



2020 Virtual Annual Meeting

AIC Virtual Annual Meeting Speaker Checklist and Best Practice Guide

As a presenter for the virtual annual meeting, you will present a PowerPoint presentation during a live webinar. You will need a computer, a reliable internet connection, and a telephone to dial in to the audio (this cannot be done through your computer speakers). The audience will not see your face; there is no need for a web camera. A member of the program committee, a specialty group chair, and/or a staff member will reach out to request the following information:

- A date and time for your session. The annual meeting sessions will be held on Mondays, Tuesdays, and Thursdays between 1 and 3 p.m. ET.
- A date and time for a practice session before your webinar. Practice sessions will be done on Wednesdays and Fridays at 12 p.m. ET or 4 p.m. ET. The practice time is primarily to familiarize you with the webinar platform and to check your sound set-up and solve any technical problems before your webinar. This usually takes about 30 minutes and needs to be coordinated with the other speakers in your session.

In the Month Before Your Talk

1. Design and complete your PowerPoint presentation for the webinar.
 - a. PowerPoints should be designed at the 16:9 (widescreen) aspect ratio. A template for the meeting can be found at <https://www.culturalheritage.org/docs/default-source/resources/outreach/aic-presentationtemplate-ext.pptx?sfvrsn=2>.
 - b. Keep the design simple.
 - c. Do not include animation; it will not function within the webinar platform.
 - d. Do not imbed videos. Send any video clips you'd like to show as separate files.
 - e. Be aware that url links in your PowerPoint will not be clickable for attendees.
2. **Please get the final PowerPoint to your staff contact at least 3 days before the practice session but no later than 1 week before the session date.**
3. If you have handouts of materials you want to make available to participants, please email those to your staff contact at least three days in advance of the practice session.

Webinar Practice Session

1. You must use a computer to present your talk. Mobile devices are not compatible with the platform.
2. You will call in by phone for the audio portion for our webinar.
 - a. For U.S.-based speakers: At the time of your practice (and live event), dial 855-392-2520 and enter the code 2402108# when prompted.
 - b. For international speakers: Dial the toll-free number associated with your country as indicated on the document found at <https://aiconservation.egnyte.com/dl/kwfyczwwnu>.
 - c. You will use your phone to both speak and hear the audio for your webinar. If you are more [culturalheritage.org](https://www.culturalheritage.org)

- comfortable using a headset with your telephone, you may use that with your phone.
3. Make sure that your computer sound system is silenced, or it will create an echo effect.
 4. Sign into the webinar five minutes before the practice session begins on your favorite Internet browser using the web address provided to you. The same address is used for both the practice and the live talk.
 5. Make sure that bandwidth-intensive applications are turned off to maximize your resources. These applications include (but are not limited to) Skype, VPNs, E-Mail, video- and/or music-streaming, weather/news apps that are constantly updating themselves, messaging apps (Slack, e.g.), etc. Be sure to also disable any pop-up notifications that might distract you.
 6. The practice session will last about 30 minutes or so. We will walk you through the webinar presenter screen and describe what happens during the webinar. You will learn how to advance the PowerPoint slides and control other aspects of the webinar. Please ask all the questions you need to make sure you feel comfortable with the system. We'll make sure that any problems with sound or other technical issues are solved in advance of your webinar.

Day of the Webinar

1. Make sure you are ready with a charged computer and phone, mouse batteries, etc.
2. Sign into the webinar (on both the phone and your computer) about 20 minutes before the session to do a sound check to make that everything is ready to go. We will check the audio and verify other technical details. Regardless of where you fall in the program, all speakers in a session must join the audio call before the start of the session. You can then put your phone on mute until it is your turn to present.
3. Once the sound-check is over, you can mute your phone and do something else until 10 minutes before the webinar begins. The first speaker should be ready to begin promptly at 1 p.m. ET.
4. The moderator will make a short announcement regarding technical issues, welcome the audience, and make a few announcements. Then, the webinar will be handed over to the first presenter.
5. Please remain muted when it is not your turn to present!
6. Stay connected by phone until the entire session is complete so you are available for any Q&A.

Tips for a Smooth Presentation

- Make sure you have water or tea in case you need it during the session.
- Have a paper back-up copy of your slides in case you need them.
- If possible, present from a space with the door closed to eliminate background noise.
- Relax, avoid reading, speak naturally, and have fun!
- Uneven voice quality is one of the main complaints from listeners. Make sure that you speak directly into the phone or microphone. If you use a headset, make sure that the microphone is not flopping around which will make the sound fade in and out, and try to keep your head steady. If there is a problem with your sound, we will let you know and will possibly stop the program to correct the problem.
- Portions of our audience are not native English speakers. Do everything you can to enunciate clearly.

Accessibility Guidelines for Presenters

- **Only one speaker at a time and take pauses between speakers.**

Don't interrupt other people when they're speaking or attempt to speak over them.

Multiple speakers at a time are difficult for all participants to understand, but especially problematic for those using speech-to-text software.

Pausing between speakers allows speech-to-text software time to better register what is being said by individual speakers.

- **State your name each time you speak.**

This allows anyone using an interpreter or listening only to voices to know who is speaking.

- **Be mindful of clothing, accessory choices, and the environment.**

If you'll be on video, solid color clothing (instead of patterned) is less distracting.

Be mindful of any accessories or jewelry if you are expressive with your hands as the noise and movement can be distracting and interfere with audio for participants.

The positioning of light and certain virtual backgrounds make speech reading techniques difficult (eg. backlit speakers, glares from the sun, and low light settings).

- **Read out or describe content of slides.**

Those with low visual acuity or Visually Impaired People (VIPs) may find the smaller format of individual screens more difficult if their standard text reader cannot be used. Refer to the "Accessibility Guidelines for Presenters & Moderators" for more information.