

SEPTEMBER 22-24



# Your Guide to Speaking at ADRP 2021

*Here's what you need to know!*

# In This Guide

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# Before You Dive In...

## Attend The Mandatory Speaker Training

To ensure we can provide a seamless experience for our attendees, you are required to attend the speaker training.

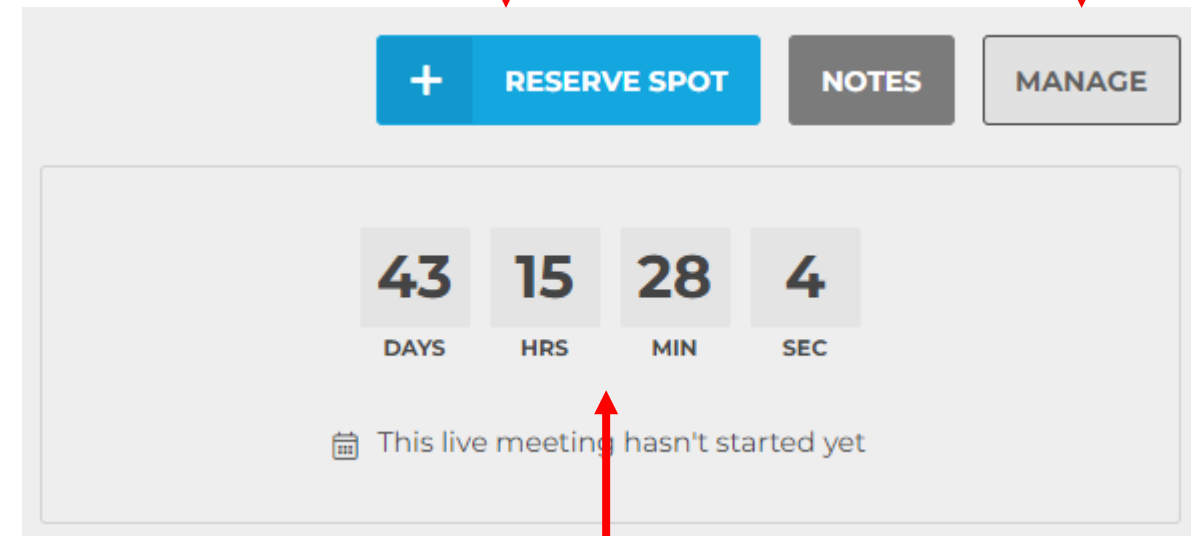
When: August 24 | 10:00 AM PT

[Add to Google Calendar](#)

[Add to Outlook Calendar](#)

Reserve your spot to add the training to your agenda

Click the manage button to join the session 20 minutes before official start time.



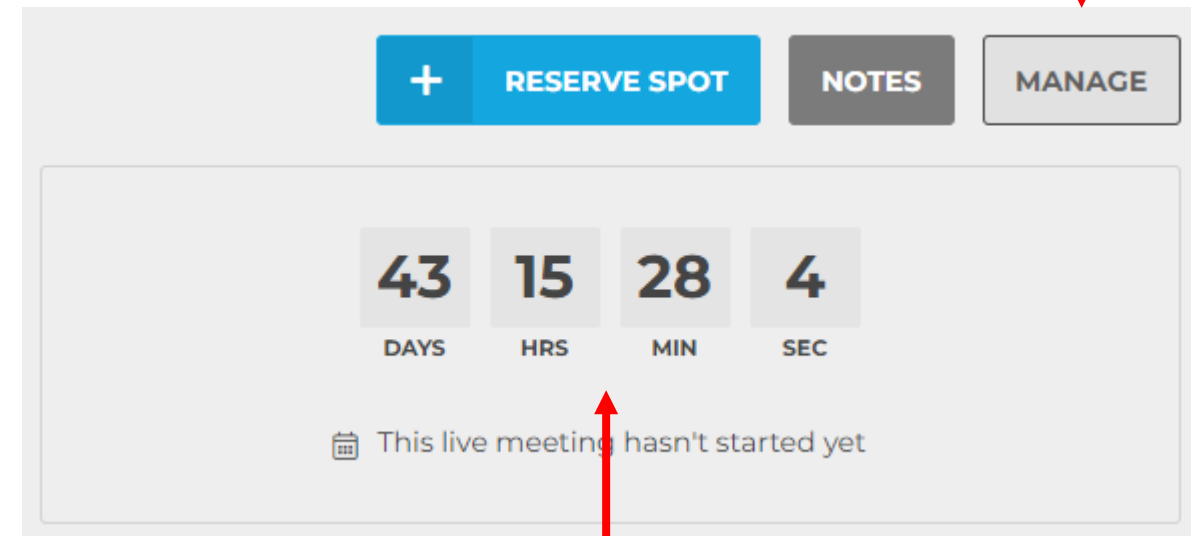
The "Join Meeting" button will replace the countdown timer **in the manage tab** 20 minutes before the training starts.

# How to Join the Training

## **Log In Early, Join August 24 at 10 AM (PT)**

1. Check your email inbox for your personal invite to the Virtual Venue.
2. Log into your account and under the “Program” tab, click “Agenda.”
3. Click on the “Speaker Training” session page listed under August 24.
4. On **August 24**, go to the session page and click “manage” and then “Join Meeting” (see image to the right).

Click the manage button to join the session 20 minutes before official start time.



The “Join Meeting” button will replace the countdown timer **in the manage tab** 20 minutes before the training starts.

# Have You Submitted All Your Info?

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**We might be missing some important details about your session and speakers.**

Please check your session page(s) on the [ADRP 2021 website](#) to confirm all information has been submitted.

If your page is missing content (e.g. speaker photos, biographies, session description, target audience, learning objectives, etc.), please [submit it to the ADRP Office](#) as soon as possible.

[Submit Missing Details](#)

# Conference Details

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*The what's, when's, and where's of ADRP 2021*

# Event Information

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## Dates

- Wednesday, September 22 – Friday, September 24, 2021

## Time

- Sessions begin at various times
- Check the online schedule for program information
- Speakers and Session Hosts will be asked to join the meeting 20 minutes before their scheduled start time.

## Location

- Online! You will receive login instructions and details to access the Virtual Venue.

# Tips & Tricks for Speakers

*Advice to help you make the most of your presentation.*



# Dress for Success

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## Wear:

- Solid colors
- Jewel tones
- Nice jacket

## Avoid:

- Black or gray
- Stripes
- Busy patterns
- T-Shirts
- Bright colors (especially green if you're using a virtual background)



# How to Apply a Virtual Background

## 1. Save the ADRP 2021 Background

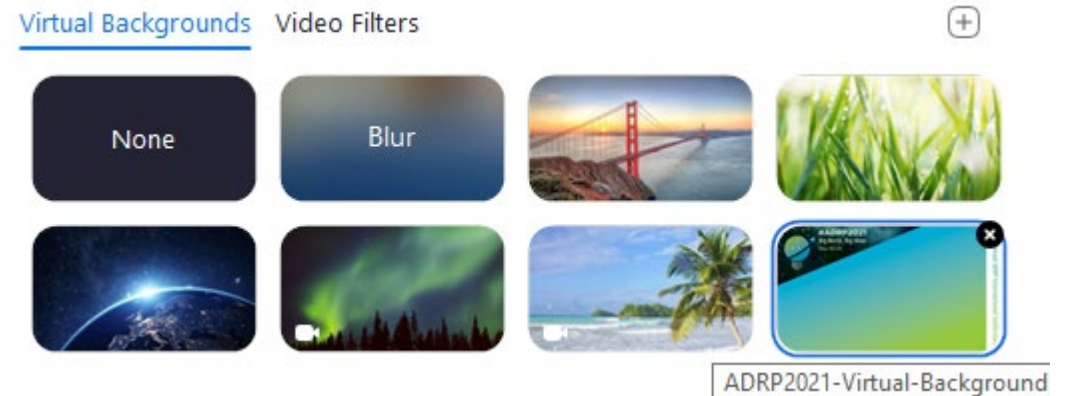
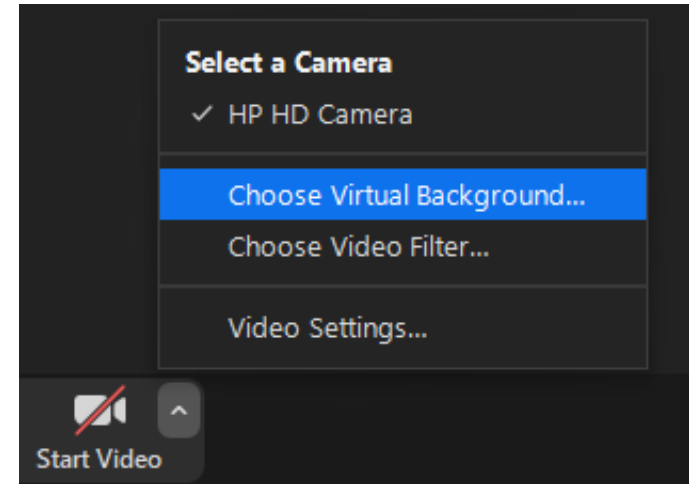
Download the ADRP 2021 Virtual Background from the [Presenter Resources page](#) and save it to your desktop.

## 2. Add to Zoom & Apply

In your meeting, click the up arrow next to “Start Video” and select “Choose Background”

Then, click the “+” icon to add your new saved file to the options list.

Select the background from the list and you’re all set!



# Day-Of Timeline: Speaker To-Dos

*Working with your session host, plus how-tos and to-dos before, during, and after your session.*

1

## **BEFORE THE SESSION**

All about the Green Room

2

## **DURING THE SESSION**

Timing and Setup

3

## **Q&A Time**

Reminders & Facilitation

# Before the Session...

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- You will join an ADRP team member, any co-presenters, and your session host in the session “green room” **20-minutes prior** to the session start time.
- In your green room, you will:
  - **Test** your microphone, video, sharing screens, and your virtual background
  - **Update** your name on Zoom if it is inaccurate
  - **Connect** with your session host to confirm introductions
  - **Address** any other technical questions and session timing
- **5 minutes before session start**, a looping slide show with light music will play for attendees as they filter in.

# During the Session...

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- The looping slide show with music will stop and your session host will be spotlighted for all attendees.
- Your session host will share housekeeping reminders with attendees, followed by speaker introductions, during which your video will be added to the spotlight.
- After introductions are complete, you will share your PowerPoint slide show and begin your presentation.
- All in-meeting chatter will occur on the session page in the Virtual Venue *unless your session is a networking session*, in which case the Zoom chat will be enabled for attendees.

# Q&A Portion

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- 15 minutes before the session will end, **your session host** will check in on the number of questions to gauge how much time is needed for Q&A.
  - If there are *a lot* of questions, they will let you know that Q&A should start **10 minutes** before the end of the session.
  - If there are *not* a lot of questions, they will prompt you to begin Q&A **5 minutes** before the end.
  - If there are *no* questions, they will do a call out in the chat to attendees.
- **It is recommended that you provide one or two questions of your own for the session host to ask if there are no attendee questions.**
- During the Q&A, you will stop sharing your screen as the session host facilitates questions.

# How To Guide: ADRP's New Virtual Venue

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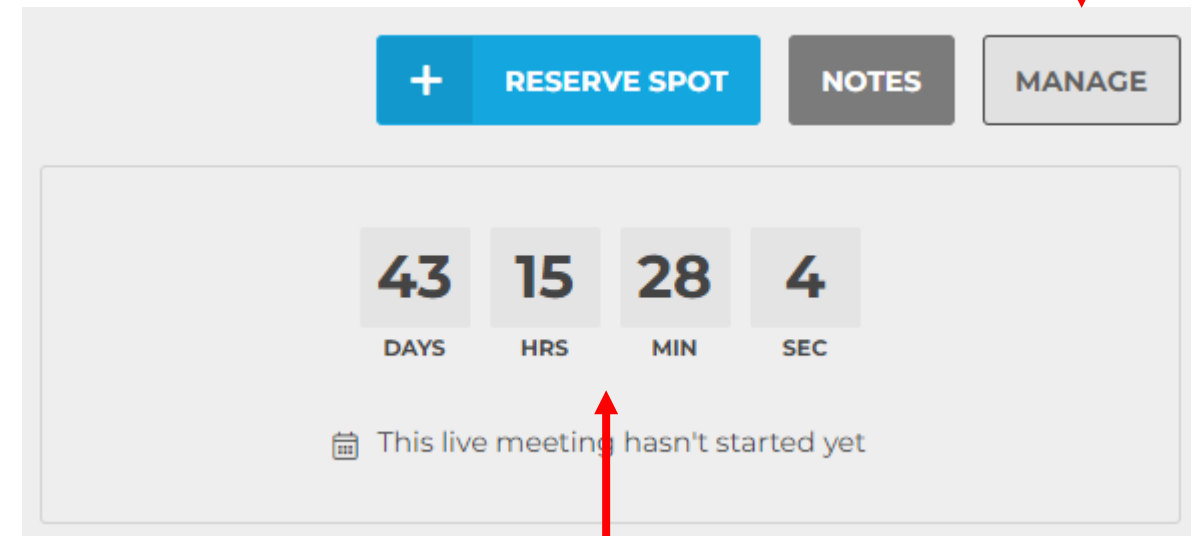
*The ins and outs of the new Virtual Venue.*

# Join Speaker Training

## Join August 24 at 10 AM (PT)

1. Check your email inbox for your personal invite to the Virtual Venue.
2. Log into your account and under the “Program” tab, click “Agenda.”
3. Click on the “Speaker Training” session page listed under August 24.
4. On **August 24**, go to the session page and click “manage” and then “Join Meeting” (see image to the right).

Click the manage button to join the session 20 minutes before official start time.



The “Join Meeting” button will replace the countdown timer **in the manage tab** 20 minutes before the training starts.



# Introducing the New Virtual Venue

***The ADRP Office has already created your account!***

Check your email for login details.

[Log Into Your Conference Profile](#)

*The Virtual Venue platform is still in development.  
Please do not share your link with other colleagues or  
conference attendees.*

***The Virtual Venue doors will officially open to the  
public on September 1.***

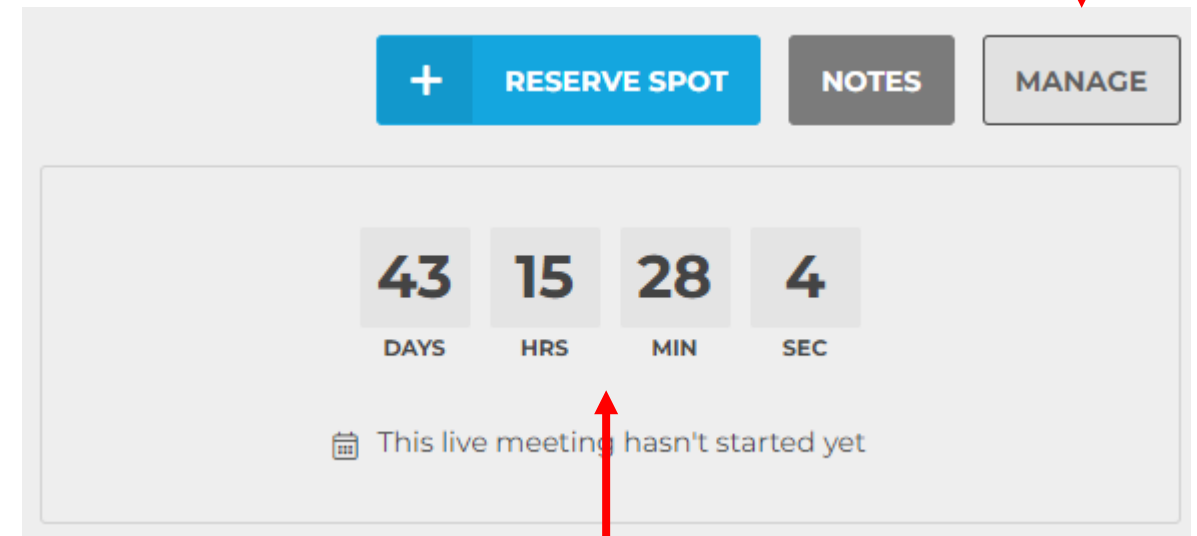


# How to: Join Your Session

Click the manage button to join the green room, add and review polls, and check in on how many people are interested in your session.

## Log in Early!

- The pre-session “green room” will open for session hosts and speakers **20 minutes before the session start time**.
- To enter, from the session page click “**Manage**” in the top right corner. Then, click the “**Join Meeting**” button.
- Joining this way automatically makes you a session co-host with screen-sharing abilities and **prevents technical hiccups** during your presentation.



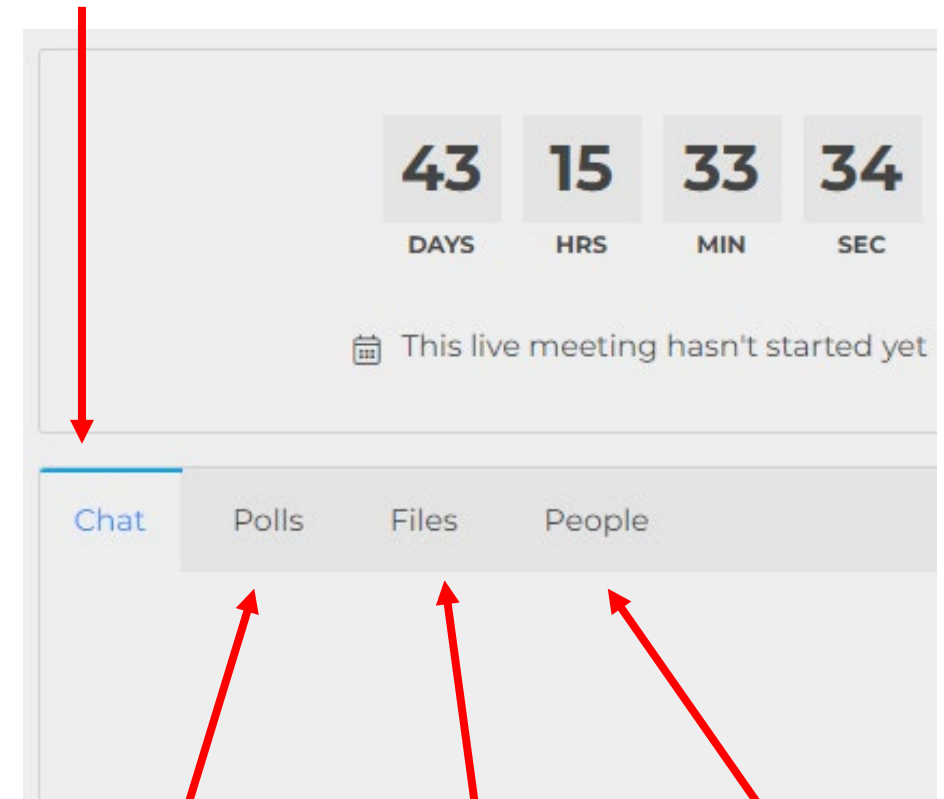
The “Join Meeting” button will replace the countdown timer in the manage tab 20 minutes before the session starts.

# How to: Interact with Attendees

## Engage with your audience

- Attendees will use the “**Chat**” tab on the session page to share comments and notes with each other throughout the session.
- Add questions to the “**Polls**” tab for visual displays of attendee responses during your session.
- The “**Polls**” tab is also where attendees will go to ask questions for the Q&A portion of your session.

Where all participants can chat publicly with attendees before, during, and after the session.



Where attendees can answer polls, and ask questions for post-session Q&A.

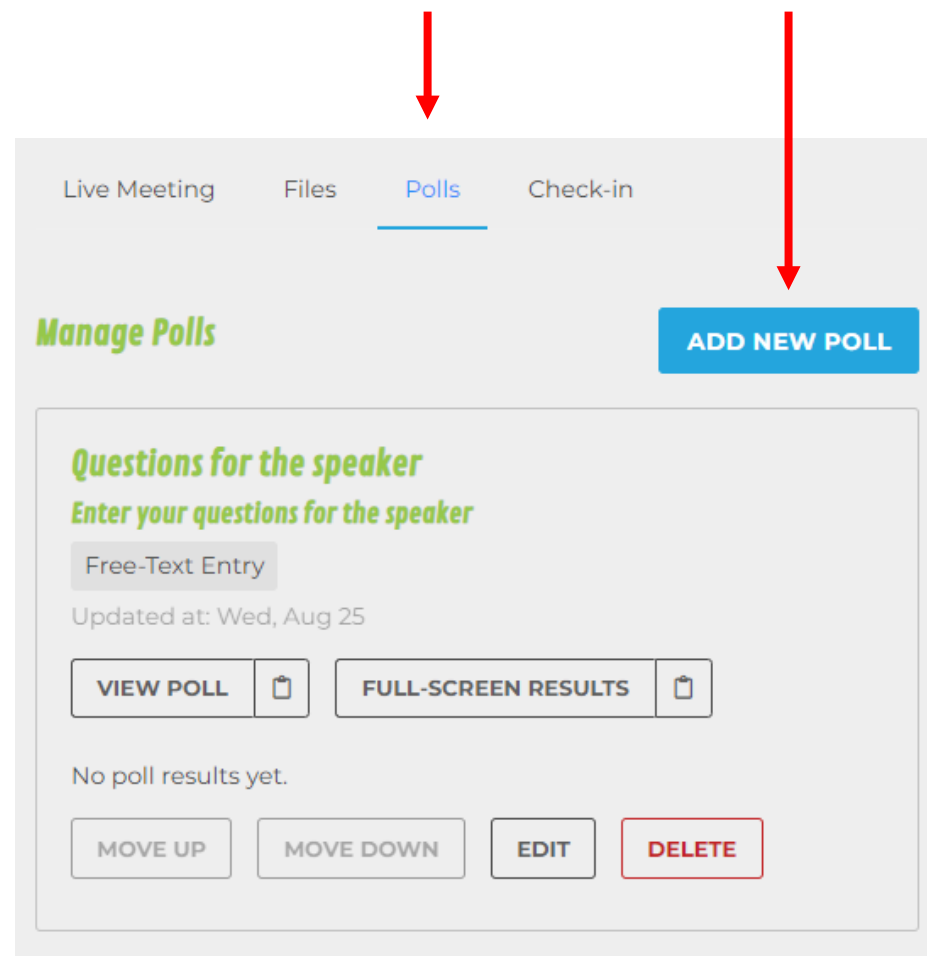
Attendees will go here to download presentation files.

View a list of all participants in your session

# How to: Add Polls

## Set Up Pre-Session and In-Session Questions

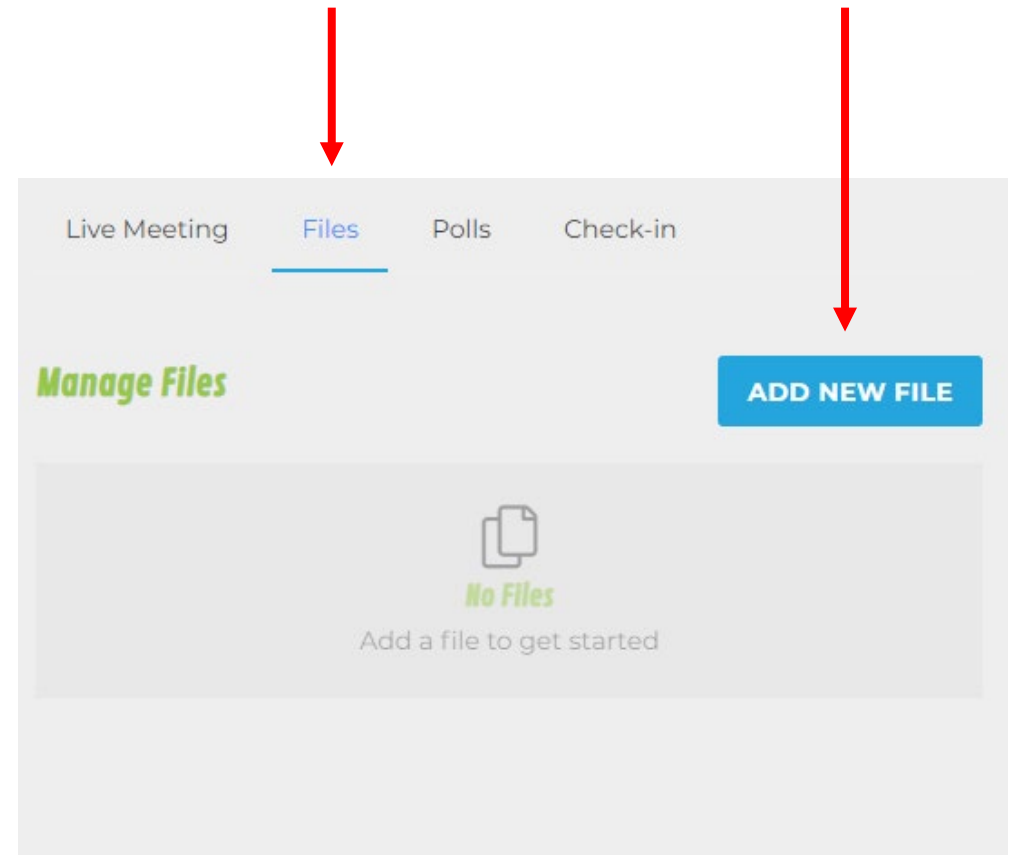
- First, click the “**Manage**” button in the top right corner of your session page to edit your session.
- Then, click the “**Polls**” menu to view, edit, delete, and reorganize poll questions.
- Add new polls by clicking the “**Add New Poll**” button on the right.
- This is also where you will find questions posed by attendees to be asked during the Q&A portion.



# How to: Add Files

## ***Upload Your PowerPoint and any other session materials***

- On your session page, click “**Manage**” and then the “**Files**” tab
- To add new files, click the blue “**Add New Files**” button on the right.
- You can also rearrange, edit, or remove files.
- This is where you should upload any handouts, worksheets, or other presentation materials you want attendees to be able to access and download.



# It's Time to Talk Tech

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*Information about Zoom Meeting/Webinar setup, controls, and best practices*

# In-Session Audio & Video Tips

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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.

# Technical Questions (Part 1)

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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.

[Download Zoom Client](#)

[Get Zoom Support](#)



# Technical Questions (Part 2)

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## 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.

# Technical Questions (Part 3)

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## **I'm having trouble logging in to the Virtual Venue. What do I do?**

- By now you should have received an email invitation with the subject: **ADRP 2021 Virtual Venue Access**. There will be a personalized link in this email that allows you to sign into the event website.
  - If you have already set up your account and need to log back in, please find the “Account” button on your navigation bar and select “Login” from the dropdown to enter your email and password.
- ***If you did not receive this email, please check your spam, junk, or quarantine folders.***

## **I can't remember my Virtual Venue account information. How do I log in?**

- Reset your password and identify your username in the login section on the Virtual Venue.

*If you have any additional issues, contact [office@adrp.net](mailto:office@adrp.net).*

# Internet Browser Requirements

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## 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

Use [speedtest.net](https://speedtest.net) to test your bandwidth speed

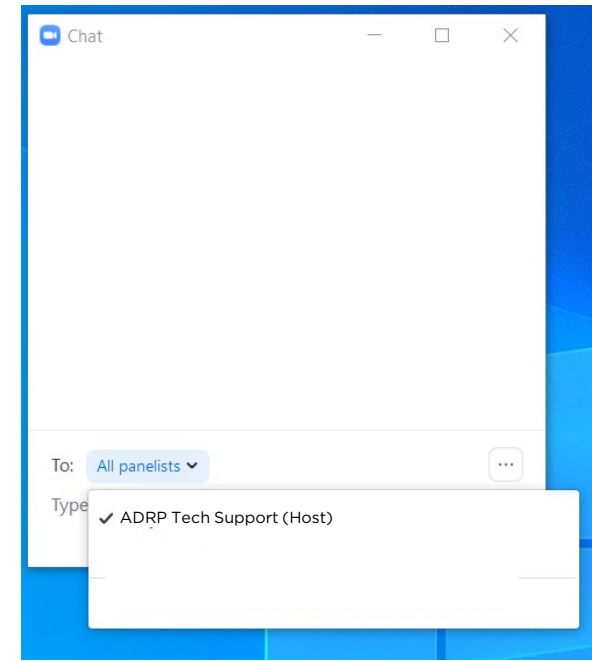
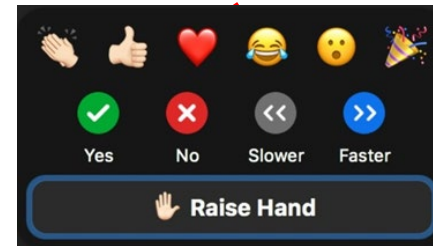
*Ports to Allow for HTML5: 72.32.161.112 port 80, 443 (web and audio) 72.32.200.104 port 80, 443 (web and audio) 72.32.221.65 ports 80, 443 (web and audio) 72.32.221.66 ports 80, 443 (web and audio) 67.203.7.114 ports 80, 443 (web and audio)*

# Zoom Controls (Meeting)

## Using Zoom During Your Session

*Remember all chats, polls, and Q&A will be done on the virtual venue session page.*

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



Mute yourself when you're not speaking.

Toggle your camera on and off, set your virtual background.

Allows you to share what is displayed on your monitor

Exit the session.



View the number of participants in the session. Open this window to view the list of all participant names.

Chat with other speakers, your session host, or ADRP Tech Support. To chat with attendees, use the [Pathable Chat](#).

# Sharing Your Screen

Use the Three-Step Guide to Share Your Screen >>>

Follow the steps to the right will ensure your session has:

- Seamless transition when starting your presentation
- High quality audio & video
- No more accidental awkward silences or malfunctioning sound

## How to Share Your Screen

A Three-Step Guide



Click the green "Share Screen" icon to share your presentation.

Before you share your screen, start your PowerPoint on an unused screen.

Go back into Zoom (without closing the PowerPoint presentation) and click the green "Share Screen" button.

Select your already open PowerPoint Presentation from the list of options.

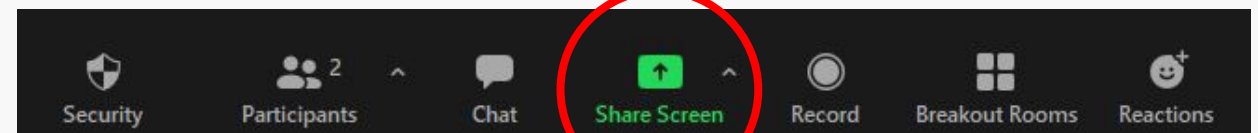


Proceed to Next Step

Check the "Share Computer Sound" and "Optimize Video" boxes

You're all set!

## Share Your Screen



# Get Support from ADRP

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*Contact a member of our team for questions*

# ADRP Office & Technical Support

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## **Contact Information**

Email: [office@adrp.net](mailto:office@adrp.net)

*Use subject line: “Virtual Annual Conference **Topic** Question”*

Phone: (206) 209-5298

## **Conference Hours:**

September 22-24

6:30 AM – 2:00 PM (PT)

## **ADRP Can Help Answer Questions About...**

- Registration
- Login information
- Technical difficulties
- Virtual Venue issues
- Attendee support
- General questions

SEPTEMBER 22-24

# ADRP 2021

BIG WORLD



BIG IDEAS