



SHARE VIRTUAL EXPERIENCE SPEAKER ORIENTATION

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





EVENT INFORMATION

Live Event August 9th-13th (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 2nd

Live Sessions August 9th – 13th

- 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 by July 28th 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

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

SHARE Virtual Experience: Attendee "Test" Session

Topic: SHARE-wide Events

Aug 4, 2021 | 12:00 PM - 1:00 PM  Add to calendar

SHARE Virtual Experience "Test" Session

Topic: SHARE-wide Events

Google

Apple

Outlook

Yahoo

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

Upload Your Slide Deck

The screenshot shows the 'Your Sessions' page of the SHARE Virtual Experience. On the left, a sidebar menu includes: Home, Speaker: Session Management (circled in orange with the number 2), My Schedule, Technical Agenda, On Demand Presentations, and Speakers. The main area displays a session titled 'SHARE Virtual Experience: Attendee "Test" Session' scheduled for Aug 4, 2021, from 12:00 PM - 1:00 PM, with a 'PENDING' status. On the right, there is an 'EDIT' button (circled in orange with the number 3).

This screenshot shows the details for the 'SHARE Virtual Experience: Attendee "Test" Session' on Aug 4, 2021, from 12:00 PM - 1:00 PM. The session topic is 'SHARE-wide Events'. An 'EDIT SESSION' button (circled in orange with the number 4) is visible.

This screenshot shows a dialog box for uploading a presentation PDF. It includes a 'Presentation PDF' section, an 'UPLOAD PDF' button (circled in orange with the number 5), a note about allowed file types (Images, Animations, Videos, Audios, Microsoft Word, Microsoft Excel, PDF, Presentations, Text File, Template-Script), a 'DISCARD' button, and an 'UPDATE' button (circled in orange with the number 6). The dialog box has a close 'X' button in the top right corner.



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

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

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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.

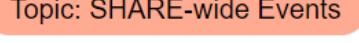
Session Page

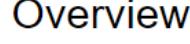
 **SHARE Virtual Experience 2021**

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

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

 **SHARE Virtual Experience: Attendee "Test" 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.

 **EDIT SESSION**

Backstage chat

Brystal Koch (Admin) joined the channel 

Type a message... 

Public chat

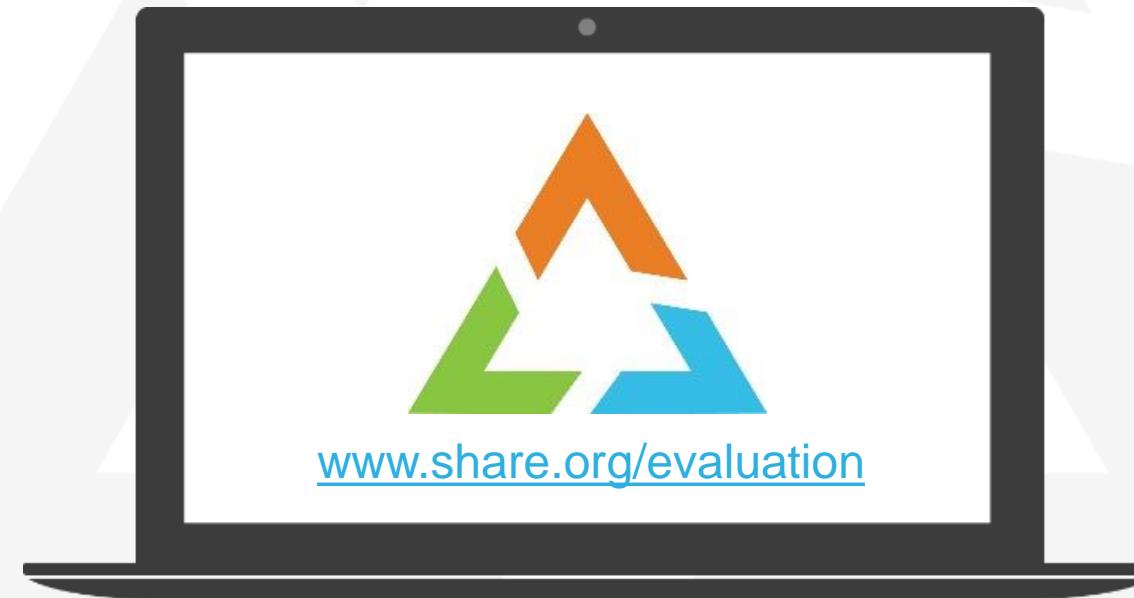
No messages in this channel 

Type a message... 

Attendee feedback is important!

Use the Session Evaluation slide in your presentation

www.share.org/evaluation





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



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

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

