

# Satellite event speaker checklist

## Before the conference

- If you are presenting a demonstration, prepare a video in advance. For a live demo, share the screen of the tool
- Please make sure that you have access to Whova. Attendees will be added to this app some days after they have registered to the conference
- Rehearse at least once before
- Register for a "sandbox" slot with the SVs to check that camera/mic are fine. SVs will contact you to provide more details.

## T-30m

- Interact with the organizer of your event in Whova. The Whova group chat will be the backstage where organizers, speakers and student volunteers can interact during the live session.
- All speakers, regardless of when they are talking, **must join the Zoom meeting 30 minutes before the start of their session** to receive instructions from the organizer and check audio/video settings so it is important that you join the session at the indicated time
- Change your username so everybody knows who you are (right-click in your image - > Rename). Please note that student volunteers will be identified with an "SV" prefix, session chair with a "chair" prefix, and presenters with a "speaker" prefix.
- Use headset with microphone
- Ensure proper lighting
- Be centered in the center area of the background
- Mute all notifications on your computer
- Keep your cell phone in silent mode
- Test your presentation

## T-5m

- Mute your mic & camera, if needed.

## T (Live!)

- From here on, backstage communications among the event organizers and presenters via Whova. Please note that we are not using any Zoom feature that could interrupt the presentation (chat, raise hands, reactions, etc.). Just mics, cameras and screen sharing. Any internal discussion should happen in the Whova chat.

## T+

- Session chair introduces the session

- Be ready to share your screen once the session chair introduces your paper or demo
  - Remember that you should check the options "*Share computer sound*" and "*Optimize Screen sharing for videoclip*" (only two checkboxes shown at the bottom), and Full Screen
  - For better quality, please make sure that you are using an aspect ratio of 16:9 in PowerPoint presentations
- Remember to stop sharing your screen for answering the questions from the audience