



National Storytelling Network's Earth Up Conference Speaker Welcome Packet

All You Need to Know!

Updated 02/09/2022

Hello and thank you again for presenting at NSN's Earth Up 2022 Conference. This packet includes all you need to know to prepare for your session. We know that this may be a new experience for many presenters/performers and have provided very detailed instructions.

Here are some key highlights:

1. All sessions will be conducted as a Zoom meeting and will look like a traditional Zoom meeting.
2. **You will receive the link to log in to your session 10 days before the beginning of the conference.**
3. Each session will have a technician in the meeting to run the Zoom meeting and assist with potential challenges.
4. There are specific details at the end of this document for the different types of sessions (Workshops, Stories, Panels, and Master Classes).

We have divided the information into three sections – recommendations on what to do the week before the event, what to do the day before your session, and what to do the day of your session. Please review these details carefully.

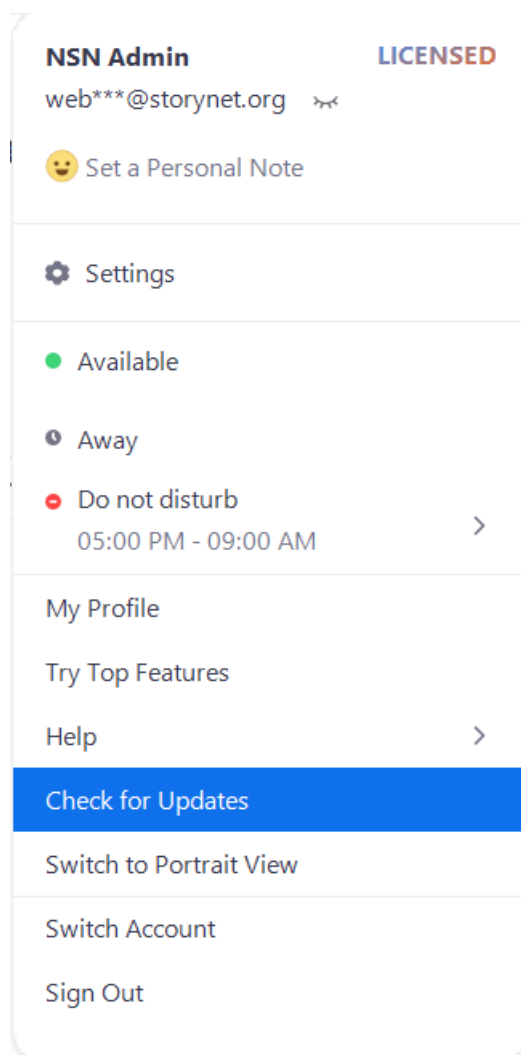
Thank you again for being part of what is going to be a phenomenal conference. Click [here](#) to learn more about all of the fantastic conference sessions in the detailed conference agenda.

If you have any concerns, please contact us at events@storynet.org. We look forward to seeing you soon!

RECOMMENDATIONS ON WHAT TO DO THE WEEK BEFORE YOUR SESSION

CHECK YOUR ZOOM - Please check to see what version of Zoom you have on your computer. You do not need a paid version of Zoom, but it needs to be at least **Version 5.9.3 as of February 4, 2022**.

- To verify you have the most current version, open the Zoom client and click on your picture. This will open up a menu that has the option of “Check for Updates”. Click on the “Check for Updates” option and Zoom will automatically check for any new updates.



- If you do not have Zoom, click [here](#) to download it.
- If you are unfamiliar with Zoom, test out a Zoom Meeting with a friend/colleague so that you feel comfortable.

FIND THE RIGHT SPOT – No matter what location you are joining from, please find a space that will work best for you:

- **CONNECTIVITY** - You want to be next to your internet router if possible and hardwired in. If that is not possible, make sure that you are near your Wi-Fi router to have the best possible signal. If you are sharing the Internet with other users, ask them to minimize their Internet use while you are presenting or performing.
- **LIGHTING** - Good lighting is important. Think about overall lighting and what is in your background and that your camera is at the right height. Have the brightest source of light facing you, so you are clearly visible. You can use an LED light that shines directly onto your face, almost like the footlights of a theater. If you are so backlit with natural sunlight that viewers can't see your face, you won't connect to them. Avoid having a window (with sunlight) in the frame, which will cause the background to be overexposed.
- **CAMERA POSITION** - The height, angle, and distance of your camera matter. If your head is only filling the bottom of the frame or if the camera is positioned at an unflattering angle, it's distracting. Your head and shoulders should dominate the screen. The webcam should be at eye level. Speak straight to your camera. You may want to put a small sticker on where you should be focused so the attendees feel that you are talking directly to them.
- **USE OF EXPRESSIONS** - Avoid saying Good Morning, Good Afternoon, or Good Evening. With a virtual event, your session can be viewed at any time of the day or night from different time zones or later on-demand.

COMMUNICATE WITH CO-PRESENTERS/PERFORMERS – If there are multiple presenters or performers in your session, be sure to connect with your co-presenters/performers to ensure that everyone knows their role, the time to log in, as well as allocated time for their part of the session.

PREPARE HANDOUTS - If you want to share handouts or slides (PDF or PowerPoint versions only) with attendees in advance, please include the last name of the lead presenter in the titles and submit handouts to NSN by April 1st. You can still submit handouts after this date but we cannot guarantee that they will be uploaded to the site by the time of your session. They will be available with the recording of your session.

DETERMINE INTERACTIVE ELEMENTS - We are essentially operating Zoom Meetings with standard components. If you haven't done so, decide what, if any, Zoom Meeting features you wish to use in your session. You will have access to:

- **Chat** – You can use the Chat feature for attendee introductions, comments and questions. Within Zoom Meetings, the Q&A functionality is not available. All questions should be submitted via the chat window.
- **Raise Hand** – You can allow attendees to use the raise hand function, although we caution using this feature if you are not comfortable facilitating live Q&A – you may have to interrupt someone in order to manage time.

- **Polling** – You can create polls for attendees to gauge knowledge, experience, interest, etc. Note presenters/performers cannot participate in polls.
 - If you are having polling, you should prepare a visual cue for the poll.
 - We recommend having the poll up for 10-15 seconds. If you wish to display your poll, recommend 10-15 seconds to display results.
 - You will need to build this “hold” time into the timing of your presentation.
- **Breakout Rooms** – You can include breakout rooms for small group discussion. You can have randomly assigned groups or allow attendees to select a breakout room based on titles.

PRACTICE TIMING - All sessions have time limits; we recommend you practice and time your planned session to make sure that it fits in the allocated time.

FIND YOUR SESSION - You will receive an email ten days before the conference begins with your Zoom access information. Please make sure to keep this email handy in your email inbox, printed out by your computer, or added to your digital calendar to help you easily find the Zoom access information.

RECOMMENDATIONS FOR THE DAY BEFORE YOUR SESSION

FIND YOUR SESSION - If you haven’t done so, please locate the Zoom access information for your session. Double-check the time of your session – make a note to arrive 30 minutes early.

SAVE MATERIALS - Save ANY presentation materials on your desktop for easy access

PRINT NOTES - If applicable and possible, print out Notes from the presentation so you can follow along.

PRACTICE TIMING - Practice and time your presentation to make sure that it fits in the allocated time.

WHAT TO DO ON THE DAY OF YOUR SESSION

STEP 1: GET READY

- Make sure you have all necessary charging cords (phone and laptop) plugged in and ready to go.
- Close down all non-essential programs. You should only have the following open:
 - Preferred web browser
 - Any presentation materials
- If you have any pop-up notifications, turn them off.
- If applicable, remind anyone in your home that you will be streaming and to refrain from heavy use of the internet

- Have any of your presentation materials on your desktop for easy access and open files in unique windows
 - If you are showing a video - **MAKE SURE THE VIDEO IS NOT IN FULL-SCREEN MODE**. If you do full-screen mode, you will not be able to share just the video.
 - If you have sound during your presentation when you go to share, make sure to checkmark **OPTIMIZE SCREEN SHARE FOR VIDEO CLIP & SHARE COMPUTER SOUND**
- Have a phone or other timer available so you can time yourself!

STEP 2: LOG INTO ZOOM - You will receive the link to log in to your session 10 days before the beginning of the conference.

STEP 3: JOIN YOUR SESSION – 30 MINUTES EARLY

- Please join the session 30 minutes early to ensure your technology is working properly and the technician is aware of the details for your session.
- **30 minutes prior to the start time**, log into your session using the Zoom access information you received via email.
 - Moderators/presenters/performers/panelists should enter their session 30 minutes prior to the session
 - Attendees are allowed to enter 5 minutes prior to the session
 - A technician will be in the session 30 minutes before it begins

STEP 4: FINAL PREP (ONCE IN THE SESSION)

- Turn on your camera and your microphone (if not turned on)
- Make sure the name on your screen is your name. If it isn't, right-click on your name and then select "Rename".
- Click on the Participants icon so you can see everyone
- Click on the Chat icon to launch chat functionality
- The technician will walk through your presentation, test each person's camera, microphone and have each presenter/performer share their presentation if applicable. Make sure to let the technician know if you are using polls (when to launch the poll, close the poll, and if to show the results), video, breakout groups (when, size of rooms, and moderators), or any other critical information.
- NSN will provide the technician with an opening PowerPoint slide for your session that will show while participants are entering the session.
- The technician will begin the session 5 minutes prior to the start time. At this point, attendees will be allowed to enter, and we will begin recording.
- All sessions will be recorded and made available to conference attendees after the event. We are unable to edit or make changes to the recordings and to record breakout rooms.

STEP 5: DELIVER YOUR PRESENTATION (ONCE THE SESSION STARTS)

- You will be responsible for your own presentation which includes advancing your slides
 - Once the session starts you can start sharing your screen
 - Make sure to share the window and not your screen.
 - Note, your session may have strict time limitations. If that is the case, the technician may prompt you to either speed up the session or potentially end the presentation prior to your planned end.
 - Start your countdown clock so you stay on schedule!
- Presenters/performers are responsible for introducing themselves. Attendees will have access to all speaker bios prominently featured on the conference page. We discourage taking up valuable presentation time to read bios.
- You will be responsible for monitoring chat; we recommend assigning co-presenters who currently aren't speaking (if you have them) to monitor chat for questions. You may also decide to allow attendees to use the raise hand function to ask questions to you directly.
 - To easily find questions in chat, we recommend you inform attendees to start their chat with "QUESTION:."
- The technician will end the session promptly at the designated time.

OTHER SESSION-SPECIFIC DETAILS

- Special tech needs or requests for your session should be discussed with the NSN staff. The staff creates a tech procedures document for all the volunteer tech support and we will include any special tech needs or requests in that document.
- Enjoy sharing your knowledge and talent! We're excited to have you participating and want you to have as much fun as the attendees who participate in your session will.

Thank you again!