

## SHARE Virtual Summit

### Speaker Training Webinar Q&A

- **How will pre-recorded presentation sessions be conducted?**

SHARE staff will share their screen to play your recorded presentation while the speaker is in the zoom webinar room. Speakers can answer questions submitted while the recording is being played, though it is not necessary as speakers will unmute themselves following the video to answer questions live.
- **Is there a reason pre-recording is preferred?**

Pre-recording your presentation is preferred to safe guard against any technical or audio issues the speaker may ensue during the live broadcast. If you feel more comfortable presenting live, you may do so.
- **What is the recommended file format for the recordings?**
- Recordings must be uploaded in mp4 format.
- **What should we use to pre-record our presentation?**

You may use the platform of your preference to pre-record your presentation. Common platforms for recording include Zoom or directly in PowerPoint. For recording tips, visit the [Speaker Resource](#) page on event.share.org
- **I am planning to record my presentation using PowerPoint, is that okay?**

Yes, you can record using PowerPoint. Use you have created your recording, you will need to convert the file to mp4 format for uploading to the Speaker Gateway. For additional information, visit the [Speaker Resource](#) page on event.share.org
- Will speakers have the ability to play/pause/stop the pre-recorded presentation?
- If the file is uploaded to the Speaker Gateway, SHARE staff will plan to control the video. If you would prefer to play your own video, please email [speakers@share.org](mailto:speakers@share.org) that you will be presenting live and then you will be able to control your video for your presentation.
- **What time zone are session times listed in the Speaker Gateway?**

All sessions are scheduled in CT (US). Sessions taking place between March 2<sup>nd</sup> – March 11<sup>th</sup> are listed CST. Sessions taking place between March 16<sup>th</sup> – March 24<sup>th</sup> are listed in CDT.
- **How much time is allocated for presentations?**

The time listed in the Speaker Gateway and technical agenda is the total time available for your session, including presentation and Q&A. SHARE recommends leaving approximately 5 minutes for Q&A. For example, if you session is scheduled for 30 minutes, SHARE recommends presenting for 25 minutes and finishing with 5 minutes of Q&A.
- **Would presenting live provide a way to present using multiple applications?**

Yes, if you would like to present live, you will have the ability to share your screen to show your presentation slides, play a video (such as a pre-recorded demo), and/or other applications.
- **Is someone introducing the speaker at the start of the session? Some people use one slide to introduce themselves, what's your guidance?**

A SHARE staff member will start each session with a general introduction. It is recommended to include an introduction slide as part of your presentation. This will also allow attendees who were unable to join the live broadcast to have the information in the presentation slide deck available for download.

- **Are there any specifics for the "panel" sessions to worry about? Should cameras be ON for presenting?**

Most panel sessions are presented live, so no recording is required. It is recommended that all panels have a designated moderator for the session. Typically, it is not recommended to turn on webcams for presentations, however panels are an exception as there is typically no presentation or screen share to view at the same time. Another option would be to upload a profile picture that will display instead if you prefer to keep your video off.

- **For live presentation sessions, do you recommend sharing video?**

SHARE does not recommend using webcams for presentations.

- **I acknowledged my session and clicked save, but I still see the option to decline, is that normal?**

Yes. In case a speaker's availability changes and they are no longer able to present, they do have the ability to change their acknowledgement from accepted to decline.

