



# ANNUAL ASSEMBLY ZOOM ORIENTATION

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Roles and responsibilities, platform, Zoom

**AAPM&R**



# AGENDA

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# CORE RESPONSIBILITIES

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We are excited to be assisting in the production of your live session for Annual Assembly. The beedance team is here to make your lives easier and answer any questions you have about how your session is going to run from both a technical and content perspective.

Each session has an assigned **producer**, and that producer is responsible for any technical questions you may have, provisioning the Zoom link, sending you an invite for the live day as well as rehearsal, and helping to ideate with the session director.

It is the **session director's** responsibility is

1. To ensure that their panel / presenter is ready;
2. That their final slide deck is uploaded to the AAPM&R portal;
3. Assist with any scheduling needs the producer has on behalf of the speaker(s);
4. Facilitate live Q&A if relevant.

The first thing that will happen by the end of this week is that the producer will reach out to each session director to schedule a tech check / rehearsal session with the presenters. That session is meant to orient everyone to Zoom (as needed), practice polling or breakouts, and discuss the best method to facilitate any live Q&A that will take place as part of the session.

For all **speakers**, your roll is going to be to participate with your session director in scheduling your tech check / rehearsal, accept the calendar invites that come your way for that session as well as the live day, appear in Zoom 30 minutes prior to your live start time, and practice your session presentation with other speakers as needed.

Please note: due to platform naming conventions, on the platform we call 'session directors' '**moderators**' and 'faculty' '**speakers**'. This is just the way the platform names the roll – it doesn't change any permissions or role definitions.



# SHARING CONTENT

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In many presentations, it is likely that you will have a slide deck to present. Our recommendation is that one speaker shares their screen the deck for the sake of consistency and efficiency. If this won't work for your presentation format, that's totally fine, but each speaker should be comfortable with sharing their screen if that is the case.

The next series of slides outlines how to share your presentation in pptx 'Presentation mode' if you are working with a single screen. If you have multiple screens, its also quite easy to share a deck in 'presentation mode'. Your producer will work on the best way for you to do that in your rehearsal session.

You may have other content you would like to present, like a video or prerecorded demo.

## You have two options:

1. You can play / share screen to share the prerecorded content, OR;
2. You can hand over the media to the producer to play when you give a verbal cue. We need prerecorded video files 48 hours in advance of your live presentation in order to execute this for you.

Lastly, your pptx presentation will be shared as a pdf with the audience via a link that lives in the session description for reference. This is the same location where attendees go to retrieve their CME credits. It is important that you provide the final pptx slide deck to AAPM&R by uploading to the portal. AAPM&R staff will convert your presentation to a pdf document and ensure it gets into the right place for attendees to refer to during / after your presentation concludes.

If you have questions about deadlines or where / how to upload, please reach out to Myria Stanley: [mstanley@aapmr.org](mailto:mstanley@aapmr.org) .

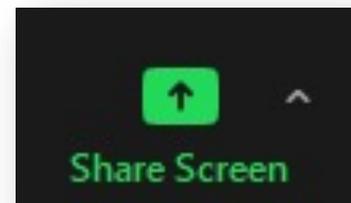


# SHARING SCREEN – HOW TO

# HOW TO SHARE SCREEN WITH 'PRESENTER VIEW'

To optimize the way that attendees view your slide presentation during the live show, we recommend using 'Presenter View' within Microsoft Powerpoint. Using 'presenter view' this allows speakers and directors to navigate slides, view the Next Slide and view Slide Notes while only sharing the deck itself – *the audience does not see the speaker view in 'presentation mode'*.

1. Launch Microsoft Powerpoint and open your deck;
2. **EITHER:** click on the '**slide show**' icon in the bottom right corner of the screen (also appear in the upper left corner) OR simply click on '**F5**' on your keyboard to launch 'presentation view';
3. Click on '**Share Screen**' at the bottom of your Zoom window (you may need to minimize 'presenter view' in the upper right corner for a minute);



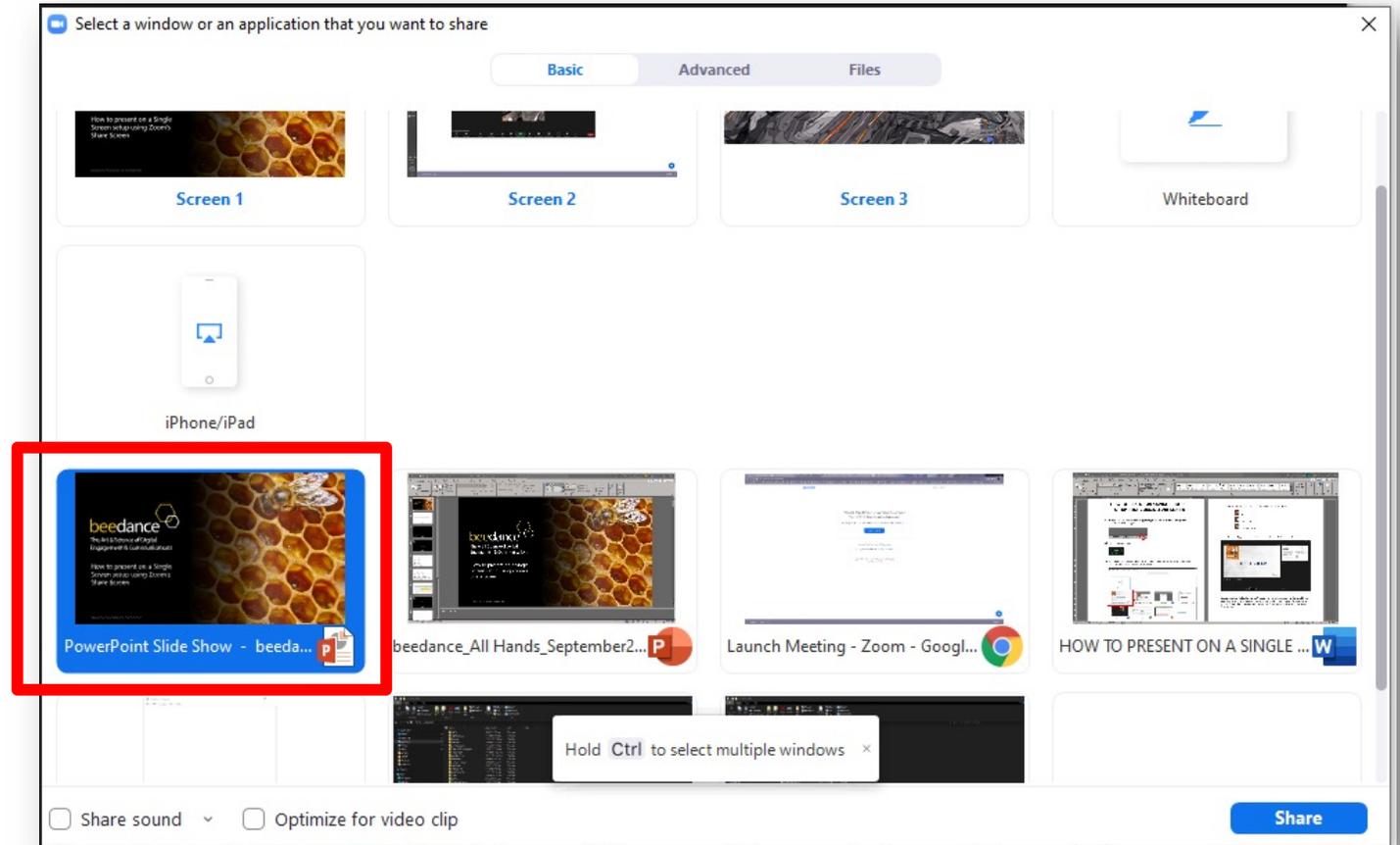
*Continued in next slide....*

# HOW TO SHARE SCREEN WITH 'PRESENTER VIEW'



4. A window will appear with your sharing options;
5. Scroll down to see '**open apps**';
6. Notice that you have *two* PowerPoint app options. **Select PowerPoint Slide Show;**
7. On your taskbar, you'll have *three* PPT windows represented by three icons. Select Presenter View by choosing:

-  PowerPoint
-  Slide Show
-  **Presenter View**





# The Presenter View

SHOW TASKBAR DISPLAY SETTINGS END SLIDE SHOW

0:00:12 1:16 am

**beedance**  
The Art & Science of Digital  
Engagement & Communications

How to present on a Single  
Screen setup using Zoom's  
Share Screen

*beedance Proprietary & Confidential*

AGENDA

Using this method, our speakers can use **Presenter View** to navigate slides, view the **Next Slide** and view **Slide Notes** but only share the **Slide Show**.

Any transition in the Presenter View is reflected to the Slide Show and since we are sharing just the Slide Show, audience will not see the speaker's Presenter View.

No Notes.

Slide 1 of 14

# FACILITATING LIVE Q&A



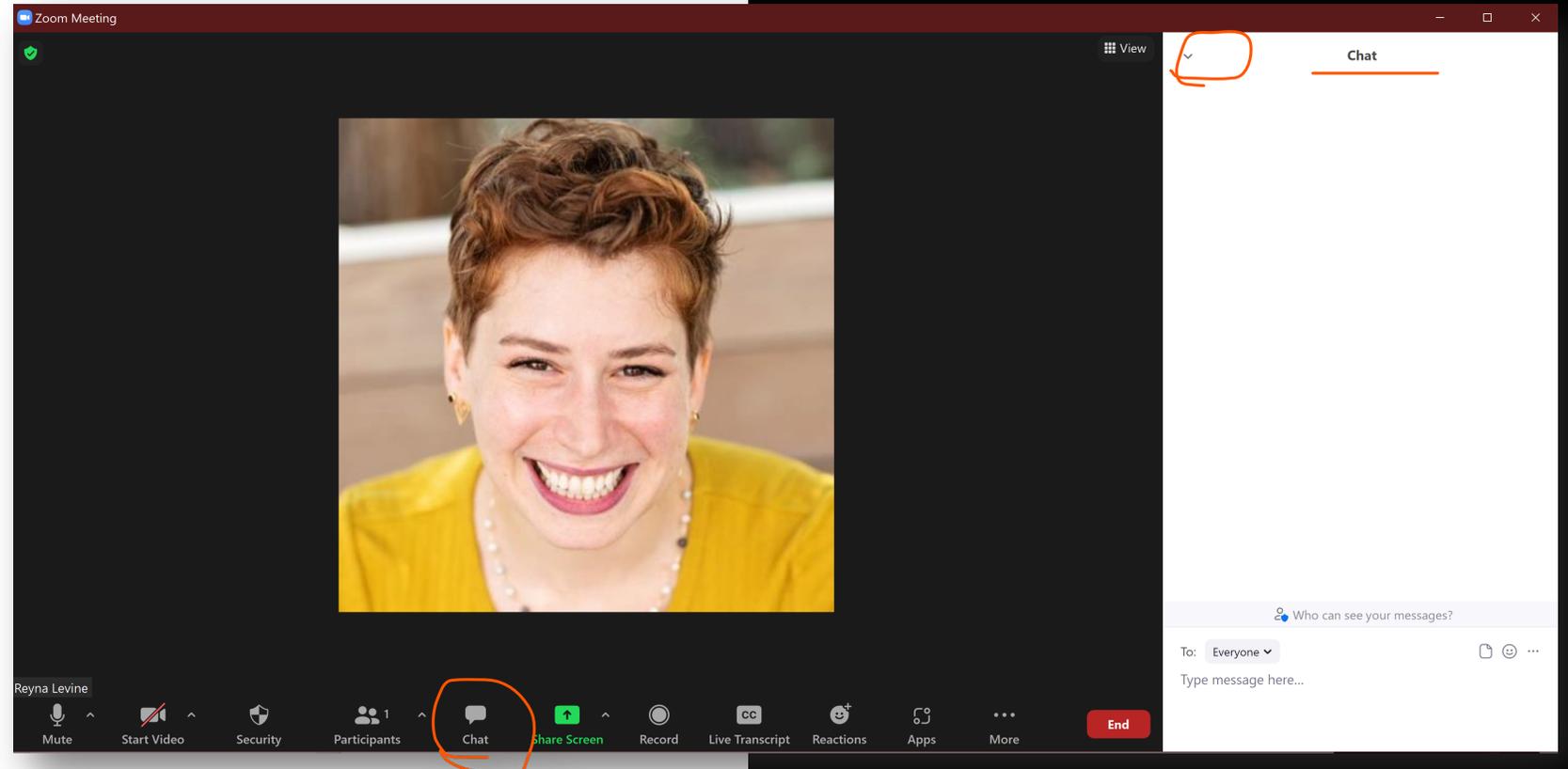
# FACILITATING Q&A

Speakers can choose to take questions during or after their presentations. We generally recommend to take questions at the end of the presentation unless there is something pressing that needs to be addressed to avoid derailment.

Questions for live Zoom meetings will come in via the Chat widget at the bottom of the screen. You can choose to pop the chat widget out if you would like it to be separate from the video window. By default the chat window appears as a panel on the right side of the Zoom window (see image below).

We recommend that the session director takes notes of relevant questions throughout the presentation to address at the conclusion and moderates the Q&A session at the end.

You may also choose to allow attendees to unmute themselves to ask questions. I recommend the moderated route if you have more than 20 participants on the live session, otherwise it can get a little chaotic.



# MANAGING POLLING

# MANAGE POLLING



You may choose to include polling in your presentation. If this is the case, please submit your polling questions to your producer no later than 48 hours ahead of the live presentation. *We are unable to add polling once the presentation is live.*

**Note:** *all* polling questions must be formatted for attendees to select either a single answer or multiple answers. Polling questions in Zoom cannot have an open-ended comment field. If you would like to solicit feedback from the audience in the form of comments, we recommend you do this by leveraging the chat widget to get real-time feedback.

In the live presentation, when either the moderator or speakers give a verbal cue, your producer will launch the poll for the audience.

During the rehearsal for your session, if you decide to include live polling, please also indicate to your producer if you would like to reveal the results to the audience.

We can send reporting to you once your live presentation concludes with polling results. Please give us 24 hours to get that data to you.

# BREAKOUT ROOMS

# BREAKOUT ROOMS



You may choose to incorporate breakout rooms or networking time into your presentation. During the rehearsal for your session, please discuss with your producer what you would like to achieve with breakout rooms.

If you decide to execute breakout rooms during your presentation, on your verbal cue, the producer will launch the breakout rooms functionality.

Attendees will be automatically assigned to breakout rooms at that time.

Note: if there are not enough attendees in the room for breakout rooms during the live presentation, your producer may reach out to you in the chat and recommend that you prompt attendees to unmute their camera / microphones so everyone can participate in the interactive portion of the session.

# OPTIMIZING AUDIO AND VIDEO

# MAKE YOUR WEBCAM LOOK PROFESSIONAL



Below are our 'top tips' for optimizing how you appear to your audience via webcam:

1. Dress professionally and comfortably. Wear something that is appropriate for your audience (business casual) and makes you feel comfortable. Avoid large, busy patterns, and bright white shirts;
2. Look directly into the little light next to your webcam. You can 'fake' looking directly into the audience's eyes by looking directly into the webcam. This makes for a more engaging presentation. If you cannot hold your gaze there, and you need to reference notes, that's ok! We recommend periodically lifting your eyes to the camera like you would do in a live situation;
3. Make sure that your webcam is placed in front of you at eye height or higher;
4. Use soft lighting from the front. Even if the lighting is not soft, stronger lighting from the front is better than stronger lighting from the back;
5. Attend your rehearsal session – the producer will be there to assist in getting your environment, lighting, sound and video optimized.

# **BIZZABO EVENT SITE**

# REGISTRATION AND PHOTOS



If you haven't registered for Annual Assembly or Pre-Assembly, please do so here:  
<https://events.bizzabo.com/aapmr21/home>

#aapmr21  
LOGIN - REGISTER

HOME AGENDA FACULTY SOCIAL WHO'S HERE? HELP SETTINGS

## WELCOME TO THE 2021 ANNUAL ASSEMBLY!

Reimagining Our Future Through Technology and Science

# #aapmr21

We can't wait to connect and collaborate with you.  
Looking for a Community Session? Browse the Community Session agenda and join a live broadcast!

[VIEW AGENDA](#)

Not registered for the Annual Assembly?  
[Click here to complete your registration.](#)



# DEADLINES, DELIVERABLES

Here is a high-level timeline of deliverables:

**10/15** – Please submit your photo if you do not see it on the 'Faculty page of the event

**10/22** – Schedule your tech check / rehearsal session with speakers

**7 business days before live day** – upload final presentation slide deck

**5 business days before live day** – provide any prerecorded or video material to your producer that will be played back

**3 business days before live day** – provide any polling questions or breakout requirements to your producer

# QUESTIONS?

## CONTACT

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