Signature Sessions and Live Q&A

Signature sessions will be shown simulive -- pre-recorded webinar videos with live Q&A

**Duration**: Signature sessions are 45 minutes total – including webinar and Q&A. It is up to you how much time of the 45 minutes to allow for the Q&A.

By October 15, you will receive a link to upload your MP4 to a shared drive. If you would like to use the NAGC Zoom account to record your session, with help from NAGC, please email Carolyn Kaye. She will direct you to a form for presenter information and your availability for recording.

**Day and time for session airing and live Q&A**: Signature sessions are 45 minutes long. The Signature Sessions have been scheduled. Please check the schedule to make sure you are free the day and time your session has been scheduled to be streamed. You will have to search by your session title or speaker name; not all the Signature sessions are breaking out separately in the list, yet.

**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 streaming. 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. The time includes the pre-recorded video and the live Q&A. 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. The moderator link takes you to the Q&A side of the Cadmium platform.

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 questions and answer them as they are 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 will focus 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. 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.