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# NAEP 2021 SPEAKER PRE-EVENT RESOURCES

Ready, Set, Go!

# COME PREPARED

**Use this deck to familiarize yourself with the NAEP 2021 Conference & Training Symposium**

On the following slides, you will find:

- NAEP 2021 Conference & Training Symposium event details

- Virtual Presentation Details

- Conference FAQs

- Contact information for the NAEP team for day-of troubleshooting

- And more!

# EVENT INFORMATION

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**Dates**

- Monday, May 17 – Thursday, May 20, 2021

**Time**

- Sessions begin at various times.

- Check the **online schedule** to confirm your session time.

- Speakers and moderators will be asked to join the meeting 10 minutes before their scheduled start.

**Location**

- Online!

- An access link for each session will be emailed to each speaker via calendar invite.

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# SUBMIT MATERIALS
## DUE APRIL 30, 2021

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Presentation slides & handouts will be provided to attendees via the online conference platform after the conference. Slides submitted will also be used as back-up in case of presenter technical issues during the event.

*If you do not wish to have your presentation shared with attendees post-conference, please note the naming conventions below:*

**Presentation naming convention:**

Last_First_SessionTitle_Presentation

**Presentation naming convention (not share):**

Last_First_SessionTitle_Presentation_DONOTSHARE

**Handout(s) naming convention:**

Last_First_SessionTitle_Handout

If multiple handouts, put 1, 2, 3, etc. at the end of the naming convention.

Submit Presentation by April 30

Submit Handout(s) by April 30

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# NEED BREAKOUT ROOMS OR ZOOM POLLS?

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Please contact the NAEP office **before Thursday, May 6** to provide:

**Breakout Rooms**
- Number of rooms needed
- Breakout room names (if applicable)
- Number of people per breakout room
- Room assignments: Random or attendees' choice?

**Zoom Polls***
- Questions/Prompts

*you may also choose to use your own polling software (e.g. PollEverywhere, Mentimeter, etc.)*

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# SPEAKER PHOTO & BIOGRAPHY

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If you have not submitted your speaker headshot (500 x 500 pixels preferred) or biography (limit 150 words) to the NAEP office yet, **please do so by April 30**.

**Submit Photo & Biography**

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# ATTEND SPEAKER TRAINING

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**Tuesday, May 11**
3:00 PM PT | 6:00 PM ET

Join Tuesday Speaker Training

**Wednesday, May 12**
9:00 AM PT | 12:00 PM ET

Join Wednesday Speaker Training

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# PRESENTATION TIPS & TRICKS

**Keep the following tips in mind before you present.**

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# DRESS FOR SUCCESS

**What to Wear**

- Solid colors
- Jewel tones
- Nice jacket

**What to Avoid**

- Black or Gray
- Stripes
- Busy patterns
- T-Shirts

# AUDIO & VIDEO

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## Audio

- Mute anything in your office that might beep or buzz to avoid distracting yourself and/or your audience

- Avoid sound feedback by wearing a headset and updating your computer audio settings to be input and output through the headset and its microphone

## Video

- Adjust your laptop or webcam so your head and shoulders take up most of the frame. If you need to, put your computer on a taller surface or close the lid of your laptop just enough so your head touches to top of the frame.

- Look straight ahead or up into the camera for the most flattering angles.

- Check the location of your computer during the time of day your presentation will take place. Make sure the lighting is sufficient. Avoid having a window behind you.

- Check what's behind you – if not using any of the provided **Virtual Backgrounds**, make sure your room is void of distractions or clutter.

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# WHAT TO EXPECT BEFORE THE SESSIONS

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**The NAEP Office will confirm you are online and make you a Co-Host in Zoom**

- You can chat with the NAEP Office via the chat function privately for any immediate needs

- Moderators, Speakers, and the NAEP Office will check in **10 minutes prior to each session** start time. Check-in times will be held during breaks and over the Zoom chat function. During breaks, a PowerPoint loop will be running.

- At the start of the presentation time, a Speaker title slide will be shared on the screen. The title slide will be the indication that the Moderator will unmute and start with introductions.

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# WHAT TO EXPECT FROM MODERATORS DURING YOUR SESSION

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**Moderators Will:**

- Welcome attendees to the NAEP 2021 Conference & Training Symposium! (Or "welcome back" if returning from a break or lunch.)

- Remind Attendees to submit questions to the chat box.

- Remind Attendees that if they have any tech questions, to please send your chat to the "NAEP Office"

- Give the introduction of the Speaker(s) up next.

- Once Moderator is done with the introduction, the Speaker will start their video, unmute, and begin sharing their slides and start presenting.

- Stay muted during the presentation.

- Keep time and chat Speaker(s) when they have 5 minutes left before the next presentation or break.

- At the end of the session, Moderator will facilitate questions from the chat box to the Speaker(s).

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# REMEMBER!

**Take a deep breath, you'll do great!**

- You will have a virtual moderator who will be keeping an eye on the chat room – don't feel pressured to keep up with all the messages while you present.

- Look directly into the camera when you can, especially when other panelists are speaking.

- Your viewers are at their computers! You can give them things to research like an educational scavenger hunt as an activity. If a question stumps you, ask the audience to search the web for an answer and tell you what they find.

- Moderators will keep time and chat all Speaker(s) when they have 5 minutes left before the next presentation or break.

# HOW TO SCREENSHARE

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If your presentation has audio, be sure to have the "Share Computer Sound" checked. During the playback of your audio, mute yourself so that there isn't any echo.



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# FREQUENTLY ASKED QUESTIONS

**Speaker Edition**

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# TECHNICAL QUESTIONS

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**Do I need Zoom to participate in the virtual event?**

- We recommend that you download Zoom Client for Meetings ahead of time: **https://zoom.us/download**

- The web browser client will download automatically when you start or join your first Zoom meeting, but we recommend that you manually download it prior to the conference using the link above.

- Although you do not need to download the Zoom application to participate—you can run the meeting in your browser by clicking "join from your browser" at the bottom of the page—the viewing experience is better through the app.

# TECHNICAL QUESTIONS

**Where can I find more information on the Zoom platform?**

- Visit the Zoom Support center for additional information: **https://support.zoom.us/hc/en-us**

**I am having trouble with streaming audio, I can't hear the speaker through my computer speakers, the streaming stopped... what do I do?**

- If you are not able to hear any audio through your computer speakers, first check to make sure your speakers are not muted or turned off.

- The next step is to refresh your screen by pressing the F5 key on your keyboard or clicking the "refresh" button in your web browser.

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# EQUIPMENT REQUIREMENTS

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**What do I need to present? Can I present with my current computer?**

- Please ensure your device meets hardware, software, and bandwidth requirements well in advance:

- **Step 1: Browser Test**
  Please take the following browser test: **https://zoom.us/test**

- **Step 2: Please review the following Technical Requirements and be sure your system and networks are up to date.**

- Minimum System Requirements:

- 2.0Ghz Processor or faster 2 GB RAM (Greater than 2 GB recommended)

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# BROWSER REQUIREMENTS

**Minimum Browser Requirements:**

- Your browser must support HTML-5. To detect your browser version, run **https://whichbrowser.net/**

- Windows 7 or later Mac OS X 10.9 or later

- Chrome 60 or greater

- Firefox 52 or greater

- Edge 14 or greater

- Safari 10 or greater

- iOS 10 or greater

- Internet Explorer 11 IP Addresses

Ports to Allow for HTML5: 72.32.161.112 port 80, 443 (web and audio) 72.32.200.104 port 80, 443 (web and audio) 72.32.221.65 ports 80, 443 (web and audio) 72.32.221.66 ports 80, 443 (web and audio) 67.203.7.114 ports 80, 443 (web and audio)

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# ADDITIONAL REQUIREMENTS

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**What else should I know/do?**

- Remember to disable pop-ups blockers in your Internet browser settings.

- A wired connection is recommended. WiFi signal strengths can vary causing bandwidth to increase or decrease. A wired connection gives a consistent signal and consistent bandwidth. A wired connection provides a better experience.

- Audio (sound) is projected through your computer speakers. Be sure your computer is equipped with speakers, you are using a headset, or the room where the conference is being broadcast is equipped with speakers so you can hear the presenters.

# ZOOM MEETING CONTROLS

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**What will my presenter screen look like on Zoom?**

Presenter screens will have your presentation and presenter controls.

Mute yourself when you are not speaking.

Toggle your camera on and off.

Use reactions during sessions to clap, give a thumbs up, and more!

Exit the session.

View the number of participants in the session. Click on this window to view the list of participant names.

Chat with all attendees, speakers, and session hosts, and ask questions for the Q&A. Choose the audience from the drop down menu.

Chat

To: All panelists
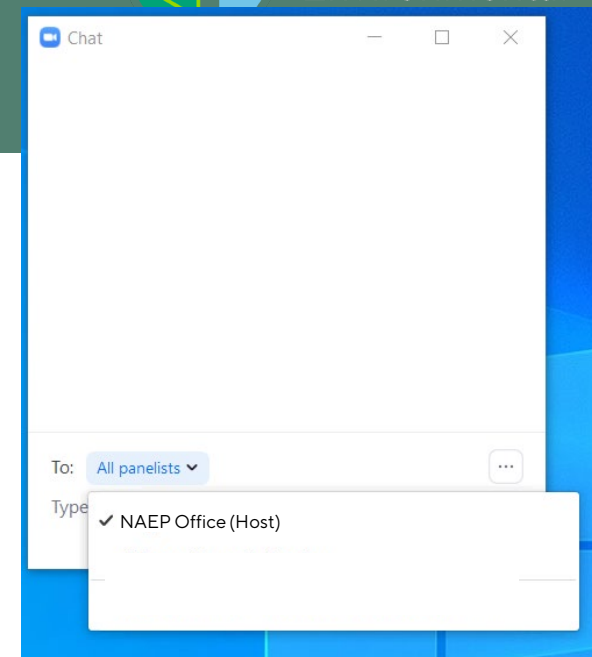
✓ NAEP Office (Host)

Mute | Stop Video | Security | Participants 2 | Chat | Share Screen | Record | Breakout Rooms | Reactions | End

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# CONTACT NAEP

**(206) 209-5286** | **office@naep.org**
Office Hours: 8:30 AM PT – 5:00 PM PT