



What to Expect for Speakers

BEFORE THE EVENT

Currently -

- Determining outline and flow of each session (calls and emails)
- Collecting information for promotions and CE
- Pre-recording (if applicable)
- Compiling specific information from our tech team/developing detailed speaker prep information

November 30 - December 4

- Tech Checks
 - Provides the opportunity to experience the virtual event environment, test your devices, audio and video, test screen sharing, etc.
- Calendar invitation sent
 - Contains the Zoom link for your session
 - Scheduled 20 minutes prior to the actual start time. This 20 minutes is used to review the session flow and make final tech checks.

ON THE DAY OF THE EVENT

- You will meet your SESSION MONITOR (staff team) and your PRODUCTION TECH in a Zoom meeting using the link in your calendar invitation. This will be 20 minutes before the session's scheduled start time.
- The staff members will help you review any questions on the session flow, conduct final tech checks and provide timing cues for "going live" and ending the session.
- IF AUDIENCE Q&A IS INCLUDED IN YOUR SESSION, it will be conducted via chat in the live stream platform. The staff Session Monitor will feed questions from the live stream to the MODERATOR for Q&A.
 - Questions will be pasted into the Zoom chat for the Moderator to review.
 - The Moderator will curate the questions as they come in and ask them live of the speakers. Speakers can respond live on camera.