



Speaker Guide for the SCANPH Virtual Conference

Thank you for being a speaker at our annual conference. Below are helpful details.

Pre-Conference Planning:

1. Panel Prep Call

Please arrange and schedule your own panel prep call. SCANPH will not be arranging on your behalf.

2. Session Length

Reminder that sessions are 60 minutes. Since it's a virtual platform, people will have quick access to your speaker bios, titles, and organizations. You can keep intros short and sweet.

3. Speaker Bios

You should have received a link via email to edit your speaker profile and biography, picture, etc. Please make whatever edits you like and fill in your details so attendees can learn more about you.

4. Slides and Handouts. You will be able to share your screen if you wish to show slides. Opt for larger font. If you want SCANPH to upload any handouts, provide a PDF in advance to jbrown@scanph.org

Technical Details:

1. Zoom Zoom Zoom

We are using zoom for convening the sessions.

Panel/speaker link: You will receive a custom link to access the Zoom session as a speaker. Please be on the watch for this link in your inbox. The link is custom to your email alone. Do not share the link.

2. Test your system requirements: By now you've probably used Zoom a million times, but you can check your connection and webcam with this link: <https://zoom.us/test>

3. Google Chrome: The ideal web browser for zoom and the conference platform Whova is Chrome. Please use this to avoid issues. It's free. <https://www.google.com/chrome/>

**Don't forget to refresh your browser if a video/workshop is not playing at the start time within Whova*

4. Get to Know Whova in Advance!***

While Zoom is how you'll participate in a live workshop, Whova is the conference platform that hosts all the content. Attendees log into Whova in order to gain access to the Zoom video links and all the platform and conference features.

Whova Access: As a speaker, your email has already been registered for access to Whova. It's important to use this email only. Don't use the option to sign in with a social media account to avoid issues.

A. Sign up! Just go to this link and enter your email and create a password for total conference access: https://whova.com/portal/webapp/sac_202010/sign_up

5. Whova Mobile App: Nifty Stuff

Don't forget to download the app for WAY more features only available on the app.

Download page: https://whova.com/portal/sac_202010/?source=download_page

Download guide: <https://d1keuthy5s86c8.cloudfront.net/static/ems/upload/files/eventappw.pdf>

Day of Event:

1. Check-In Early: Important!

Please log into the zoom session **15 minutes early** so we can troubleshoot any technical issues and get ready for going live. We will open the session waiting room early for speakers. Use your zoom panelist link that was provided to you via email to get logged in. You will not be visible to attendees until we officially start.

2. Gallery View: We recommend putting your Zoom view as “Gallery View”

3. Audio/Video and Muting: Please be prepared to share your webcam so you’re visible to attendees. And for audio, if you dial in by phone, just make sure that you mute the speakers on your computer, so that we don't create any feedback noise. When you are not on deck to speak, mute yourself to cut out background noise. Attendees will be muted.

4. Audience questions: With the Whova virtual platform, audience members will be able to submit questions via the platform in advance. This is viewable on the platform. It is up to you if you want to take the time to answer questions during your session. Attendees can also chat with one another in Whova while your session is ongoing. During the actual live session, encourage attendees to post their comments live in the chat box of Zoom. Designate the moderator to read these out.

5. Live Assistance: SCANPH staff will be hovering in the background of every single workshop session on zoom to ensure there are no issues and to address your technical questions.

6. Recording: We will be recording the session. Please let us know if you have concerns about being recorded.

Additional User Guides:

Whova has created several user guides to help you prepare for a virtual conference.

1. Whova Attendee User Guide

<https://whova.com/pages/whova-app-user-guide/>

2. Whova Speaker Guide

<https://whova.com/pages/whova-speaker-guide/>