SPEAKER FREQUENTLY ASKED QUESTIONS
VIRTUAL COFFEE CONVERSATIONS

What is the format of my session?
Virtual Coffee Conversations are 45-minute informal live chats with fellow conference attendees who share common interests. These do not include presentations. These sessions are geared towards discussions and exploration of ideas.

What Platform are we (speakers) using?
As a facilitator in a Virtual Coffee Conversation, you will be using Zoom Meeting. We will send you a calendar invite to join your Zoom Meeting the week before the conference (week of 3 October). You will use this invite to access your live session. If you do not receive your calendar invite by 7 October, email atp@designingevents.com. We ask that all facilitators arrive 10 minutes before their scheduled discussion.

For example – If your session is slotted for Tuesday, 11 October from 2:15 PM – 3:00 PM BST, we would need you to arrive in your Zoom Meeting room at 2:05 PM BST.

What platform will the audience be using?
The audience will be linked from the conference platform directly to your Zoom Meeting since they are live and interactive. The attendees will access these sessions via the conference platform. Once they click on the session title and hit the button to join the session, it will take them to Zoom so they can participate.

The conference platform will allow 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.

Will there be a Designing Events staff member in each session?
Yes, we will have a Designing Events team member in every Virtual Coffee Conversation the entire time to assist speakers with any questions they have before or during the session. They will introduce themselves to you when you arrive in your Zoom meeting room 10 minutes prior to your session start. If you have any questions once your session had started, please use the Zoom Chat to ask them directly to the Designing Events tech.

See the question below for a complete outline of the session and how it will flow.

What will be the flow of our session?

All sessions are 45 minutes long. The session flow is:

- 10 minutes before the session – All facilitators arrive to meet the Designing Events team member in the Zoom Meeting
    - During this time, facilitators 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 facilitators can be seen and heard during the discussion.
    - Designing Events team member will go over any last-minute reminders
- 2 minutes before – Designing Events team member will share their screen to showcase a welcome slide

- o If the coffee conversation is sponsored, the sponsor will say a few words before the session begins
  - o If the session is not sponsored, at this time facilitators can welcome attendees as they join
- Start time of session – Designing Events staff member will stop sharing their screen and facilitators should begin discussion
- 10 minutes before end of session – Designing Events team member will use the chat feature in the Zoom Meeting room directly to the facilitators letting them know there are ten minutes left in the discussion.
- 2 minutes before end of session – Designing Events team member will use the chat feature in the Zoom Meeting room directly to the facilitators letting them know there are two minutes left and to wrap up the discussion.
- End of session – facilitators say goodbye to the audience and each other, thank each other and audience, leave Zoom.

How will the Q&A work?
All questions will be asked live since this is a discussion, but some people may put questions in the chat if they do not feel comfortable speaking out loud. We suggest making one of you (the facilitators) the "moderator" of the chat to decide what and when questions should be brought into the conversations or answer any questions they have about the session in the chat if that is more appropriate. If you are the only facilitator in the session, please monitor the chat throughout the discussion as much as you can.

Should I be on the conference platform while in my Zoom Meeting?
No, you and all attendees will be in Zoom. There is no need to be on the conference platform during this time.

When do we need to login to our session?
Please arrive 10 minutes before your scheduled session is set to begin.

For example – If your session is slotted for Tuesday, 11 October from 2:15 PM – 3:00 PM BST, we would need you to arrive in your Zoom Meeting room at 2:05 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 Meeting the week before the conference (week of 3 October). If you do not receive your invite by 7 October, 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 to all registered attendees the week before the conference (week of 3 Ocotber). This will allow you to access the virtual conference as an attendee.

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 +1 410-596-9775 or email atp@designingevents.com.

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

May I use my mobile phone?
No, you cannot use your mobile phone for your discussion. We require you to be on a computer.

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

What items should have been completed by now for my discussion session?
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 session 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 atp@designingevents.com by 22 August.

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