



## ASBH 2021 Speaker Guide

Thank you for presenting at the ASBH 2021 Dynamic Virtual Meeting. Below are some instructions followed by a guide to help with navigating Zoom. If you have any questions or special requests, please contact [lwinters@asbh.org](mailto:lwinters@asbh.org) as soon as possible.

### HOW TO JOIN YOUR SESSION AS A PRESENTER

**3 days before your scheduled session**, all presenters and co-presenters will receive an email from ATIV Software ([alerts@ativsoftware.com](mailto:alerts@ativsoftware.com)). If you do not know when your session is scheduled, check the [online schedule](#). We suggest that you add [alerts@ativsoftware.com](mailto:alerts@ativsoftware.com) to your email address book to ensure the message is not blocked by your institution's firewall or sent to your spam folder.

All sessions will be recorded. Recordings will be uploaded to the online schedule within 24 hours of the session and will be accessible to all attendees unless you have requested otherwise in advance.

### ATIV Confirmation Email (3 days before your session)

1. You will receive an email from [alerts@ativsoftware.com](mailto:alerts@ativsoftware.com) that will contain an overview of your session details, a calendar link to download your presentation in your time zone, and a link to connect to the live presentation. If you did not receive the email 3 days before your session is set to take place, please reach out to [lwinters@asbh.org](mailto:lwinters@asbh.org) immediately.

#### Example Email:

From: ATIV Software <[alerts@ativsoftware.com](mailto:alerts@ativsoftware.com)>

This email does not have a reply option

Subject: **Your Session** <date>: <title>

**Calendar appointment (will adjust to your computer's time zone)**

From: ATIV Software <[alerts@ativsoftware.com](mailto:alerts@ativsoftware.com)>  
Sent: Saturday, October 9, 2021 11:16 AM  
To: Lauren Winters <[lwinters@connect2amc.com](mailto:lwinters@connect2amc.com)>  
Subject: Your Virtual Session (Monday 11th October 2021): Affinity Group: Dental Ethics

**23RD ANNUAL CONFERENCE  
AMERICAN SOCIETY FOR BIOETHICS AND HUMANITIES**

**Your Upcoming Virtual Session**

Your virtual session has been created, please confirm with the button below after you have verified your session details.

Title	Affinity Group: Dental Ethics	← <b>Session Title</b>
Speaker(s)	ASBH Staff	
When	Mon, October 11 01:00pm - 02:00pm (CDT) View in my timezone Please join at 12:45pm for speaker preparation.	
Where	<a href="https://eventpilotadmin.com/vs.php?id=2065&amp;confid=ASBH21">https://eventpilotadmin.com/vs.php?id=2065&amp;confid=ASBH21</a>	← <b>Link to join session - Join 15 minutes prior to session start time</b>
Tools	Countdown and Timer	
Host Key	599453	

### How to connect to your session on the day-of

1. 15 minutes prior to the session start time, use the Event Pilot URL in the email after "Where" to join your session as a presenter. (Example: if your session starts at 1 PM CDT, please join at 12:45 PM CDT) **We strongly suggest using Google Chrome as your browser throughout the entire conference.**
  - PLEASE NOTE: **Presenter links and emails from [alerts@ativsoftware.com](mailto:alerts@ativsoftware.com) are unique to each presenter and should not be shared with anyone.** Two people cannot join the system as a presenter using the same link. If you did not receive the link, please reach out to [lwinters@asbh.org](mailto:lwinters@asbh.org) and **DO NOT** forward any of your information to other people.
2. Once you click the link, a new window will open with Zoom. You will enter in the Zoom Meeting. An ASBH staff member will be present in the Zoom meeting with you. When you enter, be sure to **turn on your video and microphone**, and you can practice sharing your screen if needed for the session. The room will be opened to attendees starting 3 minutes before the session start time.

## Zoom Meeting Capabilities

You will have the following Zoom controls listed below.

- Mute/unmute your microphone.
- Start/stop your own video.
- [Share your screen](#).
- Access to the chat window to chat with participants.

If you will need additional controls such as breakouts, please contact [lwinters@asbh.org](mailto:lwinters@asbh.org) prior to your session.

### Paper/Flash Presentations

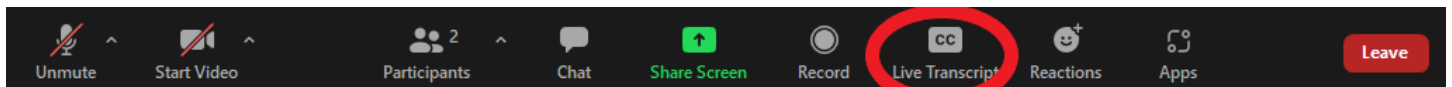
A timekeeper will be present in the session to ensure that each presenter is aware of their allotted time. This timekeeper will use the hand raise function and the session chat to indicate time remaining. They may also unmute themselves if necessary.

### Ending Your Session

Your session will end at **exactly** your session end time. For example, if your session is from 10 am CDT to 11 am CDT, your Zoom session will end promptly at 11 am CDT. The zoom session will close, and all presenters and attendees will be pushed out of the session. Please plan your presentations accordingly and make sure all presenters are aware that you **cannot go over the session end time**.

### Closed Captioning

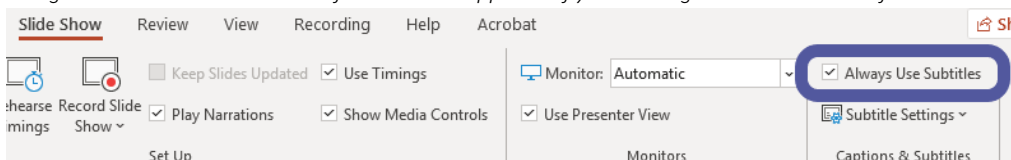
Zoom now offers a live auto-transcription option for all users. The ASBH staff member will enable captions which will allow participants to turn on captioning or view the live transcript at their preference.



Once enabled, participants will see a “Live Transcript is available” message above the “CC Live Transcript” button when a Zoom host has enabled live transcriptions. Participants have the option to choose how they want to view the transcription by clicking the “CC” (Closed captioning) button to view their options:

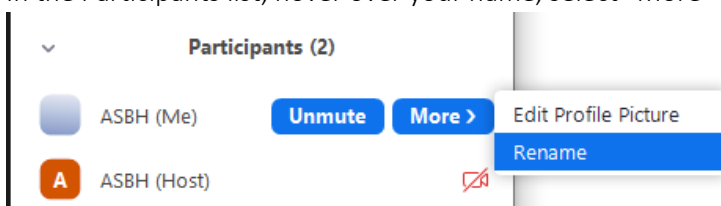
- **Show Subtitles** – Displays captioning on the bottom of the video. You can also select Hide Subtitle once subtitles are selected to hide them.
- **View Full Transcript** – Opens a panel/pop-up and displays captions in real-time with both the speaker’s name and time stamp. In that pop-up, participants will also see a button to save the transcript (this button might not be available if the host has disabled this functionality). If enabled, click Save Transcript. A copy of the transcript as a .txt file will be downloaded to your machine.

**Please note:** Zoom Breakouts do not allow for live transcript closed captioning. We recommend using PowerPoint Subtitles as an alternative option. *\*PowerPoint Subtitles requires Windows 10, and PowerPoint for Microsoft 365 version 16.0.11601.20178 or higher on Current Channel. The feature isn't supported if you're using an earlier version of Windows.*



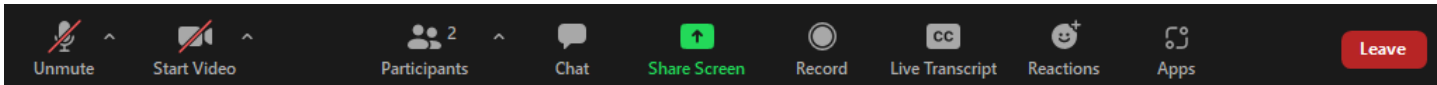
### Add your pronoun to your name in Zoom

In the Participants list, hover over your name, select “More >”, Select “Rename.”



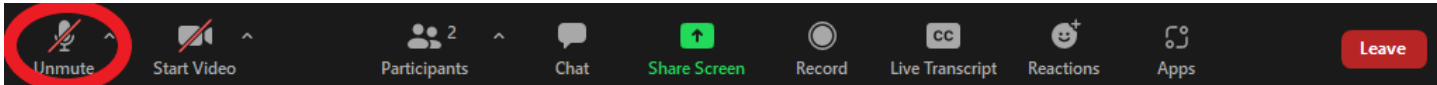
## Zoom Tips & Tricks

The below tool bar will show up if you are not sharing your screen. When you share your screen, this may move to the top of the screen or become hidden.



### Mute/Unmute Yourself

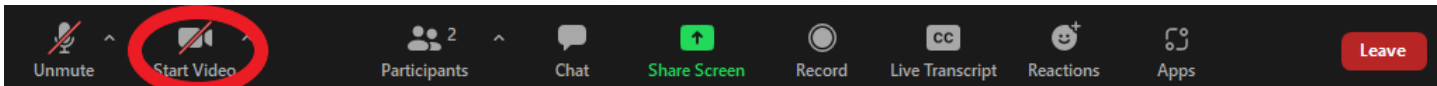
Click “Mute” button located at the bottom of your screen to mute/unmute yourself



For more information on muting, click [here](#).

### Turn your video on/off

Click “Start Video” button located at the bottom of your screen to turn your video on or off

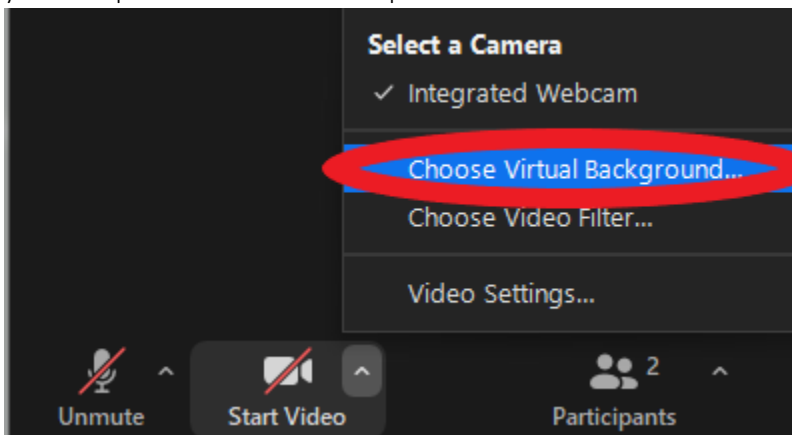


For more information on muting, click [here](#).

### To add a virtual background

Click on the arrow on the Start Video Button. Select Choose Virtual Background or Video Filter to add a background or filter.

[Click here for the ASBH Virtual Background](#). Once the image opens, right click, then select “Save Image As” to save it to your computer. Then use the steps above to use it in Zoom.



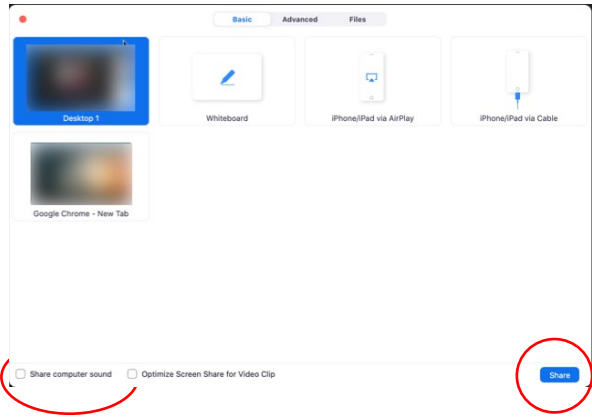
### Share Screen

Click “Share Screen” located at the bottom of your screen



Click on your presentation

(Optional) Enable these features:



- Check the “Share Computer Sound”. If you check this option, any sound played by your computer will be shared in the session.
- Do not check the “Optimize for full screen video clip.” If you click this option, you will be sharing a video clip in full screen mode and it may cause the shared screen to be blurry.

Then press “Share”

For more information on screen sharing, click [here](#).

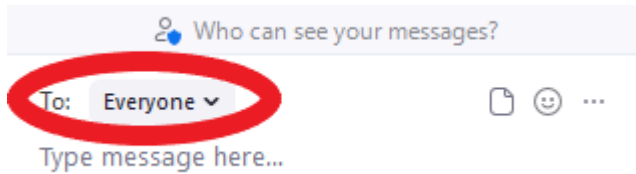
## Zoom Tips & Tricks

### Chatting in Zoom

Click “Chat” located at bottom of screen



You are now able to chat with everyone in the session or click “Everyone” and select a person to directly message.



Speakers and Attendees can also share files in the chat with one another by clicking “file” and choosing the file to share.

