PRESENTER & TECH HOST GUIDELINES FOR MnWE *(1-26)*

Presenter Guidelines for MnWE

Thank you for presenting at MnWE! Please help make our ***hybrid*** conference (simultaneously online and in person) feel like one unified gathering, not parallel real and virtual world meetings, and share your time at the microphone so that everyone has an enjoyable experience.

Information for All Presenters

Breakout Session Format

MnWE Breakouts are "roundtables." Instead of long presentations followed by hurried questions and comments at the end of the 75-minute session, we want to get more voices into the conversation sooner, including members of the audience. Each presenter will speak for 5-7 minutes (if there are only three presenters, each may speak for 10 minutes), and then at least the last half of the session will be Q&A between and among presenters and audience. In the Q&A portion, be prepared to respond to participants' and other presenters' questions and have your own questions ready to ask.

Room Host

The designated room host will manage the Zoom link, help start and end the session on time, facilitate interaction between face-to-face and online participants, and monitor each speaker's time, the Zoom chat, and raised Zoom hands. Room hosts will enable auto-transcription (closed captioning) so everyone can follow the discussion. Please speak so your voice reaches all participants and alert the host if you are having trouble hearing contributors to the conversation.

Technology

Monitors will display the Zoom session in the breakout rooms, so F2F attendees do *not* need to log in to Zoom. If you DO log in to Zoom from the breakout room, MUTE your microphone and TURN OFF your computer's volume to avoid sonic feedback.

Have files you intend to share saved on a **memory stick/USB drive** instead of assuming you will be able to plug in your laptop or access the docs from the cloud. Plugging in laptops between speakers takes time away from conversing, so it's best to upload materials to the room's computer before the session or have them ready on the flash drive.

Security

You will be emailed a registrants-only version of the program with links to Zoom sessions and also receive a password so you can access that program through our website www.mnwe.org. Please do *not* share the program or password with anyone. Only *registered* attendees may access the links. MnWE tries to keep registration costs low and break even every year, but it's harder to accomplish those goals if people sneak in or forget to register.

Information for Online Presenters

Before the Conference

Update your Zoom Profile with a current photo. Update your screen name and add your school or other affiliation. Please make your natural or virtual Zoom background *less* interesting than your words and ideas! Test your breakout session link in the online program (you must register for the conference to get those Zoom links).

On the Day of the Conference

- Minimize potential interruptions (even your adorable pets) and silence your desk notifications.
- Use headphones with a built-in mic if possible.
- Show up a few minutes early at the designated Zoom link for your breakout session and introduce yourself as a presenter to the room host, who will be your Zoom host as well.
- Avoid talking over the other presenters. Mute your mic when it is not your turn to speak.

Have fun exchanging views on this topic you all care about!

Tech Host Guidelines for Zoom Events

Before the Conference:

Familiarize yourself with the basic functions of Zoom, including how to admit participants from the waiting room, send party crashers out of the meeting and block them from returning in the unlikely event you get Zoom bombed, mute/unmute participants, screen share (remember to check the boxes if the screen share is a video with sound), and create Zoom breakout rooms in case your presenters want to divide their attendees into small groups for part of their session.

Update your Zoom "Profile" with a current picture of you and update your screen name by adding "MnWE Host" and, if you would like, preferred pronouns in the "Display" box of your Profile.

Test your virtual background. A MnWE background is available, or you can use a virtual background from Zoom (availability varies by type of computer used). At the very least, aim for a clutter-free, professional background to eliminate distractions.

Designate an "Alternative Host" as an emergency backup in case you are not able to start a Zoom meeting (and have that person's email and cell phone number handy).

During Your Breakout Session:

As a Tech Host, you will help keep track of chat messages, raised hands, mics, and time.

Open your session a few minutes early.

Test your speaker and microphone.

Turn on Live Transcription (closed captioning) in Zoom.

Especially if you have not designated an Alternative Host, make one or more of the presenters a Co-Host so that the meeting can continue if you lose your internet connect, your Zoom freezes, etc.

Important: Remind everyone with their own laptop that if they are going to turn on Zoom, they ***must*** both (1) **mute** their Zoom and (2) ***turn off their laptop's volume***, all the way down, to avoid sonic feedback.

"Pin" the speaker and the room host screens (this is very important so the presenter and host are always visible, regardless of how the participants have logged in). Learn how to Pin a speaker.

Watch for "Raised Hand" and manage mics throughout the presentation. Unmute mics when it is a participant's turn to speak and then mute again when finished.

When it is time for the Q&A, "Unpin" the speakers so the audience can see who is speaking.

Place a "Coming up next" with the link in the Chat for participants.

Thanks for volunteering, and have fun managing your virtual MnWE world!