


The background features a vibrant aurora borealis in shades of teal and blue, with a dark blue mountain range silhouette in the foreground. The text is centered and rendered in a bold, white, sans-serif font with a slight drop shadow.

WACUBO
VIRTUAL
ANNUAL CONFERENCE

MOUNTAINS OF OPPORTUNITY MAY 24-26, 2021



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

Speaker 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 moderators 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

The background features a vibrant aurora borealis in shades of teal and blue, with a dark blue mountain range silhouette at the bottom. The text is centered in the upper half.

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

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 & Visual

- **Audio**

- Mute anything in your office 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 to be input and output 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](#) 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. We highly recommend plugging into a hardline internet. 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 Host

- You will have a WACUBO team member and a session host support you during your session
- Both will start your session 20-minutes prior to your session start time to create the **green room**
- You can join the room and communicate with the WACUBO team member and your Session Host to make sure that your audio, mic, etc. are working correctly
- Your session host will do a brief introduction at the start of the session to start
 - Once introduced, speakers can begin sharing screen and presenting

The background features a vibrant aurora borealis in shades of teal and blue, with a dark blue mountain range silhouette at the bottom. The text is centered in the upper half.

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

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?

- Yes, 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

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


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 set up 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 additional issues, contact office@wacubo.org.

The background features a vibrant aurora borealis in shades of teal and blue, with a dark blue mountain range silhouette at the bottom. The text is centered in the upper half.

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

Pathable and Zoom

Pathable Features

- Includes speaker profiles – WACUBO has already added your photo & bio!
- After logging in, the Pathable platform automatically adds your presenter sessions to your agenda for easy review
- Opportunity to connect with attendees and other presenters
- Each session page includes chats, polling, and file sharing

Pathable Speaker Training

Sign up for a Speaker Training Session

All Speakers should register for and attend one of our training session slots for a live meeting with our planning team. Please click a link below to register for one of the sessions.

Available Dates/Time Slots

- Tuesday, April 20, 2021, 1:00 PM PT | [Register Now](#)
- Monday, April 26, 2021, 3:00 PM PT | [Register Now](#)

Speaker Training with Camp Pathable

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

Speaker Training for Meetings & Webinars

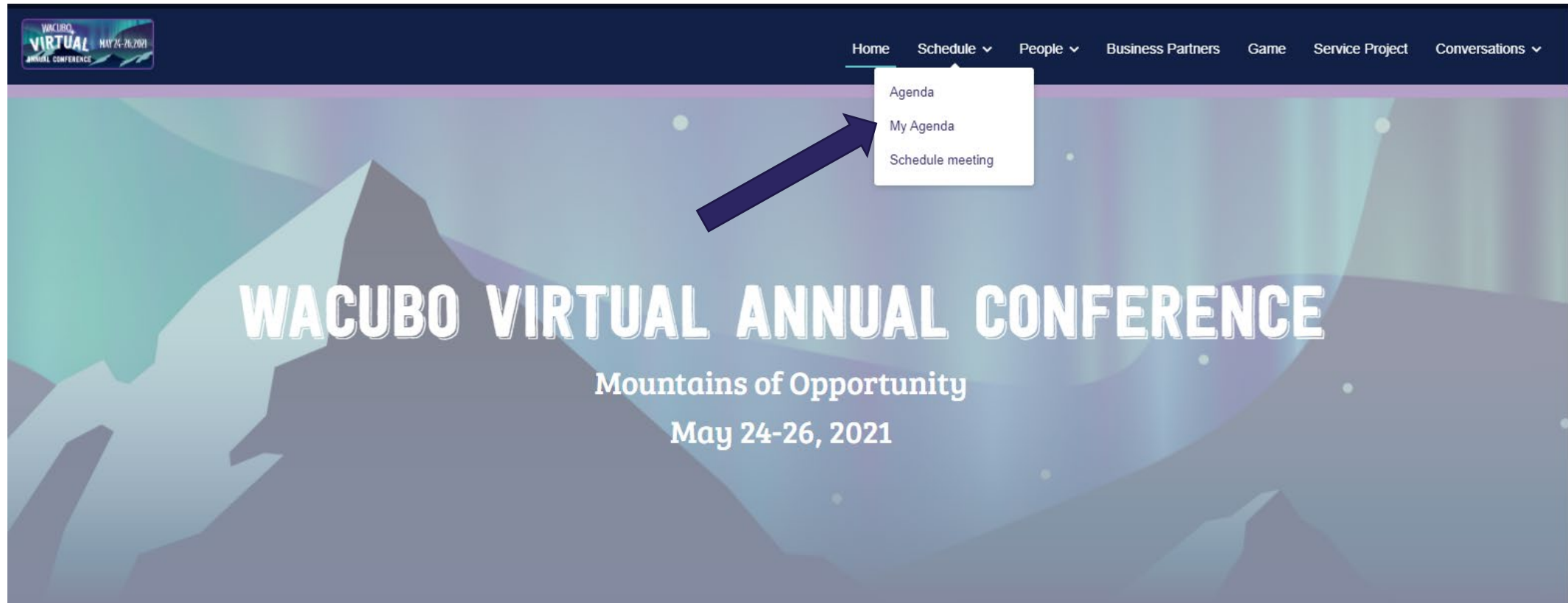
- <https://vimeo.com/465561435>

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



*Other WACUBO 2021 Pathable menu names and visuals subject to change.

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.

← **BACK TO AGENDA**

+ RESERVE SPOT **NOTES** **MANAGE**

CONCURRENT SESSION

Constituency Group Breakout Sessions

Linda Cordier
Pima Community College
Program Manager, Academic & Instructional Services

Brad Baca
Western Colorado University
Executive Vice President and Chief Operating Officer

🕒 12:30 PM - 1:30 PM PDT on Monday, May 24
[Add to Calendar](#)

96 DAYS 18 HRS 50 MIN 2 SEC

📅 This live meeting hasn't started yet

Chat Polls Files People

⬇️



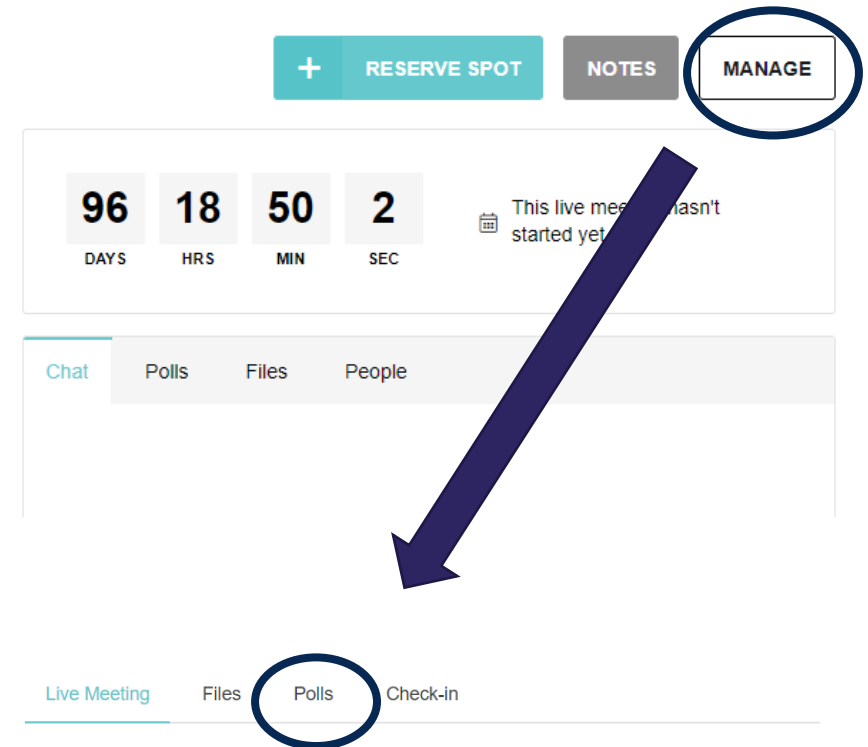
Pathable Polls, Chat and Q&A

- We will be utilizing the poll, chat and Q&A feature only on Pathable
- The following slides will show you how to use these features on Pathable
- Reminder, Zoom will **not** be using the chat feature to talk with attendees

The WACUBO Office will use the Zoom chat function to communicate internally with speakers and session hosts

Pathable Polls

- Speakers can create their own polls in their session
 - We encourage speakers to go in and add their own polls
- Once logged in to Pathable, select the **agenda** from the top navigation
- Locate and click on your session
- On the meeting details page, select the **Manage** button in the top right corner ([View screenshot](#))
- Select the **polls** tab then **add poll**



Good to know

- **20 minutes before the start time:** speakers can enter a "green room" where they can be seen/heard by other speakers but not the audience.
- **1 minutes before the start time:** attendees will be able to join the webinar, but will not see/hear the speakers or presentation until a speaker clicks the "Start Broadcast" button.
- **10 minutes after the end time:** the meeting will be automatically ended.

Pathable Polls

- Polls can be either:
 - Rate (users rate from 1–5 stars)
 - Multi-Choice (users select from your choices)
 - Free-Text Entry (users type a response)
- Complete all the required fields and click **create** to save your poll
- Poll results will, by default, displayed within the app

Pathable Polls

- You may choose to hide your poll results from the attendees by choosing "*Only speakers can view poll results*"
- You may also choose to hide the polling option itself until the session starts by choosing "*Hide poll from attendees until session starts*"
- When it's time for the attendees to use the poll, instruct them to pull up your session on the app, and encourage them to engage with the question
 - You'll see their answers appearing in real time on your app

Pathable Polls



Manage Polls

ADD NEW POLL

Questions for the speaker

Enter your questions for the speaker

Free-Text Entry

Updated at: Wed, Feb 17

VIEW POLL



FULL-SCREEN RESULTS



No poll results yet.

MOVE UP

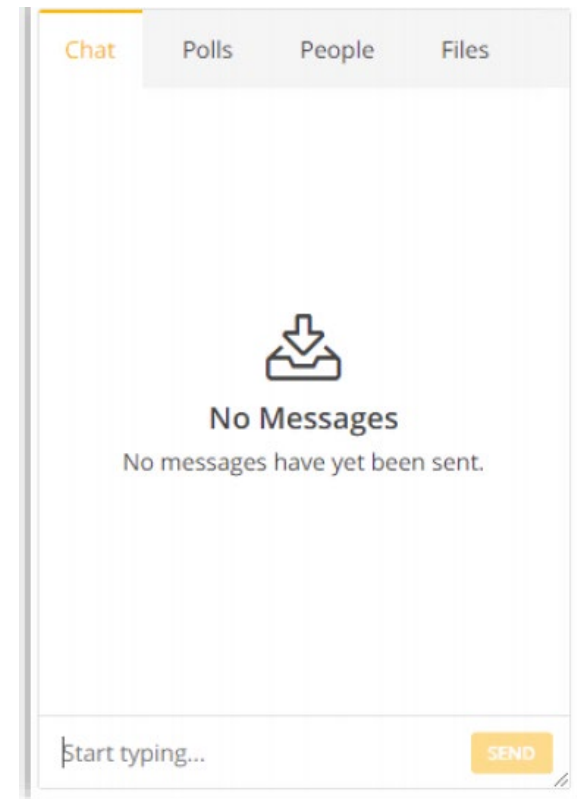
MOVE DOWN

EDIT

DELETE

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 Polls feature



What to Expect BEFORE Your Session

The WACUBO Office will start the session no more than 20 minutes prior to the session start time

Please log-on to your session via the **manage/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
- You will have a **session host** who is prepared to be on camera or mic to assist with any immediate issues

Green Room

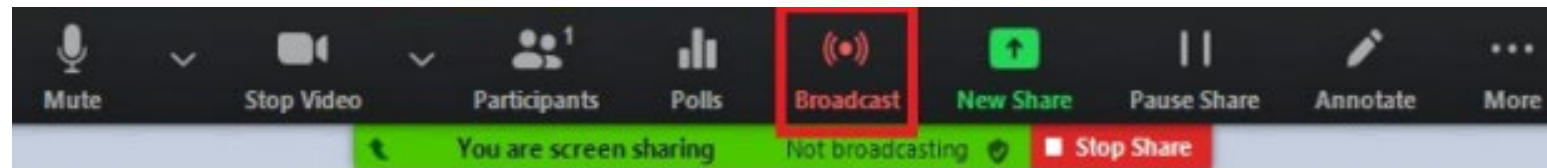
Once you're in the Green Room, please make sure of the following:

- **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**
 - Time to do any sound checks, microphone and video lighting adjustments
- **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&A are done on the Pathable site

The image shows a screenshot of the Zoom meeting control bar with several annotations. The control bar includes icons for Mute, Stop Video, Security, Participants (with a '2' next to it), Chat, Share Screen, Record, Breakout Rooms, Reactions, and an End button. A callout box highlights the 'Raise Hand' icon, which is circled in red. Other callouts point to the 'Mute' icon, the 'Stop Video' icon, the 'Participants' icon, the 'Share Screen' icon, the 'Reactions' icon, and the 'End' button.

Mute yourself when you are not speaking

Click this icon to raise your hand

Allows you to share what is displayed on your monitor

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

Mute

Stop Video

Security

Participants 2

Chat

Share Screen

Record

Breakout Rooms

Reactions

End the session

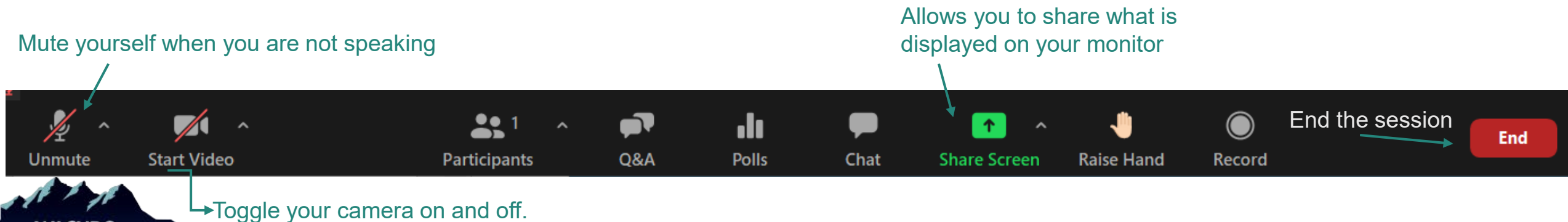
End

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

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.



How to Screen Share on Zoom Meetings and Webinars

1

The screenshot shows the Zoom screen sharing selection window. At the top, it says "Select a window or an application that you want to share". There are three tabs: "Basic", "Advanced", and "Files". The "Basic" tab is selected. The window displays a grid of available screens and applications. "Screen 1" and "Screen 2" are circled in red. A red arrow points from a text box to the "Whiteboard" icon. At the bottom, the "Share computer sound" checkbox is checked and circled in red. The "Share Screen" button at the bottom right is also circled in red, with a red arrow pointing to it from a text box. A "Share" button is located at the bottom right of the window.

Select a window or an application that you want to share

Basic Advanced Files

Screen 1 Screen 2 Whiteboard iPhone/iPad

Virtual Manage

Show all windows...

Share computer sound Optimize Screen Sharing for Video Clip

Share

Select the screen you would like to share.

If your presentation has embedded audio, make sure this check box is selected so that attendees can hear your presentation audio.

Select this icon at the bottom of your Zoom screen to start sharing your screen.

The background features a vibrant aurora borealis in shades of teal and blue, with numerous small white stars scattered across the dark sky. Below the aurora, the dark silhouettes of jagged mountain peaks are visible, with some peaks highlighted in a light teal color. The overall scene is atmospheric and serene.

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:**
 - 5:30 AM – 2 PM HST
 - 8:30 AM – 3:00 PM PDT
 - 9:30 AM – 4:00 PM MDT