

Guidelines for Presenters

The 2020 OSAE Annual Conference will be presented using the Zoom web conferencing platform.

It is preferred that presentations are given live in the virtual conference room. However, if the presenter does not feel comfortable in doing so, the presentation can also be pre-recorded and played at the scheduled time in the virtual conference room. If the presenter's internet connection quality is not sufficient to run a live presentation, a pre-recorded video of the talk is preferred.

Please connect to your session room in Zoom at least ten minutes before the start of the session.

Once in the virtual room, the audio-visual tech or the session moderator will change your role from "attendee" to "panelist," so that you will be able to activate your microphone and camera when it's your turn to present. Please keep your microphone muted whenever other speakers are presenting or a video presentation is being played.

If you are going to present live, the audio-visual tech or the session moderator will grant you the "presenter" role so that you will be able to share your screen and show your presentation. If you are having your presentation played from pre-recorded video, the media team will take care of that.

In any case, the speaker is **required to participate live for the Q&A session**. Questions from the audience will be asked through the Zoom **Q&A Chat** and will be read out by our event moderator.

Questions During the Event

If, during the conference, you have questions or you want to test your presentation, please contact Martha Mattson via email (martha@osae.org) or phone call/text: (614) 582-7410 for assistance.

Session Pre-recording

If you intend to record your presentation to be played during the event, please contact the audio-visual team at Lost Tribe Media, OSAE's audio-visual partner for the OSAE 2020 Annual Conference. They will assist you with specifications and other pertinent information.

- Lori Krohn: lori@fclpnt.com
- Chris Smith: chris.smith@losttribemedia.com

The following links and documents may be useful as you prepare for your virtual presentation:

[Creating a Zoom Account](#)

[Screen Sharing](#)

[Recording](#)

[Audio/Video Testing](#)

[Screen Sharing a PowerPoint Presentation](#)