

Presenter Guidelines for the 2021 Hawai'i Conservation Conference

We are so glad you have decided to join this year's Hawai'i Conservation Conference. In these unprecedented times, we have gone fully virtual and we appreciate you joining us on this journey.

If you have not yet watched the presenter onboarding video which walks through the most common functions in the platform, please do so here

<https://www.hawaiiconservation.org/conference/2021-presenter-information/>

System Requirements

If you are a presenter, **please use either Chrome or Firefox browsers** to access all functions and avoid disruption. You will need internet speed of 10+ mbps for upload and download to avoid interruptions. If you plan to use a screen sharing function, you will need speeds of 20+ mbps.

Test your system here: <https://bigmarker.zendesk.com/hc/en-us/articles/211492543-System-Check-Test-your-Operating-System-Browser-and-Internet-Speed->

We recommend also having a phone nearby in case you experience internet interruptions and need to call in.

Conference Roles:

Attendees: Can view all live and on-demand conference sessions, ask questions in Q & A tool, participate in discussions in chat, download handout, answer polls, and view virtual exhibit tables. Cannot share microphone, camera, or desktop screen.

Presenters: Can upload pdfs/videos to project during session, can share microphone and video, can share desktop screen, can answer and publish questions, can publish polls. Cannot change the access level of participants or mute other presenters.

Moderators (aka administrators): All the same permissions as presenters. Can also change status of attendee to presenter, can mute other presenters or turn off their camera, can send participants to small groups (only if this tool is set up in advance). Can view the browser, operating system version, and internet speed of presenters and attendees. Cannot turn on microphone or video of other presenters

Accessing Presentation Room & Presenter Tools

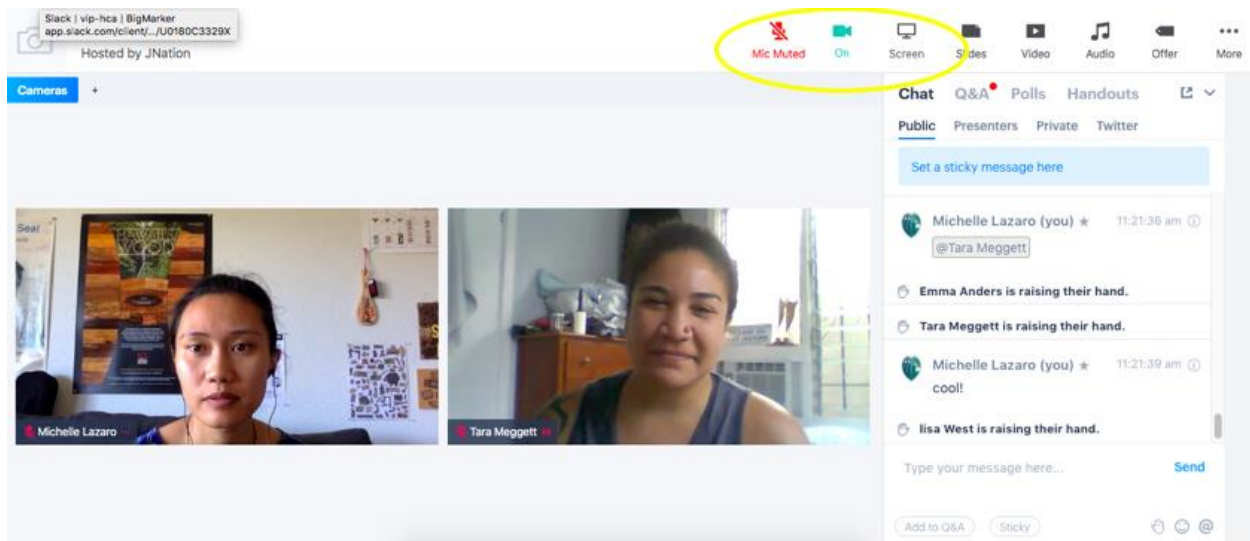
Each presenter will be emailed a unique link to their presentation session. **This is a different link than your attendee link as you will have upgraded permissions.** If you are presenting

in multiple sessions, you may receive multiple presenter links so please carefully check the link you use to access sessions in which you are presenting or moderating.

Each session virtual “room” will open to presenters **3 hours** prior to the session start time. Attendees will only be able to access the session 15 minutes to the start time.

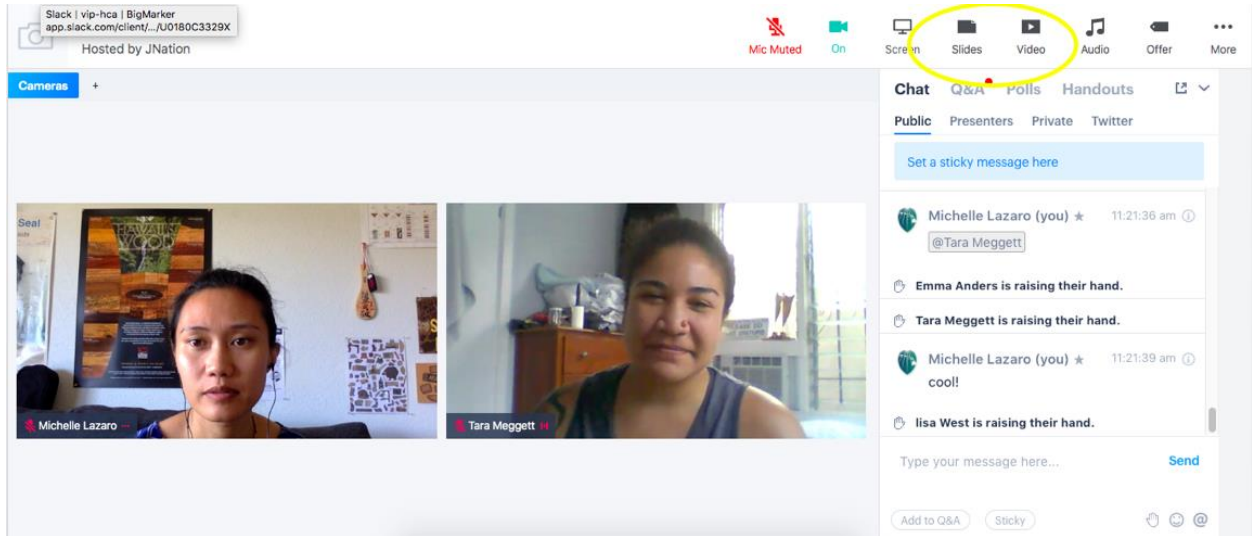
Upon entry, you will first see a screen with buttons that allow you to turn on your microphone and camera - please do so. Once you click “continue to webinar” you will be in your session virtual room. You can control your mic and camera using the icons in the top right corner. Please keep in mind that these rooms are live so anyone else in the room will be able to hear and see anything shared.

For general sessions and symposia, please only activate your camera and mic while you are presenting or answering questions. For workshops and forums, your moderator will have instructions for when you should have your mic and camera on.

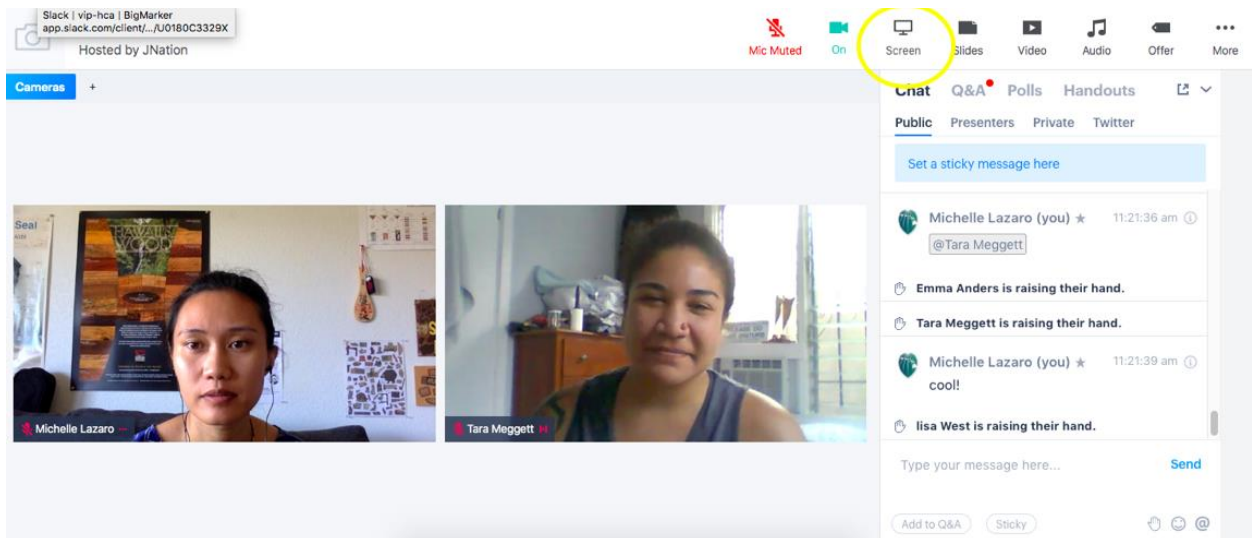


For pre-recorded presentations submitted to the Conference Planning Team prior to the Aug 24 deadline, your recording will already be uploaded and will automatically begin at the scheduled start time.

If you did not pre-record your presentation, once your session is live, you can upload pdfs and videos. If you have limited internet speed, we strongly recommend that you convert any powerpoints to pdf documents and upload them, along with any videos, using the buttons circled below.



If you have reliable and high speed internet (download speeds: 20mbps // upload speeds: 5mbps), you may choose to share your screen during your scheduled presentation time using this button:

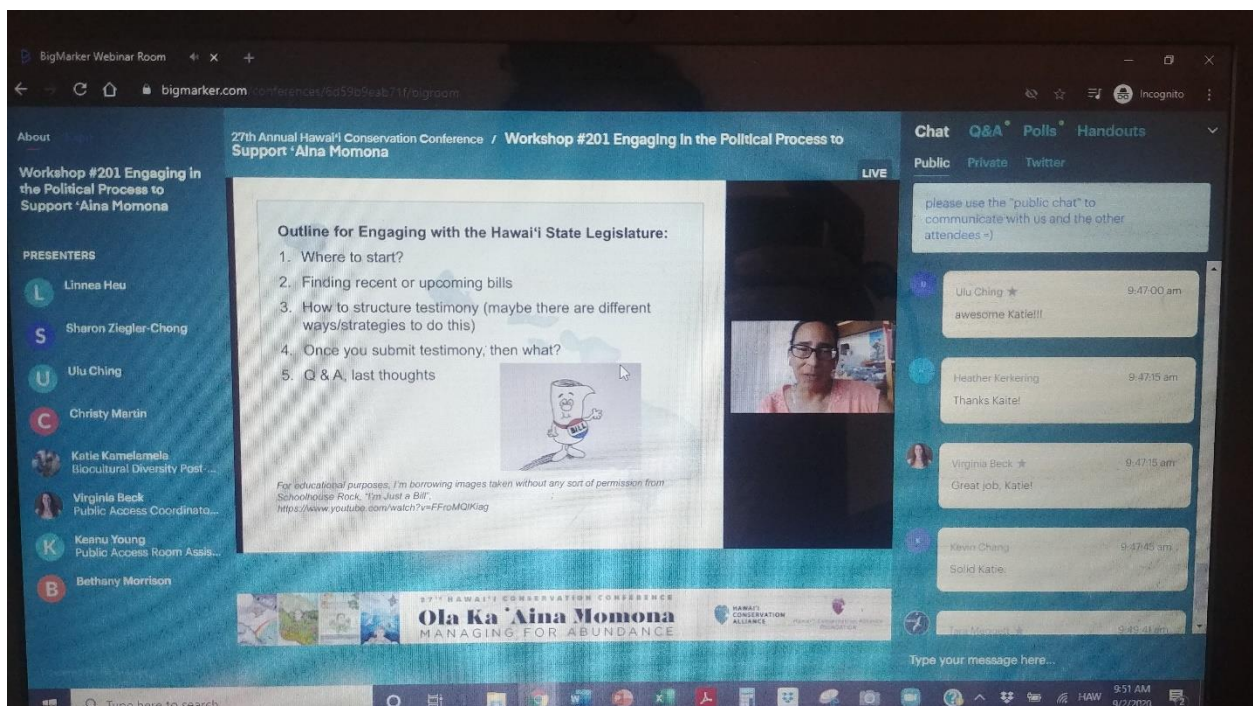


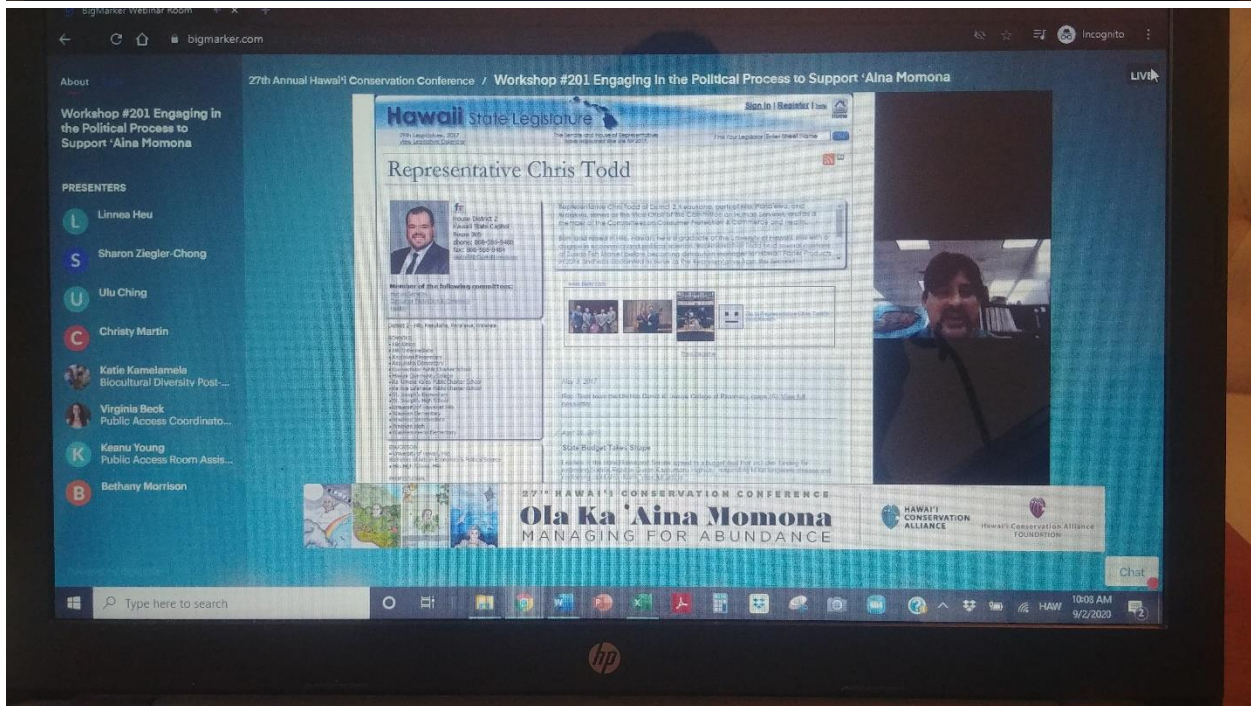
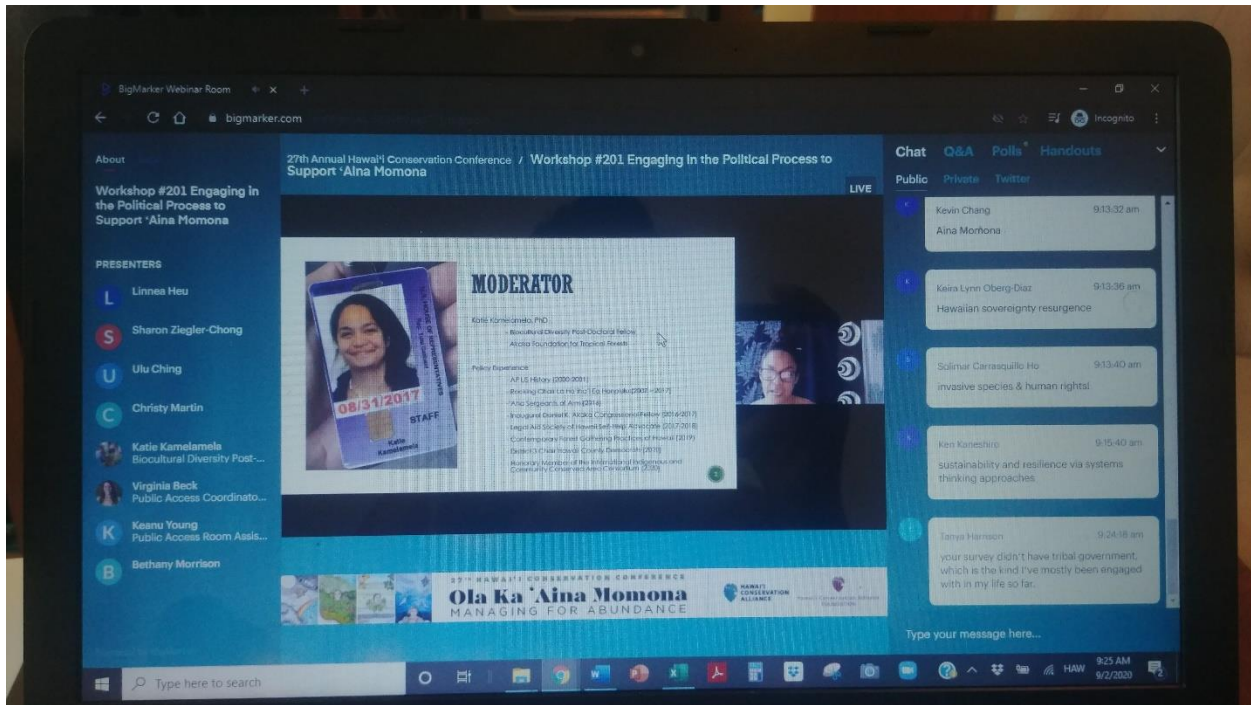
Important caution: all presenters have access to a “end webinar” button at the bottom right of the screen. Do not ever click this button as it will end the session for everyone. To exit a session, please just close the browser window

Engaging With your Audience

Audience View

Note that presenters will have a different view then when you are in your presenter mode. On the left of their screen will be the title of your session and list of presenters. Your PowerPoint presentation will be displayed in the middle of the screen with your video feed on the right hand side of the screen along with the chat and Q&A functions. See a few examples of the presenter view below:





Q&A and Chat

In order to minimize disruptions, audience members will not be able to activate their microphones or cameras during most sessions. They can use either the built in q&a tools or chat tools depending on what your moderator activates.

For symposia and general sessions, the default will be to have the q&a function activated. All presenters and moderators will be able to see all questions that come from attendees. In order to answer questions, please click the “answer” button circled below (if you type directly into the text box, it will appear as a question). Attendees will not see questions or answers, other than their own, until they are published by a presenter or moderator using the “publish” button, also circled below).

If you pre-recorded, you can track and answer questions during your presentation. All long and short presentations also have 2 minutes reserved in the schedule to answer questions verbally. Please coordinate with your moderator to confirm whether you want them to filter questions or whether you will do so on your own.

For workshops and forums, your moderator may choose to activate the “chat” function. You can choose to chat privately with an individual or with everyone in the virtual room. Please keep in mind that, unlike q&a, chats will appear right away.

Handouts

You can upload handouts that are up to 100MB in size. Participants will be able to download handouts during the session.

Polls

You can poll your audience during any session. Polls are all multiple choice. You can upload polls prior to attendees entering the room or you can create and release a poll during the session. We recommend that you upload polls during the session prep time. To release a pre-loaded poll during a session, create your polls and click “add to queue” press “start polling” under your polls tab to poll your attendees. To release a real-time poll, press: create your poll questions and click “start polling. Moderators, presenters, and attendees will see poll answers when published by presenters or moderators.

Refer to the presenter onboarding video:

<https://www.hawaiiconservation.org/conference/2021-presenter-information/>

for step by step walk through of the polling function.

Recording

All sessions will automatically be recorded and available for viewing, on demand, by all registered attendees. It does take some time for these to be processed and uploaded back into the system so it could be up to a week before on-demand content becomes available.

Troubleshooting

Many issues can be easily resolved by checking a few things:

1. Make sure you are using the most updated version of with Chrome or Firefox
2. Make sure you have closed out any applications, windows, and tabs you do not need for your presentation. It is especially important that you close any applications that may access your audio hardware such as zoom, microsoft teams, gotomeeting etc.
3. Make sure your internet connection is as strong as possible. If you can use a hard line ethernet connection, please do so. If you only have wifi, please sit as close to your router as possible.
4. If you are using a powerpoint, convert it to pdf. Check the file size and if it is especially large, compress the file size.
5. Refresh your browser. You will re-enter the room and be asked to turn on your microphone and camera.

Tips for Increasing Your Internet Speed

You can perform a system check here: https://www.bigmarker.com/system_check

Optimum internet speed when using the conference platform as a presenter is download speeds: 20mbps // upload speeds: 5mbps. If you are experience low internet speeds please refer to this article for tips on how to increase your internet speed:

<https://bigmarker.zendesk.com/hc/en-us/articles/203474379-How-to-Increase-Internet-Speed>