

PRESENTER/SPEAKER – your work process

Before your session begins

- You will receive two links to join the main session webinar:
 - *"Attendee"* link – use this when you are not serving as a chair
 - *"Panelist"* link – use this during your session to connect. The "panelist" link is unique to your identification. PLEASE DO NOT SHARE. You can also use this link to join the meeting **practice sessions (morning only from 9:00 AM – 10:00 AM)**
- For those already in attendance before your session, you can log out and log back in with your panelist link or the host will promote you from "attendee" to a "panelist" before your session begins.
- Ensure you have a **strong internet connection** and that you are in an environment conducive to conducting a meeting.
- **Enter "full-screen" mode on your device** – for the best experience. We suggest you use the "Fullscreen" feature. Mute upon entry till it is time to speak.

Before your presentation – please make sure your camera and microphone are off. Only turn on your mic and video when it is time to present. Talk with the panelist through the CHAT function or take time to review your slide (since your camera is off). **You can be heard by all attendees.** PLEASE STAY MUTED until it is your turn to speak or during your presentation.

During your presentation – Do your best not to go over the allotted presentation time. **Keep a timer next to you if needed.** Use the "Screenshare" function to share the contents of your presentation. The host will control the view of the webinar as seen by attendees (speaker focus view).

1. Enter "Fullscreen" mode and make sure you share the correct content (if you have a dual monitor set-up). Close all windows that are not relevant to your presentation.
2. Do your best to ignore the alerts for CHAT and the Q&A (the chairs will handle this). However, you can use the chat function if you need assistance or help with anything.

After your presentation – leave the last slide up until ready to transition to the next presenter.

- **If there is a panel discussion to your session** – please wait. Close your mic and video till the discussion segment begins. The host will present the entire panel in a "gallery view" during the discussion segment.
- **If there is no discussion segment to your session** – the abstract presentation will have five minutes at the end of each presentation for Q&A. The chairs for the session will read from the selected questions submitted by the attendees or will pose a question of their own. You will have the opportunity to answer the questions selected.

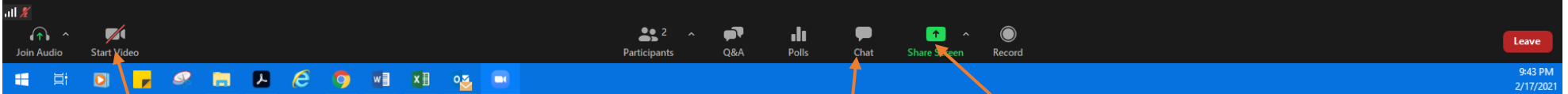
YOUR FULL SCREEN VIEW

Zoom Webinar Participant ID: 1302229

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You're in a practice session. Attendees cannot join until you start the webinar. [Start Webinar](#)

Presenter



Use this button to control your camera and video output

Use CHAT to see what the panelist are discussing.

Use this function to "Share Screen" when it is your time to present