ATIA 2021: AT Connected Speaker Checklist

Before the Start of the Event:

- ✓ Purchase a registration package for <u>ATIA 2021: AT Connected</u>
- ✓ Navigate to your session on the <u>ATIA 2021: AT Connected</u> website and register for your session (this is separate from your event registration; detailed instructions provided on the next page)
 - o You must complete this step in order to access your session room the day of the event
- ✓ Add your session to your calendar
- ✓ All sessions will be run through Zoom meetings:
 - We recommend installing "Zoom Client for Meetings," <u>zoom.us/download</u>, on your device if you do not already have it installed

Day of Your Session:

- ✓ Find a quiet place to present
- ✓ Have a glass of water handy
- ✓ Close additional applications on your device
- ✓ Ensure your internet connection is stable and as strong as possible
 - If you have a spotty connection, we recommend you dial-in by phone vs. use your computer audio; this ensures that if your internet drops, your voice will not
- ✓ Go to the ATIA 2021: AT Connected site and join your session at least 15 minutes early
 - The "Join Meeting" button will appear on your session page 30 minutes prior to the session, however, the session may not be open until 15 minutes based on the session prior

During Your Presentation:

- When you enter your session:
 - Update your name to include your company (ex: David Dikter ATIA)
 - Turn on your microphone
 - Turn on your video
 - Launch your PowerPoint and share your screen
- Each session will have a host (ATIA staff) and moderator (ATIA strand advisor) to assist during the session
 - The host will begin the session with opening remarks, provide closing statements, and assist with technical or event related questions
 - The moderator will introduce the speaker(s) and moderate questions submitted by attendees
- All sessions will be recorded and closed captioned
- All sessions will be run as Zoom meetings to allow speaker/audience audio interaction
- Session feedback surveys will be automatically available after the close of the session. Speakers are
 eligible to complete the survey and then complete CEU Assessments for their own session. Upon
 completion of a feedback survey, a certificate of completion will be posted to your learner profile and
 you have the option of completing one or more CEU Assessments.

• Presentation PDFs and handouts provided by January 20th will be available to attendees on the Resources tab of the session. Handouts received after that time will be posted after the close of the event.

Speaker Support:

- Prior to and during the event:
 - o Email ATIA Education staff: education@atia.org
 - o Contact ATIA 2021 Help Desk on the ATIA 2021: AT Connected event website
 - Visit the "ATIA Drop In" link on the <u>ATIA 2021: AT Connected</u> Welcome page available during the event only
- During your session:
 - o Help Desk on the ATIA 2021: AT Connected event site
 - o Session host/ATIA staff in session

See below for instructions to navigate to your session and register for/join your session

Navigate to your session and register

- From the Event hope page: ATIA 2021: AT Connected Home
 - o Remember to log in to your account
- Click on the day of your session to expand that day's schedule
- Click on your session
- On your session page, click the "Register" button and add the session to your cart
 - o If you have multiple sessions, you can add each to your cart before checking-out

