

FINAL SPEAKER INSTRUCTIONS: Emailed Sat, December 5

PLEASE REVIEW: Final Instructions and Resources for Citizen CPR Foundation Virtual Summit Speakers and Moderators

This email will provide final instructions and resources for all speakers and moderators. This is a long email, and we ask that you read carefully so that all of your questions are addressed.

Attachments:

- Speaker Guide
- PowerPoint Template

Resource Page: <https://citizencpr.org/speakers-summit-2020/>

FIRST THINGS FIRST – THANK YOU!

We are excited to bring so many experts together for this Virtual Summit. We know you are busy and that many people rely on you daily. We appreciate the time you have devoted to preparing for next week and the tremendous expertise you will share with the attendees.

CALENDAR INVITATION

Immediately following this email, you will receive the calendar invitation for your session(s). The unique Zoom link and Google Doc link will be found in the invitation.

GOOGLE DOC FOR COMMUNICATION – This might be a change in expectation for some of you.

All sessions will now be utilizing a Google Doc for communication (link included in your calendar invitation).

Some speakers and moderators had planned to use Zoom chat for communication among speakers, moderators and staff for time cues and Q&A. It has come to our attention that, due to a recent Zoom update, the chat can show up on the live stream as a pop up. To create the most polished and professional experience for attendees, we will be utilizing Google Doc for communication, we have provided some tips in the link below for using Google Doc in this way.

[Google Doc How To & Tips](#)
[Sample Google Doc](#)

SLIDES AND SCREEN SHARING

Unless otherwise notified (applies to a limited number of sessions), please plan to share your own screen and advance your own slides. Here's how to make a smooth transition between speakers/presentations:

1. Have your presentation open and ready on your screen.

2. When you hear the moderator begin your introduction, use the Zoom function to share your screen FIRST.
3. Then click PRESENTATION MODE in PowerPoint to bring your slides to full screen.
4. Our tech team has slides to cover the transition and present a seamless experience for attendees.
5. When finished, click escape to exit Presentation Mode and stop sharing your screen. At this point you can bring up the zoom window and Google Doc as applicable.

BACK UP QUESTIONS

Most all sessions (unless otherwise communicated) have time for Q&A at the end. We expect good questions from the audience. Just in case the questions are slow to come, please prepare 1 or 2 questions for the moderator and bring them with you to the session. Please also indicate if you want to make **sure** a particular question is asked of you.

KNOW BEFORE YOU SHOW & VIRTUAL EVENT LINK

All speakers and moderators are pre-registered on a complimentary basis for the Virtual Summit. Please check your inbox for two emails from our team related to your **attendee** experience for the event:

1. Know Before You Show – information for attendees
2. Claim Your Profile – your unique link to the virtual event platform

ASSISTANCE FOR SPEAKERS

For assistance with your **speaking role** during the Summit, my contact information is below:

Jennifer Prusa

jprusa@citizencpr.org

direct line: 913-402-1771 ext. 118

For general assistance, please use the help page and chat feature in the virtual summit platform.