



MSACL Connect™

Speaker & Moderator Guidance (for single speaker session)

PRIOR to your lecture:

1. An invitation will be sent to you to participate as a Panelist with subject line “MSACL Panelist invitation for: [your talk]”.
 - a. This includes the link to join your Zoom Webinar/Meeting. This same link can be used for practice sessions prior to your lecture time.
 - b. Use the included options to **add the lecture to your calendar**. This will add the link directly to your calendar event.
2. If possible, **schedule a time with Chris/Amber to do a test run**. We can ensure video/audio quality are good, and that your slides display as expected with presenter mode enabled. Generally, a time between 8am-7pm Pacific is preferred, weekends included.
3. Add an [MSACL Connect opening slide](#) to the front of your slide deck.
4. Send a copy of your slide deck to chris.herold@msacl.org.
 - a. [We Transfer](#) works for large files.
 - b. Send at least **one day prior** to your lecture.
 - i. This is backup in case your internet or computer fails.
 - ii. These will also be forwarded to the moderator.
5. Prepare your equipment
 - a. Download the [Zoom desktop app](#).
 - b. If you don't already have a Zoom account, sign up for the free version.



- c. Add a profile picture to your account.
 - i. If there are difficulties with your camera or bandwidth on the day of your lecture, your profile picture will be visible instead of video.
 - d. Download the Zoom app to your smart phone.
 - i. If your desktop/laptop audio fails or internet service croaks, you can still connect via the phone app. We will have your slides (because you will send them to us before your lecture ;). You would direct us when to advance slides during your presentation.
 - e. Decide whether you will use one monitor or two monitors
 - f. Use a [headset](#) to reduce background noise and improve audio quality.
 - i. Adam Rosebrock sounds like a radio DJ using a [Shure SE215 headset](#).
 - g. Test your audio and video in a [test meeting](#)
 - h. Review how to [share your screen](#)
 - i. Review how to [put your presentation into speaker view](#) with presentation notes, while sharing only your slides in Zoom.
 - j. Review how to use the pointer tool in your presentation.
6. Look your best
- a. Lighting should come from in front of you or from the side, in order to best light your face.
 - b. Look at your webcam, not at the screen
 - c. Use gestures and mannerisms that you would typically use in person
 - d. If you were up late preparing, you can smooth out puffy eyes with the “Touch up my appearance” option in Video Settings.
 - e. If using a laptop camera, it is helpful to raise the laptop, so the video view is straight on you, rather than from below (nostril shot).



- i. Any [laptop stand](#) (or stack of books) will do the job.

DURING your lecture:

1. A computer restart a few hours before your presentation might help ensure a smoothly running system.
2. Join the lecture (using the Panelist link) **30 minutes** prior to your scheduled lecture time. This will allow everyone an opportunity to troubleshoot any tech issues, and give all panelists an opportunity to review procedures.
3. Let us know how long you are willing/available to allow a Q&A session to run overtime if questions continue beyond the scheduled end time.
4. Close unnecessary tabs in your browser and turn off notifications such as Email or messaging before your presentation begins.
5. If you experience tech issues, you may need to drop and re-enter the webinar. If your computer connection continues to cause issues, try joining with your cell phone. You can leave your video off if you are concerned about data. Worst case, you can follow your slides on your computer, dial in on a phone line to speak, and Chris will display your slides to the attendees.



Timeline

-0:30 to -0:01	Preparation among panelists and presenter.
0:00 to 0:03	Chris Herold to welcome everyone, props to SciCom where appropriate, note Q&A procedure, introduce Moderator.
0:03 to 0:05	Moderator to introduce the Speaker, perhaps a note on why this is an important topic.
0:05 to 0:30 (up to 0:50 max)	Speaker Lecture This can run between 25-45 minutes based on speaker preference. Ideally, we would like the entire session to last no more than 50 minutes, to give attendees an opportunity to prepare for other meetings they may have planned at the top of the hour. However, the timing is flexible, and we will not cut off a good Q&A session as long as attendees remain.
0:30 to 0:49	Q&A led by Moderator and supported by Chris and Amber Herold
0:49 to 0:50	Chris Herold thanks everyone. If Q&A session is still lively, and Speaker wishes to stay on, Q&A session may continue.

AFTER your lecture:

1. Let us know if you approve of your lecture being available for **On Demand** viewing on MSACL Connect.