



Speakers' Guide to Technical Questions on the GTR Platform

Thank you for presenting at NORDP 2021, May 3-6! We understand you want to make your session as engaging as possible, and this guide will walk you through the more "technical" questions you may have about presenting on the GTR platform so that you can plan your sessions appropriately.

Please keep in mind that mandatory training on the platform – including how to upload your photos, bios, slides, handout and other materials will be held on **April 14** (details will be sent separately). In the event you can't attend, this session will be recorded.

In the meantime, here's what you should anticipate in terms of session capabilities.

Technical Requirements

The following list describes the equipment you'll need to present on the platform effectively. None of it is unusual so you should be fine, but a quick check to ensure you have the following items available will help make your conference experience less stressful.

- Desktop or laptop computer with at least:
 - Mac: Mac OSX 10.7 or later
 - Windows: Windows 10, 8, 8.1, 7, Vista (SP1 or later), XP (SP3 or later)
 - Ubuntu: 12.04 or later
 - Linux: Red Hat Enterprise Linux 6.4 or higher

While it is "possible" to present from a tablet or mobile phone, it is not recommended. However, testing this as a backup option after your links are provided to you is advised.

- Processor / RAM
 - Single Core 1Ghz or higher (Dual core 2Ghz or higher, 4G RAM recommended)
- Browser
 - Windows: Chrome 30+, Edge 12+, Firefox 27+, or IE 11+
 - Mac: Chrome 30+ or Firefox 27+
 - Linux: Chrome 30+, Firefox 27+
- Bandwidth
 - 1.5 Mbps "up" minimum (3+ Mbps "up" recommended)
 - Hint: Use speedtest.net to test
- Hardware
 - Webcam
 - The microphone and speakers that come built-in to most computers is adequate, but a headset with a boom mic or a stand-alone microphone will

- create a richer, cleaner sound. There are dozens of models, wired and wireless, available on Amazon for less than \$100 with 4-star or better ratings.
- o A second monitor is recommended, but not required

Zoom Guidance for GTR Presentations

The GTR platform uses Zoom technology to power its live meeting functionality. GTR recommends installing the Zoom software directly on your computer for best results. You will be prompted to install the application when you begin your webinar, but if you don't already have it, we recommend installing it in advance to save precious minutes at show time. This is free software and you can download "Zoom Client for Meetings" here: zoom.us/download

Meetings vs. Webinars and Room Sizes

If you're not familiar with the difference between meetings and webinars, the main ones are these: Only meetings permit you to create breakout rooms and only webinars permit the Zoom polling feature. **Because you will be pre-assigned to either a webinar or meeting format prior to the event, please let us know your preference as soon as possible, if you haven't already.** We realize your plans may have changed since you submitted your abstract so please email administrator@nordp.org; it will be difficult to make changes to your set up requirements as we get closer to our conference dates.

Once conference begins and attendees are in the conference app they will be able to access any session they want. The GTR platform used by NORDP will host up to 500 attendees in a meeting format and up to 1,000 people in a webinar; breakout rooms are limited to a total of 50 rooms.

As there are no attendance caps for your session, please plan your content accordingly. (Note: if, after reviewing these guidelines, you determine that audience sizes present significant issues to your session, please let us know. We have *some* ability to limit attendance, however, it is on a first-come first-served basis. That said, once the limit is reached, we cannot ensure attendees remain in the session, and we cannot waitlist people. Please contact administrator@nordp.org if you have concerns.)

Functionality

As a general rule, you will have the chat and Q&A functionality you've become accustomed to having on Zoom during your session. You'll also have the ability to share your screen(s), utilize external software (e.g. PollEverywhere, whiteboards) and share links. If you plan to use breakout rooms, please see the section regarding their use below.

Important Note: On Mac computers, you may need to update your security settings if you wish to share your screen during your presentation. You can do this through **System Preferences > Security & Privacy > Privacy > Screen Recording**. Check the option for zoom.us. For more information, see <https://support.zoom.us/hc/en-us/articles/360016688031>



File Sizes and Formats

You will have access to the platform shortly after your training on April 14. If you can't attend this training in person, it will be recorded and posted on the Speakers page of the NORDP2021 website. **Between April 15 and April 26**, you'll be asked to upload all of your materials into the platform. This includes slides, handouts or any "pre-work" you want participants to be aware of. **Please note that this MUST be completed by April 26 as it will be difficult to accomplish afterwards.** Beginning on April 28, all conference registrants will have access to the platform and the materials therein.

Unlike other platforms, the GTR platform does not reformat your materials (e.g. automatically turn a PowerPoint into a PDF), so you will be able to utilize all the features in PowerPoint, such as embedded video. However, you'll want to be conscious of file sizes.

Files must be under 20MB to be uploaded. Please compress larger files or even consider a different file format. In particular, PowerPoint slide decks are large files, so consider exporting your deck out of PowerPoint to a .pdf which is a smaller file if that's possible.

Polls

If you wish to create "Polls" for your audience to respond to during your talk, you can set those up in advance after April 15.

Poll results will, by default, be displayed within the app. You may choose to hide your poll results from the attendees by choosing: *"Only speakers can view poll results"*

You may also choose to hide the polling option itself until the session starts by choosing: *"Hide poll from attendees until session starts"*

When it's time for the attendees to use the poll, instruct them to use the area on the right of the screen. You will see their answers appearing in real time. Additionally, there is a link inside the Manage menu for displaying the results in full-screen mode.

Breakout Rooms

Breakout rooms in the GTR platform operate a bit differently than you may be familiar with; they cannot be set up in advance, or pre-assigned (all assignments are made randomly on-the-spot). As a result, you will need to look at the number of participants and decide the number of rooms you need, set them up and implement them during your session. If you need tech support to help you do this, please let us know by emailing administrator@nordp.org – we're happy to assign a tech host to your session.

Please note that if your plans include "guided" breakouts during your session, it will take several minutes during your presentation to set them up. Also, you may end up needing more breakout rooms than you anticipated and lack enough "guides."

One way around this may be to provide a shared "conversation guide" via an external link (e.g. a website URL) for your breakout attendees to utilize as they meet. Alternatively, you might provide conversation guides within your handouts for attendees to access.

What Will I Experience in the Platform?

As a speaker/presenter, we'll ask you to login to your "room" 20 minutes before the start of your session. You'll be in a "green room" and unseen to attendees at that time. Approximately one minute before the scheduled start of your presentation, the "Host" of the webinar will click the "Start Broadcast" button. Note that only the person designated as the "Host" will have access to the "Start Broadcast" button... this can be someone on your team, or someone you've asked us to assign to help you (e.g. a tech host).

At this point, attendees will be able to hear you, and the recording will begin. You may wish to screenshare a slide indicating that you will be starting soon or greet your audience and let them know that you will be starting soon. You can engage in some small talk with the audience before the meeting starts to add a personal touch.

Note: since it may take a minute or so for all the attendees to "join" the webinar, you may wish to wait to begin the presentation until you see the participant count level off.

A Zoom toolbar will appear once you have launched the Zoom application and your session will be underway. Roughly an hour after your session concludes, the recording will be posted in the app for attendees who may have missed the 'live' presentation.

Other Tips and Best Practices

- **Presentation:**
 - **Content:** Since there may be an international audience, be mindful of the time zones and language differences. Don't use slang or jargon as your audience may not interpret it the same way. This may be viewed after the event, so the material needs to have a shelf life.
 - **Slides:** To keep the audience engaged, for every 20-45 seconds, you will need to either present a new slide or highlight something on the existing slide. Use pictures and minimal text (3-5 words per slide | large font and high color contrast). Less is more – focus on the "Must-know".
 - **Delivery:** look directly into the camera as often as possible to make eye contact with your audience. Speak with conviction, at a moderate rate, vary your pace and add pauses as appropriate. IE: Pause after bringing up a key point or a new slide – this gives you a moment to think and allows the audience to process the information. Don't rush through your presentation. When you are "listening", look directly into the camera or it will look like you are not paying attention.
 - **Audience interaction:** Create opportunities to engage your audience – ask viewers to submit questions in the comments / chat tool. Ask viewers to participate in polls or quizzes.
 - **Practice, Practice, Practice**
 - **Be Natural**
- **Attire:**
 - Wear solid colors: jewel tones, navy suits (better than black / gray)
 - Avoid stripes or bold patterns
- **Set your camera at eye level:** Often, this means propping up a laptop. You want your head and shoulders to take up the majority of the frame. Ideally, the top of your head will touch the top of the frame and the camera will be capturing you straight-on or looking slightly down on you.
- **Position your self-preview window near your webcam:** Use your mouse to move

your video preview of yourself close to your webcam. This will encourage your eyes to look near the webcam, rather than off to the side, giving your viewers the impression that you are looking at them.

- **Check your light:** The best lighting is diffused, from both sides and not overly bright. Two small lamps on either side of your computer, placed slightly behind the camera, is a simple way to achieve attractive lighting. **Avoid having a window behind you**, as this may create a "witness protection program" effect. Some presenters find that a ring light (about \$30) adds a more professional quality to their screen capture.
- **Charge your headset:** Ensure that your computer and audio equipment are fully charged.
- **Green screen:** Zoom has the ability to create "virtual backgrounds" behind you. These are not required but can be handy to obscure a cluttered background. These work best if you have a true "green screen" behind you, but it is not strictly required if your computer has sufficient hardware. Click the up-arrow next to the "Start Video" button on your Zoom toolbar to access the virtual background feature. Choose from the images provided or upload your own. NORDP will provide a background for you to use, but remember, keep it simple! You are the star, not your background.
- **Don't compete for bandwidth:** If you are presenting from a location with consumer-grade Internet bandwidth, ensure that you are not competing for bandwidth with others in your household. Someone may have to take a break from virtual school or Xbox gaming.
- **Silence interruptions:** Mute your phone and exit any programs that might popup notifications during your presentation (e.g., Slack, Outlook, Skype, etc.) If you have pets, children or poltergeists, take precautions to ensure that they do not disturb your presentation.
- **Q&A:** Practice how you will handle questions. Keep responses short and to the point. Have a few questions to suggest and answer yourself to get the audience to participate. Remember there is a 3-10 second lag time so don't be afraid of silence.
- **End of Presentation:** Remember to say good-bye and thank everyone for attending.

Questions: Please reach out to administrator@nordp.org for additional assistance. We're looking forward to making your NORDP2021 session exceed your expectations.