



SPEAKER PUNCH LIST

**What to expect as a speaker at our
Virtual Conference**

We are excited to have you as part of our virtual conference experience. Below is a list of important items to watch for, steps for logging in the day of the event, and our recommended best practices.

3-4 days before the event launch:

Keep an eye out for an email from Zoom. This will contain YOUR unique URL to login to your session room with. Please do not share this with others. Zoom will also send out a reminder email that contains the link 24 hours and 2 hours before your session start time.

Tip: Block off this time in your calendar and save the URL link there. This way you have an organized place where you can quickly access it.

Day of the event (or your session):

Login to your session 15-20 minutes early! Please be early to your session. This is a key component to your session's success. Our moderator will be there waiting to greet you. They will talk through starting the session with you, test your system, and make sure you are comfortable for the session start time.

The typical session flow is as follows: Introduction by the moderator, presentation(s), Q&A, and an Outro (usually includes next steps for the attendees)

Your event team member will give you a countdown and hit the broadcast button to open the session to all attendees (at this time the session will begin to record automatically)

Tip: If you have any questions throughout the session your event team member will be there in the background to support you. Use the chat to connect with them.

Prepare your environment in advance of your session:

- Choose a quiet environment without distractions or interruption
- A combination of natural and artificial lighting works well
- Create a test meeting and check both your sound and your lighting and positioning for the camera. Also test your earbuds or headset at the same time
- Have your camera on. Being real is great. People like to connect with people!
- Have a hardwired internet connection and, wherever possible, try not to use your cell phone
- Be conscious of your background. Avoid movement behind you as it is distracting
- Turn off your phone and close all other windows during your presentation
- For Q&A, ask a question during the presentation and encourage viewers to answer and engage in the chat for peer-to-peer conversation
- Print out the phone in/access numbers (in case of any emergency tech issues)

Tip: Virtual Event Place offers speaker training every Monday, Wednesday, and Friday at 1:30 pm ET. You can join [here](#)! If you have any questions leading up to your session feel free to pop in to chat with our experts.

We appreciate the content and value you bring to the event and look forward to seeing you there!

