

## Presenter Guidelines for the 2021 Hawai'i Conservation Conference

Congratulations on being selected as a presenter at the 2021 Hawai'i Conservation Conference: **Kūlia i ka huliau — Striving for change!** Our conference platform is BigMarker (<https://www.bigmarker.com/s/HIconcon2021/home>), a web-based application that will be hosting all the conference content and presentations.

### Next Steps/Timeline for Presenters:

#### All Authors Must:

- **Register for the Conference by June 4<sup>th</sup> (Early bird deadline for the conference)**
- **Attend or Review the Presenter Onboarding Video Instructions (Information on Q&A, Polls, Handouts, etc. with both HCA and BigMarker Staff Available) on July 7th from 9-10am**
  - This onboarding session will be recorded for those who are unable to attend
- **Either Pre-record your talk or attend a 60 minute presenter onboarding session on July 7th from 9-10am**
  - **Note: All Speed Talk Presentation Must Be Pre-Recorded to Ensure Proper Timing of your Presentation**
  - All Pre-Recorded Presentations must be emailed to [conference@hawaiiconservation.org](mailto:conference@hawaiiconservation.org) by July 2nd, 2021 to ensure it is properly uploaded to the BigMarker Conference Platform.
    - Instructions for both listed below

#### If You Are Not Pre-Recording Your Session And Are Presenting Live:

- **You must** attend a Presenter Onboarding Session with BigMarker and Conference Support Staff or watch the recording of the onboarding session.
- For an optimal presenter experience on the platform, make sure you are using an updated version of **Chrome or Firefox** (Safari, Edge, and Internet Explorer do not perform as well, if you need to use these browsers, please make sure you are using the most updated version)
  - **Test your system here: <https://bigmarker.zendesk.com/hc/en-us/articles/211492543-System-Check-Test-your-Operating-System-Browser-and-Internet-Speed->**
- Monitor your email and you will receive an email from BigMarker with your presenter link to your scheduled session
- On the day of your presentation you can either:
  - Upload your slides as a pdf into the BigMarker session link you were emailed. You can upload your slides three hours before your presentation is scheduled to begin.
  - Screen share your presentation. This requires a strong reliable internet connection (Minimum: download speeds: 20mbps/upload speeds: 5mbps)
    - You can test your network speed at: [https://www.bigmarker.com/system\\_check](https://www.bigmarker.com/system_check)

- **Three hours** prior to your session going live, your presenter link will be active and you can start populating your polls, videos, handouts etc.

### **Presenter Training: July 7th 9am-10am**

This one-hour training will be led by the Big Marker software team and will include an overview of how to use the platform with some time for Q&A. Please note that this is not the same as last year's onboarding session which focused primarily on testing your camera and microphone. The training will be recorded and posted on our website.

### **Practice Rooms Available Starting July 16th**

We will have three practice rooms available for you to test out the platform. One practice room will have a breakout group function enabled for forums/workshops who are utilizing breakout rooms and the other rooms will be used as a general presenter room. The practice rooms will be open on **July 16th**, and **July 19-23** from **8am-5pm** for all presenters and moderators to use. The practice rooms will also be open through the weekend and Monday preceding the Conference (July 24-26) from 8am-5pm, but we cannot guarantee timely answers to troubleshooting questions after July 23rd. All presenters should utilize a practice room at least once prior to July 23rd.

Please note that anything uploaded to the practice rooms will not appear in your actual conference presentation room. If there is another group using the

### **How to Pre-Record Your Presentation**

1. Record your presentation using a system you are familiar with and have access to (Zoom, GoToMeeting, Webex etc.) for your allocated time and email them to [conference@hawaiiconservation.org](mailto:conference@hawaiiconservation.org) by **Friday, July 2<sup>nd</sup>, 2021** so we have time to test out your recording and upload it to our conference platform
  - If you are unable to access a recording platform, please email us at [conference@hawaiiconservation.org](mailto:conference@hawaiiconservation.org) to set up a date/time to record using our GoToMeeting software
  - Video files must be sent to us as a **mp4 format** and less than **4gb** of space

### **Social Media Feature**

If you are interested in featuring your presentation on our social media pages, please email us a headshot (PNG or JPG, 200x200px), a short sentence describing your presentation, and any social media handles you would like us to tag.

## **How to Get Technical Support**

If you need technical or general conference support, contact us at [conference@hawaiiconservation.org](mailto:conference@hawaiiconservation.org). Please allow for 24 – 48 hours to receive a response. We are using this email to ensure that you receive timely support as our staff work on multiple projects.

---

## **Big Marker Platform Presenter Guidelines**

**Please attend the presenter onboarding training on July 7<sup>th</sup> from 9-10am which walks through the most common functions in the platform. For those unable to attend we will post a link to the recording after the training.**

## **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. You can use this [system test](#) to confirm your system is optimized.

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 July 2<sup>nd</sup> 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**

### **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 when it is recorded 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](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>