WE20 VIRTUAL SESSION TOOLKIT
SPEAKER GUIDELINES FOR LIVE SESSIONS

PURPOSE: The purpose of this document is to outline steps for live session speakers to produce a high-quality WE20 session through the WE20 virtual conference platform.

IMPORTANT DATES FOR LIVE SPEAKERS

☐ September 3, 2020: Speakers have confirmed participation in the WE20 conference.
☐ September 25, 2020: Deadline for WE20 speaker registrations.
  - SPEAKERWE20 – 50% discount from your prevailing registration fee – non-members
  - SPEAKERMEM20 – 75% discount from your prevailing registration fee – members
☐ October 1, 2020: Finalize your session content using the Content Outline Template and WE20 PPT using the content outline templates in the Speaker Expectations section.
☐ October 1, 2020: Speakers are required to attend Live Speaker Orientation & Office Hours. If speakers cannot attend, they are required to watch the recording.
☐ October 5, 2020: Speakers should sign up for Dry-Runs by this date. Sign up here.
☐ October 8-10: Speakers can expect to hear from their HQ Live Session Lead about a Dry-Run practice time.
☐ October 11, 2020: Upload your presentation and speaker(s) photos to SWE’s online abstract management system.
☐ October 12-23: Speakers must participate in dry-runs that are facilitated by SWE HQ. Sign up for your time slot here.
☐ November 2-13: WE20 Virtual Conference. Confirm your session time on the WE20 schedule.

IMPORTANT CHANGES TO SESSION FORMAT
Your session has been changed to a virtual live session. Live sessions are scheduled and conducted live on the WE20 Virtual Conference platform. Speakers are required to use webcams and their presentation to deliver sessions live at a scheduled time.

Time limit: Lectures and panel discussions are 45 minutes. Lectures should plan to use approximately 30 minutes for session content and 15 minutes for questions and answers (Q&A). Content outlines are provided in the Speaker Expectations section.
Because of reduced session times, speakers should eliminate 1-2 learning outcome(s) from the original submission. Please also update the proposal in SWE’s online abstract management system.

**SPEAKER EXPECTATIONS**

☐ **SPEAKERS ARE REQUIRED TO USE THE WE20 PPT TEMPLATE FOR THEIR SLIDE DECK.**

☐ **SPEAKERS ARE REQUIRED USE THE WE20 CONTENT OUTLINE TEMPLATES TO CREATE THEIR TALK.** This content outline should be completed before the speaker training below.

  - Content Outline Template for Lectures and Workshops
  - Content Outline Template for Panels

☐ **SPEAKERS WILL PARTICIPATE IN REQUIRED TRAINING:**

  - Live Speaker Orientation & Office Hours
  - Live Speaker Dry-Runs

☐ **SPEAKERS WILL USE WEBCAMS FOR THEIR LIVE SESSIONS.** Make sure you have a working webcam before the speaker training.

☐ **SPEAKERS WILL ADHERE TO THE TECHNICAL GUIDANCE FOR VIRTUAL SPEAKERS DOCUMENT.**

☐ **SPEAKERS WILL GET ACQUAINTED WITH THE HQ STAFF LEAD ASSIGNED TO THEIR SESSION.** Each live session will have an assigned HQ Lead, who will act as point-of-contact. HQ Leads will initiate contact in October. Speakers are expected to be proactive in asking questions **BUT RESPECTFUL OF THEIR LEAD’S TIME.**

  - Speaker role: subject matter expert and session “teacher”
  - HQ Staff Lead role: producer, tech support and moderator for workshops and lectures

☐ **SPEAKERS WILL UPLOAD SPEAKER PHOTOS AND COPIES OF THEIR PRESENTATIONS.** All speakers are required to upload them directly to SWE’s online abstract management system no later than October 11, 2020.

  - Save your PPT slides as a two-slide handout view prior to uploading.

☐ **SPEAKERS WILL BE PROFESSIONAL, ENGAGING AND PREPARED FOR THEIR SESSIONS.** As a live session speaker, you are an important part of the WE20 Conference. During your session, you represent SWE to its members, partners and conference attendees.
TECHNOLOGY BEST PRACTICES

Speakers must adhere to the Technical Guidance for Virtual Speakers document.

Live speakers will present their sessions using Zoom. Review the below links for basic training on how to use Zoom.

- **Joining a Zoom Meeting** (1 minute) – learn how to sign into a meeting.
- **Zoom Meeting Controls** (10 minutes) – learn the basic functions you will encounter on a Zoom meeting.

Speakers must use webcams during the speaker training and during their live sessions. Make sure that your webcam is working prior to the Live Speaker Orientation & Office Hours.

**How can speakers avoid internet issues?**

As a live speaker, the success of your session depends on your internet connection. Follow the below tips to make sure you have a stable connection at your scheduled session time.

- It is best to purchase an ethernet cable to prevent connectivity issues when hosting your session.
- It is recommended that you call-in on your phone for audio. This frees up bandwidth for the Zoom system. You are also connected to audio on your phone in case something happens to your internet.
- Make sure that your HQ Session Lead has access to and is familiar with your content outline – in case they need to run your slide deck in an emergency.
- Share phone numbers with all other speakers and your HQ Session Lead.
- Make sure that your computer is plugged in to avoid losing the charge during your session!

QUESTIONS & RESOURCES

Submit questions to SWE HQ using this question form.

Find relevant Live Speaker resources on the WE20 Speaker Resources page.