



## Speaker Orientation Document (Non-plenary)

### SMILE!

1. **Access Chime Live platform via Chrome browser (accessible beginning 3/3)**
  - a. Go to <https://aadprt2022.us.chime.live/app/app.html>
  - b. Enter Login and pin (pin released 3/3). Login is:
    - i. AADPRT member login (members)
    - ii. Email used to register for event (non-members/residents)
  - c. Note: If you're referencing your personal schedule downloaded from AADRPT registration system, schedule reflects eastern time. Once you login to Chime Live, the schedule will reflect the time zone your computer is set to.
2. **Functionality** (available for speakers/participants of non-plenary sessions)
  - a. **Camera**
  - b. **Microphone**
  - c. **Share screen**
  - d. **Chat**
3. **Session specifics**
  - a. Except for plenaries, sessions are Zoom Meetings.
  - b. To access session:
    - i. Go to schedule in Chime live
    - ii. Find and click session
    - iii. Click Zoom link
  - c. Tech will admit speakers 15 minutes prior to start of session.
  - d. Tech will "spotlight" speakers, featuring them for all.
  - e. At designated start time, tech will admit registrants – all will be muted
  - f. When number of new participants slows, please begin
  - g. Tech will
    - i. Manage waiting room
    - ii. Record (unless you declined in slide submission)
    - iii. Run polling (if using Zoom polling)
    - iv. Run breakouts (room assignments will be random; presenters can be assigned) and broadcast messages to breakouts
    - v. Launch session evaluation questions with 5 minutes remaining
4. **Lead speaker:**
  - a. welcome participants
  - b. introduce yourself
  - c. announce session title
  - d. intro colleagues (or they intro self)
  - e. share agenda (polling, breakout(s), evaluation at the end)
  - f. use the chat or "raise hand" for questions
5. **Pre-assign tasks to presenters (those listed on your abstract):**
  - a. Monitor chat
  - b. All speakers should monitor their private chat for questions and comments from participants or comments from fellow presenters
  - c. Monitor "raised hands"



**6. Other relevant details/suggestions**

- a. Tech will have the abstract submitter's cell number.
- b. Be sure your computer is enabled for screen sharing
- c. Update your Zoom (otherwise spotlight feature will not work)
- d. Designate one presenter to share screen throughout presentation.
- e. Power point, polling questions, and breakout information due THIS FRIDAY, 2/11/22.
- f. Smile!

**Trouble shooting:**

- **Video embedded in PowerPoint Presentation**
  - Be sure your mic is turned on and in the lower left corner of Zoom sharing window, select "share sound" and "optimize for video clip", otherwise the sound in your video won't be heard
- **Video Feed is Freezing or Audio is Breaking Up**
  - This is an internet bandwidth issue
    - Make sure no one using your internet connection is streaming content, including via smart TV apps like Hulu and Netflix
    - Connect directly to your router via an ethernet cable instead of WiFi