SPEAKER PUNCH LIST
What to expect as a speaker at Yankee Virtual 2021

We are excited to have you as part of Yankee Virtual 2021. 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 1 hour 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 your session:

Log in to your session 30 minutes early! Please be early to your session. This is a key component to your session's success. The platform host 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 presiding chair, presentation(s), Q&A, and an Outro (usually includes next steps for the attendees)

Your platform host 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 platform host 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: "Presenter Live Orientation" is offered every Tuesday starting at 6:00pm EST. You can join here. If you have any questions leading up to your session feel free to pop in to chat with our experts.

Or you can watch the presentation only here.

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