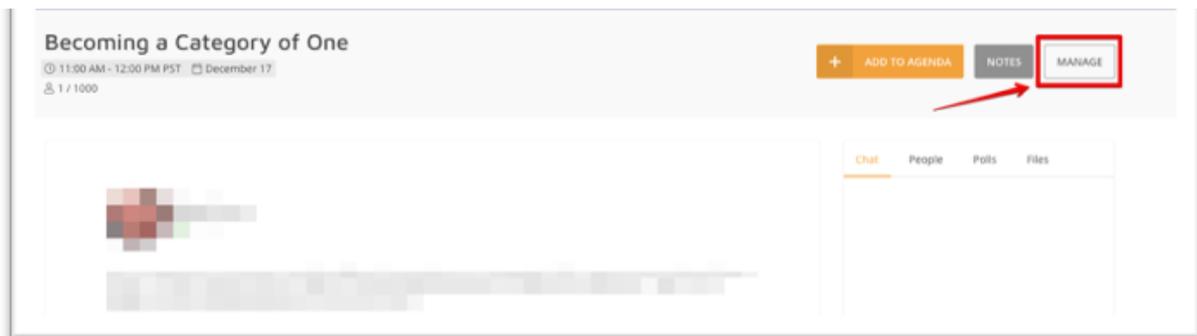
For more information, see: <https://support.zoom.us/hc/en-us/articles/360016688031>





How to Present

- **On the day of the event, it's important that you join your session (a Zoom webinar) at 15 minutes before the start time (no later than 5 minutes before!) of the session so we can verify your connection and audio quality.** If we discover a problem, then this extra time may be needed to resolve it or find a workaround.
- **Visit your session page on the agenda on the platform <https://virtual.eubce.com>.** Click the **Manage** button in the upper right.



Click **Join Meeting** button.

This will launch the Zoom meeting application and enter you into a pre-presentation area. During this time, you will be able to see and hear other presenters, and they will be able to see and hear you. However, the "attendees" will not be able to see or hear you, nor will they be able to see anything you screenshare until one minute before the scheduled start time, when attendees will be allowed in.

- Check how your name is listed. Click **More** and then **Rename** it if it is not correct.
- When logging into the webinar, a hard-wired Internet connection (DSL, LAN, T1, etc.) is preferred. Avoid a wireless Internet connection if possible (In case use the 5Ghz Wi-Fi bandwidth).
- Remember to turn off (or at least silence) your cell phone. If you're calling from a multi-line phone (or a phone with call waiting), then silence its ringer as well.
- After leaving practice session mode, your audio will be muted and remain muted until it's time for you to begin your presentation. While muted, you can communicate with EUBCE staff and other panelists via the Chat window. Be sure send these "backstage" chat messages to "All panelists" so they're not visible to attendees.
- When presenting, speak clearly and directly into your microphone or telephone, and be careful not to speak too softly.
- Use headphones with microphone. Avoid any loudspeaker or microphone that is integrated in the laptop/computer.
- Are in a quiet space and that lighting is appropriate during the webinar. A Zoom background image is available for you to download in the "[Instructions / Notes for Presenters](#)" section of EUBCE website and we suggest you use it.
- It's a good idea to have both a digital and hard copy of your presentation but try to avoid paper rustling.
- You are advised to have your file open on your computer and to be prepared to share your screen for the presentation to be shown. We suggest you share your screen when NOT in presenter mode. Use the presenter mode (full screen) after having shared your screen.
- After your presentation please stop your screen share to let the following speaker share the screen.



Attendee Questions

- Most EUBCE sessions conclude with a 10–15 minutes Q&A session with the panelists. Attendees will submit their questions throughout the session, and then our moderator will read them to you for a response during the Q&A session. If you are one of multiple panelists, then be aware that all panelists' audio is unmuted during the Q&A session—so remember not to make any noise that might be heard by attendees.
- Q&A will be shown on the platform and not on the zoom client and we **suggest** you use a dual screen or split screen for presentations, where you display part of your screen (your presentation) to the attendees, and have another area that is only visible to you, where you can view the platform to see questions as they come in.

Zoom controls

Panelists are full participants in a webinar. They can view and send video, screen share, annotate, etc.

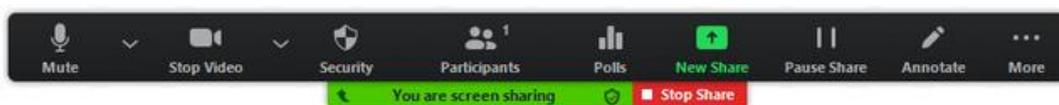
The panelist controls will appear at the bottom of your screen if you are not currently screen sharing.



NOTE: the controls will auto-hide, so you may have to 'mouse-over' the bottom of your screen to get them to show.

- Mute/Un-mute: This allows you to mute and un-mute your microphone.
- Audio Controls (via the ^ arrow next to mute/un-mute): The audio controls allow you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio options in the Zoom settings.
- Start/Stop Video: This allows you to start and stop your own video.
- Video Controls (via the ^ arrow next to Start/Stop Video): If you have multiple cameras on your computer, you can select which Zoom is using, access the full video controls, and select a Virtual Background.
- Participants: This opens the Participants window. The Participants panel will be on right side of your screen. The host, co-hosts, and panelists will be listed in one tab and the attendees will be listed in another.
- Share Screen: Click on this to start a screen share. You will be able to select the desktop or application you want to share. [Learn more about screen sharing.](#)
- Chat: Access the chat window to chat with the host or the other panelists. [Read more about webinar chat.](#)
- More: Clicking on More will give you access to additional options.
- Leave Meeting: Click this to leave the webinar. Only the host can end the webinar.

When you are screen sharing, the controls will appear in a move-able bar. It is typically at the top of your screen, but you can drag it around as needed.

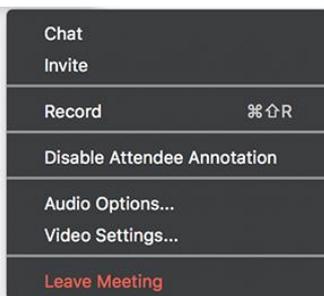


Select the PowerPoint presentation you wish to display (NOT the "screen" option), this makes sure participants can only see your presentation, nothing else that may be going on with your computer during the presentation. Your slide deck will then come up as your main screen.

- New Share: You can click on New Share to start a new screen share without first stopping your current screen share. It will replace the screen that you are currently sharing, as you can only share one screen at a time.



- Pause Share: This will pause your current share and not show any changes to your screen until you choose Resume Share.
- Annotate: This will allow you to annotate on your shared screen. It will open up the annotation options.
- Remote Control: Click this to give the host, co-host or another panelist remote control of your shared screen.
- More: In addition to the Invite and Recording options, the options for Chat, video and audio settings, and leaving the meeting move under More. There are also new settings specific to screen sharing.



- *Disable/Enable Attendee Annotation*: If you want to prevent the attendees from being able to annotate on your screen share, select this option.
 - *Hide Video Panel*: When you are screen sharing, the video will be in a move-able window. If you want to hide the video panel, select this option.
 - *Optimize for full-screen video clip*: If you are sharing a video clip in full screen(not your live camera feed), we recommend checking this option.
- Stop Share: Select this to stop your screen share.