



INDIANA UNIVERSITY CONFERENCES

Virtual Speaker Guide

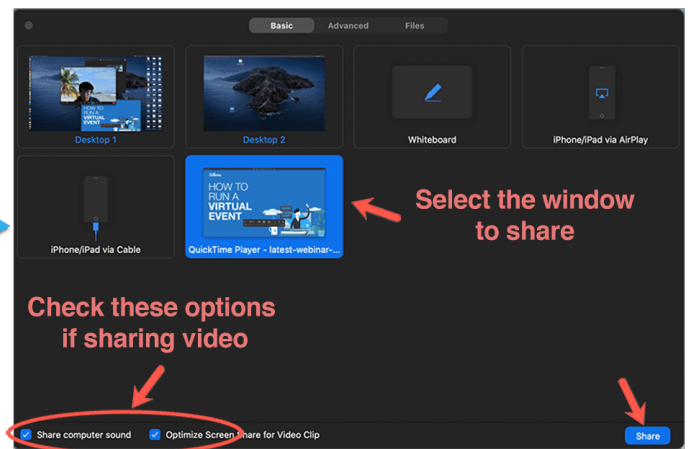
Presenting in a Session

The Virtual platform for this conference is Whova. The organizers should have sent you a Zoom link

- If you received the Zoom link (like “https://...zoom.us/...”), click it to open the Zoom app. If you’ve already installed the Zoom app, it starts automatically. Otherwise, follow the instructions presented to download the Zoom app and enter the Zoom meeting/webinar.

If you need to use slides or a pre-recorded video, open the slides/video ahead of time, click “Share Screen”, and select the slides/video you want to share. If you are sharing a video, please remember to check the 2 optimization options on the bottom-left of the popup.

Also, consider **checking out this checklist** to get better prepared.



Updating Session Title & Description

The organizers should have sent you a set up link similar to this:
<https://whova.com/xems/engage/speakers/xxx/yyy/>.

Use that link to fill in or update your information such as your bio and photo if needed. If there is anything not editable but you want to edit, please contact krasimps@iu.edu.

Once you are done, click **Save** at the bottom left of the page. You can come back to the same link at any time to update info whenever needed.

Preparation Checklist

This is a general checklist to prepare for speaking in a virtual session. For specific requirements for this event, please check with your event organizers (krasimps@iu.edu).

- Pre-record and send it to your organizers (<https://go.iu.edu/3FJr>) as a back-up in case you may have technical or network issues during your talk. *THIS IS OPTIONAL*
- Please test your camera, microphone, and screen sharing etc. You can do it with your friends/colleagues or reach out to krasimps@iu.edu for assistance.
- Consider a dry run of your talk and time it. Speaking in front of a camera feels different from speaking in front of a live audience. There will be a “green room/rehearsal time” the days leading up to the conference.
 - April 5-8
9:00am-11:00am
<https://iu.zoom.us/j/89921155401>
 - April 5-8
4:00pm-7:00pm
<https://iu.zoom.us/j/83594266167>
- Instead of a mobile phone, we recommend you give your presentation on your computer, which provides a more stable network and better performance.
- Make sure the main light source is not coming from behind you. If you are close to a window, try not to be in darkness.
- If possible, close other applications on your computer that you are not using for your presentation.
- Let other people in your home know about your presentation so that they will not use too much bandwidth and minimize distractions while you are presenting.

Things to Test

Before the event, please take some time to test each item below:

- **Test your internet speed.** Streaming software usually has Internet speed requirements. For example, if you're using Zoom, the requirement is **2Mbps at the minimum**. You may test your internet speed here: <https://www.speedtest.net/>
- **Test your audio/video device and make sure it works with the streaming software.** The easiest way is to start a Zoom meeting with a colleague, friend, or family member and see if they can see and hear you. Also, try to share your video/slides in Zoom to see if they work properly and that you are comfortable with the functionality.

In Case of Emergency

If something unexpected happens during the event or session, please contact:

Technical Questions: Kristy Ebelhar, krasimps@iu.edu
Melissa Kocias, mkocias@iu.edu

Registration Questions: IU Conferences Registrar, iuconfs@iu.edu

Agenda Changes: Kristy Ebelhar, krasimps@iu.edu

Whova Questions: Kristy Ebelhar, krasimps@iu.edu
Melissa Kocias, mkocias@iu.edu



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