



TOOLKIT: LIVESTREAM

Welcome to the MIDWEST VIRTUAL ANNUAL MEETING! This Toolkit will help prepare you for the Livestream experience.

⇒ All Organized Symposia will be conducted in the **Livestream Channel**; a webinar-style format where only the presenters are on camera. There will be a Cadmium Livestream technician assigned to provide overall management and assistance during the event. We will also conduct training sessions prior to the event; stay tuned for details.

⇒ On the **Day Of**, you will access your session via a **Zoom Link**, which will be provided ahead of time. This is for Presenters and Moderators ONLY. The attendees will join the session via the platform schedule.

⇒ You are not required to submit your PowerPoint file ahead of time. During the event, when it's time for your presentation you will be given access to share your screen and advance your own slide deck.

NOTE: If you prefer to pre-record your talk instead of presenting live, you can record your presentation using Zoom, OBS, or a recording software of your choice, and then export the video as a 1080p or 720p .mp4 and submit via email to: meg@delaneymeetingevent.com using WeTransfer or another file share program. We will provide further instructions and best practices for recording and submitting to the conference organizer prior to the event. On the Day, the Livestream Tech will display your video according to the schedule.

⇒ **Symposium organizers** will be moderating the session to ensure the presentations start and end on time. Please rehearse your presentation ahead of time, and stay within your allotted time!

⇒ There will be dedicated **Live Q&A** time built in, to give attendees the opportunity for real-time interaction with presenters. A **Discussion** and **Question** chat feature will allow attendees to interact with presenters as well as each other. Symposium organizers (or a designated moderator) will manage and facilitate the question and answer segment.

Example of Speaker Panel + Question View:



TECHNOLOGY REMINDERS:

- ✓ **Internet Browsers:** to access the virtual meeting on the Cadmium platform, use **Google Chrome**. Do not use Internet Explorer. ***Please install Chrome in advance and make it your preferred browser.***
- ✓ **Zoom:** You will receive a link to the Presenter's "Green Room" which will be in zoom. ***Please be sure to have the Zoom software downloaded in advance. Install "Zoom Client for Meetings" for <https://zoom.us/download>.***

DAY OF:



Speakers log in to the Zoom meeting link (aka "Green Room") at their specified time, approx. 30 minutes before they present. The meeting link will be provided to speakers by the Event Organizer.



Speakers will share content or slides from their computer within the Screen-Sharing platform. There will be a 15 second delay. The Livestream technician will select which presenter is "broadcast" to the audience at the appropriate time, based on the schedule.



Moderators will monitor the Q&A, and will direct questions to the respective presenters during the scheduled Q&A segment.



Check your Internet connection before beginning. Plug computers into a hard internet line with an ethernet cable, if possible. Ask other people on the WiFi to limit heavy internet usage. This will ensure a strong connection throughout the stream.

MODERATORS AND Q&A:

We are utilizing the “**Audience Response System**” in the Livestream Channel for attendees to submit their questions. These are the steps for the Moderator



Moderators will receive a Link to access a dedicated “moderator page” that allows for monitoring and answering questions. Click the moderator link before the presentation begins. Familiarize yourself with the features.



Monitor the questions being submitted during the session, and direct questions to the respective presenter during the Q&A segment. Determine which questions will be asked out loud during Q&A; or you can provide a written response to a question by clicking the “Add Response” button.



Use the “Favorite” button to select questions you want to be sure and ask.



Navigating Between Tabs. You will see a series of tabs across the bottom of the page for Answered, Unanswered, and Favorited questions. This will help manage the questions coming in from attendees.

The screenshot displays a Q&A interface for a live stream titled "CVIF Live Stream 7/10/2020". At the top, there is a search bar and navigation tabs for "Presentations" and "7 Questions". The main content area lists four questions with their respective details:

- Fahim J.** (9:48 AM, 0 Points): "Sound is too muffled and soft can hardly hear the discussants". A response is provided: "Thank you for the feedback, hope it's better now!". Buttons: "Add Response", "Favorite", "Report", "Approve".
- Amr M.** (10:07 AM, 0 Points): "why can not we reduce the dose and DAP". Buttons: "Add Response", "Favorite", "Report", "Approve".
- Sheila S.** (10:14 AM, 0 Points): "It's absolutely safe for women to be pregnant in the cath lab! Must wear the fetal badge underneath your skirt inside the body -- must declare to radiation safety officer to get that fetal badge. We have a SCAI Consensus paper on this reporting the safety for women who can continue interventions through out all stages in pregnancy.". Buttons: "Add Response", "Favorite", "Report", "Approve".
- Ghufran A.** (10:14 AM, 0 Points): "Clear stent although decrease contrast but increase radiation how to overcome that". Buttons: "Add Response", "Favorite", "Report", "Approve".

A white box highlights the "Favorite" button for the question by Amr M.

The bottom navigation bar shows the user's current position and question counts:

- David G. (10:31 AM)
- Unanswered (16)
- Answered (10)
- Favorites (0)

FOR PRESENTERS: PRO TIPS AND BEST PRACTICES

As a presenter, you will have the opportunity to "share your screen" with the audience to display slides or other supporting material as you deliver your presentation.

- **Set your camera at eye level:** Often, this means propping up a laptop.
- **Position your self-preview window near your webcam:** Use your mouse to move your video preview of yourself close to your webcam. This will encourage your eyes to look near the webcam, rather than off to the side, giving your viewers the impression that you are looking at them.
- **Check your light:** The best lighting is diffused, from both sides and not overly bright. Two small lamps on either side of your computer, placed slightly behind the camera, is a simple way to achieve attractive lighting. Avoid having a window behind you, as this may create a "witness protection program" effect.
- **Charge your headset:** Ensure that your computer and audio equipment are fully charged.
- **Don't compete for bandwidth:** If you are presenting from a location with consumer-grade Internet bandwidth, ensure that you are not competing for bandwidth with others in your household. Someone may have to take a break from Xbox gaming.
- **Silence the interruptions:** Turn off your phone and exit any programs that might pop up notifications during your presentation (e.g., Slack, Outlook, Skype, etc.) Close down your email, notifications that pop up on your screen, and any program you do not need to use during the presentation. Note that an iPhone, particularly, will ring on a Mac that's attached to a phone, even when muted. If you have pets, children or poltergeists, take precautions to ensure that they do not disturb your presentation.
- When you're presenting, please **be mindful of excessive use of "um's"** It's very distracting to listen to.
- **Plan backup!** If you plan to use PowerPoint, also save it in PDF format and have this readily available (saved to your desktop) if the slides aren't advancing (sometimes a bandwidth issue).
- Make sure to **unmute** both sound and video when it is time for you to present.
- **Share Screen:** If you are sharing your screen, click the big green Share Screen button and choose the specific window/application you want to share.
- **Relax and have fun!**

Questions/Assistance Contact:

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