



SPEAKER FREQUENTLY ASKED QUESTIONS PEAS IN A POD DISCUSSIONS AND COFFEE BREAK CONVERSATIONS

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 room to assist you. We recommend that you use the Zoom Chat feature to privately chat with Designing Events should the need arise. If you need assistance with this, Designing Events can go over this when you enter the Zoom room 10 minutes prior to the session.

What Platform are we (speakers) using?

As a facilitator in a Peas in a Pod or Coffee Break Conversation, you will be using Zoom Meeting. We will send you 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 facilitators arrive 10 minutes before their scheduled discussion.**

For example – If your session is slotted for Monday, September 14th from 2:10PM – 2:40 PM EDT, we would need you to arrive in your Zoom Meeting room at 2:00 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 discussion the entire time to assist the facilitators with any questions they have. We will also be there to assist with any 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 to talk 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 30 minutes long. The flow is:

- 10 minutes before the session – All facilitators arrive to meet the Designing Events team member in the Zoom Meeting appointment
 - During this time, facilitators 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 facilitators can be seen and heard for the live Q&A
 - Designing Events team member will go over any last-minute reminders
- 2 minutes before – Designing Events team member will share their screen to showcase a slide with sponsor logos.
 - If the coffee chat is sponsored, the sponsor will say a few words before the session begins
 - If the session is not sponsored, at this time facilitators can welcome attendees as they join
- Start time of session – Designing Events staff member will stop sharing their screen and facilitators should begin discussion
- Two minutes before end of session – Designing Events team member will use the chat feature in the Zoom Meeting room directly to the facilitators letting them know there are two minutes left and to wrap up the session
- End of session – facilitators say goodbye to the audience and each other, thank each other and audience, sign off of Zoom

How will the Q&A work?

All questions will be asked live since this is a discussion, 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 facilitators) the “moderator” of the chat to decide what and when questions should be brought into the conversations or answer any questions they have about the session in the chat if that is more appropriate. If you are the only facilitator in the session, please monitor the chat throughout the discussion.

How should we moderate the Q&A?

We suggest making one of the presenters the “moderator” responsible for paying attention to the chat feature and bringing up any relevant questions that are provided through this chat. If you are the only facilitator in the session, please monitor the chat throughout the discussion the best that you can, but pay closer attention to the live discussion.

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

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

When do we need to login to our session?

Please arrive 10 minutes before your scheduled session is set to begin.

For example – If your session is slotted for Monday, September 14th from 2:10PM – 2:40 PM EDT, we would need you to arrive in your Zoom Meeting room at 2:00 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 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 discussion session?

The following deadlines have passed, so if you have not completed these, please do them as soon as possible. This will make sure 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.