



# SHARE VIRTUAL EXPERIENCE SPEAKER ORIENTATION

**THANK YOU** for sharing your knowledge  
with the **SHARE** community!





# EVENT INFORMATION

# Live Event August 9<sup>th</sup>-13<sup>th</sup> (Times listed in CDT)



## Monday, August 9

10:00 a.m. – 10:40 a.m. | Opening General Session

11:00 a.m. – 11:45 a.m. | Education Sessions

12:00 p.m. – 12:45 p.m. | Education Sessions

12:45 p.m. – 1:15 p.m. | Networking Event

1:15 p.m. – 2:00 p.m. | Education Sessions

2:15 p.m. – 3:00 p.m. | Partner Sessions

3:15 p.m. – 4:00 p.m. | Education Sessions

## Tuesday, August 10

10:00 a.m. – 10:30 a.m. | Opening Keynote Sponsored by Broadcom

10:45 a.m. – 11:30 a.m. | Education Sessions

11:45 a.m. – 12:30 p.m. | Education Sessions

12:30 p.m. – 1:30 p.m. | Dedicated Partner Time

1:30 p.m. – 2:15 p.m. | Education Sessions

3:00 p.m. – 3:45 p.m. | Education Sessions

3:45 p.m. – 4:15 p.m. | Networking Event

## Wednesday, August 11

10:00 a.m. – 10:30 a.m. | Opening General Session

10:45 a.m. – 11:30 a.m. | Education Sessions

11:45 a.m. – 12:30 p.m. | Education Sessions

12:45 p.m. – 1:30 p.m. | Partner Sessions

1:45 p.m. – 2:30 p.m. | Education Sessions

2:45 p.m. – 3:30 p.m. | Education Sessions

3:45 p.m. – 4:30 p.m. | Education Sessions

## Thursday, August 12

10:00 a.m. – 10:30 a.m. | Opening General Session

10:45 a.m. – 11:30 a.m. | Education Sessions

11:45 a.m. – 12:30 p.m. | Partner Sessions

12:45 p.m. – 1:15 p.m. | Dedicated Partner Time

1:30 p.m. – 2:15 p.m. | Education Sessions

2:30 p.m. – 3:15 p.m. | Education Sessions

3:30 p.m. – 4:15 p.m. | Education Sessions

## Friday, August 13

10:00 a.m. – 10:45 a.m. | Education Sessions

11:00 a.m. – 11:45 a.m. | Education Sessions

12:00 p.m. – 12:30 p.m. | Lunch & Learn (Sponsored by Broadcom)

12:30 p.m. – 1:00 p.m. | Break

1:00 p.m. – 1:45 p.m. | Education Sessions

1:45 p.m. – 2:00 p.m. | Break

2:00 p.m. – 2:45 p.m. | Education Sessions

2:45 p.m. – 2:50 p.m. | Break

2:50 p.m. – 3:00 p.m. | SHARE Closing

# Event Information

On Demand Presentations available starting August 2<sup>nd</sup>

Live Sessions August 9<sup>th</sup> – 13<sup>th</sup>

- 5 concurrent sessions per session time slot
  - Each session will be a Zoom meeting
    - You do not need to download the Zoom app
- Speakers & attendees join through the session page
  - SHARE staff will start the session 10 minutes before the session start time
  - SHARE staff will remain in the session throughout to help with technical questions, keep track of the time, and end the session

# Session Logistics

- Zoom meeting
  - Speakers and attendees have audio access
  - Speakers may choose to turn on video for presentation
    - Attendees will be encouraged to keep video turned off, but will have access
  - Chat feature available on the session page
  - Sessions are 45-minutes including Q&A
- **Speakers present live**
  - Share your screen to show your presentation
  - *IF* choosing to pre-record, email [speakers@share.org](mailto:speakers@share.org) by July 28<sup>th</sup> of intent to submit presentation recording
- Each session hosted by SHARE staff:
  - Start the session 10 mins before the scheduled start time
  - End the session on time
  - Assist with speaker preparation
  - Moderate questions/chat; mute attendees if there is background noise



# PRE-EVENT PREPARATIONS

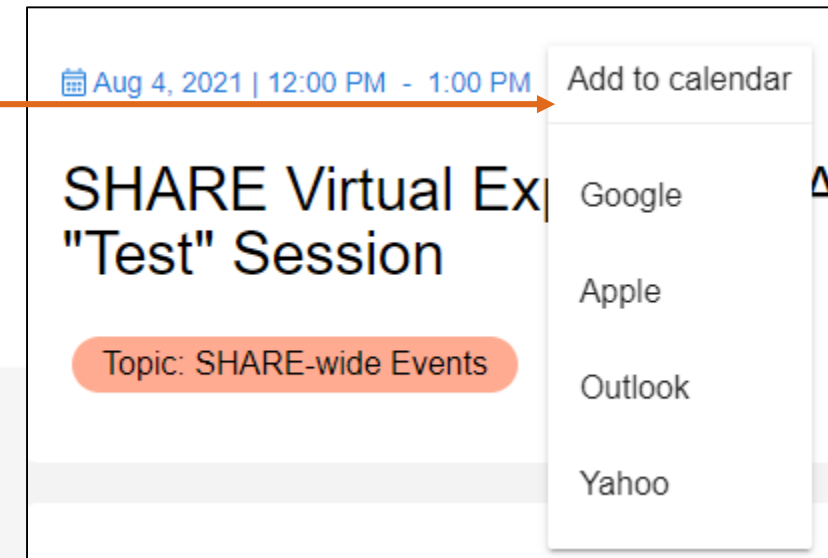
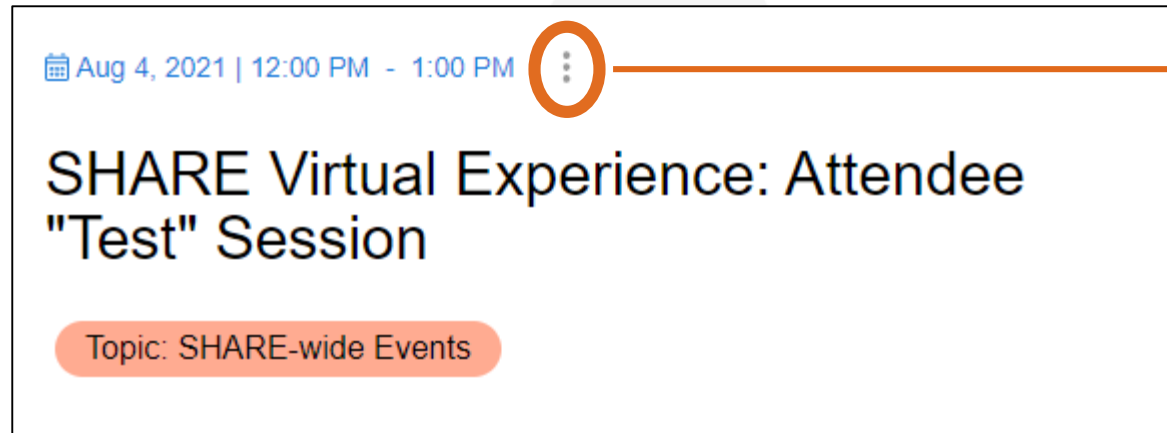
# Pre-Event Checklist

- Submit your Speaker Agreement form by **July 23**
  - [Submit here](#)
- Register for SHARE Virtual Experience by **July 23**
  - [Register here](#)
  - Speaker **registration is required** for live sessions – speakers receive complimentary registration
  - You must be registered to access the event site
- Log in to the Event site
  - [SHARE Virtual Experience](#) – recommend bookmarking
  - Complete your profile
  - Save your sessions to your personal calendar
  - Upload your presentation slide deck (PDF format)



# Save Sessions to Your Personal Calendar

1. Log into the event site
2. Go to the “[My Schedule](#)” page
3. Click on the “[View](#)” button for your session(s)
4. On the session page, click the [three dots](#) next to the session time
  - Select the calendar you would like to download to




# Upload your Slide Deck

1. Log into the Event site
2. Go to the “[Speaker: Session Management](#)” page
3. Click the “[Edit](#)” button for your session
4. On the session page, click the “[Edit Session](#)” button
5. In the pop-up, click the “[Upload PDF](#)” button
  - Option to upload multiple PDF files
6. Click “[Update](#)” to save the file(s)


**\*\*Please note:** if you need to remove a file, email [speakers@share.org](mailto:speakers@share.org)

# Upload Your Slide Deck

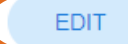
2  Speaker: Session Management

Home  
My Schedule  
Technical Agenda  
On Demand Presentations  
Speakers

## Your Sessions

 **PENDING**

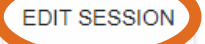
Aug 4, 2021 | 12:00 PM - 1:00 PM  
SHARE Virtual Experience: Attendee "Test" Session


3 

Aug 4, 2021 | 12:00 PM - 1:00 PM

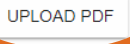
## SHARE Virtual Experience: Attendee "Test" Session

Topic: SHARE-wide Events

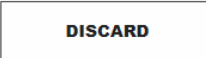

4 



Presentation PDF

5 

Allowed file types: Images, Animations, Videos, Audios, Microsoft Word, Microsoft Excel, PDF, Presentations, Text File, Template-Script

  6

Page 1 of 1



# LIVE SESSION

# Join Your Session

- Log into the event site
- Go to the “[My Schedule](#)” page
- Click the “[View](#)” button for your session
- On the session page, click the green “[Join](#)” button and you will be automatically brought in to the session
- Plan to join 10mins before the scheduled start time to prepare

The screenshot displays the SHARE Virtual Experience interface. On the left is a navigation menu with icons and labels: Home, Speaker: Session Management, My Schedule (circled in orange), Technical Agenda, On Demand Presentations, and Speakers. An orange arrow points from the 'My Schedule' menu item to a session card. The session card shows the date and time 'Aug 9, 2021 | 10:00 AM - 10:10 AM', the title 'Welcome to SHARE Virtual Experience' with a bookmark icon, and three tags: 'Session Type: Admin' (yellow), 'Topic: SHARE-wide Events' (orange), and 'Audience Level: All Audiences' (green). A 'VIEW' button (circled in orange) is in the top right corner of the card. Below this is another session card for 'Aug 4, 2021 | 12:00 PM - 1:00 PM' titled 'SHARE Virtual Experience: Attendee "Test" Session' with a 'Topic: SHARE-wide Events' tag. A green 'JOIN' button (circled in orange) is on the right side of this card. An orange arrow points from the 'JOIN' button back to the 'VIEW' button of the first session card.

Home  
Speaker: Session Management  
**My Schedule**  
Technical Agenda  
On Demand Presentations  
Speakers

Aug 9, 2021 | 10:00 AM - 10:10 AM  
Welcome to SHARE Virtual Experience  
Session Type: Admin Topic: SHARE-wide Events Audience Level: All Audiences  
VIEW


Aug 4, 2021 | 12:00 PM - 1:00 PM  
SHARE Virtual Experience: Attendee "Test" Session  
Topic: SHARE-wide Events  
JOIN


# Live Broadcast


- Join 10 minutes early to prepare with SHARE staff
  - Test audio and internet connection
  - Share screen and test presentation
  - Confirm if questions will be held to the end or taken during presentation
  - Staff can answer any final questions
- Session flow:
  - SHARE staff introduce the session at start time
  - Speaker(s) present session, including Q&A
    - SHARE staff manage attendee audio and moderate technical questions
  - SHARE staff end session at end time


Tip: Use the “[Backstage chat](#)” on the session page to message with SHARE staff during the session. Attendees do not see the backstage chat.


# Session Page


 Collapse


 All events


 Home

 Speaker: Session Management




 My Schedule


 Technical Agenda

 On Demand Presentations






 Speakers

SHARE Virtual Experience 2021

   Bristol Koch

 Your session starts in a month  
You can join/start the meeting 15 minutes before

Date/Time in my timezone

Aug 4, 2021 | 12:00 PM - 1:00 PM

SHARE Virtual Experience: Attendee "Test" Session

EDIT SESSION

Topic: SHARE-wide Events

Overview

Want to practice joining a session before the live event starts? SHARE staff is hosting a "Test" session on August 4th. Join any time between 12:00pm CDT and 1:00pm CDT to experience a live session.

Backstage chat

Bristol Koch (Admin) joined the channel

Type a message... 

SEND

Public chat

No messages in this channel

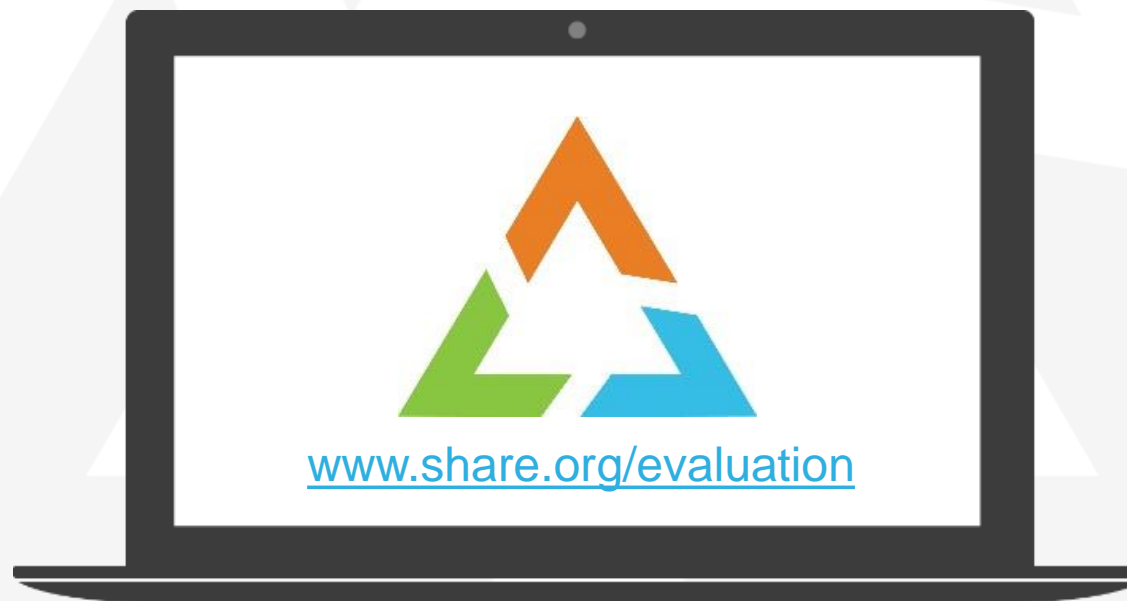
Type a message... 

SEND

# Attendee feedback is important!

## Use the Session Evaluation slide in your presentation

[www.share.org/evaluation](http://www.share.org/evaluation)







Visit the [Speaker Resource Page](#) for additional information



**SPEAKER Q&A DROP-IN MEETING:  
THURSDAY, AUGUST 5<sup>TH</sup>  
12:00PM – 1:00PM CDT**

Visit the [Speaker Resource Page](#) for additional information

