

SPEAKER'S GUIDE TO THE *VIRTUAL* WCET ANNUAL MEETING



We are thrilled to have you as part of our virtual seminar series, and we have created this guide to provide you with an outline of what to expect during the Annual Meeting.

This guide will review:

1. [Live session logistics](#)
 - [Zoom and session information](#),
 - [Presentation slide details](#),
 - [Questions and emergency contact information](#).
2. [Annual meeting information](#)
 - [Networking with attendees](#),
 - [WCET member meet-and-greet details](#).

Live Session Logistics

Zoom

Our virtual event platform, PheedLoop, embeds Zoom streams into the session rooms so attendees do not need to navigate away from the platform. Speakers will access Zoom directly rather than through the virtual event platform.

General Sessions

- WCET will use Zoom webinar for general sessions. Kim Nawrocki will send you an Outlook meeting request with a Zoom link for your specific session(s) with 30 additional minutes at the beginning to allow for a sound/video check.
- Video will be used so plan to share your camera unless bandwidth is an issue.
- Log on to Zoom at least 20 minutes before your session. We will not broadcast the webinar feed until it is time for the live session.
- Participants will be viewing your session inside the virtual event platform but are able to access the Zoom Q&A feature. They may also add questions to the session chat feature; we will encourage them to add them to the Q&A instead.
- Sessions will be recorded, and recordings will be posted in the virtual platform for asynchronous viewers.

Breakout Sessions

- WCET will use Zoom meeting for breakout sessions. Kim Nawrocki will send you an Outlook meeting request with a Zoom link for your specific session(s) with 30 additional minutes at the beginning to allow for a sound/video check.
- Video will be used so plan to share your camera unless bandwidth is an issue.
- Log on to Zoom at least 20 minutes before your session. We will have a waiting room enabled and will let you into the room before attendees. We will not open the room or broadcast the video feed until it is time for the live session.



- Participants will be viewing your session inside the virtual event platform and will not have access to the Zoom meeting chat. Instead, we will be using the session chat feature in the platform for Q&A. We recommend a dual monitor if possible so you can view Zoom and the virtual platform at the same time. If you prefer to only log into Zoom, we can provide you with questions as attendees post them in the chat.
- Sessions will be recorded, and recordings will be posted in the virtual platform for asynchronous viewers.

Presentation Slides/Template

Slides are not required. If you would like to use slides:

- Let us know if you prefer to share the deck or have a WCET staff member share them.
- Slides will be posted in each session as a resource. **Please submit to knawrocki@wiche.edu at least 3 business days before your session.**
- If you have other resources you would like to include as part of your session, send those to knawrocki@wiche.edu with your slides.
- If you are a part of a panel, please combine all pieces of the presentation into one holistic PowerPoint deck.
- The WCET slide template is available [here](#) if you would like to use the optional PowerPoint deck.
- If you choose to use your own slide template, please make sure your slides are set up in 16:9 widescreen format (on Design tab > Slide Size) – this is what displays best in the platform. WCET will add a standard cover slide to each presentation.
- Your final slide should include your contact information (email and/or Twitter) so attendees can get in touch with you after the session.

Questions & Emergency Contact

If you have any questions this guide doesn't answer, reach out to knawrocki@wiche.edu. For emergency assistance during your session, call or text Kim Nawrocki at 720.401.5839.

Annual Meeting Information

We encourage you to participate in other sessions and small group discussions as your schedule allows. You will receive a welcome email that will provide you with a login to the virtual event platform. A link to our attendee guide, which provides an overview of the virtual event platform and its features, will be included with the welcome email.

Networking with Attendees

Speakers are visible in our attendee networking directory by default and attendees may send you a private chat. You may update this preference in your profile settings on the virtual platform, or contact knawrocki@wiche.edu.

To send a private chat to other attendees, click their name in the room presence or navigate to the networking tab in the menu. Once they accept your networking request you will have the option to start a 1:1 private video call.

Please note: you will receive a notification when someone sends you a private chat message, but you can't reply from the notifications – you will need to navigate to the networking area to respond.



Thank you!

Thank you for your time and involvement in the Annual Meeting. We look forward to seeing you virtually. Tweet #WCET2020 and help build the momentum for a great meeting! WCET is excited about the content, speakers, and opportunity to connect with some of the friendliest and smartest people in technology-enhanced teaching and learning in higher education!

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