



Research and Evaluation Conference on Self-Sufficiency

June 1-3, 2022 | Virtual | 1:00-5:00 pm ET

Virtual RECS 2022 Speaker Orientation Webinar

Conference Dates:

Wednesday, June 1 – Friday, June 3

1:00 – 5:00 pm ET

Welcome and thank you for joining us!

Please note this webinar is being recorded.



Conference
Convenor



Logistics
Support



Event
Producer



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Webinar Agenda

- Conference Schedule
- Session Formats
- Tips and Best Practices for Your Live Virtual Session
- Session Process
- Special Guidance for:
 - Moderators
 - Emerging Scholars
- Key Deadlines
- Q&A



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Conference Schedule

Time	Duration	Wednesday, June 1
1:00 – 1:15 pm	15 min	Welcome and Opening Remarks
1:15 – 2:30 pm	75 min	Plenary 1
2:30 – 2:45 pm	15 min	Break
2:45 – 3:45 pm	60 min	Concurrent Breakout Sessions
3:45 – 4:00 pm	15 min	Break
4:00 – 5:00 pm	60 min	Emerging Scholars Lightning Rounds
		Thursday, June 2
1:00 – 2:00 pm	60 min	Concurrent Breakout Sessions
2:00 – 2:15 pm	15 min	Break
2:15 – 3:30 pm	75 min	Plenary 2
3:30 – 3:45 pm	15 min	Break
3:45 – 4:45 pm	60 min	Concurrent Breakout Sessions
		Friday, June 3
1:00 – 2:00 pm	60 min	Concurrent Breakout Sessions
2:00 – 2:15 pm	15 min	Break
2:15 – 2:30 pm	15 min	Closing Remarks
2:30 – 3:45 pm	75 min	Plenary 3
3:45 – 4:00 pm	15 min	Break
4:00 – 5:00 pm	60 min	Concurrent Breakout Sessions

Session Formats

	Plenary	Concurrent Breakout	Emerging Scholars Lightning Talks
Speaker Platform	vMix	vMix	Zoom
Session Duration	75 minutes	60 minutes	60 minutes
Moderator intro	5 minutes	5 minutes	5 minutes
Presentations/ discussant remarks	As agreed upon in session prep calls	10-13 minutes (depending on # speakers)	5-6 minutes
Moderated Q&A	15 minutes	15 minutes	15 minutes
Session Roles	Moderator (no slides) Presenter (slides typical) Discussant (slides optional)		Moderator (no slides) Emerging Scholar (max. 5 slides)

Overview of Conference Venue and Speaker Platforms

- General attendees will access sessions from the virtual conference venue. All speakers will access their sessions through a production platform.
 - Plenary and breakout session - vMix
 - Emerging Scholars - Zoom
- Your calendar hold includes 30 minutes of time prior to your session that will be used to check your video and audio, and answer any last-minute questions.
- Your RECS session calendar invitation will be updated on the morning of your session with a personalized link for each speaker/moderator. Click on your assigned link to be taken to the speakers' room.
- A session producer from Flying Colors and an AIR logistics team member will also be in each speakers' room.

Tips and Best Practices for Your Live Virtual Session

- Equipment
 - Computer or laptop with a built-in or external webcam and audio system
 - Ideally connect through a hard-wired internet connection
 - If using Wi-Fi, you will need a strong broadband connection. Sit as close to your internet hub/router as possible.
- Connecting to your session
 - Use Chrome, Firefox, or Safari (not Edge or Internet Explorer)
 - Close all unnecessary connections (browsers, music/video streaming)
 - Close your VPN

Optimizing Your Video

- Be sure to be centered in the camera shot and place the camera at eye level. It may help to elevate your laptop on a stand or a stack of books.
- If working with two monitors, make sure the presentation is on the laptop/monitor with the camera (so as not to look away while presenting).
- If you have notes, try to keep them just under the camera so you are not looking down throughout the presentation. You may consider using a teleprompter web app such as <https://cueprompter.com/>, open in a separate window from vMix or Zoom.

Lighting and Presentation Background

- Avoid having natural lighting or reflective surfaces behind you. Close window blinds if necessary.
- A desk lamp placed behind your computer is typically sufficient for additional lighting.
- Find a decluttered space as a backdrop.
- If you choose to use a virtual background, test the quality by moving around. If your image flickers, try adjusting your lighting for more even coverage.

Optimizing Your Audio

- While not required, using headphones will enhance audio quality, resulting in a more polished presentation.
- Wired headsets with a microphone are preferable to limit echoing.
- If using Bluetooth headphones, please charge them prior to your session. If you experience interference, resetting the Bluetooth connection can help.
- If your audio connection is poor, Flying Colors will switch you to an audio-only back-up link. Please have access to your slides (printed or on your computer) for reference.

Preparing Your “Studio”

- Choose a quiet, distraction-free location to participate in the session.
- Ask your housemates to minimize noise and not to use the internet if possible.
- To keep your image sharp on camera, we recommend wearing solid colors.
- To minimize background noise, avoid clothing or jewelry that makes noise when you move or gesture.
- Turn off all computer notifications and mute your cell phone and landline.
- Have a glass of water nearby.

Delivering a Great Presentation

- Look directly into the camera when speaking.
- A member of Flying Colors' team will advance the slides. If you're presenting slides, let the producer know to advance the slides by saying, *"next slide please...in the next slide you'll see...the next slide shows..."*
- No need to mute or unmute your microphone, or to turn your camera off. Flying Colors will take care of these tasks as part of session production.
- Once you are finished presenting, it is nice to pass it to the next speaker, *"...And now I'll hand it over to Janet."*



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Session Process

Right Before Show Time

- You will be asked to access the vMix or Zoom link approximately 30 minutes prior to the start of your scheduled session (these 30 minutes have been included in your Outlook invitation). During this time before the live session begins, the event producer will check your audio and video and answer any questions.
- The producer will go through the run of show for the session and review the Q&A portion.
- The production team will monitor timing for the session as a whole, including timing for each presentation, and will reconfirm that timing with the speakers. Please keep the vMix or Zoom chat box open throughout your session so that you can see notifications from the producer.
- With about 5 minutes left before the start of the program, the producer will mute everyone's microphones and get into "show mode."
- The producer will count the first speaker down and say "Go!" to begin.

Support During the Session

- No need to turn camera on/off or mute yourself in vMix– the production team has that covered.
- Chat window –
 - vMix - Visible only to the group in vMix and will be used to send messages during the session.
 - Zoom – Visible to everyone; be sure to direct your messages to producers and other Emerging Scholars only.
- Flying Colors will advance slides, countdown before going live, and provide time cues.
- AIR will support the Q&A, assist with time notifications, and be available to answer questions.
- Flying Colors will provide an “all clear” at the end of the session so that speakers know they are no longer live.

Special Guidance for Moderators

- All RECS sessions will have a moderator who will introduce the panel at the beginning of the session, cover a few talking points suggested by OPRE, and facilitate the Q&A.
- Moderators will receive a moderator packet that includes speaker bios on May 16. They will receive the final compiled slide deck the week of May 23.
- During the Q&A portion:
 - For plenary and breakout sessions, participants will enter questions into a chat box in the virtual venue. The AIR logistics team member assigned to the session will copy the questions into the private vMix chat box so that the moderator and speakers can view them.
 - For the Emerging Scholars Lightning Talks, participants will enter questions directly into the Zoom chat box.
- The session moderator will select questions to verbally pose to the speakers. The speakers will answer questions verbally, as they would at an in-person conference session.
- Moderators should prepare several questions for the panel in case there are not many questions submitted by the attendees.

Special Guidance for Emerging Scholars

- All Emerging Scholars Lightning Talks will take place in Zoom.
- Each Emerging Scholars Lightning Talk session will feature 6 or 7 Emerging Scholars. It is recommended that each Emerging Scholar limit their presentation to 5-6 minutes and use no more than five slides each including a title slide. Emerging Scholars' presentations will immediately be followed by 15 minutes of moderated Q&A with the audience.
- Because the Zoom chat window is visible to attendees for messages sent to "Everyone," the AIR logistics team member on your session will create a group chat within Zoom for the Scholars, moderator, and producers. This chat will be used to send messages and time notifications, so please keep it open.
- Please have your camera on at the beginning of the session during introductions by the moderator, and while you are presenting. Please mute your microphone when you are not speaking.
- A member of the logistics team will advance all slides for sessions.
- RECS speakers are encouraged to attend the Emerging Scholars Lightning Talks.

Key Deadlines

- All bios and headshots were due yesterday, **May 2**. Please submit your bio and headshot ASAP to RECS@air.org if you haven't already done so.
- All slides must be uploaded to your session's Box link by **Sunday, May 15**.
 - Slides must be in widescreen format and should not contain animations.
 - All speakers will receive the Box link to upload their session slides on **May 5**.
 - All slide decks will be compiled in presenter order and sent back to speakers for approval starting on **May 18**. A quick turnaround for review and approval of the final decks will be requested.
- Sign up for a brief tech check, held **May 16-19**. (*Plenary and breakout speakers only*)
- Speakers do not need to register for RECS. All speakers will receive an email on how to access the virtual venue in late May.

Additional Presentation Items

- Please flag any webpages or videos that you want to share as part of your presentation when you submit your slides. This information can be uploaded in a Word document to the Box folder, or emailed to RECS@air.org no later than Sunday, May 15.
- Session Polls - Multiple choice polling questions must also be submitted by May 15, via a Word document uploaded to the Box folder or emailed to RECS@air.org. The AIR staff member in your session will set up and launch your poll in the virtual venue during your session, allow attendees to respond, and copy the results into the vMix chat box. Please limit the number of polls to three per session, and do not include open-ended questions.
- Emerging Scholars are invited to submit additional materials relevant to their presentations (e.g., a longer PowerPoint slide deck, digital poster, draft paper, or link to a website) to be included in an area of the virtual venue dedicated to Emerging Scholars. Upload these materials to the Box folder no later than Sunday, May 15.

Q&A

Please submit your questions in the chat.