**NORDP2021 - Speaker and Moderator Information**

Thank you for helping us make **NORDP2021** a success!  We look forward to working with you next week.

# Prior To Conference

# If you have not yet done so:

* + **Find the email that was sent to you after the April 14 speaker training that contains the link to access/log into the platform. You will need this link the day of your session (and to participate in the conference May 3-6).**
  + Whitelist <[no-reply@pathable.com](mailto:no-reply@pathable.com)> to ensure you will receive the reminder email that will be sent to your inbox on the date of your presentation, 20 minutes prior to your session start time, with the link to join. (If you are already in the platform attending the conference, you won’t need to click this button.) Example below.

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* + **Speakers** upload your latest version of your presentation to your session on the platform in the “Files” tab. Remember, **you will still present your presentation from your computer using the “share screen” feature**. This platform upload is so that participants can view and/or print your slides, and for backup, in case your presentation does not work on your computer at the time of your presentation.
  + **Zoom Setup for Moderators** Set up a Commerce Zoom account so that you will not have any problems logging into the conference links. You may need to get off VPN in order to do that. Also – please add your photo and your name and organization. That way when your camera is turned off, your photo and name will still be there instead of a black box. The way to do that is at the top right – click on Manage Account then you can upload your picture and your information.
  + **Zoom Setup for Speakers** Set up a Zoom account so that you will not have any problems logging into the conference links. Please add your photo and your name and organization. That way when your camera is turned off, your photo and name will still be there instead of a black box. The way to do that is at the top right – click on Manage Account then you can upload your picture and your information.
  + **Moderators** Review your speaker’s presentation. **It is advised that you download the presentation to your desktop** to have as a backup for your speaker.
  + **Speakers** If you wish to use the NORDP2021 backdrop during your presentation, download it here: <https://www.nordp.org/assets/RDConf2021/NORDP%202021%20zoom%20background.png>
  + Review the Conference Schedule in the Schedule tab of the platform.
  + Review the recorded speaker training if you feel it is necessary. Link is below.   
    <https://drive.google.com/file/d/1TRn9m5uDokC_QCGbVouUODZgqp4V23De/view>
  + Review the Technical Guides for Presentations posted on the Speaker Resources Page <https://www.nordp.com/2021-speaker-resources>
  + Review FAQs Page on the platform.
  + Keep these emergency contacts handy:
    - Platform support – [NORDPSupport@gtrnow.com](mailto:NORDPSupport@gtrnow.com)
    - Non-platform questions or issues – [administrator@nordp.org](mailto:administrator@nordp.org)
    - No access to computer?  Call (855) 737-3381**Day of Your Session**
* **20 minutes prior to session start time:**
  + **Speakers, moderators and tech hosts** arrive at your room. Log into the platform (if you aren’t already in) using the same link that was sent to you after the speaker training to set up your profile. In “Schedule” “My Agenda”, select your session and “Join Meeting”.
  + You will be prompted to open a separate Zoom window in your browser.
  + **Be sure to rename yourself (instead of “Host”).**
  + Insert the NORDP backdrop, if desired.
  + You will be able to “test” your backdrop and your share screen function in your greenroom prior to the start of the meeting.
  + Webinar-style sessions only: Confirm who will start the session (Meeting-style sessions will automatically start one minute prior to session start time).
  + **Speaker and moderator** determine how questions will be handled:
    - Speaker tells the audience they will answer ALL questions at the end.  Moderator waits until the end to read the questions.   
      OR
    - Speaker tells the audience they will pause during the presentation to answer any questions, in the chat. Moderator will wait for speaker to ask if there are any questions in the chat, and then will read the questions.

**Moderators – you may find it helpful to have two screens to help in monitoring the chat. If this is not possible, split your screen.**

* + **Speaker and moderator** determine at what time the Q&A period should begin (how much time before the session end time).
  + Meeting-style sessions only: **Speaker and moderator** determine whether participants should be asked to turn their webcams on, and whether they should unmute to ask questions aloud, or ask questions in the chat.
  + Meeting-style sessions only: **Speaker, tech host and moderator** determine how breakout rooms, if any, will be handled.
* **1 minute prior to start time - IMPORTANT:** 
  + Webinar-style sessions only: **Moderator or tech host** starts the meeting by pressing “Start Webinar” button. (Meeting-style sessions will automatically start.)
  + Meeting-style sessions only: **Moderator or tech host** starts the recording by pressing “Record” then “Record to Cloud” button at the bottom of the screen.  **BOTH MUST BE PRESSED.** (Webinar-style sessions are set to automatically record.)

# Presentation Agenda | Flow:

* **Start Time:**
  + **Moderator** welcomes everyone and reads Zoom instructions:

**WEBINAR-STYLE SESSION PARTICIPANT INSTRUCTIONS:**

* + - *“Please find the chat button at the top of your screen. During the session, you will be muted.  If you have any questions during the presentation, please type them in the chat box.  We will address the questions either during or at the end of the presentation.  If you have technical difficulties during the session, please contact* [*NORDPSupport@gtrnow.com*](mailto:NORDPSupport@gtrnow.com)*.”* [You may wish to type this address into the chat box.]

**MEETING-STYLE SESSION PARTICIPANT INSTRUCTIONS:**

* + - *“Please find the chat button at the top of your screen. During the session, we ask that you remain muted, unless you are speaking.”*[NOTE: Speakers, moderators and tech hosts have the ability to “mute all” participants at any time.] *“Please turn off your cell phones at this time.*[Optional, at speaker’s discretion] *Please make sure you allow your video during the session.  If you have any questions during the session, please unmute yourself OR please type them in the chat box.   
      We will be monitoring the chat box during the session.  If you have technical difficulties during the session, please contact* [*NORDPSupport@gtrnow.com*](mailto:NORDPSupport@gtrnow.com)*.”* [You may wish to type this address into the chat box.]
  + **Moderator** introduces speaker, then turns off webcam and mutes self.
* **Speaker Presents**:
  + **Speaker** turns on webcam, if not done already, unmutes self, and shares their presentation from their screen. If you have a video, be sure to click “share computer sound.”
  + **Moderator** monitors chat box.
  + **Moderator** has presentation loaded for sharing if technical issue happens on speaker’s end.
  + At agreed-upon Q&A time, **moderator** unmutes and reads questions to speaker. Moderator may turn on webcam for this, if desired.
  + Remember that the chat in Webinar-style is only visible to speakers, moderators and tech hosts if you wish to communicate with one another during the presentation.
* **End Time:**
  + **Moderator** lets speaker and attendees know when there are 5 minutes remaining in the session.
  + **Speaker** ends presentation/Q&A.
  + **Moderator** reads closing remarks/reminders.  Sample statement is below ….
    - “Thanks for attending this session. Please rate the session by clicking the button under Session Evaluations under this session description. As a reminder, please make sure you visit the Sponsors area during the conference breaks. These are the professionals you will want to connect with during the upcoming year. In addition, May 3-6 Conference sessions will be available on the GTR platform for several weeks before eventually moving to the NORDP LMS at <https://nordp.lms/net/en>. Use these recordings to further educate people in your community, during the upcoming year.”
  + **Moderator or Tech Host** clicks the red “leave meeting” button and select the option that says “End meeting for all.”

# Meeting Style Reminders

# WEBINAR-style Sessions

* Speakers, tech hosts and moderators are the only people with video and audio capabilities, and the only ones who can post in and see the Zoom chat.
* Attendees have an embedded view of the presentation screen, within the platform and NOT in a separate browser.
* Attendees will need to post their questions on the session page in the chat box.
* Moderator or tech host: 1 minute prior to start time select “Start Webinar”.
* Recording:  Session automatically records, once start webinar button has been selected.

# MEETING-style Sessions

* Everyone will have audio and visual capabilities.
* Moderator: 1 minute prior to start time, be ready to make sure people are joining.  You do not click anything for meeting style sessions to start. The attendees will be able to automatically join by clicking “Join Session” one minute prior.
* Recording:  Session automatically records starting one minute prior.

Questions? Contact [administrator@nordp.org](mailto:administrator@nordp.org)