IWCS 2021 Speaker Training and Information

Preparing for your presentation:

Presenting at the IWCS 2021 Cable & Connectivity Industry Forum is very much like presenting at a traditional event: attendees will be able to see and hear you, and you'll have the opportunity to display slides or other supporting material as you deliver your presentation. The main difference is that you may be thousands of miles away from your audience.

As a presenter, you can use your home computer with webcam to present. You will have the opportunity to "share your screen" with the audience so that they can see slides or other material along with you talking.

The IWCS Virtual Platform uses Zoom technology to power its live meeting functionality. We recommend installing the Zoom software for best results. You will be prompted to install the application when you begin your webinar, but we recommend installing in advance to streamline your presentation at show time. We recommend getting your machine set up at least several days prior to your presentation.

Install "Zoom Client for Meetings" for zoom.us/download

Accessing your presentation on the day of:

Use the link sent out from registration to sign in to your account on the IWCS 2021 Cable and Connectivity Industry Forum (This link will be sent out September 29, 2021). After setting a password so you can sign in later, we recommend you complete your profile, including uploading a photo.

Use the menu at the top of the page to visit the **AGENDA**, find your session and visit its page.

Important Note: On Mac computers, you may need to update your security settings if you wish to share your screen during your presentation. You can do this through System Preferences > Security & Privacy > Privacy > Screen Recording. Check the option for zoom.us.

How to Present:

An AV Technician will be in each session zoom room ready to assist you and help make sure your audio and video are working correctly. Approximately 20 minutes prior to your presentation:

1. Visit your session page on the agenda.
2. Click the **Manage** button in the upper right.
3. Click **Start** or **JOIN MEETING** – An AV technician will be in the zoom room ready to assist.
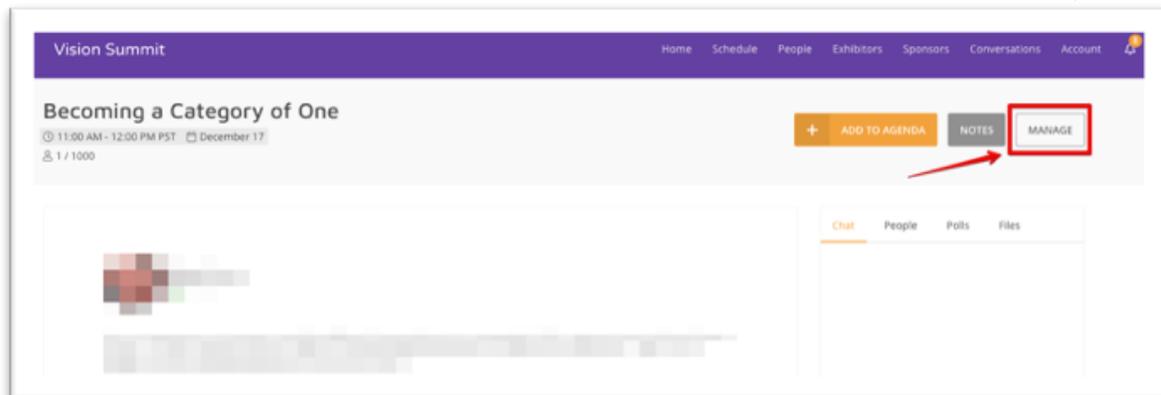
4. This will launch the Zoom meeting application and enter you into a pre-presentation area. During this time, you **will** be able to see and hear other presenters, and they will be able to see and hear you. However, the "attendees" **will not** be able to see or hear you, nor will they be able to see anything you screenshare until one minute before the scheduled start time, when attendees will be allowed in.

⚠️

DO NOT CLICK ANY BUTTONS once you join!
You will see a "Start Webinar" or "Broadcast" button depending on the browser you are using. DO NOT CLICK THIS BUTTON.
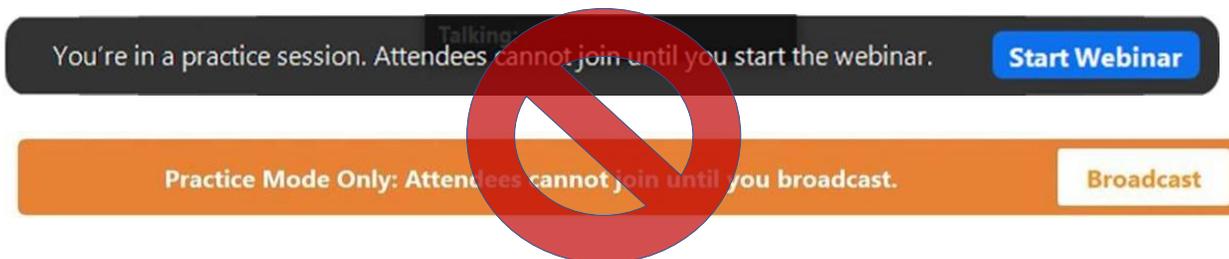
AV Technicians will handle starting the webinars are the correct time. If you click the buttons above you will launch the live meeting and begin the recording of your session. This will also make the meeting live and available to attendees to view.

5. The moderator will join this session a few minutes prior to the start of your presentation.

6. One minute prior to your start time the tech will let you know you are going live, at which point attendees will be able to join, see and hear you.

During Your Live Presentation:

1. You will be introduced by your moderator, and then you can begin sharing your screen and presenting. *The AV tech will handle switch presenters, you do not need to worry about anything other than having your slides ready.*

2. At the end of your presentation the moderator will ask you any questions that may have come in from the chat feature and you'll be able to address those.

3. When the presentation is over the AV tech will end and close the zoom room and you are done!

4. Approximately 30 minutes later a recording of your session will be ready for viewing and posted to the agenda page.

Using Zoom Controls

The Zoom toolbar will appear once you have launched the Zoom application. It consists of the following controls:

- **Mute**: allows you to silence yourself. Use this if someone else is talking and the system's natural echo cancellation is not working. The up-arrow next to **Mute** can be used to select your audio input (e.g., switch from your computer's microphone to a headset).
- **Start Video:** This allows you to turn on your webcam. The up-arrow next to **Start Video** will also give you access to the virtual background feature.
- **Participants:** Allows you to see the names of the people watching. You can also use this to allow individual participants to be heard, or to Mute All Upon Entry.
- **Share Screen:** Allows you to share what is displayed on your monitor with viewers. If you have dual monitors, you can select which monitor to display and which to reserve for your reference and notes.