



# INLAND EMPIRE/DESERT

## GUIDED PATHWAYS SUMMIT APRIL 29-30, 2021

### SPEAKER FREQUENTLY ASKED QUESTIONS

#### 60-Minute Interactive Workshops

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

Yes, the 60-Minute Interactive Workshops 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 workshop 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 60-Minute Interactive Workshop 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 60-Minute Interactive Workshop is set to begin.

*For example – If your session is slotted for Thursday, April 29<sup>th</sup> from 12:30 PM – 1:30 PM PT, we would need you to arrive in your Zoom Meeting at 12:10 PM 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 60-Minute Interactive Workshop 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 and will be running the breakout rooms and Zoom Meeting polls, if applicable to your session. **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 flow for the 60-Minute Interactive Workshops are 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 – All presenters should begin session
- Ten 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 that there is ten minutes left in the session
- 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 session
- End of session – Speakers say goodbye and thanks the audience, sign off of Zoom

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

Yes, the 60-Minute Interactive Workshops will have the option to use the breakout room feature. The Designing Events team member will run the breakout rooms and will place the attendees randomly into rooms and if needed, will assign an attendee to a breakout room manually. We will need to know in advance of the summit if you plan to utilize breakouts. All presenters should have received a survey to complete. If your session has not yet completed the survey, please do so by clicking [here](#).

**Please Note** – We only ask for one presenter from each 60-minute interactive workshop to complete the survey.

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

Yes, the 60-Minute Interactive Workshops will have the option to use polls (**a maximum of 2 per session**). The Designing Events team member will setup and run the poll(s) during your session based on the poll information provided to us by the presenters in advance of the summit. All presenters should have received a survey to complete for us to collect the polling information, if applicable to your 60-minute session. If your session has not yet completed the survey, please do so by clicking [here](#).

**Please Note** – We only ask for one presenter from each 60-minute interactive workshop to complete the survey.

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

The attendees will be able to ask questions to the presenters directly or via the chat feature in the Zoom Meeting throughout your session. If you have a designated Q&A time built into your presentation, please be sure to share this with the attendees at the start of your session for them to hold their questions until the designated Q&A time.

#### **Will my session be recorded?**

Yes, per your speaker agreement, all 60-Minute Interactive Workshops will be recorded and will be made available to the attendees after the summit.

#### **Should I be on the Attendify platform while presenting my 60-Minute Interactive Workshop 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 60-Minute Interactive Workshop is set to begin.

*For example – If your session is slotted for Thursday, April 29<sup>th</sup> from 12:30 PM – 1:30 PM PT, we would need you to arrive in your Zoom Meeting at 12:10 PM 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 60-Minute Interactive Workshop?**

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).

