Speaker Guide
Register First

Use your ATHE Website Credentials to access the meeting website.

You must register for the 2020 Conference to participate
Test Zoom

Visit Zoom.us/test

Ensure you can test access to Zoom prior to the meeting
Accessing Sessions

Find your session in the gallery at the appropriate start time.
Accessing Sessions

If you are the main host for your session you will see a “Start Session” button.
Accessing Sessions

If you are a panelist you will have to wait for the primary host to start the room. The button will refresh every 15 seconds.
In-Session Controls for “Meetings”

The default settings are to create a **Waiting Room**, not allow participants to share their screens.
In-Session Controls for “Meetings”

Click on “Participants” and then the ....
In-Session Controls for “Meetings”

Ensure participants start off muted and are unable to unmute themselves
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Let people you are interested in joining during the “Warm Up” in before the meeting begins by choosing “Admit”
In-Session Controls for “Meetings”

Let people you are interested in joining during the “Warm Up” in before the meeting begins by choosing “Admit” or “Admit All” once you are ready.
In-Session Controls for “Webinars” (Only applies to Plenary sessions)

For webinars all panelists will automatically join for warm-ups. Much like meetings all attendees will join in listen only mode and cannot speak without your explicit permission.
In-Session Controls for “Webinars” (only applies to plenary sessions)

Once all panelists have joined and you are ready press “Broadcast”

This begins the meeting
In-Session Controls for “Webinars”

Webinars allow for a richer Q&A experience

Attendees can ask and upvote other attendee’s questions
In-Session Controls for “Webinars”

All hosts / co-hosts can view and type answers to questions.

Questions can also be noted as “Answered Live” to acknowledge them.
Screen Sharing Best Practices

Before starting your broadcast close any other windows / tabs

Close anything that might create a pop-up notification (Outlook, Teams, Slack, Skype)

At the bottom of your screen you’ll see the Zoom Bar

Practice Sharing Your Screen and Making a Local Recording
Pre-Recording a Session with Zoom

Load your screen up to the PowerPoint you wish to present

We suggest you turn your video off for the recording

Click on Record and then Record on This Computer
Speaker Practice Session

You can practice most of the tools with Zoom’s free edition
- Signing into Zoom with video on/off
- Mute / Unmute other participants and stop them from unmuting
- Using the waiting room
- Sharing the screen
- Passing Presenter Role