SPEAKER FREQUENTLY ASKED QUESTIONS
Ignite Sessions

Is my session live?
The Ignite Sessions will be pre-recorded and shown live on Thursday, April 29 and Friday, April 30 from 10:20am-11am PT.

One speaker from each Ignite session is requested to be present on Thursday, April 29 or Friday, April 30 from 10:20am-11am PT for Q&A with the attendees. For more information on the Q&A, please view **"How will the Q&A work?"** on page 2 of this FAQ.

Your scheduled ignite session date (either Thursday, April 29 or Friday, April 30) will be shared with you two weeks prior to the summit (week of April 12th).

What platform are we (speakers) using?
As a speaker for an Ignite Session, you will be pre-recording your talk using Zoom Webinar. All pre-recordings were scheduled to be on April 7.

*Please Note – You will **not** be in Zoom the day of your scheduled Ignite Session. You will only be in Zoom during your pre-recording. The day of your scheduled Ignite Session, you will need to be logged into Attendify only.*

You will be using the platform, Attendify, for the live Q&A via the chat feature during the Ignite Session time frame (10:20am – 11am PT). You will be able to chat with the attendees during the entire duration of the ignite sessions.

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 watch your Ignite Session.

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

What will be the flow of our session?

The Ignite Session format is a pre-recorded 3–5-minute oral presentation and a live question and answer period on Attendify's chat feature while the Ignite Session recordings are being shown.

The flow for the sessions is as follows:

- 5 minutes before – Ignite Session presenters to post on the Attendify chat that they are available for questions throughout the ignite session presentations.
- Start time of session – The pre-recorded Ignite Sessions will begin/be shown on Attendify. During this time, presenters should please answer any questions that are posted in the chat for/throughout your talk.
- End of session – There will be a thank you slide that appears at the end of the ignite sessions.
  - Presenters to thank the attendees in the chat

How will I know when my talk is approaching or is next?
The order of the Ignite Sessions will be listed in Attendify on the schedule tab. This will show the title, description, and presenters of each Ignite Session in the order they will be shown.

There will also be transition slides included to prompt when the next Ignite Session is starting.

How will the Q&A work?
Ignite Session presenters should be logged into Attendify 10 minutes prior to the Ignite Sessions beginning. This will allow time to find the Ignite Sessions in the schedule and to post any comments in the chat regarding your talk prior to the presentations beginning.

Once the ignite sessions begin, presenters should please answer any questions that are posted in the chat.

When do we need to login for the Q&A?
Please login to Attendify 10 minutes before your scheduled Ignite session is set to begin.

*Please Note – You will **not** be in Zoom the day of your scheduled Ignite Session. You will only be in Zoom during your pre-recording. The day of your scheduled Ignite Session, you will need to be logged into Attendify only.*

We will be sending out the link to access Attendify the week before the summit. (week of April 19th).

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 19th). This will allow you to access the virtual summit.

We highly recommend for you to login to Attendify during the week of April 19th 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

What do I do if I have issues or questions during the summit?
If you have issues/questions during the summit, please call our support line at +1- 443-244-4780 or email IEDGPS@designingevents.com.

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 with your campus Guided Pathways Lead on how to register
- Submit your PowerPoint presentation (all presentations will be made available to summit attendees electronically). Please send to IEDGPS@designingevents.com.
- Submit your recorded ignite session video - If you selected to self-record your ignite session, please send your finalized recording file to IEDGPS@designingevents.com immediately

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