WACUBO
VIRTUAL
ANNUAL CONFERENCE
MOUNTAINS OF OPPORTUNITY MAY 24-26,2021

Session Host Prep Deck

Come Prepared!

- Use this deck to familiarize yourself with the **2021 WACUBO Annual Conference.**

- **On the following slides, you will find:**
  - 2021 WACUBO Annual Conference details
  - Presentation tips & tricks
  - FAQs
  - All things Pathable
  - Contact information for the WACUBO team for day-of troubleshooting
  - *And more!*

Event Information

Dates

- Monday, May 24 – Wednesday, May 26, 2021

Time

- Sessions begin at various times
- Check the online schedule for program information
- Speakers and Session Hosts will be asked to join the meeting 10 minutes before their scheduled start time.

Location

- Online! You will receive login instructions and details for the Zoom and Pathable sessions.

Presentation Tips & Tricks

Dress for Success

What to Wear

- Solid colors
- Jewel tones
- Nice jacket

What NOT to Wear

- Black or gray
- Stripes
- Patterns
- T-shirts

Audio & Video

Audio

- Mute anything in your office/space that might beep or buzz to avoid distracting yourself and/or your audience.
- Avoid sound feedback by wearing a headset
  - Update your computer audio settings so input and output come through the headset and its microphone.

Video

- Adjust your laptop or webcam so your head and shoulders take up the majority of the frame (often, this means propping up your laptop).
- Check your light, and **avoid having a light source behind you.**

Video Cont.

Zoom Background

If you want, you can utilize the 2021 WACUBO Annual Conference virtual background (Option 1 or Option 2) on Zoom.

- Click the up-arrow next to the "Start Video" button on the Zoom control bar to access the virtual background feature.
- Choose the virtual background image that you downloaded and upload to Zoom.

Streaming

Make sure you're connected to a bandwidth that will allow for smooth streaming. If you are in a household, other streaming devices should be limited so that there are no interruptions with your internet.

Close all unnecessary browsers and tabs on your laptop; this will make for a clean presentation as you share your screen.

What to Expect From Your Session

- You will be joining a WACUBO team member 20-minutes prior to your session start time to create the **green room.**
- You can join the room and communicate with WACUBO and your presenters to make sure that your audio, mic, etc. are working correctly.
- Ask the Speaker what they are doing for the areas of engagement for CPE requirements.
- As a session host, you will do a brief introduction of the speakers at the start of the session to start.

  Please review the bio of your speakers prior to the session.
- Once introduced by you, speakers will begin sharing their screens and present.

Housekeeping Details

Introduction Script and Instructions:

1. Welcome attendees to the 2021 WACUBO Virtual Annual Conference! (Or “welcome back” if returning from a break or lunch).
2. Remind attendees to submit questions for the speaker into the Poll Box on Pathable. Keep track of these questions for the QA portion.
3. Remind attendees to visit the Business Partners Showcase, Check out the Mountains of Points and network on Pathable!
4. Once the Session starts:
    a. Remind Attendees how many CPE this session is for, and what areas of engagement the speaker plans on doing.
    b. Speakers should have bios listed on the website. Please print or copy these into a document in advance of the presentation so you will have them in a convenient location prior to the start of the presentation. You can find the speaker information here: https://wacubo2021.us2.pathable.com/speakers.
    c. Once you are done with your introduction, the speaker will begin sharing their slides and start presenting.
5. Please mute yourself during the presentation.
6. Please be mindful of time and don’t hesitate to come on camera to remind speakers that their time is up.
7. At the end of the session, session host will facilitate questions from the poll box to the speaker(s).

Frequently Asked Questions

Equipment Requirements

What do I need to present? Can I present with my current computer?

Please ensure your device meets hardware, software and bandwidth requirements well in advance:

Step 1: Browser test
Please take the following browser test: https://zoom.us/test

Step 2: Please review the following Technical Requirements and be sure your system and networks are up to date

Minimum System Requirements:
2.0Ghz Processor or faster 2 GB RAM (Greater than 2 GB recommended)

Access Now

zoom

Client Download

Browser Requirements

Minimum Browser Requirements:

Your browser must support HTML-5. To detect your browser version, run https://whichbrowser.net/

- Windows 7 or later Mac OS X 10.9 or later
- Chrome 60 or greater
- Firefox 52 or greater
- Edge 14 or greater
- Safari 10 or greater
- iOS 10 or greater
- Internet Explorer 11 IP Addresses

Use speedtest.net to test your bandwidth speed

Ports to Allow for HTML5: 72.32.161.112 port 80, 443 (web and audio) 72.32.200.104 port 80, 443 (web and audio) 72.32.221.65 ports 80, 443 (web and audio) 72.32.221.66 ports 80, 443 (web and audio) 67.203.7.114 ports 80, 443 (web and audio)

Additional Requirements

What else should I know?

- Disable pop-ups blockers in your Internet browser settings.
- A wired connection is recommended. WiFi signal strengths can vary causing bandwidth to increase or decrease. A wired connection gives a consistent signal and consistent bandwidth. A wired connection provides a better experience.
- Audio (sound) is projected through your computer speakers. Be sure your computer is equipped with speakers, you are using a headset, or the room where the conference is being broadcast is equipped with speakers so you can hear the presenters.

Technical Qs

Do I need Zoom to participate in the virtual event?

We recommend that you download Zoom Client for Meetings ahead of time: https://zoom.us/download

The web browser client will download automatically when you start or join your first Zoom meeting, but we recommend that you manually download it prior to the conference using the link above.

Technical Qs Cont.

Where can I find more information on the Zoom platform?

Visit the Zoom Support center for additional information: https://support.zoom.us/hc/en-us

I am having trouble with streaming audio, I can't hear the speaker through my computer speakers, the streaming stopped… what do I do?

If you are not able to hear any audio through your computer speakers, first check to make sure your speakers are not muted or turned off.

The next step is to refresh your screen by pressing the F5 key on your keyboard or clicking the "refresh" button in your web browser.

Technical Qs Cont.

I'm having trouble logging in to Pathable for my live session. What do I do?

You will receive a Pathable email invitation with the subject: **WACUBO 2021 Pathable LOGIN Information**. There will be a personalized link in this email that allows you to sign in to the event website.

> If you have already setup your account and need to log back in, please find the "Account" button on your navigation bar and select "Login" from the dropdown to enter your email and password.

I can't remember my Pathable account information. What should I do?

If you have already set your password, click here to recover your password.

If you have any issues, contact office@wacubo.org.

Pathable and Zoom

Pathable Session Host Training

Sign up for the Session Host Training Session

- All Session Hosts should register for and attend our training for a live meeting with our planning team. Please click the link below to register.

Date/Time

- Monday, May 10, 2021,10:00 AM PT | Register Now

Speaker Training with Camp Pathable

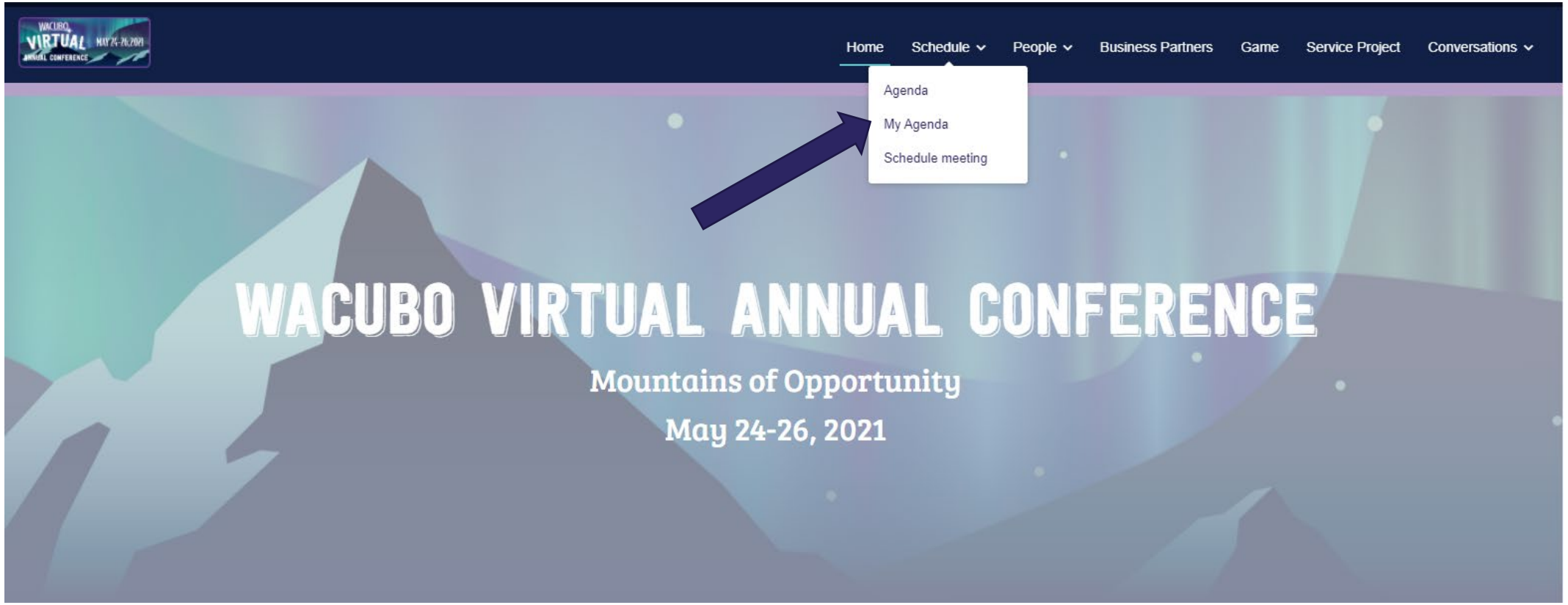
- Please follow this link to watch a step-by-step overview of how to navigate Pathable.

Pathable Preparation Before the Event

We recommend getting your machine set up at least several days prior to your presentation.

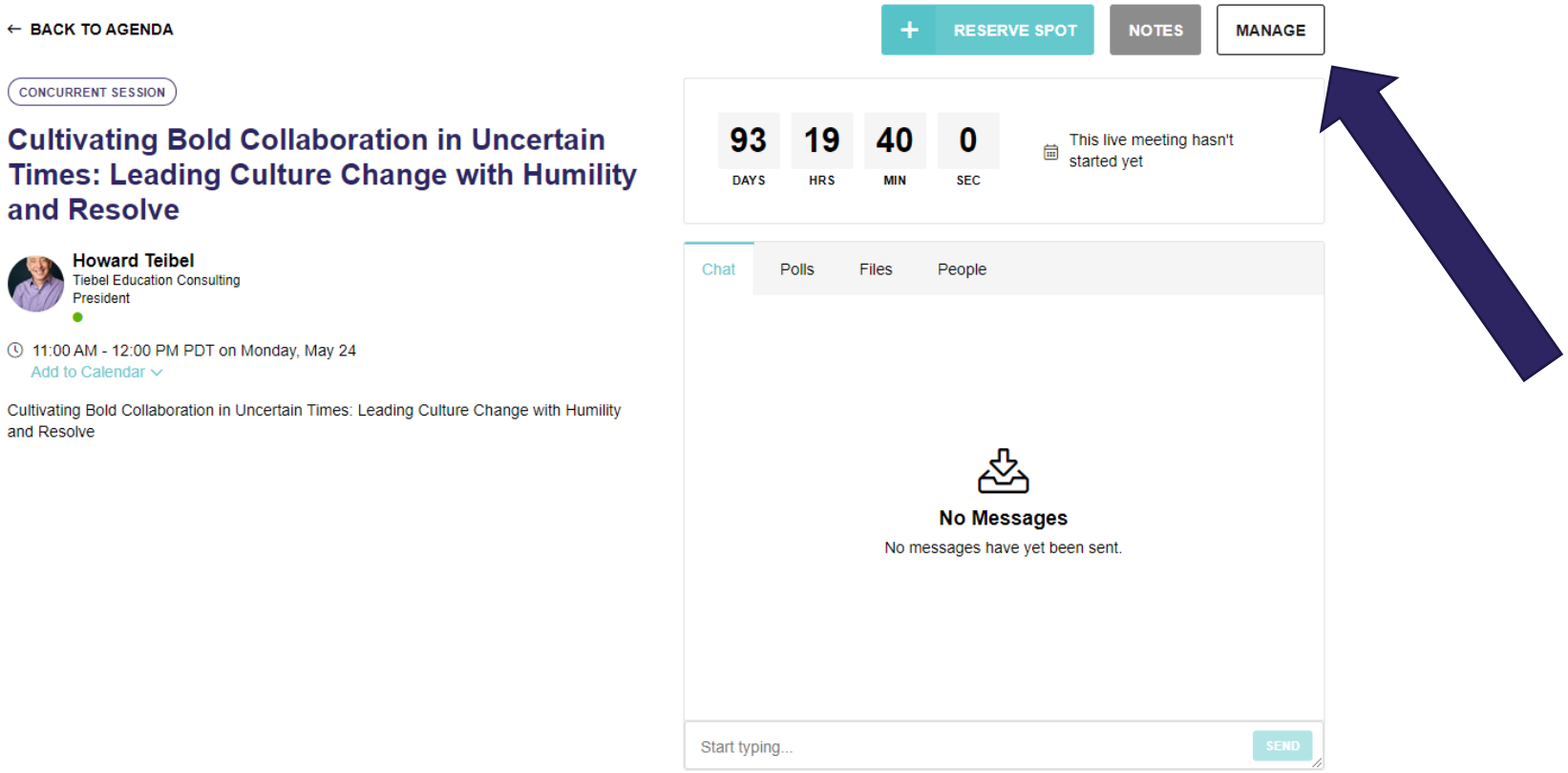
- Use the **link provided by WACUBO to sign in to your account** on the virtual event site.
- Use the menu at the top of the page to visit the agenda, find your session and visit your page to review details.

How to View My Agenda on Pathable



How to Join Session on Pathable

The WACUBO Office will start the session no more than 20 minutes prior.
Please click the **manage button** and then **start meeting or join meeting button** located in your agenda page.



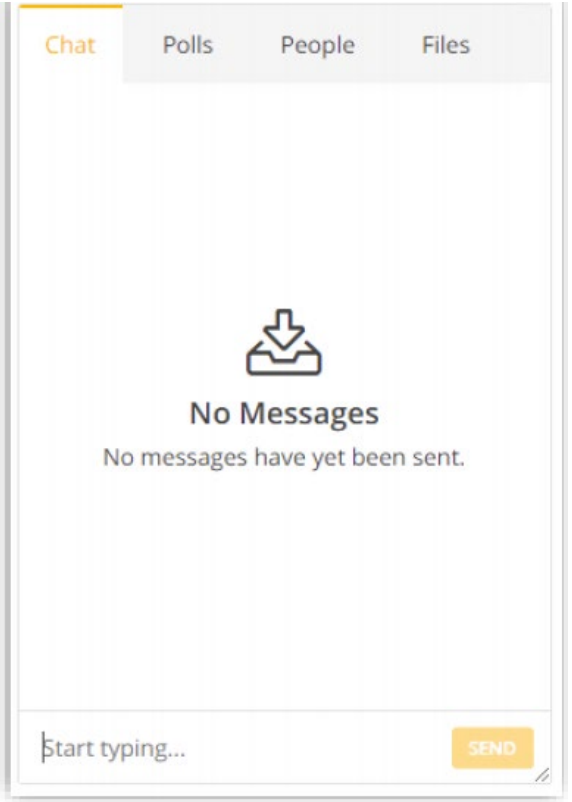
Pathable Polls, Chat and Q&A

- We will be utilizing the poll, chat and Q&A feature ***only*** on Pathable.
  - We will ***not*** use the chat in Zoom to communicate with attendees.

The WACUBO Office will use the Zoom Chat to communicate internally with speakers and session hosts.

Pathable Chat and Q&A

- During the session, speakers and attendees can use the **Chat** function on Pathable, to the right of the video display.
- Please note that **chat** is visible to all with no limit on the number of people who can participate.
- Attendees can submit Q&A through the Poll feature.



What to Expect BEFORE Your Session

The WACUBO Office will start the session 20 minutes prior to the session start time.

- Please log-on to your session via the “manage” button and then the **join meeting button** on your agenda so you join the “Green Room” area.
  - During this time, you will be able to see and hear other presenters, but attendees will not.
  - You will see that you are in a practice session or waiting room.
  - This allows you to test your mic, video and sharing screen prior to the session.
  - Attendees will be allowed in to the virtual room 1 minute prior to session start time. At that point, they will be able to see and hear presenters.

WACUBO Office

The WACUBO Office will have a team member to support your session.

- They will be easily identified as **WACUBO Office** as their name.

Please note the WACUBO Office will be a **silent partner** for your session.

- This means the office will **not** be on camera or mic during your session in its entirety.
- Please use the **chat** feature to communicate any questions or issues during your session.
- As the **session host**, be prepared to be on camera or mic to assist with any immediate issues.

Green Room

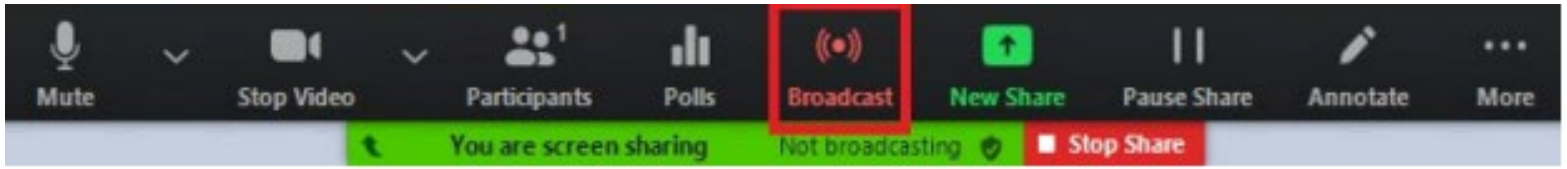
Ocne you're in the Green Room, please make sure of the following:

- **Check how your name is listed on Zoom**, is it correct?
  - If not, rename yourself.
- **Other presenters, session host, and WACUBO team members should be in the room with you.**
  - This is the time to do any sound checks, microphone, and video lighting adjustments.
  - Ask your speaker if they have any videos, and if so check those during this time.
- **Check that you can share your screen.**
  - Note that on Mac computers you may need to adjust your security settings.

Broadcasting Webinar / Starting Meeting

Zoom Webinar:

- When there is **1-minute** left, attendees will be let into the room. The WACUBO Office will then **"Start Broadcast"** to actually begin the Webinar session.



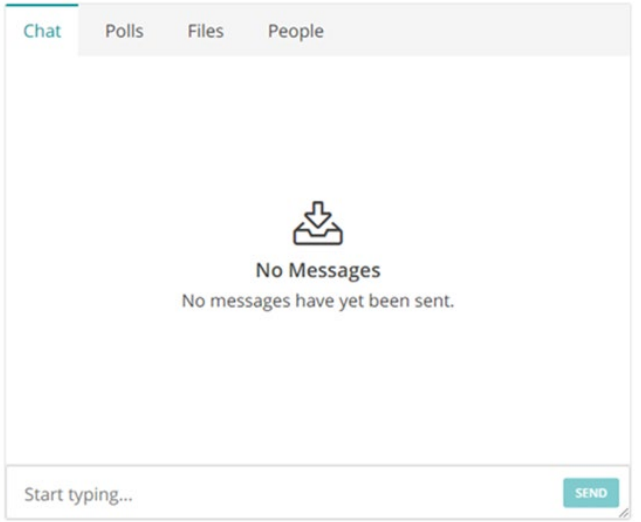
Zoom Meeting:

- When there is **1-minute** left, attendees will be **automatically** let into the room and **will** be able to see and hear presenters.
- **10 minutes after the end time,** the meeting will automatically end.

Using Zoom Controls: Meetings

How will my presenter screen look?

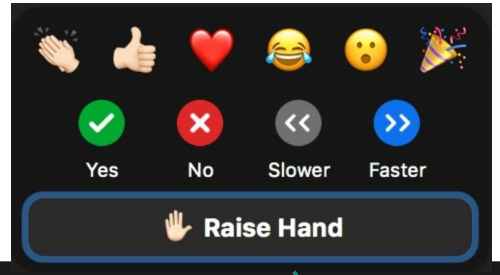
- Presenter screens will have your presentation and presenter controls
- Remember, all chats, polls, and Q&As will be done on the Pathable site



Mute yourself when you are not speaking

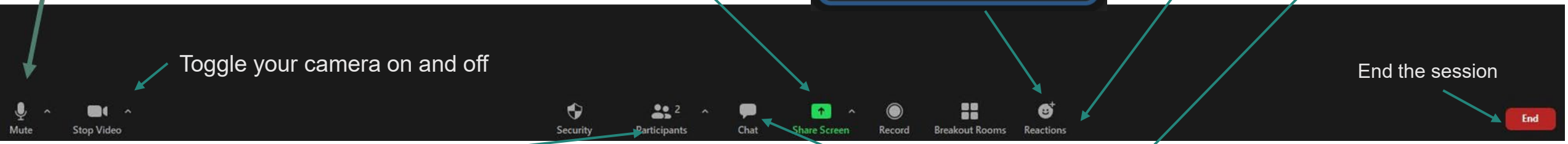
Toggle your camera on and off

Allows you to share what is displayed on your monitor



Use reactions during sessions to clap, give a thumbs up and more!

End the session



View the number of participants in the session
Click on this window to view the list of participant names

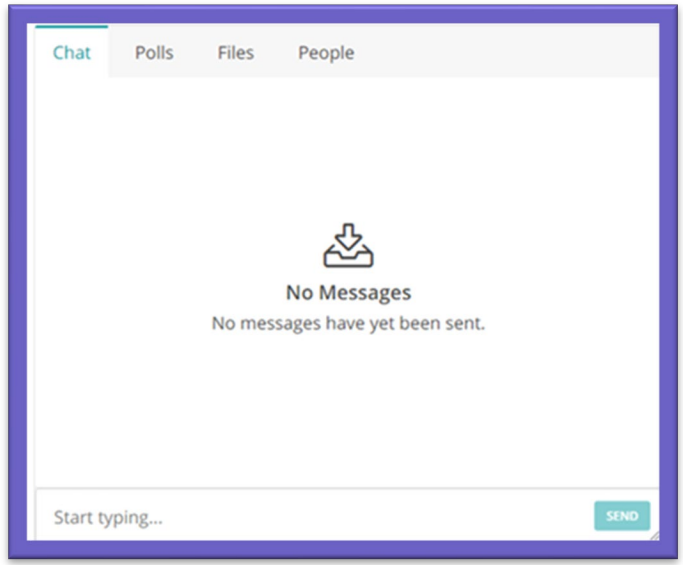
Use this chat ONLY for Speakers and WACUBO Office.
Atttendee chat on Pathable

WACUBO VIRTUAL 2021 ANNUAL CONFERENCE

Using Zoom Controls: Webinars

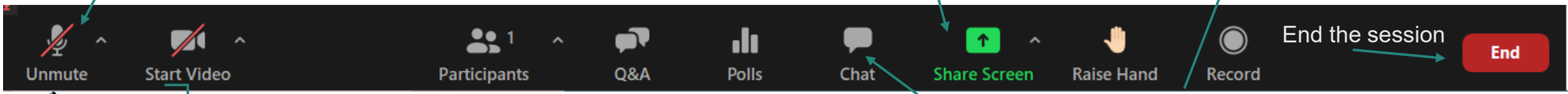
How will my presenter screen look?

- Presenter screens will have your presentation and presenter controls
- Remember, all chats, polls and Q&A are done on the Pathable site



Mute yourself when you are not speaking.

Allows you to share what is displayed on your monitor.



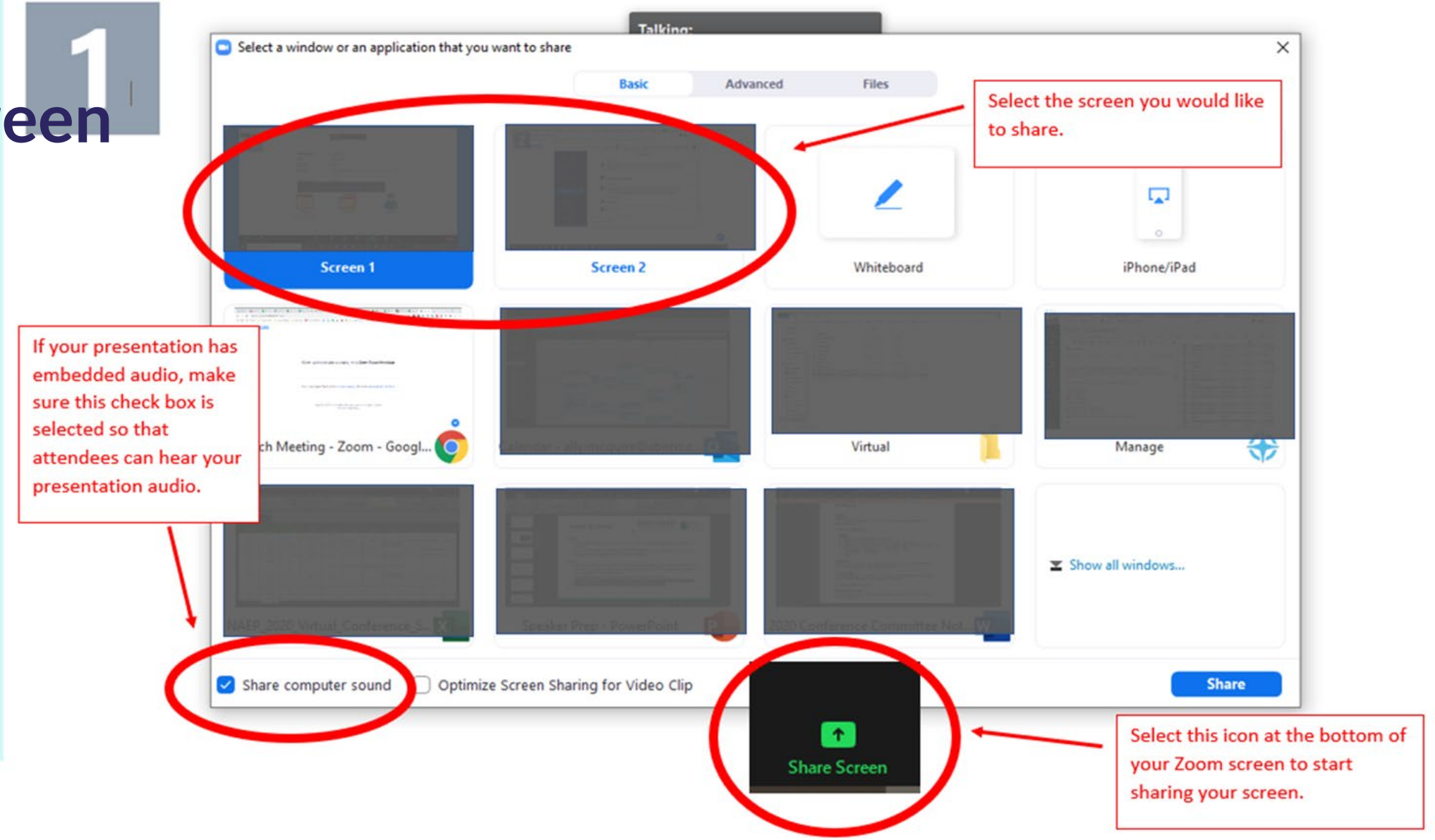
End the session

Toggle your camera on and off

Use this chat ONLY for Speakers and WACUBO Office.
Atttendee chat on Pathable

How to Screen Share on Zoom Meetings and Webinars

1



WACUBO Team Contact Information

WACUBO Office and Tech Support

Please reach out to the WACUBO Office to connect with a member of the 2021 WACUBO Virtual Annual Conference team.

- **E:** office@wacubo.org | Use subject line Virtual Annual Conference [topic] Question
- **P:** 206-209-5267
- **Hours of support:**
  5:00 AM – 12:00 PM HST
  8:00 AM – 3:00 PM PDT
  9:00 AM – 4:00 PM MDT