2020 Assessment Institute
Presenter Instructions for Concurrent Sessions

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ROLE OF AND TIPS FOR THE PRESENTER

As a presenter at the Assessment Institute, your role is to provide valuable information, advice, and direction in an engaging way to ensure audience retention. Your virtual session will be attended by up to 500 Institute attendees in the higher education community, and potentially viewed by others via the recording of your session posted to the Institute website. Preparation is the single most important part in making a successful presentation that is interesting, interactive, and enjoyable for the attendees. Here are some important tips for a successful presentation:

1) Use step-by-step learning objectives to guide the information you want the audience to learn
2) Visually engage the audience with effective PowerPoint slides that use graphs, charts, bullet points, and relevant photos
3) Keep your slides to a minimum and limit the amount of information on each slide to key points to retain the audience's attention
4) Be mindful of the pace at which you change your slides so the audience will have enough time to read the slide content
5) Presenters should be well rehearsed by practicing their presentation in advance along with their moderator
6) Engage your audience by reserving time for Q&A at the end of your presentation, as well as offering surveys and yes/no questions throughout your presentation

We believe by using some of the above tips, familiarizing yourself with Zoom Webinars, and following the presenter instructions outlined in this document, you will have a successful presentation.
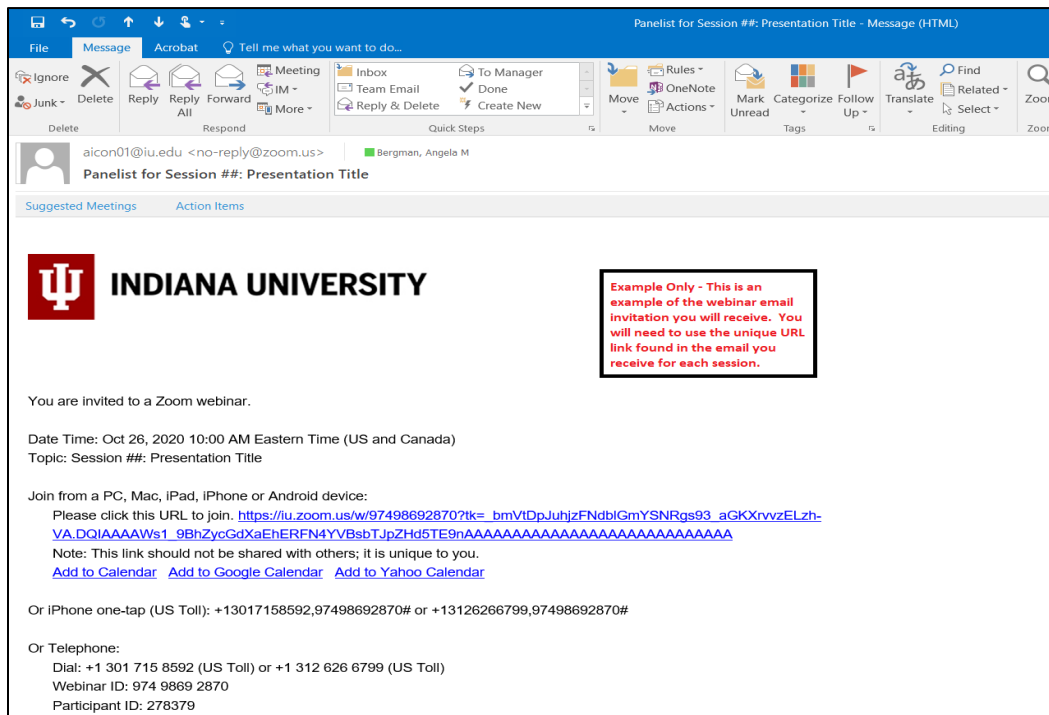
ZOOM WEBINAR SESSION

The virtual Zoom Webinar sessions will allow up to 500 attendees. Each session will be recorded and placed on the Assessment Institute website for attendees to view at a later date. Attendees are not able to speak in a webinar, but will have the ability to interact using Zoom Q&A and Chat. The Zoom Webinar sessions are designed so the Presenter/Panelists can share their video, audio, and screen with the Institute attendees. A Zoom Webinar **does not** allow for breakout rooms. During your session, Presenter/Panelists and Moderator will only be able to see each other. The Webinar will be set to speaker view, which will allow the attendees to only see the presenter who is speaking. We recommend the co-presenters and Moderator mute themselves until it is time for them to speak.

We encourage presenters to engage with their attendees as much as possible throughout their session. In addition to having a Q&A session the last 10-15 minutes of their session, we suggest asking multiple choice or yes or no questions every 10 minutes for attendees to respond to using Zoom Chat. Due to logistics and the number of Institute sessions, we are not able to offer advanced Zoom Polls. You can however, use other polling websites either internal to your institution or external (such as https://www.polleverywhere.com/), providing a link to your poll within your presentation slide or posting to Zoom Chat.

ZOOM WEBINAR INVITATION EMAIL

You will receive a computer generated Zoom Webinar email invitation to be a Panelist for each session you are scheduled to present. In each email, you find a **<u>unique link</u>** that you will need to use to log into the session as a Presenter/Panelist. **We strongly suggest adding all invitations to your Outlook calendar. Please note: do not use the link provided to all attendees.**
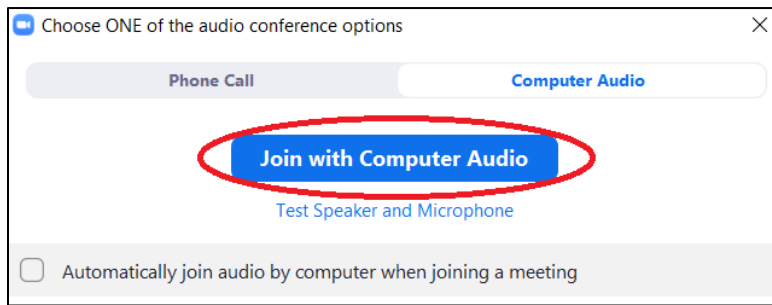
LAUNCHING ZOOM WEBINAR SESSION

To join the Zoom Webinar session in which you will be presenting, please click on the URL you received in the computer generated Zoom Webinar email invitation for that session. After clicking on the URL in the invitation email, you will be taken to a new browser window where you will be able to open or launch the Zoom Webinar session by either clicking on *Open Zoom Meetings* option or clicking on the *launch meeting* option.
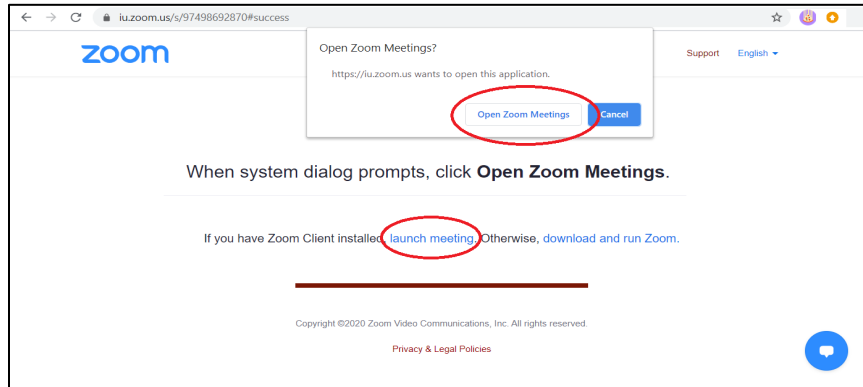
After opening or launching the Zoom session, you will be asked to choose one of the audio conference options. Please click on *Join with Computer Audio*.

PRESENTER/PANELIST SESSION INSTRUCTIONS

<u>**Joining the Webinar Session:**</u>

You will need to log into each Webinar session in which you are presenting 10-minutes before the start of each session using the unique URL provided to you in your Zoom Webinar invitation email. The 10-minutes before the start of the Webinar will be used as a ***practice mode*** for you to set-up the Webinar session, speak with your Moderator, and allow you and all co-presenters time to practice and get familiar with the Zoom Webinar room. You will know you are in the *practice mode* because there will be a bright orange practice mode banner at the top of your Zoom screen. **IMPORTANT: <u>DO NOT</u> <u>click on the *Broadcast* button; the Moderator assigned to your session will be responsible for beginning the session and broadcasting to attendees.</u> Once this button has been clicked on, the session will be live to all attendees. You cannot stop broadcasting the session if you accidentally click this button.**

Session Practice Mode:

Again, during the practice mode, you will be able to set-up your Webinar presentation, speak with your Moderator and co-presenters, and practice to get familiar with the Zoom Webinar room. It will be helpful for the Moderator to know the general flow of the presentation, and the order of presenters (if applicable). The Moderator will need to join the Webinar session 15-minutes before the start of the session to receive Host designation from the Institute Organizer.   **If for some reason a Presenter/Panelist or Moderator joins the meeting before the INSTITUTE Organizer, they will be listed as the Host. IMPORTANT: If this happens, that person will need to make the Institute Organizer the Host after the INSTITUTE Organizer logs in.**

To transfer the Host designation, the current Host will need to click on the *Participants* tab at the bottom of their screen. This will bring up the *Participant* window on the right hand side of their screen. In the *Participant* window there will be tabs for *Panelists* and *Attendees*. The current Host will need to click on the *Panelist* tab, hover over the Institute *Organizer's* name, and then click on the *More* button. Next, click on the option to *make the Institute Organizer the Host*. This will give the Institute Organizer control of the meeting temporarily. After the Institute Organizer is finished setting up the webinar, Host designation will be transferred to the Moderator, giving them control of the meeting.
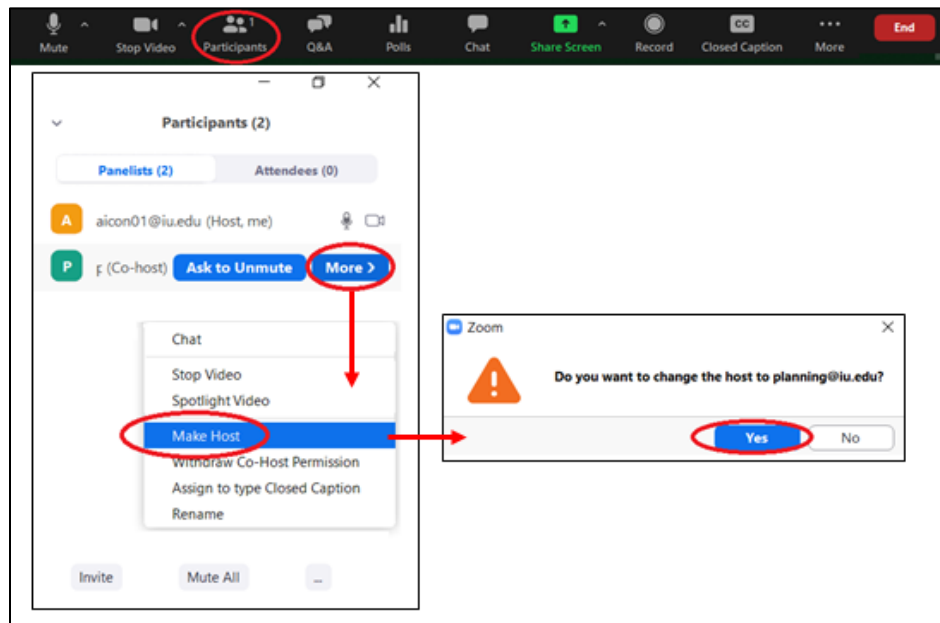
**Things to Practice and Discuss with the Moderator:**

1) If you plan to share your screen during your presentation you should use the *practice mode* time to practice sharing a document, switching to a new shared document, and stop sharing your screen.   We recommend closing any unnecessary windows on your desktop and only having open the documents you plan to share during your presentation.

   First, have them open the document to their desktop. Then in Zoom, have them click on the *Share Screen* button located at the bottom of their screen. Next, Zoom will display available options from their desktop; they will need to select the document they want to share, and if it also contains audio, they will need to click on the box in the lower left that says "Share

Computer Sound." Finally, they should click on the *Share* button. This should bring their document up on the screen for everyone to see.
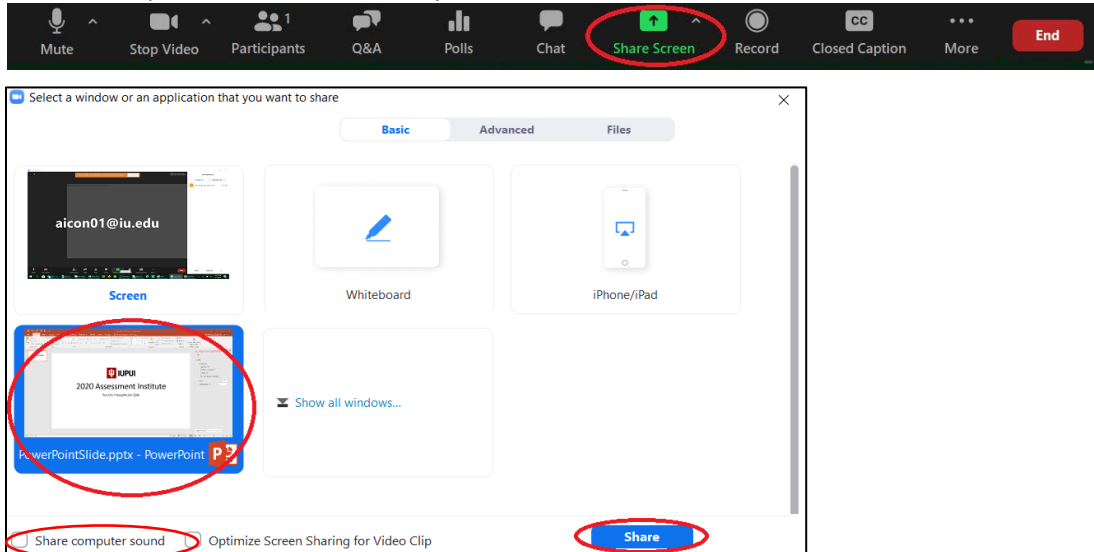
If you have more than one document to share during your presentation you can change documents by clicking on the *New Share* tab at the top of your screen. Then you will be prompted to choose and share the new document. Note, the attendees' view will not change until you select 'Share' in the final step.
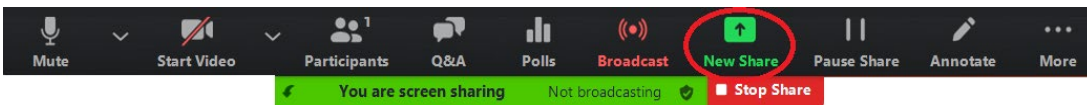
If you wish to stop sharing your documents, you will need to click on the *Stop Share* button at the top of your screen. Attendees and Panelists will no longer be able to see your documents.
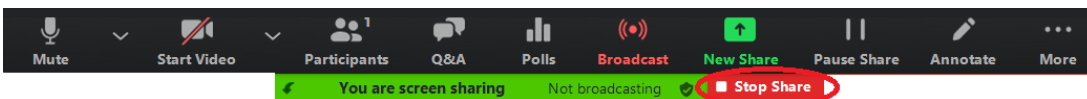

2) We strongly recommend having some sort of interactive activity every 10-15 minutes during your presentation to keep the audience engaged (open-ended questions to be answered through chat, a link to an external poll that you have created, etc.)

3) We ask that you have your contact information on the last slide of your PowerPoint presentation. **We ask that you continue sharing your screen with your contact information slide showing during the Q&A session**. This will allow the attendees to write down your contact information and to contact you directly if not all questions were able to be answered.

4) Although it is not mandatory, we recommend doing a Q&A session the last 15-minutes of your presentation. The Moderator will be watching as questions come in during your presentation and will be prepared to share with you the most frequently asked questions or questions the Moderator feels the attendees would most like answered.

The session will need to end on time, so you will only have time to answer a few questions. If not all of the questions get answered during Q&A, suggest to the attendees they can contact you directly using your contact information shown on the last slide of your PowerPoint

presentation you are sharing on your screen.

5) The Moderator will make an announcement *five minutes* before the session is scheduled to end in order to wrap up the last question and to end on time. **The Moderator will end the session for all attendees including the presenters. You will not be able to stay in the Zoom Webinar room after the session has been ended by the Moderator**.

6) We must end the sessions on time due to time constraints. **Institute sessions are often scheduled back-to-back, so please be respectful of other presenters and finish on time.** Some Moderators will need to be available for their next session.

7) The Moderator will be muted during your presentation and will unmute themselves when you are ready to start the Q&A. The Moderator will be listening to your presentation, and if for any reason they need to get ahold of you during your presentation, they will either unmute themselves and interrupt or use the chat feature sending a personal message to the Presenter/Panelists only by choosing the *All Panelist* option. You should decide ahead of time the best way for the Moderator to get your attention.

8) **If you wish to send a chat message to only the Presenter/Panelists, be sure to choose the *All Panelist* option during your presentation**. If you wish to send a chat message to all attendees during your presentation, please choose the *All Panelist and Attendee* option.
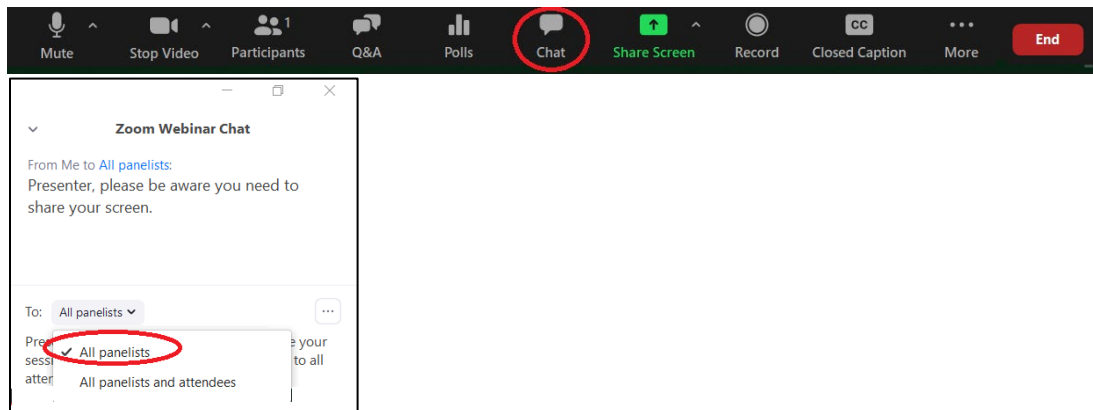

9) It is crucial that we have all current presenter and moderator contact information available for each session. **If you need to make changes to your presenter or moderators in some cases, please contact Angela Bergman at planning@iupui.edu by August 28, 2020. You will need to provide the presenters name, email address, and institution.** If adding a new presenter, they will be sent an invitation email with a <u>unique</u> URL to join the Zoom Webinar session as a Panelist.

If for some reason you need to add another Presenter/Panelist during the *Practice Mode*, the Moderator will add them for you by clicking on the *Participants* tab and inviting them as a Panelist. You will need to provide the Moderator with the presenters email address. The presenter will be sent an email invitation with a <u>unique</u> URL to join the Webinar session as a Panelist.

To add a Panelist, the Moderator/Host will need to click on the *Participants* tab at the bottom of the screen. This will bring up the *Participant* window on the right hand side of the screen. The Moderator will need to click on the *Panelist* tab then the *Invite* button to bring up the *Invitation*

window. In the *Invitation* window they will need to click on the *Email* tab and then choose the *Default Email* option. This will open up the Moderators Outlook where they can type in the email of the Presenter/Panelist you wish to invite. The new Presenter/Panelist will need to use the **unique** URL in that email to join as a Presenter/Panelist.
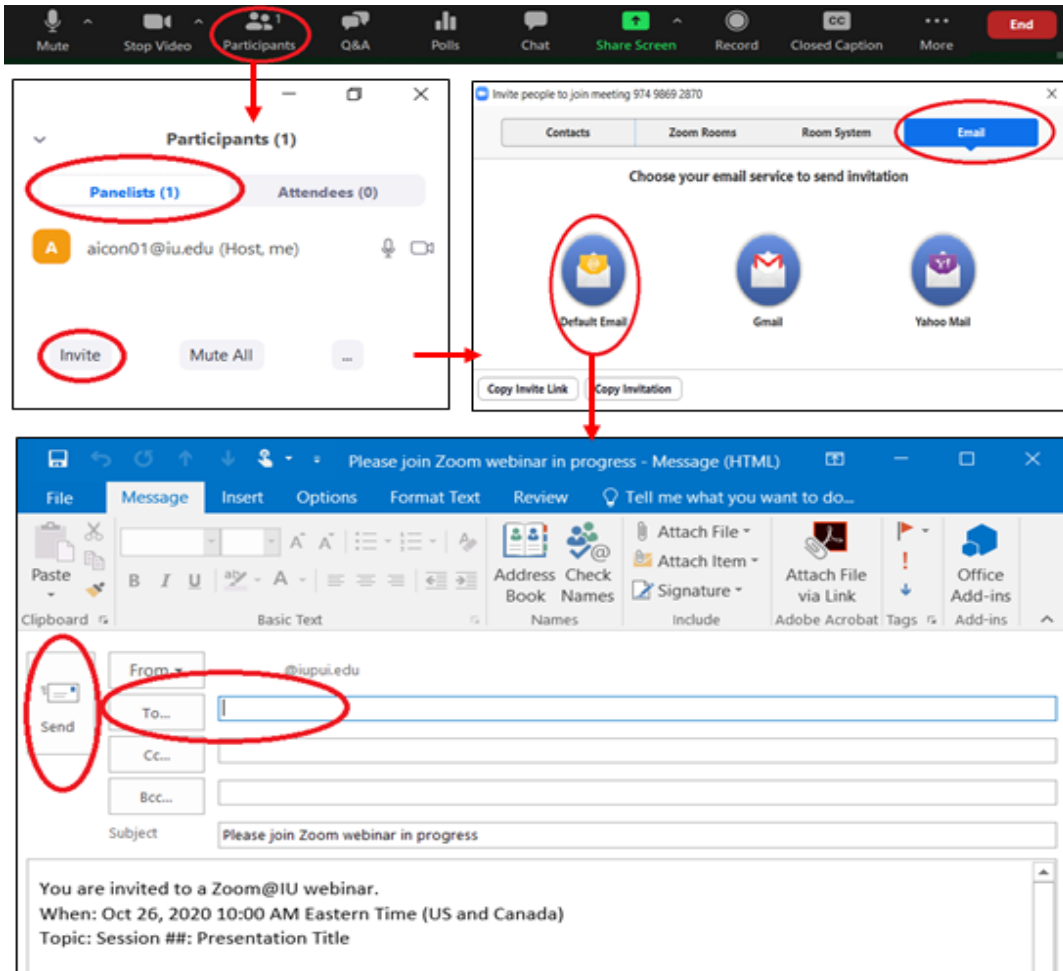
If a Presenter/Panelist should mistakenly use the Attendee URL to login to their session instead of the unique Panelist URL sent to them, the person assigned as the Moderator/Host will need to promote the presenter from an Attendee to a Panelist. The Moderator/Host will need to click on the *Participants* tab at the bottom of your screen. This will bring up the *Participant* window on the right hand side of your screen. The Moderator/Host will need to click on the *Attendees* tab then scroll down and search for the name of the Attendee that needs to be promoted to a *Panelist*. The Moderator/Host will then need to hover over the attendee's name and click on *More*, and then choose *Promote to Panelist*.
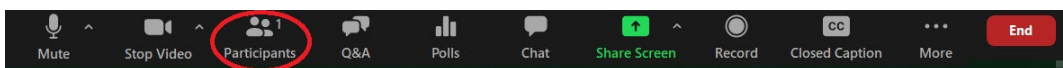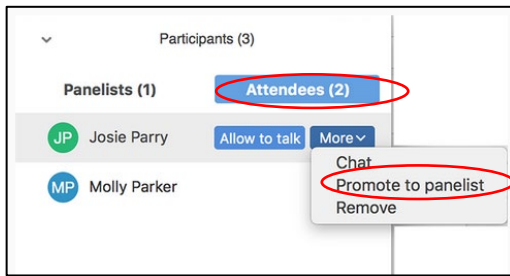
Beginning the Session:

When the session is scheduled to begin, **the <u>MODERATOR</u> will go to the bright orange banner at the top of the Zoom Webinar room and click on *Broadcast* button, this will BEGIN THE SESSION. At this time, the session will be live to all attendees.**


Please know or do once session is live:

1) When the session begins, the **Moderator will thank the attendees for participating in your session and introduce themselves as the Moderator**. They will inform the attendees there will by a Q&A session at the end of your presentation. They will also inform the attendees that not all questions will get answered during the Q&A, letting them know they can contact the presenter directly at the email address listed either on your last slide or in the presenter list provided to all attendees on the Assessment Institute website.

2) Each Webinar session has been **preset to record in advance** and will be placed on the Assessment Institute website for attendees to view at a later date. If for some reason you notice the session is not recording, please let your Moderator/Host know so they can take the necessary steps to start the recording.

3) The Moderator will **mute themselves** after their introductions. This will allow only the presenters to be the active speakers during the presentation portion. The attendees will only see one speaker at time based on who is speaking.

4) During the session, the Q&A box at the bottom of the screen will be active for the attendees to ask questions. The Moderator will monitor the questions as they come in. They will be prepared to share with you at the beginning of the Q&A portion the most frequently asked questions or questions that they feel the attendees would most like answered. If there are questions that the Moderator can answer during the session, the will do so by **typing** the answers.

5) The Moderator will verify with you during the Practice Mode session if you want to handle the Q&A yourself or not take Q&A. Please be aware of time. You may only have time to answer one or two questions.

   You can get to the Q&A screen by clicking on the *Q&A* button at the bottom of your screen. After clicking on the *Q&A* button the *Question and Answer* box will appear in the middle of your screen.

   You will need to look for the questions that have the orange thumbs up icon by them indicating

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more than one attendee would like that question asked and answered. If you have co-presenters there may by questions that they can answer during the session by **typing** the answers.
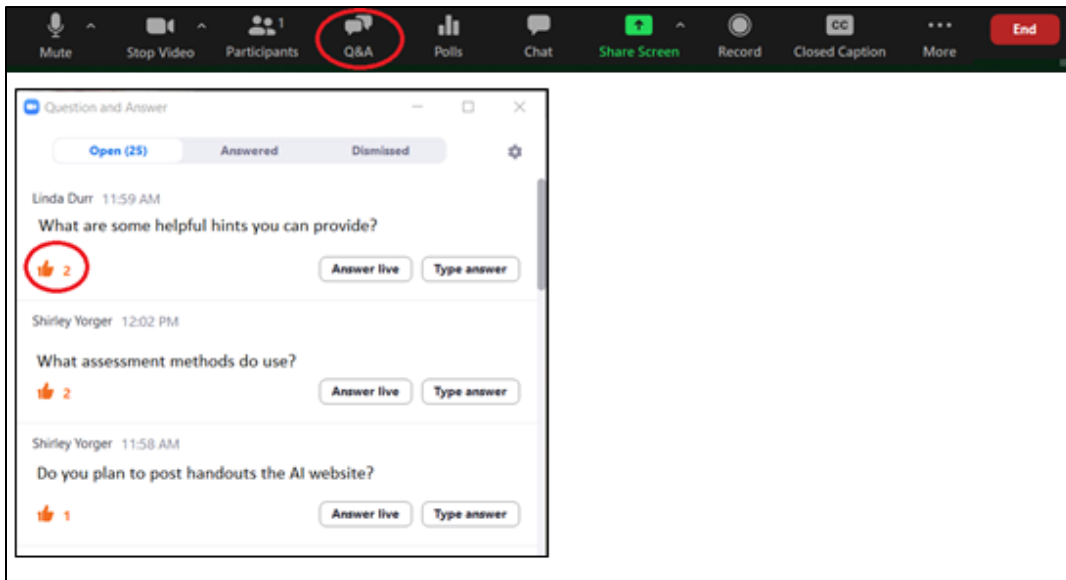
6) **You must end the session ON TIME**. With five minutes remaining, the Moderator will make the announcement: *"Thank you for attending the session today, this will be the last question before we will need to end the session."*

    After the last questions has been answered, the Moderator will say: *"Thank you everyone. You will need to contact the presenter(s) directly if you have additional questions. As a reminder, this session was recorded and will be placed on the Assessment Institute website shortly after the Institute, along with any handouts the presenter wishes to have posted."*

7) The Moderator/Host will end the session by clicking on "End" at the bottom right hand side of their screen and then clicking on the *End the Meeting for All* button. **IMPORTANT**: The Moderator should **only** click on the *End Meeting for All* button if the presentation is completely over.
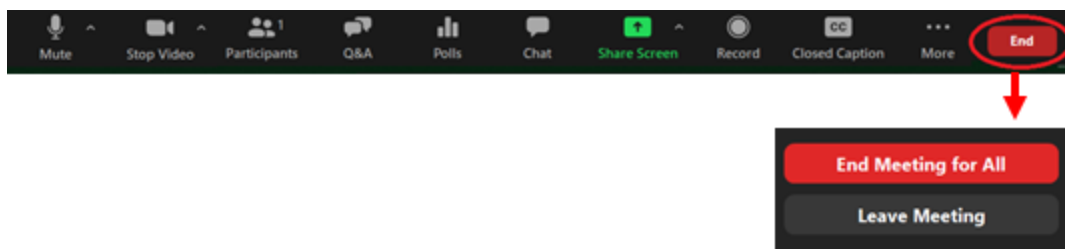
IMPORTANT TAKEAWAYS:

1) Familiarize yourself with Zoom Webinars.
2) Prepare and rehearse your presentation in advance.
3) **Use the <u>unique</u> URL sent to you in the computer generated Zoom Webinar email invitation to access the Webinar session for <u>you only</u>**. If you are presenting multiple sessions, you will receive a computer generated Zoom Webinar email invitation for each session you are presenting. **Do not use the link provided to all attendees.**
4) The Moderator <u>must be</u> the **HOST** of this meeting.
5) There are <u>no</u> breakout rooms in a Zoom Webinar.
6) **DO NOT** click on the *Broadcast* button during the Practice Mode. The Moderator will begin the session by broadcasting the Zoom Webinar when it is time and everyone is ready.
7) **Remember to share your screen during the Q&A session with your contact information slide showing.**
8) Your session will be recorded. Attendees not able to attend live will be able to go to the Assessment Institute website at a later date to view the session.
9) End your session on time. **Institute sessions are often scheduled back-to-back, so please be respectful of other presenters and moderators.**
10) The Moderator/Host will *End the Meeting for All* once the presentation has concluded.

HELPFUL LINKS:

1) [Zoom Frequently Asked Questions](#)
2) [Sharing Your Screen in Zoom](#)
3) [Question and Answers in Zoom](#)
4) [Claiming Host Role in Zoom](#) (Please note your Moderator will be the Host of your Webinar session)
5) [Managing Participants in Zoom](#)