

VIRTUAL SESSION GUIDE FOR PRESENTERS



We're thrilled to include your session in the National ESEA Conference schedule. A virtual conference allows for some new options that we're excited to implement, for both presenters and attendees. This guide covers virtual session formats, requirements and best practices to ensure the Conference runs smoothly and to offer support for our presenters. Technical requirements, examples and resources are available in the Presenter Area of our website.

YOUR PRESENTATION METHOD WILL DEPEND ON YOUR SESSION TYPE

Workshop sessions will be presented live.
Lecture sessions will be pre-recorded.

If you are unsure of your session type, please refer to your signed Terms & Conditions, available in your account Dashboard at ESEAnetwork.org. Your session type is shown on page 1, as Presentation Type/Virtual Room.

November 30th was the deadline to request a change to your session format. If for some reason you missed this deadline and want to switch, please contact Show Management via email at admin@ESEAnetwork.org.

Within this guide and the Presenters section of our website, we will give you many resources and tips to have a professional looking and engaging live or pre-recorded session.

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IMPORTANT DATES

Now - January 15, 2021

Submit Pre-recorded Lecture Session videos

December 15, 2020

Take Five video submission deadline (see page 6)

January 5 - 22, 2021

Log into Pathable (See page 5 for details) to:

- Complete your profile
- Upload session documents
- Create session polls

January 25 - February 5, 2021

Live Workshop Session Tech Checks with our production team (We will email Workshop session presenters a link to schedule a Tech Check in January)

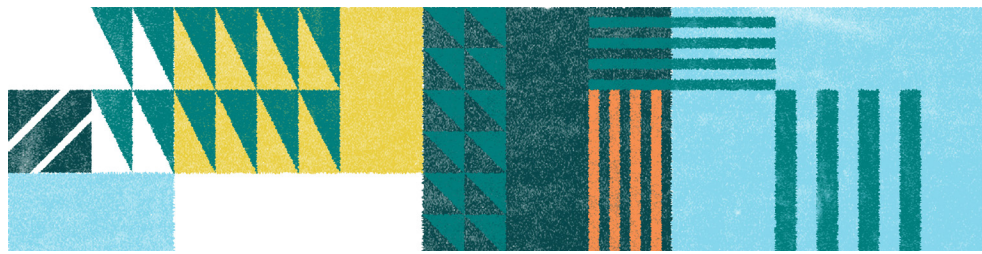
February 8-11, 2021

Virtual National ESEA Conference



LECTURE SESSIONS

Pre-recorded webinar style sessions



These sessions are pre-recorded on your own time and submitted for review to Show Management. Attendees will watch the recordings of these sessions during the scheduled session time. At least one Presenter is expected to be online during the date and time your session is broadcast in order to answer questions and interact with attendees via live chat and polling.

SESSION LENGTH

1 hour

VIRTUAL ROOM CAPACITY

Unlimited

AVAILABLE FEATURES

- Polling
- Attendees can ask and vote up questions for presenters
- Session materials available on session page
- Live chat with attendees

We are excited to have pre-recorded Lecture sessions for the 2021 National ESEA Conference. Recording your session in advance provides the opportunity for you to do multiple takes as needed, and really hone in on the overall quality of your presentation. Pre-recording also ensures that when the Conference begins you can focus on interacting with the attendees without concerns about internet connection issues or any day-of technical glitches.

We realize that presenters have varying levels of experience when it comes to recording videos, and we are here to provide as much support as possible. Our shared goal is to ensure you record a professional looking video that you are proud of, and that fits with the overall look and feel of the Conference.

IMPORTANT: Please do not mention that your session is pre-recorded during your presentation. The attendee experience should be the same as if they were watching a live session. Just imagine that they are watching you live, and interact with the camera/audience as if they are there with you that day.

We have found that the simplest way to record a session is using Zoom, which allows you to record yourself (and co-presenters), slides, photos and videos, but there are many ways to record, so use whichever method works best for you. If you're using Zoom, be sure to visit the Zoom Help Center (link: <https://support.zoom.us/hc/en-us>) to learn more about how to record in Zoom. There are a wealth of online tutorials on best practices for presenting virtually, as well as tutorials on how to use different platforms. We have compiled a few resources on our [Presenters Page](#) of the website.

If you have any doubts about whether your session video set up is adequate, if your background or virtual background are acceptable, or other questions regarding your pre-recorded session - please feel free to email us a short sample clip or screenshot along with your question and session name, and we will review it and give you feedback. admin@ESEAnetwork.org

HOW TO SUBMIT YOUR VIDEO

- Video submissions are accepted now through January 15.
- Name the file the first six words of your Session Title.
- To submit, upload your video using the link we emailed to you.
- We will review your session upon receipt and let you know if there are any issues within a week.
- Show Management may ask you to re-record if needed.

Do not wait until the last minute to upload your video!

How you record your session is up to you, but the following guidelines MUST BE ADHERED TO or we will ask you to re-record your session:

- Audio must be clear, uninterrupted, and at a sufficient level, with minimal to no background noise
- Video must be high-quality - not pixelated or out-of-focus.
- Lighting must be sufficient and placed so that presenters are well-lit
- Presentation must be either in a tidy and bright room or a virtual background should be used
- Presenter needs to address the audience directly rather than reading a script and looking elsewhere
- The use of slides must be well integrated - we do not want to see a slide presentation with a voice over for the whole session

Please take the time to rehearse your session so that while you present you are engaged and interacting with the audience. The struggle with online sessions is the lack of actual person-to-person contact, so remember to foster that contact by having the majority of your presentation have YOU in it. It's also worth checking out some of the tips from the pros on how to engage a virtual audience - we have some listed in this guide, but there are a ton of resources!

We look forward to seeing your sessions and know you will do a great job!

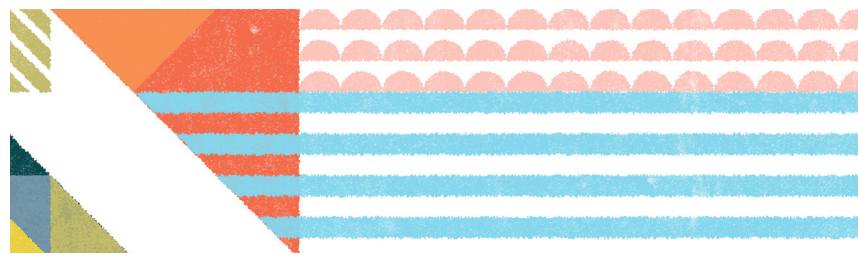
ON THE DAY OF YOUR SESSION

20 minutes before your session starts, log into Pathable and select your session from the agenda. From there you can click the "Manage" button to access the presenter view of the session where you can answer questions, chat with attendees, and conduct polls.



WORKSHOP SESSIONS

Live Interactive Zoom Sessions



Workshops are intimate, live Zoom sessions with a focus on personal interactions among attendees and presenters. The sessions take place within our event platform, Pathable. You will receive an email in early January asking you to set up a "Tech Check" time with our AV company, Markey's Rental and Staging. These Tech checks will take place between January 25 - February 5, 2021.

IMPORTANT: During your Tech Check, please ensure you are using the exact same equipment that you will use during your live session. The Tech Check is a critical opportunity to ensure that your audio and video quality are sufficient, and that you are comfortable and ready-to-go when it's time to perform live.

We realize that presenters have varying levels of experience when it comes to live Zoom sessions, and we are here to provide as much support as possible.

Our shared goal is to ensure you present a professional session that you are proud of, and that fits with the overall look and feel of the Conference.

Please take the time to rehearse your session so that while you present you are engaged and interacting with the audience. The struggle with online sessions is the lack of actual person-to-person contact, so remember to foster connection by having the majority of your presentation have YOU in it (instead of just showing your slides) and by maintaining eye contact with your camera. We have compiled a few resources on our [Presenters Page](#) of the website, but it's also worth researching some tips from the pros on how to engage a virtual audience - there is a ton of information out there!

We are looking forward to your session and know you will do a great job!

SESSION LENGTH	VIRTUAL ROOM CAPACITY	AVAILABLE FEATURES
1.5 hours	200 or less	<ul style="list-style-type: none"> • Polling • Attendees can ask and vote up questions • Session materials available on session page • Screen sharing • Breakout room capability • Live chat with attendees
1 hour if a Promotional Session by an Exhibitor		

ON THE DAY OF YOUR SESSION:

You must be "in" your session 20 minutes before it starts. One of the Markey's AV team will be in the "green room" with you to make sure you are ready to go and to help you troubleshoot any issues and get your session rolling!

To get into your green room:

- Log into Pathable
- Select your session from the agenda
- Click the "Manage" button to access the presenter view of the session
- Click "Start Meeting" to enter the "Green Room"

PLEASE REMEMBER

- The room you are in for your presentation must be neat, uncluttered and bright or a virtual background should be used
- Address the audience directly rather than reading a script and looking elsewhere
- Use of slides must be well integrated - we do not want to see a slide presentation with a voice over for the whole session

DETAILS & TIPS FOR SUCCESSFUL VIRTUAL SESSIONS

The following are tips for all presenters, both live and pre-recorded. More resources and specific tech requirements can be found on the Presenters Page on our website, eseanetwork.org/conference/virtual-presenter.

YOU AND YOUR RECORDING ROOM

- Find a quiet room with as little background noise as possible.
- Turn off notifications on your computer and phone.
- Make sure you are professionally dressed.
- Make sure you are not disturbed by others in the house - kids, pets, etc...
- Make sure the room you are in is presentable, uncluttered, and not too busy. You want to be the focus of your session, not your room. Alternatively, you can use a virtual background that meets the same criteria, either a background provided by Show Management or one of your own choosing.
- Always be aware of what is in the camera shot. Make sure there is nothing sitting in the background that you wouldn't want viewers to see.
- Look directly into the camera. Stick a note with a smiley face or a stuffed animal by your camera and/or move your self view to just under the camera. This will help the audience feel connected during your session.
- Stand while presenting (if possible) to improve projection, enunciation and confidence.
- As much as possible have the audience view be of you speaking rather than just showing your slides.

AUDIO

- Use headphones or earbuds to listen to the audio. This helps with the sound quality and ensures you will always be able to hear clearly.
- Keep your microphone muted during the recording unless you are speaking.
- When speaking and not wearing a headset or earbuds, keep your speaker volume at the lowest setting while still being able to hear. This helps get rid of echoes coming back through your microphone.
- Speak with a wide vocal range and greater inflection than in "normal" life. Monotone is a buzzkill online, where attention spans are already low.

LIGHTING & CAMERA

- Sit in the center of the camera shot to ensure proper camera framing.
- Make sure your face is well-lit by sitting in a room with plenty of light. If you can't find a well lit room, place a small lamp in front of you but out of the camera view - or place two lamps with shades on either side of camera.
- Do not sit with a window or bright light behind or to the side of you. This will cause the camera to adjust for the light, making your face look very dark.
- Adjust the camera so it's level with your eyes. This will produce the best camera angle. If using a laptop, you may need to put your laptop on an elevated surface in order to get the camera level with your eyes.

PRACTICE

- Practice - record yourself and watch it back
- Use a virtual teleprompter if you need one
- Record a short test video before you record your entire session to make sure it looks how you want upon playback.

The tips below apply to live sessions only.

INTERNET

- Use a cabled internet connection when possible. Most connection issues are due to a bad wireless connection.
- Minimize others' usage during your session - move closer to router - turn off phone wifi
- Do a test call beforehand to make sure your microphone, speakers and webcam are all working properly.

COMPUTER

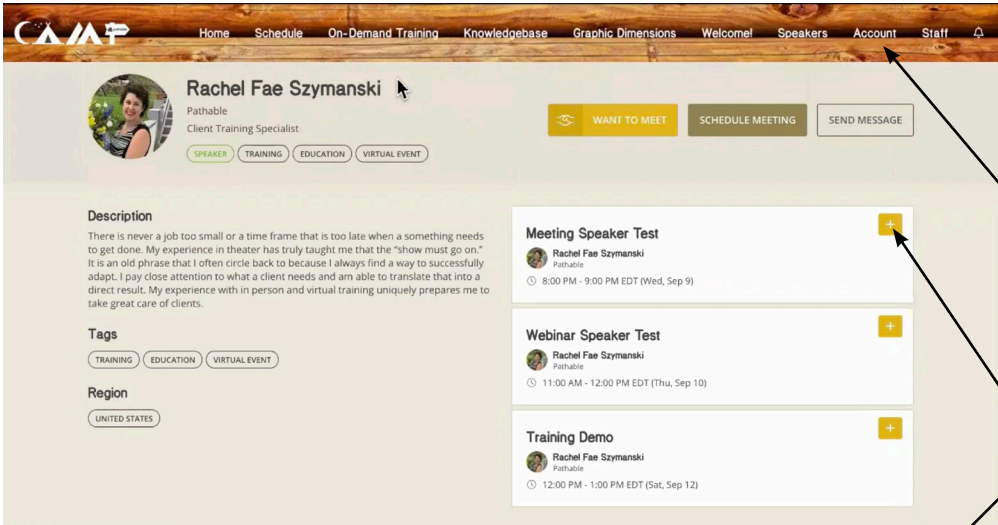
- Restart computer the night before
- Close all unnecessary tabs

If you have any doubts about whether your session video set up is adequate, if your background or virtual background are acceptable, or other questions regarding your pre-recorded session - please feel free to email us a short sample clip or screenshot along with your question and session name, and we will review it and give you feedback. admin@ESEAnetwork.org

AN INTRO TO OUR EVENT PLATFORM: **PATHABLE**

We are using the powerful Pathable event platform to host our event, and ensure that all stakeholders - attendees, presenters and exhibitors - have a seamless experience for the 2021 National ESEA Conference.

In early January, you will receive an email with a link to set up your Pathable account.



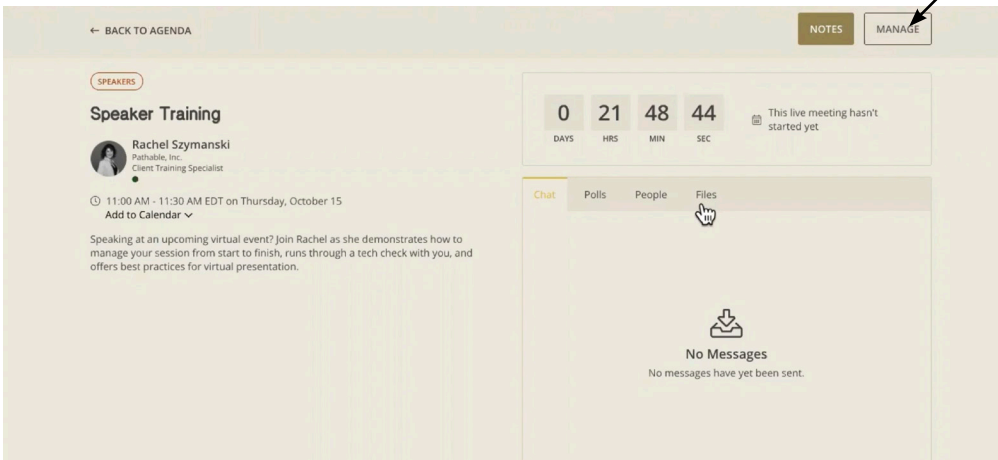
Please take the time to log in and complete your profile. Your name, bio, and session description will already be loaded into Pathable.

To edit your profile:

- Go to "Account" in the main menu
- Click "Edit my profile"

To upload materials / create polls:

- Select your session
- Click the "Manage" button
- Select "files" to upload materials & "polls" to create a poll



Pathable has excellent support materials available. This [Speaker Training video](#) will walk you through what you need to know.

On the day of your session:

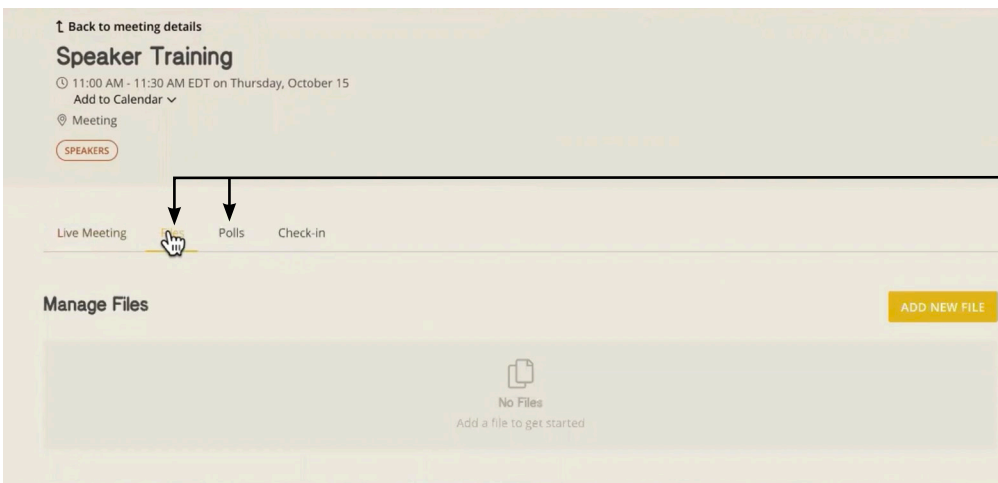
- Select your session from the agenda
- Click the "Manage" button (20 minutes before your session starts)

Live Workshop sessions:

- Select "Start Meeting" button where the countdown clock used to be. This will bring you into your "Green Room"

Pre-recorded Lecture sessions:

- Make sure all materials and polls are ready-to-go. Manage chats and questions during your session



Please note that these screenshots are from the Camp Pathable Speaker Training. The steps will be the same for the National ESEA Conference, but the site will look a little bit different.



DO YOU HAVE AN ACTIVITY YOU'D LIKE TO SHARE FOR OUR OFFICIAL "TAKE FIVE" ROOM?

DRAW MORE TRAFFIC TO YOUR SESSION BY PARTICIPATING!

As we are painfully aware, sitting at a computer for eight hours a day can be exhausting. A little bit of creativity and/or movement can help get people refocused, re-energized, and ready to learn. We're looking for some "extracurricular activities" to engage attendees when they need a little change of pace. Do you have a favorite fun dance routine? --A quick art project? --A silly game that makes you laugh? This is a place for a little bit of movement, levity, or even just some space to breathe. These activities can be connected to your breakout session content, but don't have to be. We'd love to see what you have to offer your fellow ESEA community to maximize this experience in our new digital format!

WHAT WE ARE LOOKING FOR

5-10 minute pre-recorded videos that involve (one or more of) the following:

- An activity that a person can do at home
- An art project using materials you could find around your desk
- Stretching
- Mindfulness/meditation
- Invigorating movement
- Dancing
- What else do you have?



TAKE FIVE!

VIDEO SUBMISSIONS ARE ACCEPTED NOW THROUGH TUESDAY, DECEMBER 15TH

KEEP IN MIND

- No commercial content is permitted, but we will post your name and session time after the video, and you can point people to the video during your session.
- These videos will be up for the entirety of the Conference in a "Take Five Room," so attendees can jump in at any point to watch them.
- You'll need to provide a title and brief 1-2 sentence description to be displayed with your video if it is selected.
- Please do not send us a link to videos or activities made / produced by someone else. This is meant to be a way for attendees and other presenters to get a better sense of who YOU are, and to strengthen the ESEA Network community.

VIDEO SELECTION

Take Five Videos will be subject to a review and selection process by Show Management. Only a limited number of videos can be included for attendees during the Conference. Videos will be selected based on the quality of the video and to offer the best variety of opportunities for attendees. You will be notified via email on Friday, December 18, of whether or not your video has been selected for inclusion during the Conference.

HOW TO SUBMIT A TAKE FIVE VIDEO

Video submissions are accepted now through Tuesday, December 15th. To submit your video, upload it using the link we sent you via email before the deadline.