



## Virtual Guidelines

These guidelines are for speakers and audience members that will participate in a virtual, hybrid or live streamed session this March. Please see below for more information:

### Hybrid Sessions

These sessions will have both virtual and in-person participants. Please see below for details:

#### **Virtual Speakers –**

- **Zoom** - Log into the Zoom meeting 15-minutes prior to the start of your session.
- **Link** - Zoom links can be found on [appam.org](http://appam.org), in the mobile app, and in the Online Program 15-minutes prior to the start of the session.
- **Password** - Zoom passwords will be shared with paid registrants via email the week of the conference.
- will screenshare your slides when it's your turn to speak. For the smoothest transition, virtual speakers should present before in-person speakers.
- **Audio & Video –**
  - **Video** - Please keep your video on throughout your presentation and we encourage you to keep your video on throughout the entire session.
  - **Audio** - Unmute yourself when it's your turn to speak and mute yourself when it's not. If someone forgets to mute themselves, please ask them to do so or private message Tech Support via Zoom Chat to ask them to disable that person's mic.
- **Q&A:**
  - **In-person Audience –** In-person participants will ask questions at the podium mic and will be visible on camera.
  - **Virtual Audience –** Virtual participants will unmute themselves to ask questions out loud. Zoom Chat will not be monitored for questions.

- **Tech Support** – There will be an AV tech signed in as “Tech Support” – private message them if you need assistance. If they cannot help you, please email [hburns@confex.com](mailto:hburns@confex.com).

### **In-Person Speakers –**

- **Virtual Speakers View** – There will be a TV/projector in the room that will display the virtual speakers and audience members. The screen will be in active speaker view and will show both virtual slides and virtual active speakers.
- **Slides** – APPAM will provide a presenter laptop in hybrid session rooms. Please consolidate in-person slides onto one thumb drive prior to the start of your session. These will be displayed on the TV/project at the front of the room. For the smoothest transition, virtual speakers should present before in-person speakers.
- **Audio & Video** – All speakers must present from the podium at the front of the room. The podium will have camera and audio feed for the virtual audience.
- **Q&A** –
  - **In-person Audience** – In-person participants will ask questions at the podium mic and will be visible on camera.
  - **Virtual Audience** – Virtual participants will unmute themselves to ask questions out loud. Zoom Chat will not be monitored for questions.
- **Tech Support** - There will be an AV tech sitting in the meeting room. If they cannot help you, please email [hburns@confex.com](mailto:hburns@confex.com)

### **Virtual Audience –**

- **Zoom** - Log into the Zoom meeting at the session start time.
  - **Link** - Zoom links can be found on [appam.org](http://appam.org), in the mobile app, and in the Online Program 15-minutes prior to the start of the session.
  - **Password** - Zoom passwords will be shared with paid registrants via email the week of the conference.
- **Audio & Video**
  - **Video** - We encourage the virtual audience to have their cameras turned on throughout the session but this is optional.
  - **Audio** - Please keep yourself muted at all times unless you have a question during the Q&A portion of the session.

- **Q&A –**
  - **In-person Audience –** In-person participants will ask questions at the podium mic and will be visible on camera.
  - **Virtual Audience –** Virtual participants will unmute themselves to ask questions out loud. Zoom Chat will not be monitored for questions.
- **Tech Support –** There will be an AV tech signed in as “Tech Support” – private message them if you need assistance. If they cannot help you, please email [hburns@confex.com](mailto:hburns@confex.com).

### **In-Person Audience –**

- **Virtual Speakers View –** There will be a TV/projector in the room that will display the virtual speakers and audience members. The screen will be in active speaker view and will show both virtual slides and virtual active speakers.
- **Q&A –**
  - **In-person Audience –** In-person participants will ask questions at the podium mic and will be visible on camera.
  - **Virtual Audience –** Virtual participants will unmute themselves to ask questions out loud. Zoom Chat will not be monitored for questions.
- **Tech Support –** There will be an AV tech sitting in the meeting room. If they cannot help you, please email [hburns@confex.com](mailto:hburns@confex.com).

## **Virtual Sessions**

These sessions will virtual speakers\*\* and a mixed audience. Please see below for details:

### **Virtual Speakers –**

- **Zoom -** Log into the Zoom meeting 15-minutes prior to the start of your session.
  - **Link -** Zoom links can be found on [appam.org](http://appam.org), in the mobile app, and in the Online Program 15-minutes prior to the start of the session.
  - **Password -** Zoom passwords will be shared with paid registrants via email the week of the conference.

- **Slides** - You will screenshare your slides when it's your turn to speak. Each virtual speaker is responsible to screenshare their own slides.
- **Audio & Video –**
  - **Video** - Please keep your video on throughout your presentation and we encourage you to keep your video on throughout the entire session.
  - **Audio** - Unmute yourself when it's your turn to speak and mute yourself when it's not. If someone forgets to mute themselves, please ask them to do so or private message Tech Support via Zoom Chat to ask them to disable that person's mic.
- **Q&A –**
  - **In-person Audience –** In-person participants will ask questions at the podium mic and will be visible on camera.
  - **Virtual Audience –** Virtual participants will unmute themselves to ask questions out loud. Zoom Chat will not be monitored for questions.
- **Tech Support –** There will be an AV tech signed in as “Tech Support” – private message them if you need assistance. If they cannot help you, please email [hburns@confex.com](mailto:hburns@confex.com).

### **Virtual Audience –**

- **Zoom** - Log into the Zoom meeting at the session start time.
  - **Link** - Zoom links can be found on [appam.org](http://appam.org), in the mobile app, and in the Online Program 15-minutes prior to the start of the session.
  - **Password** - Zoom passwords will be shared with paid registrants via email the week of the conference.
- **Audio & Video –**
  - **Video** - We encourage the virtual audience to have their cameras turned on throughout the session but this is optional.
  - **Audio** - Please keep yourself muted at all times unless you have a question during the Q&A portion of the session.
- **Q&A –**
  - **In-person Audience –** In-person participants will ask questions at the podium mic and will be visible on camera.
  - **Virtual Audience –** Virtual participants will unmute themselves to ask questions out loud. Zoom Chat will not be monitored for questions.

- **Tech Support** – There will be an AV tech signed in as “Tech Support” – private message them if you need assistance. If they cannot help you, please email [hburns@confex.com](mailto:hburns@confex.com).

### **In-Person Audience –**

- **Virtual Speakers View** – There will be a TV/projector in the room that will display the virtual speakers and audience members. The screen will be in active speaker view and will show both virtual slides and virtual active speakers.
- **Q&A** –
  - **In-person Audience** – In-person participants should ask questions in front of the laptop camera/mic. The AV Tech can direct you to the right spot.
  - **Virtual Audience** – Virtual participants will unmute themselves to ask questions out loud. Zoom Chat will not be monitored for questions.
- **Tech Support** – There will be an AV tech sitting in the meeting room. If they cannot help you, please email [hburns@confex.com](mailto:hburns@confex.com).

**In-Person Speakers\*\*** – speakers on virtual sessions are now able to join us in Austin. If that’s the case, you can present from the session room from the front podium or you can present from your hotel room. The meeting room podium will be equipped with a laptop

## **Live Streamed Sessions**

Super Sessions, the Membership and Awards Breakfast, and the Presidential Address and Awards will have in-person speakers and audience members, and they will be live streamed to the virtual audience via Zoom Webinar.

### **In-Person Speakers –**

- **Zoom** – The Zoom Webinar will already be activated and ready to go. There is no further Zoom action required of the Live Streamed session speakers.
- **Slides** - Please consolidate all slides on a thumb drive and load them onto the presenter laptop at the front of the room prior to the start of your session. These will be displayed on projector(s) at the front of the room.

- **Audio & Video** – All speakers must present from the podium at the front of the room. The podium will have camera and audio feed for the virtual audience.
- **Q&A** –
  - **In-person Audience** – In-person participants will ask questions at the floor mic located in the middle of the aisle.
  - **Virtual Audience** – Virtual participants will ask questions via the Zoom Webinar Q&A box. The AV tech will ask the question out loud via microphone.
- **Tech Support** – There will be an AV tech sitting in the meeting room to assist with the technology and manage the Zoom Webinar piece.

### **In-Person Audience –**

- **Q&A** – All speakers will be in-person. Please ask questions from the floor mic located in the center of the aisle so the speakers on the stage, and the at-home audience, can hear you.
- **Virtual Audience** – You will not be able to see or hear the virtual audience. Their questions will be asked over the mic by an AV tech.
- **Preparation** - Below are tips to help you make the most out of sessions with a virtual component:
  - **Arrive early** – Whether you're presenting in-person or via Zoom, please arrive to the designated area at least 15 minutes early.
    - In-person – A tech support member will assist in-person speakers with the Zoom Meeting connection and with presentation slides.
    - Virtual – The Zoom Meeting links will be available in the Online Program 15 minutes prior to the start of your session. You can also access the Zoom links here and in the APPAM mobile app. The Zoom password will be shared with registrants the week of the conference. There will be a tech support staff member available in all Zoom Meetings. Please use Zoom chat to message them with any concerns.
  - **Connect with your speakers** – APPAM is unable to assist with participant roll calls before the start of each virtual session. Please connect with your fellow participants via email before your scheduled time so you can assist each other if someone is running late, discuss who will be in-person and who will be virtual, presentation timing, etc. Session contact information is located in Confex Speaker Center.

- **Practice** – APPAM is unable to provide virtual practice sessions in 2022. Please review the below Zoom Speaker Guide for helpful tips. We highly encourage virtual sessions to practice amongst themselves.
- **Review the full participant guidelines in advance** – The participant guidelines are helpful for both in-person and virtual speakers alike. If you have any questions, please reach out to [conferencesupport@appam.org](mailto:conferencesupport@appam.org) before the conference begins. APPAM will have limited virtual support resources throughout the three-day conference