



ASSESSMENT: NAVIGATING NEW EXPECTATIONS

27-29 September 2021 | Join Us Online

SPEAKER FREQUENTLY ASKED QUESTIONS ASSESSMENT DEBATES

Is my session live?

Yes, Assessment Debates will be presented live. All speakers are to be present during the date and time the session is slotted. **All presenters should arrive in their Zoom Webinar room 20 minutes before their scheduled assessment debate is set to begin.**

For example – If your session is slotted for Tuesday 28 September from 3:55 PM – 4:55 PM BST, we would need you to arrive in your Zoom Webinar at 3:35 PM BST.

What platform are we (speakers) using?

As a speaker in an assessment debate, you will be using Zoom Webinar. You will receive an invite to join from Zoom the week before the conference (week of 20 September). You will use this invite to access your live session. We ask that all presenters arrive 20 minutes before their scheduled assessment debate is set to begin. If you do not receive your invite from Zoom by 23 September, please email atp@designingevents.com.

What platform will the audience be using?

The audience will be using Attendify. Attendify is the main platform for the virtual event, allowing attendees to access the conference programme, communicate with conference attendees, ask questions during the sessions, view our sponsors, and so much more! This is the platform we will be using to stream your Zoom Webinar.

What should we do if we would like to incorporate a poll in our debate for the audience?

If you are going to utilize polling during your assessment debate, we suggest using a platform like Poll Everywhere to create the poll. This platform allows attendees to participate in the poll via their cell phones or laptops and will give you the information needed on how to incorporate in your presentation. ATP/ Designing Events team member(s) is not responsible for creating or running polls during your presentation.

Will there be a Designing Events staff member in each session and what features will be available?

Yes, we will have a Designing Events team member in every Assessment Debate throughout the entire session to assist speakers with any questions they have or any tech needs. See the question below for a complete outline of the session and how it will flow.

Your Zoom webinar will include the following features:

- Screen Sharing
- Chat among the speakers

If you have any questions once the session has started for the Designing Events team member, please use the Zoom chat feature to chat with the Designing Events team member.

What will be the flow of our session?

All sessions are 60 minutes long. The flow will be:

- 20 minutes before the session – All presenters arrive to meet the Designing Events team member in the Zoom webinar.
 - During this time presenters may ask any questions they have to the Designing Events team member
 - Designing Events team member will check audio and lighting to make sure all presenters can be seen and heard for the session.
 - Designing Events team member will go over any last-minute reminders.
 - Speakers can test out presentations
- 7 minutes before – Designing Events team member will ask all presenters to turn off their video and mute themselves.
- 5 minutes before – Designing Events team member will share their screen with a holding slide that includes a 5-minute countdown until the session begins.
- Start time of session – Designing Events team member will use the chat feature to ask you to unmute yourselves, turn on your videos and begin. All presenters should begin session.
- Ten minutes before end of session – Designing Events team member will send a chat message in the Zoom Webinar to all speakers letting them know that there is ten minutes left of the session.
- Two minutes before end of session – Designing Events team member will send a message through the Zoom chat feature to all speakers letting them know there are two minutes left and to wrap up the session.
- End of session – Speakers say goodbye to the audience and each other, thank each other and the audience, leave Zoom.

How will the Q&A work?

Attendify will have a chat feature that allows the audience to chat with each other and ask questions for the speakers.

This is where you will pull your questions to answer during your assessment debate.

There are two ways that we recommend you manage these questions:

1. The moderator from your assessment debate would have a second screen up with the link to the Attendify platform showing your session as all attendees see it. The moderator will be able to see the live chat and will be able to manage which questions the presenter(s) should answer. **If you decide to do this, you must turn the audio off for that second video feed from Attendify.** The moderator pulling the questions would be responsible for asking these questions live during the assessment debate.
 - a. *Note: There is a slight delay between your Zoom Webinar and the Attendify broadcast.*
2. The second option requires that you have another person helping you who is not presenting. This person would add the questions to a Google Doc (or similar live online document) that presenters would have access to. As they add the questions, you will see them live in the Google Doc and decide what questions to ask during the live assessment debate.

How should we moderate the Q&A?

We suggest making the moderator of the assessment debate the moderator of the Q&A to announce the questions out loud and announce who will answer it or answer it themselves if the question is for them. This will help facilitate the Q&A.

Should I be on the Attendify platform while in my Zoom room?

Unless you are designated as the presenter who is reviewing the questions that attendees are asking via the Attendify platform, then no, we recommend that you do not have the platform live. If you must have Attendify up while speaking, please make sure the volume is turned off. If not, this can cause feedback during your live assessment debate and cause confusion.

The only reason a speaker would need to have both the Zoom Webinar and Attendify open is if a presenter is pulling the questions for the chat as explained in the above question, “How will the Q&A work?”.

When do we need to login to our session?

Please arrive 20 minutes before your scheduled Debate is set to begin.

For example – If your session is slotted for Tuesday 28 September from 3:55 PM – 4:55 PM BST, we would need you to arrive in your Zoom Webinar at 3:35 PM BST.

When should we receive our Zoom link to join our session?

Designing Events will be sending out the Zoom invite to join your Zoom webinar/meeting the week before the conference (week of 20 September). The invite will come directly from Zoom. *If you do not receive your invite from Zoom by 23 September, please email atp@designingevents.com.*

How do I access the Virtual Conference when I am not speaking?

We will be sending out a link to the virtual conference platform, Attendify, to all registered attendees the week before the conference (week of 20 September). This will allow you to access the virtual conference when not speaking.

What do I do if I have issues or questions during the conference?

If you have issues/questions during the conference but outside of your session, please call our support line at + 443-293-4011 or email atp@designingevents.com. We will also have an open Zoom room staffed if you would prefer to talk with someone via video chat. The link to this Zoom room will be available in the Attendify platform.

If you have questions during your session, a Designing Events staff member will be available in your Zoom Webinar room to assist you.

May I use my mobile phone?

No, you cannot use your mobile phone for your presentation. You are required to be on a computer.

If you are attending as an attendee, all sessions via Attendify can be viewed via a mobile device by downloading the conference app. Please see more information about the app below.

Is there a Conference App?

Yes, you can still access conference materials, sessions, and information through the mobile app version of the platform, Attendify. Attendify is accessible via the app or the desktop version. We will send out more information on how to access Attendify via the app or the browser the week before the conference.

What items should have been completed by now for my presentation?

If you have not completed the following requirements for the conference, please do so as soon as possible. This will make sure Designing Events has everything they need to make your presentation as successful as possible during the conference.

- [Register for the Conference.](#)
- Complete the [Online Presentation Agreement](#) if you have not done so already.
- Send your Biography to eatpspeakers@designingevents.com
- If you plan to have a presentation, please email final PowerPoint presentation to eatpspeakers@designingevents.com. The deadline to send is 3 September 2021.

Thank you for your participation in the conference! If you have questions prior to the conference, please contact us eatpspeakers@designingevents.com.