



# INLAND EMPIRE/DESERT

## GUIDED PATHWAYS SUMMIT APRIL 29-30, 2021

### SPEAKER FREQUENTLY ASKED QUESTIONS

#### 40-Minute Breakout Sessions

##### **Is my session live?**

Yes, the 40-Minute Breakout Sessions will be presented live. All speakers are to be present during the date and time the session is scheduled. **All presenters should arrive in their Zoom Meeting room 20 minutes before their scheduled breakout session is set to begin.**

If you are unsure of your session date and time, please email [IEDGPS@designingevents.com](mailto:IEDGPS@designingevents.com) as soon as possible.

##### **What platform are we (speakers) using?**

As a speaker in a 40-Minute Breakout Session you will be using Zoom Meetings. We will send out a calendar invite to join your Zoom Meeting the week before the summit (week of April 19<sup>th</sup>). You will use this invite to access your session. We ask that all presenters arrive 20 minutes before their scheduled 40-Minute Breakout Session is set to begin.

*For example – If your session is slotted for Thursday, April 29<sup>th</sup> from 11:20 AM – 12:00 PM PT, we would need you to arrive in your Zoom Meeting at 11:00 AM PT.*

The start time of the Zoom Meeting invite you will receive will be setup to include the 20-minute arrival time.

##### **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 summit program, communicate with summit attendees, ask questions during the sessions, and so much more! This is the platform the attendees will use to access your Zoom Meeting.

For more information on Attendify, please view the Attendify Attendee FAQ.

##### **Will there be a Designing Events staff member in each session?**

Yes, we will have a Designing Events team member in every 40-Minute Breakout Session throughout the entire session to assist speakers with any questions they have or any tech needs. The Designing Events team member will be the host of your Zoom Meeting. **Presenters will be responsible for sharing their screens and running their presentations including any outside software they wish to incorporate.** See the question below for a complete outline of the session and how it will flow.

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

##### **What will be the flow of our session?**

The 40-Minute Breakout Session format is a formal 30-minute oral presentation through PowerPoint and a 10-minute question and answer period following the PowerPoint presentation.

The flow for the sessions is as follows:

- 20 minutes before the session – All presenters arrive to meet the Designing Events team member in the Zoom Meeting appointment
  - 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 have the presenters test the share screen and will make each presenter a co-host of the session
  - Designing Events team member will go over any last-minute reminders
- 2 minutes before – Designing Events team member will have the presenter(s) share their screen with their PowerPoint, will ask you to turn on your videos and the presenter starting the session to unmute
- Start time of session – Presenter(s) begin presenting their PowerPoint
- Five minutes before the 30-Minute Mark – Designing Events team member will send a private chat message in the Zoom Meeting to the speaker presenting letting them know that there is 5 minutes left and to wrap up the presentation to begin the Q&A
- 30-Minute Mark: Speakers begin the Q&A
- Two minutes before end of session – Designing Events team member will send a private chat message in the Zoom Meeting to all speakers letting them know there are two minutes left and to wrap up the Q&A
- End of session – Speakers say goodbye and thanks the audience, sign off Zoom

**Am I able to use the Breakout Room function during my session?**

No, the 40-Minute Breakout Sessions only include a formal oral presentation through PowerPoint and Q&A after the PowerPoint presentation.

**Will I be able to use the Zoom polling feature in the Zoom Meeting during my session?**

No, the polling feature will not be included in the Zoom Meeting during the 40-minute breakout sessions.

**How will the Q&A work?**

There will be a 10-minute Q&A period following your PowerPoint presentation. The attendees will be able to ask questions to the presenters directly or via the chat feature in the Zoom Meeting during this time.

**Will my session be recorded?**

Yes, per your speaker agreement, all 40-Minute Breakout Sessions will be recorded and will be made available to the attendees after the summit.

**Should I be on the Attendify platform while presenting my 40-Minute Breakout session in my Zoom Meeting?**

No, we recommend that you do not have the platform live while presenting your session in your Zoom Meeting. The attendees will join the presenters in the Zoom Meeting to listen and participate in your session via the Attendify platform.

**When do we need to login to our session?**

Please arrive 20 minutes before your scheduled 40-Minute Breakout Session is set to begin.

*For example – If your session is scheduled for Thursday, April 29<sup>th</sup> from 11:20 AM – 12:00 PM PT, we would need you to arrive in your Zoom Meeting at 11:00 AM PT.*

The start time of the Zoom Meeting invite you will receive will be setup to include the 20-minute arrival time.

**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 summit (week of April 19<sup>th</sup>).

### **How do I access the Virtual Summit when I am not speaking?**

We will be sending out a link to the virtual summit platform, Attendify, to all registered attendees the week before the summit (week of April 19<sup>th</sup>). This will allow you to access the virtual summit.

*We highly recommend for you to login to Attendify during the week of April 19<sup>th</sup> before the summit to ensure there are no difficulties accessing the platform. If you have any trouble logging into the platform, please email [IEDGPS@designingevents.com](mailto:IEDGPS@designingevents.com)*

### **What do I do if I have issues or questions during the summit?**

If you have issues/questions during the summit but outside of your session, please call our support line at +1- 443-244-4780 or email [IEDGPS@designingevents.com](mailto:IEDGPS@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 device(s) to present my 40-Minute Breakout Session?**

No, you cannot use your mobile phone or tablet/iPad 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 summit app. Please see more information about the app below.

### **Is there an Event App?**

Yes, you can access summit 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 summit.

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

If you have not completed the following requirements for the summit, 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 summit.

- Register for the Summit – please consult your speaker packet for instructions on how to register
- Complete your [Speaker Agreement](#) if you have not done so already
- Submit your PowerPoint presentation (all presentations will be made available to summit attendees electronically). Please send to [IEDGPS@designingevents.com](mailto:IEDGPS@designingevents.com).

*As a friendly reminder, IEDGP is requesting that each session include the below information in their presentations. As a summary/wrap-up to your presentation, please include answers to the below questions prior to starting the Q&A period (if Q&A is applicable to your session).*

- How has this improved the student experience?
- How has this addressed or improved racial equity on campus?
- What role did data play in your effort?
- What role, if any, did student voice/engagement/ownership play in your effort and why did it matter?
- If you have not integrated these ideas in your work yet, then how? What recommendations do you have for others to employ this in the future?

Thank you for your participation in the summit! If you have questions prior to the summit, please contact us at [IEDGPS@designingevents.com](mailto:IEDGPS@designingevents.com).