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## Presenter | OAGC Virtual Conference | April 8<sup>th</sup>-9<sup>th</sup>, 2021

### YOUR CONFERENCE DAY GUIDE TO ZOOM

We are so excited to have you join us for the Ohio Association of Genetic Counselors annual conference! Thank you for volunteering your time to speak. Please use this guide to make the most of your conference experience.

#### BEFORE THE CONFERENCE

Please complete the following at some point the week prior to the conference to ensure you are ready for conference day.

- 🔗 **Confirm Presenter Link** – As a presenter you will receive a **unique** presenter link. Be sure to use this link as it enables features such as screen sharing and video. You will only receive this link for the day you are presenting. Please see “Attendee Registration” if you are joining the alternate day as an attendee. If you do not already have a Zoom account, you will need to create one.
- 🔗 **Attendee Zoom Registration** – You may receive **TWO** registration emails, one for Thursday (Day 1) and one for Friday (Day 2). This registration allows us to track attendance for CEUs and to improve security. As a presenter, you only need to register for the day you are not presenting (i.e. if you are presenting on Thursday, you only need to register as an attendee on Friday). You must complete this registration in order to get the attendee Zoom link for a given day. \*This is different than the conference registration (if you completed that)\*

Once you register, you will receive a follow up email with a Zoom link. A reminder email with the Zoom link will also be sent 1 hour before the start of the conference.

- 🔗 **Do an Audiovisual Check** – Since presenters (referred to by Zoom as panelists) are full participants in the meeting, you will have access to features including sharing video, muting/unmuting self, and sharing screen. While you will be able to join the webinar from the Zoom app on your phone or computer, we recommend you join from your computer. You can use device audio or dial into the webinar for audio. Dial-in information will be included with Zoom link.



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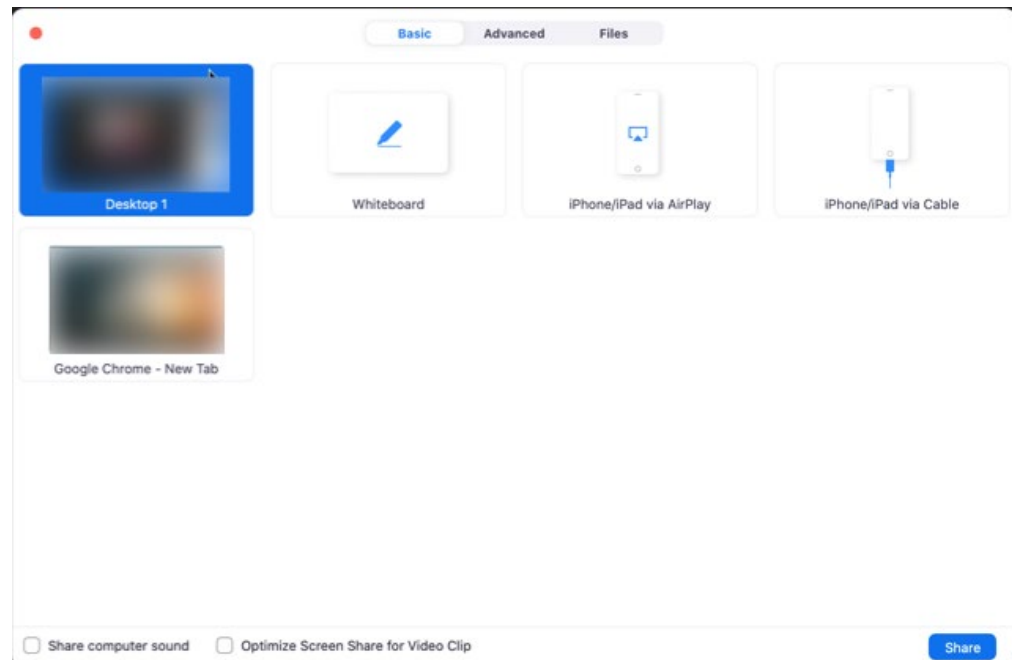
- ✦ **Finalize and Send Slides** – Please be sure to send a copy of your finalized slides to Cindy Hidleberg [cindyh@totaleventservices.net](mailto:cindyh@totaleventservices.net) at least one week prior to conference – **by Friday, April 2<sup>nd</sup>**. These will be used as an emergency back-up if you are not able to share your own slides.

## PRESENTING ON CONFERENCE DAY

To give your presentation, you will need to join the meeting using your **unique presenter link** for the day of your presentation. Things to keep in mind:

- ✦ Please try to join at least 15 minutes prior to the start of your talk if you are not already attending the conference.
- ✦ You should have a computer with a working microphone or the ability to call-in for audio
- ✦ You can choose whether you would also like your video on while you present.
- ✦ The moderator will let you know by chat when it is your turn to present. Your ability to screen share may be disabled until it is your turn to present.
- ✦ To share slides, open your powerpoint file then click on the share icon. Select your powerpoint file then select share. It may take a moment to load.

- Click the **Share Screen**  button located in your meeting controls.
- Screen share window:





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- If you share your entire desktop instead of your powerpoint specifically, your entire desktop will be shared with attendees. Avoid having other windows open on your computer.
- ✦ You will receive a message that you can start your presentation.
- ✦ A moderator will monitor the chat and Q&A, then share questions from the audience with you at the end of your presentation.
- ✦ You will receive a 5 minute warning when it is getting close to the time to wrap up the presentation.
- ✦ When you are finished presenting, you can stop sharing your slides by clicking the share icon again.

## ATTENDING THE CONFERENCE

The annual conference is a great time to celebrate the community of genetics professionals in Ohio. Below are key features of Zoom that you can use during the conference to chat with other attendees and share questions.

- ✦ **Be 10 Minutes Early** – At the start of each conference day, we recommend you start logging into Zoom via the provided link for each day 5-10 minutes before the start time. Once you have a link to the conference you can leave/re-join the meeting as many times as you would like. If you join before the webinar officially starts, you may see a message like this:

Good Job! You joined the correct meeting. It will start shortly.

Please wait for the host to start this webinar.

Start: 1:00 PM  
My Webinar  
Test My Speaker

The webinar is scheduled for 9/18/2018.

Start: 10:00 AM  
My Webinar

Did you click on the Friday link for Thursday or vis versa? Double check!

- ✦ **Virtual Etiquette** – All attendees will be muted as they enter the conference and video will not be enabled. If you are viewing the talks of other presenters, please make sure your video is off and audio muted. This will prevent background noise and ensure focus is on the great talks planned!
- ✦ **Engage** – As an attendee, you can virtually **raise your hand**, submit questions in the **Q&A**, and send messages using the **chat** function. We encourage all of the above! Moderators will monitor incoming messages/questions from the audience to share with presenters.

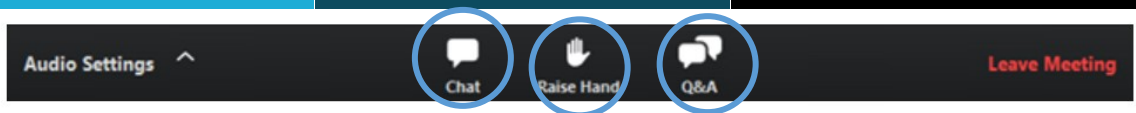


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- 🔗 **Interact with Sponsors** – Each day includes break times to allow you to meet and hear from the sponsors who helped make this conference possible. Separate links for each sponsor talk will be included in a digital copy of your agenda and shared in the chat box prior to each sponsor talk. You will use these separate links to join the sponsor talks.

#### **\*Technical Support\***

If you are having any technical difficulties leading up to or during the conference, please feel free to reach out with your questions to any of our tech support contacts via phone or email.

- 🔗 Carolyn Serbinski (513-535-0823 or [OAGCEducation@ohiogenetics.org](mailto:OAGCEducation@ohiogenetics.org))
- 🔗 Cortlandt Martin (614-570-5841 or [OAGCEducation@ohiogenetics.org](mailto:OAGCEducation@ohiogenetics.org))