**SWAAAE Winter 2021 Virtual Conference**

**January 24 – 27, 2021**

**Preparation Guidelines, On Screen Etiquette and AV Policy**

 **PREPARATION GUIDELINES
Your Hardware, Software, and Environment**

* Use a laptop or desktop (no phones or tablets).
* Use a wired internet connection (turn off wi-fi).
* Download [Zoom](https://zoom.us/signin) and create a free account.
* Set up a profile picture on Zoom. If assistance is needed, contact hartfielc@saccounty.net.
* Use wired headphones/earbuds with a built-in microphone (no Bluetooth).
* Please limit the number of users of your internet service during your live session.

**30 Minutes Prior to Your Session**

* Once the moderator and speaker(s) join the Zoom meeting, we’ll quickly check everyone’s audio and visual settings.
* The moderator will get a cue from SWAAAE’s AV technician to start the session. Once the session has started, all speakers will be unmuted. It is important to keep quiet when not speaking.
* For technical emergencies, please text (402) 990-5270 (your name must be included in the text).
* In the event of a technical problem, SWAAAE’s AV technician will interrupt and ask participants to pause until the issue is corrected.

**ON SCREEN ETIQUETTE**
**Attire**

* Wear business attire that is comfortable. Avoid wearing white, busy, plaid or overly patterned outfits that might distract the eye.
* Consider using a blotting tissue right before you go on screen as a means of reducing shine on the face.

**Lighting**

* If able, light your face with a desk light or face an open window so you can be clearly seen on screen.
* We recommend no side lighting or backlighting.

**Monitor Setup**

* Make sure your monitor camera is at eye level and not looking up at you. One way to achieve an eye level camera angle for a laptop is to set up a small step stool on your table or to place it on a steady tower of two to three thick books, for example.
* Make sure you are not too close or too far away from the screen camera.
* Always look directly at the camera so you have eye to eye contact with the viewers.

**Location of Setup**

* Find a place at your location that is work-appropriate. We want attendees to focus on you, not your space.
* Please make a point to participate in a quiet environment with no background movement and/or noise.

**AV POLICY**

The SWAAAE Winter 2021 Virtual Conference will be conducted via Zoom and broadcasted to attendees through the conference platform, Whova. All speaker presentations will be recorded in audio and video formats. SWAAAE reserves the right to distribute presentation slides and any recording to members and will make the recordings available on the [SWAAAE website](https://swaaae.org) and/or via social media. Speakers may request, in writing, to opt out from audio and video recordings prior to the virtual conference. Such requests will need to be provided to us prior to the conference to ensure proper coordination. Please submit all requests to cathy@swaaae.org. I accept the AV policy as stated above: Yes [ ]  No [ ]

I allow SWAAAE to share my presentation materials electronically with all association members following the virtual conference: Yes [ ]  No [ ]

I have reviewed this agreement, made edits where appropriate, and have noted deadlines for submission of materials:

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Speaker Signature

Date: Click here to enter a date.

**PLEASE NOTE:** Each speaker will need to conduct a technical review of Zoom prior to their session. To schedule your practice session, please contact hartfielc@saccounty.net.