



## Speaker Checklist

### **Before the Start of the Event:**

- ✓ **Register** for SHARE\_Virtual Summit 2021.
  - **Registration for the event is required** and separate from your session participation acknowledgement
  - The registration fee is complimentary for speakers
- ✓ Review the SHARE Virtual Summit [Attendee Portal](#) page
  - Log in to your SHARE account from [event.share.org](http://event.share.org)
  - Click “Attendee Portal” from the top navigation
- ✓ Add your session to your calendar
  - You can download an .ics file for your session from the “Build Your Schedule” section of the Attendee Portal or manually enter the information to your personal calendar
- ✓ All sessions will be run through Zoom webinars:
  - SHARE recommends installing “Zoom Client for Meetings,” [zoom.us/download](https://zoom.us/download), on your device if you do not already have it installed

### **Day of Your Session:**

- ✓ Find a quiet place to present
- ✓ Have a glass of water handy
- ✓ Close additional applications on your device
- ✓ Ensure your internet connection is stable and as strong as possible
  - If you have a spotty connection, we recommend you dial-in by phone vs. use your computer audio; this ensures that if your internet drops, your voice will not
- ✓ Go to the SHARE Virtual Summit [Attendee Portal](#) page to join the zoom webinar room from the link provided in the “Today’s Sessions” section
  - Join at least 5 minutes prior to your session. If the session beforehand is in progress, share staff will give you speaker rights as soon as the session prior ends.
  - SHARE recommends leaving your video off throughout your presentation

### **During Your Presentation – once you have speaker rights in Zoom:**

- When you enter your session: confirm your name is displaying correctly
- Each session will have a SHARE staff to moderate the session
- The SHARE staff will begin the session with opening remarks, provide closing statements, and answer technical or event related questions throughout
- Pre-recorded presentation with live Q&A:

- SHARE staff will share their screen with your presentation video ready to play at the start of the session
- Turn on your microphone for live Q&A following the video. Please read questions aloud before responding
- Presenting live:
  - Turn on your microphone. Webcam video should remain off
  - Launch your PowerPoint and share your screen
  - During Q&A: Please read questions aloud before responding

### **Event Information**

- All sessions will be run as Zoom webinars
  - Attendees will be in listen only mode throughout the session and will use the Q&A to submit questions or comments
- There will be 1 zoom room per topic per day
  - The zoom URL for the room will remain the same all day and posted in the “Today’s Sessions” section of the Attendee Portal each morning
- All sessions will be recorded
- Presentation slide decks provided by Feb 23<sup>rd</sup> will be available for attendees to download during the event
  - Presentations provided after the deadline are not guaranteed to be available during the event
- Session evaluation information will be available on your Speaker Management page of the Speaker Gateway

### **Speaker Support:**

- Contact SHARE Headquarters: 312-321-5160 | [sharehq@share.org](mailto:sharehq@share.org)
- Email SHARE Education staff: [speakers@share.org](mailto:speakers@share.org)