



## **SPEAKER FREQUENTLY ASKED QUESTIONS BREAKOUTS/SNAPSHOT SESSIONS**

### **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](mailto: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.

### **What platform are we (speakers) using?**

As a speaker in a breakout or snapshot session, you will be using Zoom Webinar. For these sessions, we will send out a calendar invite to join your Zoom Webinar next week (week of September 7<sup>th</sup>). You will use this invitation to access your session to do the live Q&A. **All presenters should arrive in their Zoom Webinar room 20 minutes before their scheduled breakout is set to begin.**

*For example – If your session is slotted for Monday, September 14<sup>th</sup> from 2:50 PM – 3:30 PM EDT, we would need you to arrive in your Zoom Webinar at 2:30 PM EDT.*

### **What platform will the audience be using?**

The audience will be using Association TV. This is the platform we will be using to stream your Zoom Webinar. Association TV is an innovative virtual platform with exceptional server capabilities allowing attendees to access video content live and on demand from across the globe. The system provides a means for attendees to watch the session, chat with each other, ask questions while reviewing other questions and upvoting them if they feel they are important and should be answered.

This platform was utilized for the recent ATP Security Summit that took place August 25<sup>th</sup> and 26<sup>th</sup>. 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>

### **Will there be a Designing Events staff member in each session to help run our session?**

Yes, we will have a Designing Events team member in every breakout/snapshot session the entire time to assist speakers with any questions they have. We will also be there to share the recorded video of your session and help make the transition from the video to the live Q&A. See the question below for a complete outline of the session and how it will flow.

If you have any questions during the playing of the pre-recorded video, please use the Zoom Chat to ask them directly. They will introduce themselves to you when you arrive in your Zoom Webinar room 20 minutes prior to your session start.

### **What will be the flow of our session?**

All sessions are 40 minutes long. The flow of the session is:

- 20 minutes before the session – All presenters arrive to meet the Designing Events team member in the Zoom Webinar appointment/room.

- During this time, presenters may ask any questions 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 ask all presenters to turn off their video and mute themselves
  - All presenters will remain in the Zoom webinar and watch the video from this platform – do not view from the Association TV platform.
- 5 minutes before – Designing Events team member will share their screen with a holding slide that includes a 5-minute countdown until the session begins
  - Note that some breakout sessions are sponsored and may include a 30 second commercial prior to the start of the session recording
- Start time of session – Your pre-recorded video will start playing through the Designing Events team members shared screen
- When video ends – **all speakers must turn on video and unmute themselves** – Designing Events team member will stop sharing their screen so all presenters will now be seen on camera to the audience
  - This will happen roughly 30 minutes after the start time of the session. Please make sure you are paying attention to the pre-recorded video so you turn on your video and microphone when it ends. If you do not turn on your video/unmute yourself, you will not be seen or heard during the live Q&A.
- Two minutes before end of session – Designing Events team member will send a chat message in the Zoom Webinar to all speakers letting them know that there is two minutes left of the live Q&A 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 Webinar.

### **How will the Q&A work?**

We will have a Q&A social module set-up on the Association TV platform for audience members to ask questions. This module also allows other attendees to see these questions and “up-vote” them if they would also like to see them answered. This allows the top questions to be listed first on the list of questions. *This is where you will pull your questions from for the live 10-minute Q&A.*

There are two ways that we recommend you manage these questions:

1. One presenter would have a second screen up with the link to the Association TV platform showing your session as all attendees see it. Note: There is a slight delay between your Zoom Webinar and the Association TV broadcast. This presenter will be able to see the live Q&A and will be able to manage which questions the presenter(s) should answer. If you decide to do this, you must turn the audio off for that second video feed.
2. The second option requires that you have another person helping you who is not presenting. This person would add the questions to a Google Doc (or similar live online document) that presenters would have access to. As they add the questions, you will see them live in the Google Doc so that you may answer the questions. We suggest that all speakers have access to this Google Doc so all speakers can review the questions while the 30 minute pre-recorded video is playing and use this doc as a way to communicate and decide what questions should be answered and who will answer each question.

### **How should we moderate the Q&A?**

We suggest making one of the presenters the “moderator” of the live Q&A to announce the questions out loud and announce who will answer it or answer it themselves if the question is for them. This will help facilitate this live Q&A.

### **Should I be on the Association TV platform while in my Zoom Webinar?**

Unless you are using designated as the presenter who is reviewing the questions that come in to the Association TV platform, then no, we recommend that you do not have the platform live. Unless you have the volume turned off, this can cause feedback when we go live with the Q&A and can confuse speakers as there is a small delay from the Zoom Webinar to the Association TV platform.

The only reason a speaker would need to have both the Zoom Webinar and Association TV open is if a presenter is pulling the questions for the live Q&A as explained in the above question, “How will the Q&A work?”.

**When do we need to login to our session for the live Q&A piece?**

All speakers will need to login into the Zoom Webinar invite 20 minutes before the session starts.

*For example – If your session is slotted for Monday, September 14<sup>th</sup> from 2:50 PM – 3:30 PM EDT, please arrive in your Zoom Webinar at 2:30 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 next week (week of September 7<sup>th</sup>).

**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 7<sup>th</sup>).

**Can I use my mobile phone?**

No, you cannot use your mobile phone for your presentation. You are required to be on a computer.

If you are attending as an attendee, all sessions via Association TV can be viewed via a mobile device.

**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 these, please do so 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.
- Send your Recorded Presentation to [atp@designingevents.com](mailto:atp@designingevents.com).
  - Recorded presentations need to be sent for Breakouts, Snapshots, Ignites, Product/Innovation Demonstrations, and ePosters.

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