



XPONENTIAL 2021 **SPEAKER READY WEBINAR**

Speakers:

- Karissa Bingham, AUVSI
- Nicole Mattar, AUVSI
- Nancy McFarland, JSAV
- Sidney Stoper, JSAV
- Shannon Walker, AUVSI



SPEAKER TRAINING

AGENDA

1. Day-of Speaker Information
2. Tips for all Speakers – Best Practices for Virtual Presenters
3. Types of Sessions: Stand-Alone, Panel, Roundtables
4. Platform Overview
5. Registration & Next Steps

DAY-OF SPEAKER INFORMATION

- Speakers will NOT log in to the Showcare Platform to deliver presentations
 - All speakers will present via a private Zoom Room
- Speakers will be emailed a unique Zoom link via a Calendar Invitation (~1 week before event)
- Call Time: 20 minutes *before* live presentation
 - BE ON TIME – sound/camera check, final notes, etc.
- In every Zoom room, there will be technical (JSAV) and program (AUVSI) support:
 - They will count you in for “live”
 - Communication will then be through Zoom Chat feature
 - If taking Q&A – program support (AUVSI) will feed questions via Chat

XPO21 BEST PRACTICES **FOR VIRTUAL PRESENTERS**



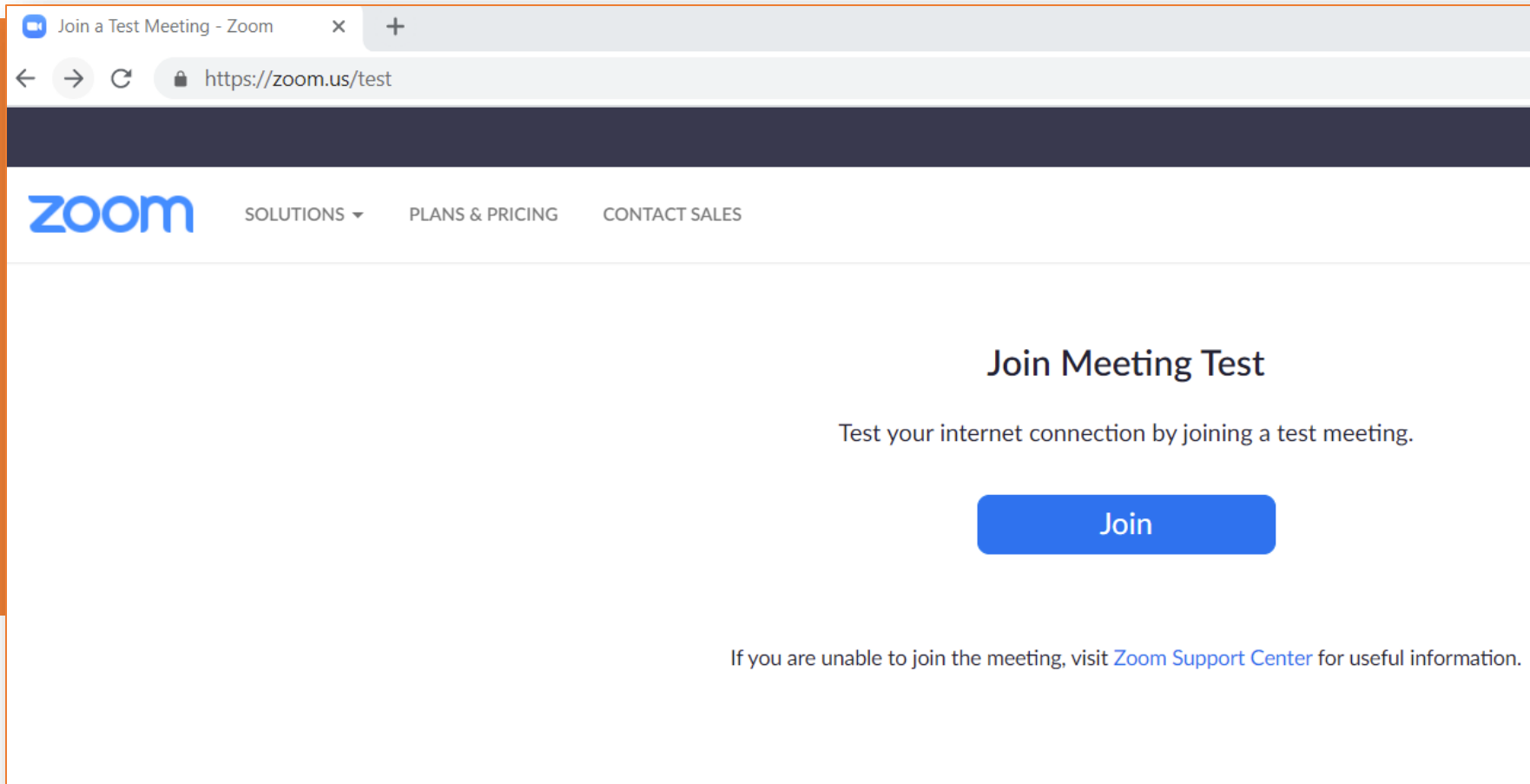
PRIOR TO YOUR PRESENTATION

Presentation Technology

- Camera
- Microphone
- Test System: <https://zoom.us/test>

(Zoom is used to bring your camera and mic onto the conference platform.)

PRIOR TO YOUR PRESENTATION



Join a Test Meeting - Zoom x +

← → ↻ https://zoom.us/test

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

Join Meeting Test

Test your internet connection by joining a test meeting.

[Join](#)

If you are unable to join the meeting, visit [Zoom Support Center](#) for useful information.



PRIOR TO YOUR PRESENTATION

Lighting

- Position light source directly in front of you. If possible, use natural light from a window or supplemental lighting kit. If your back is to a window, close the shades.

Background

- Choose professional looking, uncluttered background. Turn off ceiling fans or bright background lighting.



PRIOR TO YOUR PRESENTATION

Rehearse

- Practice with your live presentation technology. Consider recording your rehearsal for playback review and rehearse in front of mirror or in front of co-worker/friend.
- Time your presentation in order to remain within allotted time.



DAY OF YOUR LIVE PRESENTATION

Refresh Computer

- Restart your computer and open only the applications you will need for your presentation. Disable all auto notifications.

Internet Connection

- If presenting from home, make sure no one else is using the Internet during your talk.
- If possible, plug your computer directly into your modem using an Ethernet cable for the strongest signal and most stable Internet connection.



DAY OF YOUR LIVE PRESENTATION

Room Environment

- Create quiet room environment free of co-workers, family members and/or pet distractions.
- Silence your cell phone.
- Have a glass of water nearby.

Log In Early

- Log in 20 minutes prior to your presentation.
- Zoom link will be sent to you in advance.

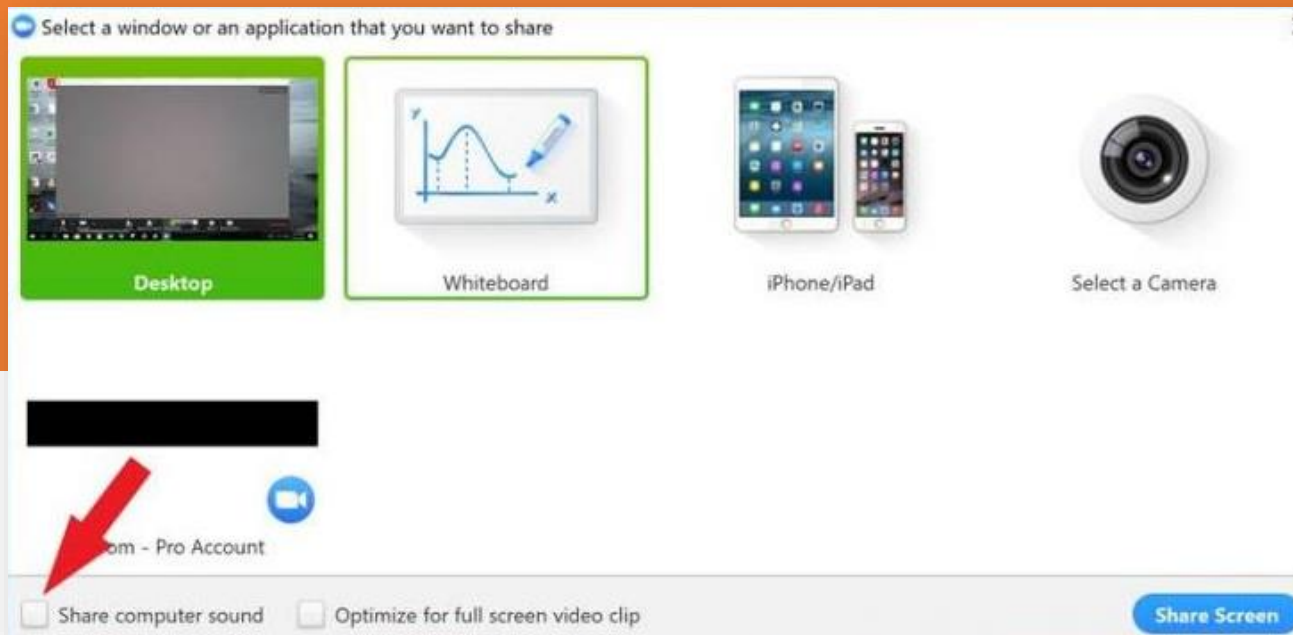
Microphone

- Keep microphone muted prior to live presentation.
- Unmute microphone before speaking.

DAY OF YOUR LIVE PRESENTATION

Screen Share

- To share your slides, click “SHARE SCREEN” when it is your turn to present.
- Enable “Share Computer Sound” if there are any embedded videos with audio.



DAY OF YOUR LIVE PRESENTATION

Performance (*Optimum Viewer Engagement*)

- Wear clothing this is neutral in color. Avoid plaids and stripes.
- Whether standing or seated, place camera at eye level.
- Position yourself in center of camera and look directly into the camera while presenting.
- Relax. Smile. Convey vocal enthusiasm!
- If part of panel (multiple people on screen at same time):
 - Always look into camera even if you are not speaking.
 - Smile and nod head in agreement to other's comments.

TYPES OF SPEAKER SESSIONS

STAND-ALONE PRESENTATIONS

- Likely a shared-session
 - Many strong submissions – this structure allows us to highlight as much content as possible
 - Our studies show that audiences prefer the “bite-size” content in the virtual setting
- Aimed to pair with complementary sessions
- Two speakers per Zoom Room
 - BOTH speakers will log in at Call Time and stay for full session block (50 minutes)
- Speakers NOT presenting will remain on **mute** and **off camera**
- Speaker 1 will hand over/introduce Speaker 2 by name
 - “Thank you for your time and next you will hear from _____”

TYPES OF SPEAKER SESSIONS

STAND-ALONE PRESENTATIONS

- Timing – 25 minutes for EACH speaker:
 - 15-20 minutes for your presentation, immediately followed by a 5-10 min Q&A
 - Speaker 1: 15-20 min presentation
 - Speaker 1: 5-10 min Q&A and hand off to Speaker 2
 - Speaker 2: 15-20 min presentation
 - Speaker 2: 5-10 min Q&A
- Be respectful of **TIME** – Practice, Practice, Practice!
 - Program support will give you time warnings via Zoom Chat
- If there are more questions than time permits, Speakers have the option to move to a Roundtable post-presentation (more info on that coming up!)

TYPES OF SPEAKER SESSIONS

PANEL PRESENTATIONS

- Timing – 45 minutes
 - Includes Q&A
- All panelists need to stay **ON SCREEN** the entire time
- Moderator will watch the Zoom Chat for incoming questions and select the ones to ask
 - Program support will feed questions via chat
- If there are more questions than time permits, Panels have the option to move to a Roundtable post-presentation (more info on that coming up!)
- **ALL** Panels should plan to meet a few days ahead of time to discuss panel content and flow
 - Prepared panels always run more smoothly

TYPES OF SPEAKER SESSIONS

ROUNDTABLES

- Take place in the platform – NOT in a Zoom Room
 - Speakers will need to EXIT ZOOM and LOG IN to the platform to start the Roundtable
- You can open a Roundtable at ANY TIME – they do not need to be scheduled
 - Recommend going immediately from the session room (in Zoom) to the Roundtable (in the platform)
 - Tell attendees that you will be starting a Roundtable shortly after the presentation, and invite them to join you there to continue the discussion
 - All Roundtables require a title
 - Recommend using the same title as your session so attendees can easily find it
 - Roundtable Rooms stay open as long as there are *at least 2* people in the room
 - No time limit!

PLATFORM OVERVIEW

A SNEAK PEEK

Update Your Profile

The screenshot displays the Xponential platform interface. At the top, the navigation bar includes the Xponential logo, a home button, and dropdown menus for 'XPO Hall', 'Keynotes + Education', and 'Networking'. The user's name 'Nicole Mattar' is shown in the top right corner, with a circled '1' next to it. A search icon, a mail icon, and a notification bell icon are also present.

On the left side, there are sections for 'Premium Sponsors' and 'Upcoming Events'. The 'Upcoming Events' section lists sessions for 'Tuesday 4 May, 2021', including a 'Spotlight' session from 11:00 am to 11:45 am.

The main content area features a 'Welcome To Xponential!' message and a large graphic with the text 'AUTOMATE INTEGRATE' and an image of a truck. Below this, a 'View Profile' section is visible, containing a table of user details:

View Profile	
Details	
First Name	Nicole
Last Name	Mattar
Nickname	nmattar@auvs.org

On the right side, a user profile dropdown menu is open, showing options for 'Profile' (circled '2'), 'Account', 'Timeline', 'Notifications', 'Messages', 'Connections', 'Groups', 'Photos', and 'Documents'. At the bottom right, a dark bar contains a circled '3' and an 'Edit Profile' button.




PLATFORM OVERVIEW


A SNEAK PEEK


Update Your Profile

Edit Profile

[View My Profile](#)

 Edit

3  Profile Photo

4  Cover Photo

Edit "Details" Information

1

Details Demographics

2

Prefix

Public

Middle Name

Public

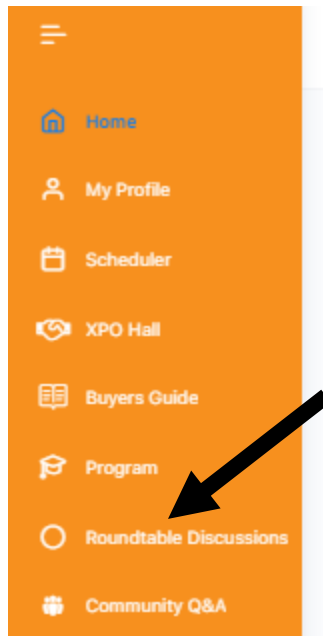
Organization Name (required)

Public

PLATFORM OVERVIEW

Roundtable Discussions

A SNEAK PEEK



The screenshot shows the platform's main interface. On the left, there's a 'Premium Sponsors' section. Below it is the 'Upcoming Events' section, which lists sessions for Tuesday 4 May, 2021. The events include:

- 11:00 am - 11:45 am: [Spotlight Session 1](#)
- 11:00 am - 11:45 am: [Spectrum Stakeholder Discussion](#)
- 11:00 am - 11:45 am: [LinkedIn](#)
- 12:00 pm - 12:45 pm: [Integrating UAM Airspace within ATM and UTM](#)
- 12:00 pm - 12:45 pm: [For Drones to Work in the Air; Get Buy-In on the Ground](#)

On the right, there's a 'Roundtables' section with a dark header. Below the header is a text block: "When a Roundtable Discussion has begun, you will see a list of active rooms below. Simply click 'Join' next to a Roundtable of your choice to begin participating." Below this is a search bar: "Search open video chat rooms ...". A blue 'New Room' button is also visible. The bottom part of the screenshot shows a list of active roundtable rooms, each with a title, a 'JOIN' or 'FULL' button, and a row of profile pictures representing participants.

REGISTRATION & NEXT STEPS

- Make sure you have registered!
 - All speakers should have received an email with a registration code. If not, reach out to education@auvsi.org ASAP
- All speakers will receive a calendar invitation the week before XPO
 - Will contain the Zoom link, Call time, and important notes and reminders
 - We encourage you to block the time on your calendar NOW (as a hold)
- Before XPO – we encourage you to go into the platform to get familiar and make any updates to your Speaker Profile
- Have your slides/presentation completed the week before
 - Practice, practice, practice!
 - **EXTENDED DEADLINE** to submit presentation materials to be included as a handout: **NOON FRIDAY, APRIL 23**
- Additional questions – email education@auvsi.org





QUESTIONS

To contact us with additional questions, please email education@auvsi.org





AUVSI™

XPONENTIAL™

ALL THINGS **UNMANNED**

THANK YOU!

Karissa Bingham

Nicole Mattar

Nancy McFarland

Sidney M. Stoper

Shannon Walker

