



Virtual Summit Instructions & Tips

- Presentation submission deadline – November 20 (English and French)
- Any additional handouts or materials to share with delegates – November 20
- Will you have any videos during your presentation? Provide by November 20
- Will you have any polls during your presentation? Provide your poll questions by November 20
- 15 min technical tests will take place on November 24 (December 1st sessions) and on November 26 (December 2nd sessions)

Pre Event

- Ensure you have a stable Internet connection (consider using an Ethernet cable);
- Check mics;
- Check video quality;
- Ensure you are in a well-lit area;
- Ensure your camera is placed at face level;
- Ensure your background is presentable;
- Ensure you are able to log into the online meeting platform;
- Check links and presentation slides;
- Provide presentation, polls and questions to your champion by November 20. Please note that we will be using the English deck during the live event, and posting on the platform both the English and French decks as a reference material for your session;
- Provide any hand-outs, documents and material you wish to share with the delegates to your champion by November 20;

- Provide the email you'll use to login the platform by November 20 (we recommend using a personal email to avoid firewall issues);
- Login on your browser to the platform ahead of time and complete your profile;
- You will be registered as a delegate and will have access to all sessions happening on both days.

Just Before your session

We will be using Zoom as a streaming platform, if your device does not support it, please arrange to use a personal email, laptop and network. You will need to have 2 windows open, one for Zoom, and the second for the platform.

Step 1:

If you are going to share your screen, ensure that any presentation, document, file, or webpage to be shared is already open on your computer and easily accessible;

Step 2:

Login to Zoom using the link provided (or Zoom ID) 15 minutes before the start of your session;

Step 3:

Open your browser, then go to your session on the platform after logging in using the username and password previously set;

P.S: Chat and polls functions for attendees will be active on the platform window only.

During your session

- Please note that delegates will only be logged in through the platform. Use the platform Chat function to communicate with the attendees (if you choose to);
- Ensure you are looking at the camera while presenting;
- Ensure you are in a quiet area;
- Use presenter notes on another device placed at face level;
- Use the gestures and mannerisms that you would typically use in person;
- Mute yourself when you're not speaking;
- Ensure you're using the same device for the Live Session and the pre event test;
- Use the Zoom Chat function to communicate with your champion;
- Delegates will be submitting their questions through the Platform's Q&A section;
- Your champion will monitor the chat and Q&A box on the platform. If you wish to interact with delegates, or take a look at the chat or Q&A box, please do so on the platform window;

- Polls will be launched on the platform window at your signal. Please invite the attendees to respond to each poll as it is launched. Results will only appear on the platform, should you wish to have access and comment on them.

After your session

- A recording on demand of your session will be available on the platform for 6 months, accessible to registered delegates only.
- Your slides and any material you choose to share with delegates will be available on the platform for 6 months after the event.