



SPEAKER FREQUENTLY ASKED QUESTIONS WORKSHOPS/DEBATES

What do I do if I have issues or questions during the conference?

If you have issues/questions during the conference but outside of your session, please call our support line at +1-443-244-4000 or email atp@designingevents.com. If you have questions during your session, a Designing Events staff member will be available in your Zoom Webinar or Meeting room to assist you.

What platform are we (speakers) using?

As a speaker in a **workshop** you will be using Zoom Meeting. We will send out a calendar invite to join your Zoom Meeting next week (week of September 7th). You will use this invite to access your live session. We ask that all presenters arrive 20 minutes before their scheduled workshop or debate is set to begin.

As a speaker in a **debate** you will be using Zoom Webinar. We will send out a calendar invite to join your Zoom Webinar next week (week of September 7th). You will use this invite to access your live session. We ask that all presenters arrive 20 minutes before their scheduled workshop or debate is set to begin.

For example – If your session is slotted for Monday, September 14th from 12:20 PM – 1:20 PM EDT, we would need you to arrive in your Zoom Webinar at 12:00 PM EDT.

What platform will the audience be using?

The audience will be linked from the Association TV platform directly to the same Zoom Meeting room for these sessions since they are live and interactive. The attendees will access these sessions via our platform Association TV. Once they click on the session title and hit the button to join the session, it will take them to Zoom so they can participate.

This platform was utilized for the recent ATP Security Summit that took place August 25th and 26th. If you were unable to attend the Security Summit, below is a link to the schedule page so you can get an idea of what the platform looks like for attendees.

<https://atphub.org/schedule-page>

We will be using Association TV as the main platform for the Global Conference.

Will there be a Designing Events staff member in each session?

Yes, we will have a Designing Events team member in every Workshop/Debate throughout the entire session to assist speakers with any questions they have. We will also be there to assist with the breakout feature for workshops if needed and any other tech needs. See the question below for a complete outline of the session and how it will flow.

If you have any questions during the session for the Designing Events team member, please use the Zoom Chat feature and chat with the Designing Events team member privately so the audience does not see this chat.

What will be the flow of our session?

All sessions are 60 minutes long. The flow will be:

- 20 minutes before the session – All presenters arrive to meet the Designing Events team member in the Zoom appointment
 - During this time presenters may ask any questions they have to the Designing Events team member
 - Designing Events team member will check audio and lighting to make sure all presenters can be seen and heard for the live Q&A
 - Designing Events team member will go over any last-minute reminders
- 7 minutes before – Designing Events team member will share their screen to showcase a slide with sponsor logos
 - At this time, Workshop presenters can welcome attendees as they join
 - Debate presenters – Please mute and turn off your video and wait for the Designing Events staff member to ask you to begin. Once this happens, turn your video and microphone on. They will send this via the chat to all panelists
- 1 minute before – Designing Events team member will:
 - Workshops – chat through the chat feature to let you know that you will begin your Workshop in one minute
 - Debates – use the chat feature to ask you to unmute yourselves, turn on your videos and begin
- Start time of session – All presenters should begin session
- During session – Workshop presenters: Feel free to use the “Breakout” feature in Zoom. This will allow for attendees to easily break into small groups and come back together as you determine
- Two minutes before end of session – Designing Events team member will send a message through the Zoom chat feature to all speakers letting them know there are two minutes left and to wrap up the session
- End of session – Speakers say goodbye to the audience and each other, thank each other and the audience, sign off of Zoom

How will the Q&A work?

For Workshops: All questions will be asked live since this is an interactive Workshop, but some people may put questions in the chat if they do not feel comfortable speaking out loud. We suggest making one of you (the presenters) the “moderator” of the chat to decide which questions should be brought into the conversation.

For Debates: All questions will come via the chat in Zoom from audience members. We suggest making one of you (the presenters) the “moderator” of the chat to decide which questions should be brought into the conversation.

Should I be on the Association TV platform while in my Zoom room?

No, you and all attendees will be in Zoom. There is no need to be on Association TV during this time.

When do we need to login to our session?

Please arrive 20 minutes before your scheduled Workshop or Debate is set to begin.

For example – If your session is slotted for Monday, September 14th from 12:20 PM – 1:20 PM EDT, we need you to arrive in your Zoom room at 12:00 PM EDT.

When should we receive our Zoom link to join our session?

Designing Events will be sending out the Zoom invite to join your Zoom webinar/meeting next week (week of September 7th).

When is my session scheduled?

All sessions have been scheduled and may be found here:

<https://na.eventscloud.com/ehome/index.php?eventid=456202&tabid=999808>.

How do I access the Virtual Conference when I am not speaking?

We will be sending out a link to the virtual conference webpage to all registered attendees. This will allow you to access the virtual conference. We will be sending out more information the week before the conference (week of September 7th).

May I use my mobile phone?

No, you cannot use your mobile phone for your discussion. We require you to be on a computer.

Is there a Conference App?

Yes, you can still access conference materials and information through the mobile app, Attendify. We are finalizing the app and will send out information on how to download it soon.

What items should have been completed by now for my presentation?

The following deadlines have passed, so if you have not completed the items below, please do so as soon as possible. This will ensure Designing Events has everything they need to make your presentation as successful as possible during the conference.

- [Register for the Conference.](#)
 - *Everyone registered for the Innovations in Testing 2020 Conference will be automatically enrolled in the ATP 2020 Global Conference.*
- Complete the [Online Presentation Agreement](#) if you have not done so already.

Thank you for your participation in the conference! If you have questions prior to the conference, please contact us at atp@designingevents.com.