Breakout Sessions and Live Q&A

**Sessions recordings:**
Breakout sessions can be pre-recorded as audio only on the Speaker Site or as pre-recorded webinar. For pre-recorded audio, the directions on the speaker site are clear, but I have attached an [instruction sheet here](#).

**For pre-recorded webinar videos:**

By October 15, you will receive a link to upload your MP4 to a shared drive.

**Day and time for session airing and live Q&A:** Breakout Sessions are 45 minutes long. The Breakout Sessions have been scheduled. Please check the schedule to make sure you are free the day and time your session has been scheduled for the live Q&A.

**Before the scheduled session:** In October, you will received a link to schedule a 15 minute tech check. A technician will be in touch to review your audio and visual for the live Q&A. You will then receive a link to sign up for access to the virtual waiting room. (TIP: the technician will suggest you wear the same outfit on the day your session is scheduled as you wore in the video recording.)

**On the day of the presentation:** You and your co-presenters, if you have any, will be asked to login to the virtual Zoom waiting room 15 minutes prior to the start of your presentation’s airing. You will be able to talk with your co-presenters and the tech in the virtual waiting room. Presenters are on a Zoom platform, however, the attendees won’t be watching on Zoom. This is important for the Q&A (see below). After your session is aired, you will be brought on-screen to do the live Q&A.

**About the Q&A:** Your full session is 45 minutes, but it would be best to leave 5-15 minutes for questions. Attendees, as I mentioned, are not on Zoom, but another platform, so you will not be able to see the chat or the Q&A on Zoom. You and your co-presenters (if there are any) will receive a moderator link that will allow you to see and manage the questions as they come in.

While your session is being aired and you are off camera, you can answer questions real-time in the Q&A panel using the moderator link. You can also favorite questions to answer during the live Q&A.

While you are on-screen, it is difficult to manage and answer the questions coming in. It is best to have a moderator bring the questions to you while you are on-screen. You can choose one of session’s other presenters who is focused on that task or you can ask someone else to help moderate. They can also be on-screen with you if you like, but they will be focusing on the questions.

I appreciate that this can be hard to imagine if you have not worked in this or a similar system before. We used this same platform during the Leadership & Advocacy Conference and most everyone adjusted quickly. We do have a page on the website with [speaker resources](#). It is not complete, but you can review any information you have already received and tips for presenting.

Please use this [I am Presenting](#) badge to share on social media and on your emails. We also have a presentation cover slide and inside slide template available on the speaker resources page.