



WRPA 2021 CONFERENCE
ILLUMINATING THE FUTURE

Speaker Prep Deck

2021 Virtual Conference

April 28 – 29, 2021



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ILLUMINATING THE FUTURE

Come Prepared!

Use this deck to familiarize yourself with the 2021 WRPA Conference.

- On the following slides, you will find:
 - 2021 WRPA Conference details
 - Presentation tips & tricks
 - FAQ
 - Contact information for the WRPA team for day-of troubleshooting
 - And more!



Event Information

Dates

- Wednesday, April 28 – Thursday, April 29, 2021

Time

- Sessions begin at various times.
- Check the [Conference Schedule](#) to confirm your session time.
- Speakers and moderators will be asked to join the meeting 10 minutes before their scheduled start.

Location

- This event will take place virtually!
- An access link for each session will be emailed to each speaker. In addition, a calendar invite with the access link will be sent to each speaker.

[View Schedule](#)



Required Virtual Speaker Training

Sign Up for a Speaker Training Session

- WRPA is determined to help you make your virtual presentation experience. You won't be alone getting your presentation ready for the big event. Please join us for a training session so we can be sure you are all set up for the day-of. *If you are unable attend, the session will be recorded and provided to you.*

Available Dates/Time Slots:

Tuesday, April 06, 2021 | 2:00 - 2:30 PM PT

[Register Now](#)

Wednesday, April 07, 2021 | 9:00 - 9:30 AM PT

[Register Now](#)



Speaker Resources

Visit the [WRPA Website](#)



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Presenter Resources at wrpatoday.org

What You'll Find on the Page:

- Dates/Deadlines
- Registration information for Required Speaker Training Sessions
 - Tuesday, April 6 or Wednesday, April 7
- Submit Presenter & Session Information
- Presentation Guidelines
 - PowerPoint Template
- Presentation Information
 - Presentation Submission Drop Folder Link
 - Handout Submission Drop Folder Link
 - Zoom Background
- PowerPoint Template
- Helpful Links for Presenters

[Visit Presenter Resources](#)

Presentation Tips & Tricks





Dress for Success:

What to Wear

- Solid colors
- Jewel tones
- Nice jacket

What NOT to Wear

- Black or Gray
- Stripes
- Patterns
- T-shirts



Audio & Visual

Audio

- Mute anything in your office that might beep or buzz to avoid distracting yourself and/or your audience
- Avoid sound feedback by wearing a headset and updating your computer audio settings to be input and output through the headset and its microphone

Video

- Adjust your laptop or webcam so your head and shoulders take up the majority of the frame. If you need to, put your computer on a taller surface or close the lid of your laptop just enough so your head touches to top of the frame.
- Look straight ahead or up into the camera for the most flattering angles.
- Check the location of your computer during the time of day your presentation will take place. Make sure the lighting is sufficient. Avoid having a window behind you.

What to Expect Before Sessions

Join Us Online Early

The WRPA Office will confirm you are online and make you a Co-Host in Zoom

- You can chat with the WRPA Office via the chat function privately for any immediate needs
- Moderators, Speakers, and the WRPA Office will check in 10 minutes prior to each session start time. Check-in times will be held during breaks and over the Zoom chat function. During breaks, a PowerPoint loop will be running
- At the start of the presentation time, a Speaker title slide will be shared on the screen. The title slide will be the indication that the Moderator will unmute and start with introductions.

What to Expect From the Moderators During Your Session

Moderators Will:

- Welcome attendees to the WRPA 2021 Conference! (Or “welcome back” if returning from a break or lunch.)
- Remind Attendees to submit questions to the chat box.
- Remind Attendees that if they have any tech questions, to please send your chat to the “WRPA Office”
- Give the introduction of the Speaker(s) up next.
- Once Moderator is done with the introduction, the Speaker will start their video, unmute, and begin sharing their slides and start presenting.
- Stay muted during the presentation.
- Keep time and chat Speaker(s) when they have 5 minutes left before the next presentation or break.
- At the end of the session, Moderator will facilitate questions from the chat box to the Speaker(s).

Remember!

Take a Deep Breath, You'll Do Great!

- You will have a virtual moderator who will be keeping an eye on the chat room — don't feel pressured to keep up with all the messages while you present.
- Look directly into the camera when you can, especially when other panelists are speaking.
- Your viewers are at their computers! You can give them things to research like an educational scavenger hunt as an activity. If a question stumps you, ask the audience to search the web for an answer and tell you what they find.
- Moderators will keep time and chat Speaker(s) when they have 5 minutes left before the next presentation or break.

How to Screen Share

If your presentation has audio, be sure to have the “Share Computer Sound” checked. During the playback of your audio, mute yourself so that there isn’t any echo.

1

The screenshot shows the Zoom screen sharing selection window. A red circle highlights the 'Screen 1' and 'Screen 2' options. A red arrow points to the 'Whiteboard' icon with the text 'Select the screen you would like to share.' Another red circle highlights the 'Share computer sound' checkbox, which is checked, with the text 'If your presentation has embedded audio, make sure this check box is selected so that attendees can hear your presentation audio.' A third red circle highlights the 'Share Screen' icon at the bottom right, with the text 'Select this icon at the bottom of your Zoom screen to start sharing your screen.' The window also shows options for 'Whiteboard', 'iPhone/iPad', 'Virtual', and 'Manage', along with a 'Show all windows...' link and a 'Share' button.

Technical Questions

Do I need Zoom to participate in the virtual event?

- We recommend that you download Zoom Client for Meetings ahead of time: <https://zoom.us/download>
- The web browser client will download automatically when you start or join your first Zoom meeting, but we recommend that you manually download it prior to the conference using the link above.
- Although you do not need to download the Zoom application to participate—you can run the meeting in your browser by clicking “join from your browser” at the bottom of the page—the viewing experience is better through the app.

Access Now

The Zoom logo, consisting of the word "zoom" in a blue, lowercase, sans-serif font.

Client Download

Technical Questions

Where can I find more information on the Zoom platform?

- Visit the Zoom Support center for additional information:
<https://support.zoom.us/hc/en-us>

I am having trouble with streaming audio, I can't hear the speaker through my computer speakers, the streaming stopped... what do I do?

- If you are not able to hear any audio through your computer speakers, first check to make sure your speakers are not muted or turned off.
- The next step is to refresh your screen by pressing the F5 key on your keyboard or clicking the “refresh” button in your web browser.

Access Now

The Zoom logo is displayed in a bold, blue, lowercase sans-serif font.

Client Download

Equipment Requirements

What do I need to present? Can I present with my current computer?

- Please ensure your device meets hardware, software, and bandwidth requirements well in advance:
- **Step 1:** Browser Test
Please take the following browser test: <https://zoom.us/test>
- **Step 2:** Please review the following Technical Requirements and be sure your system and networks are up to date.
 - Minimum System Requirements:
 - 2.0Ghz Processor or faster 2 GB RAM (Greater than 2 GB recommended)

Access Now

zoom

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Browser Requirements

Can I run Zoom on the browser I use?

- Minimum Browser Requirements:
- Your browser must support HTML-5. To detect your browser version, run <https://whichbrowser.net/>
 - Windows 7 or later Mac OS X 10.9 or later
 - Chrome 60 or greater
 - Firefox 52 or greater
 - Edge 14 or greater
 - Safari 10 or greater
 - iOS 10 or greater
 - Internet Explorer 11 IP Addresses

Access Now

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Ports to Allow for HTML5: 72.32.161.112 port 80, 443 (web and audio) 72.32.200.104 port 80, 443 (web and audio) 72.32.221.65 ports 80, 443 (web and audio) 72.32.221.66 ports 80, 443 (web and audio) 67.203.7.114 ports 80, 443 (web and audio)

Additional Requirements

What else should I know?

- Disable pop-ups blockers in your Internet browser settings.
- A wired connection is recommended. WiFi signal strengths can vary causing bandwidth to increase or decrease. A wired connection gives a consistent signal and consistent bandwidth. A wired connection provides a better experience.
- Audio (sound) is projected through your computer speakers. Be sure your computer is equipped with speakers, you are using a headset, or the room where the conference is being broadcast is equipped with speakers so you can hear the presenters.

Access Now

zoom

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Zoom Controls

What will my presenter screen look like on Zoom?

- Presenter screens will have your presentation and presenter controls.

Mute yourself when you are not speaking.

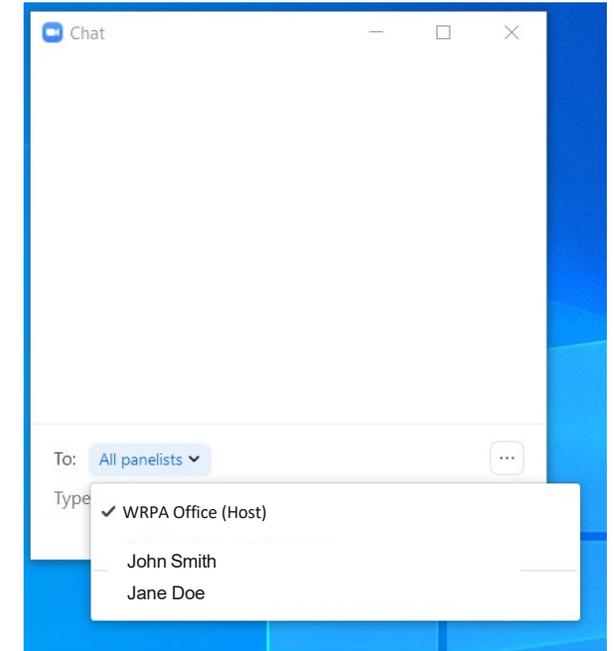
Toggle your camera on and off.

Use reactions during sessions to clap, give a thumbs up, and more!

Exit the session.

View the number of participants in the session.
Click on this window to view the list of participant names.

Chat with all attendees, speakers, and session hosts, and ask questions for the Q&A. Choose the audience from the drop down menu.



Mute



Stop Video



Security



Participants



Chat



Share Screen



Record



Breakout Rooms



Reactions

End



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Contact the WRPA Office

Business Hours:

Monday – Friday, 8:30 AM – 5:00 PM (Pacific Time)

Phone

(206) 361-8869

Email

wrpa@wrpatoday.org