



ASBH 2020 Live Presentation Guide

How to Test and Confirm your Debates, Panels, Performances and Exhibitions, and Workshops

All presenters and panelists listed on your session will receive an email from ATIV Software (alerts@ativsoftware.com) AND an Email from Zoom (no-reply@zoom.us) **3 days before** your scheduled presentation date. If you do not know when your session is scheduled, check the [online schedule](#). We suggest you add alerts@ativsoftware.com and no-reply@zoom.us to your email address book to ensure the message is not blocked by your institution's firewall or sent to your spam folder.

Zoom Confirmation Email (3 days before your session)

1. The first email will come from no-reply@zoom.us. This email will contain your session details and the personalized URL you will use to enter your session as a panelist on the day of your session. If you did not receive the email 3 days before your session is set to take place, please confer with your other co-presenters and then reach out to tlionetti@asbh.org.

Example Email:

From: Name <no-reply@zoom.us>
Reply to: the email associated to the zoom license under which the webinar is generated
Subject: **Panelist for** <Session title>

_ASMS Support1 <no-reply@zoom.us>
to me ▾

4:25 PM (9 minutes ago) ☆ ↶ ⋮

Hi Silke Fleischer,

You are invited to a Zoom webinar.

Date Time: May 20, 2020 02:05 PM Central Time (US and Canada)

Topic: (zoom-webinar) Zoom Webinar Test

Join from a computer:

[Click Here to Join](#)

Note: This link should not be shared with others; it is unique to you.

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

ATIV Confirmation Email (3 days before your session)

1. The second email will come from alerts@ativsoftware.com and will contain an overview of your session details and information on how to test your audio and visual in zoom. If you did not receive the email 3 days before you session is set to take place, please confer with your other co-presenters and then reach out to tlionetti@asbh.org.
2. The email will contain a link to Test Audio & Video. Here you can conduct a demo presentation and make sure your computer is equipped with Zoom and that your audio and video capabilities work. Once

you have reviewed the email and completed the AV test, click the blue “Confirm” button under the Confirm step to confirm that you have received the message and tested the zoom system.

Example Email:

From: ATIV Software <alerts@ativsoftware.com>
This email does not have a reply option
Subject: **Your Webinar** <date>: <title>

Your Upcoming Webinar

You have been registered as a panelist from the session below. You will receive an email from **Zoom** with a personalized link which you **must** use to properly access the webinar as a panelist. Use the confirm button in this email to let us know you have received the email **from Zoom** (check your spam folder) and that you tested your audio, video, and screen sharing. Thank you for helping us make this webinar a success!

Title Your Presentation Name

When Fri, September 18 03:00pm - 4:30pm (CT)
[View in my timezone](#)

Speaker(s) Speaker 1 First Name Last Name, Speaker 2 First Name Last Name,
Speaker 3 First Name Last Name

Your Presentation Name
Presentation 3:00pm - 4:30pm (CT) [View in my timezone](#)
[Countdown and Timer](#) for your 75 minute presentation

1. Test Audio & Video

Visit <https://zoom.us/test> to join a test meeting, then follow the instructions to test your audio, video, and screen sharing.

2. Confirm

Let us know you are all set for your session (if not we may keep sending you emails).

3. Tools

Countdown Tool: Use this tool to keep track of your speaking time.

Tips & Tricks for virtual session presenting and best practices.

How to Connect as a Presenter on the Day of your Session

1. In the email from no-reply@zoom.us, you will see a “Click to Join” link. You will use this link to join your session as a presenter on your scheduled presentation day. There is a buffer time of 15-minutes for each session. For example, if your session begins at 1 pm CT, you may click the “Click to Join” link to join your session starting at 12:45 pm CT. **We strongly suggest using Google Chrome as your browser throughout the entire conference.**
 - Each email from no-reply@zoom.us contains a calendar invitation to block your presentation on your email calendar. The calendar invitation contains the same link you will use to join your session as a presenter. You can save this invite to your calendar and click the link 15 minutes before your scheduled time to launch your session.
 - PLEASE NOTE: **Presenter links and emails from no-reply@zoom.us 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 one of your co-presenters did not receive the link, please have them reach out to [tioneetti@asbh.org](mailto:tionetti@asbh.org) and DO NOT forward any of your information to them.

2. Once you click the “Join” link and you are within the buffer window, a new window will open with Zoom. You will then enter a waiting room with the other co-panelists/presenters listed on your session. An ASBH staff member will serve as the host and will manually launch your session at your session start time. Once your session is launched, you will enter the zoom room where the attendees are and will begin your presentation.
3. The platform integrates with Zoom and you will have the following Zoom controls as a presenter:
 - Only the presenters can mute/unmute their own audio.
 - Only the presenters can share their screens.
 - Attendees join in listen-only mode and cannot be unmuted.
 - Presenters and attendees can virtually raise their hands.
 - Attendees can chat with other attendees or just the panelists using the chat box. Attendees should be instructed to send questions in through the chat box for Q&A.
 - For the Q&A, panelists can respond to all or respond directly to the person who asked the question.
4. Presenters should have presentations ready and be prepared to share your screen during the presentation. ASBH Staff will not be providing the slides or controlling the screen. If you do not know how to do this, Zoom has tutorials at <https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen>.

Please Note: breakout rooms are not available.

Ending Your Presentation

Your presentation will end at **exactly** your session end time. For example, if your session is from 10 am CDT to 11:15 am CDT, your zoom session will end promptly at 11:15 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**.

Zoom Guidelines

Mute/Unmute Yourself

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



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

Share Screen

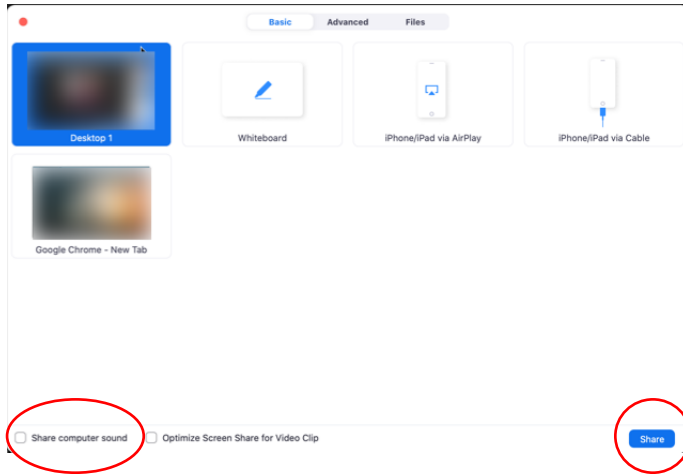
Click “Share Screen” located at the bottom of your screen



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.



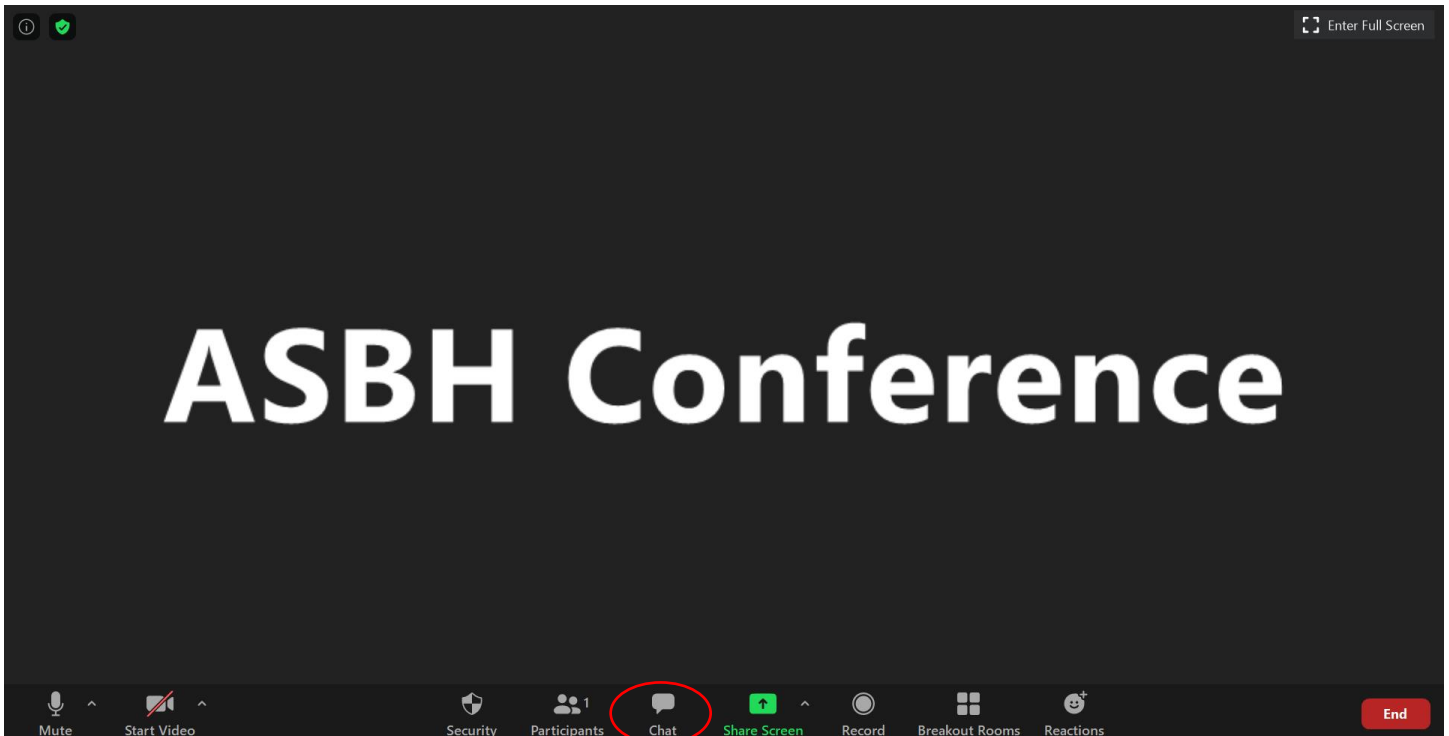
- Check the “Optimize for full screen video clip.” If you click this option, you will be sharing a video clip in full screen mode. Do NOT check this otherwise, as it may cause the shared screen to be blurry.

Then press “Share”

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

Chatting in Zoom

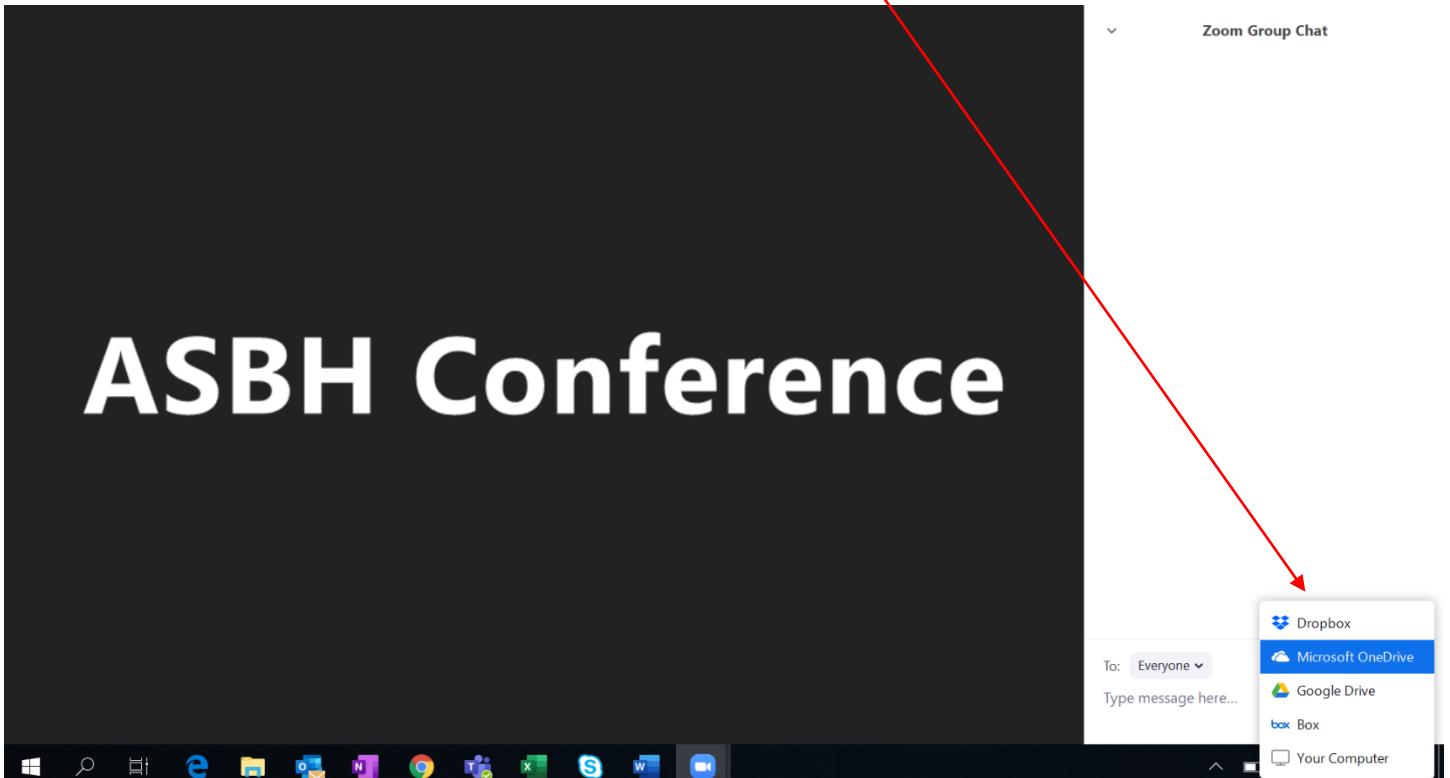
Click “Chat” located at bottom of screen



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



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



Uploading your Slides for Attendees (Optional)

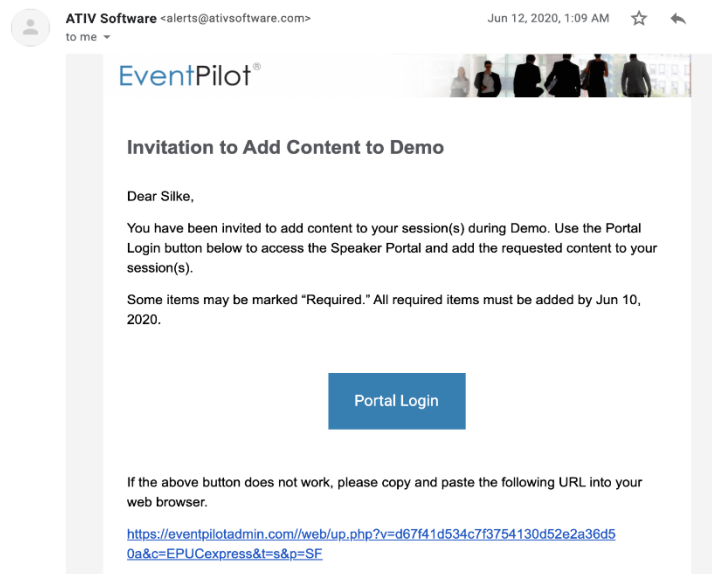
ASBH does not require you to submit your PowerPoint slides before your presentation. You have the option to submit your PowerPoint and an additional handout into the virtual platform. Upon submission, these resources will be available for all attendees to download. Once again, this is completely optional for debate, panel, performance and exhibition, and workshop presenters.

To upload content as a speaker, please follow the steps below.

1. You will receive an email on **Friday, September 25**, with the subject line "Invitation to add content to ASBH20." Open this email.

NOTE: the email will be sent to the email address linked to your speaker record. If you are listed as a speaker on 2 sessions under 2 different email addresses, you will receive 2 invitations. If you are listed as a speaker on 2 sessions under 1 email address, you will receive 1 email and both your sessions will display once you click the link.

2. In the email message, click on the large blue Portal Login button.



3. Log in using the credentials that you used to register for the ASBH conference.
4. You will see a list of all sessions to which your speaker profile is associated, along with the materials that need to be uploaded to each one. Take note that some materials are required, while others are optional. Paper and flash presenters are required to upload their presentations and record the audio. Debate, Panel, Performance and Exhibition, and Workshop presenters have the option to add a PowerPoint and handout.
 1. Click the blue + button next to the material.
 2. Select the PDF of your presentation from your computer. **Your PowerPoint and handout materials must be converted into a PDF to upload to the system.** [Click here](#) for more information on how to convert your PowerPoint into a PDF.
 3. Your PDF will upload.
 4. This is the final step; you will not receive a confirmation. If your materials display, they are uploaded.

Preparing Your Slides

- Use the [ASBH Branded Conference PowerPoint template](#) if possible. (available to download on the linked webpage)
- Your first slide (after the title slide) must disclose any or no financial interests or other relationships that could be considered a conflict of interest by participants. Refer to the section on Continuing Education on speaker guide found on the [ASBH Website](#).
- If you are uploading your PowerPoint to the virtual conference system, convert the PowerPoint into a PDF.
- Slides cannot contain any advertising, trade names, or product group messages.
- If you wish to identify a facility or institution, do so only on the introductory or concluding slide.
- All slides should be in horizontal (landscape) format, not vertical (portrait).
- Leave ½ inch margins on all sides of each slide.
- Use white or yellow text only on a medium dark background.
- Choose a legible font like Arial in as large a size as possible; anything below 24 point is likely too small.
- Pay special attention to the size and appearance of graphs and figures.
- Use graphics to add visual stimulation. Use video clips to help demonstrate specific topic points and/or techniques. Use audio clips to demonstrate interactions that can bring to life a point you want to make.
- Keep the text short to hold the audience's attention. If your slides are text heavy and you simply read them, your audience will figure that out and read ahead. They can read faster than you can speak, which will prevent you and your audience from being in sync.
- Using a small number of slides and a large font will force you to highlight the concepts that you want to emphasize and will concentrate the participants' attention on your message.
- Consider the 4/4 and the 10/20/30 rules:
 - No more than 4 bullet points per slide and no more than 4 words per bullet point
 - 10 slides per 20-minute segment with a 30-point font.
- Rehearse your presentation beforehand.

Captioning Your Slides

PowerPoint for Microsoft 365 can transcribe your words as you present and display them on-screen as captions in the same language you are speaking, or as subtitles translated to another language. There are also position, size, color, and other appearance options for the captions and subtitles to accommodate different environments and audience needs.

For best results, we highly recommend using a headset microphone connected to the device running PowerPoint. Also, the feature requires a reliable internet connection throughout your presentation. Follow the instructions below to set this up:

- On the Slide Show ribbon tab, select Subtitle Settings. Or, you can adjust the settings without leaving your presentation through the context menu, Slide Show or Presenter View menus > Subtitle Settings > More Settings. To configure other caption settings, [visit the Microsoft Support website to learn more](#).

