

## WORKSHOP SPEAKER FAQ & CHECKLIST

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### What is my job as a speaker?

As a Workshop Speaker, arrive 30-minutes prior to your session start time. AAFP staff will be there to help ensure your technology is functioning properly.

See page 5 for a checklist of items to complete before and during the event.

**Multi-speaker Workshops** – before the event, practice as a group within the platform and decide which speaker(s) will advance slides, launch polls (if applicable) and show questions during your session.

**Single-speaker Workshops** – before the event, practice and determine if you are comfortable sharing your own screen/advancing your slides, launching polls (if applicable) and showing questions during your session. If assistance is needed, discuss with your Speaker Manager during your green room time how you will share these responsibilities.

### What support will I have during my session?

Two AAFP Staff members will be assisting with your session, a Speaker Manager, and a Chat Moderator. In addition, a Juno team member will also be available to assist if needed.

The Speaker Manager assigned to your session will meet you in your session green room 30-minutes prior to your session to help ensure your technology is functioning properly, your environment is the most ideal, and you have the resources you need. Do not wait until the green room time to practice for your session.

The Chat Moderator assigned to your session will arrive at least 15-minutes early to your session. They will manage attendees in the Chat by welcoming them to the session, encouraging them to interact within the Chat, and post questions in the Q&A tab. Chat moderators will also address program-related questions and help direct anyone experiencing issues to the Help Desk.

### How do I find my session?

To view your session, click on “Schedule” in the top navigation, then find your session in the list or search using the filter. Click on your designated presentation and it will direct you to your session’s page. Click “Attend” to add it to your schedule and to block your availability from people booking appointments with you on the platform.

### If I need to leave the session early, will this affect other users?

No, however, once you leave a session after its end time, you will not be able to rejoin the session later. This is true for all attendees.

### Can I test my audio and video before the day of the session?

Yes! On your Profile page on the website, scroll to the bottom and click on the “Click Here” link under “Test Your Setup.” Your computer will run a test to ensure all your equipment is working properly. Additionally, you have access to a practice room that will look like the live session page. Here, you can test your camera and microphone as if you were in the session.

## How do I test my capabilities before my session begins?

As a speaker, you will have access to the session 30 minutes before start time. AAFP staff will be there to help test your speaker, microphone, and screen share. Be sure to “Allow Access”, when prompted, to your video and microphone. We highly recommend using **Google Chrome**. Other browsers can be finicky.

## What is the ideal environment to present in?

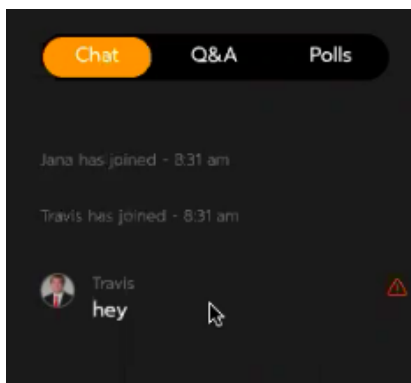
- **Lighting:** Natural Daylight is the most optimal. If it’s available, sit facing a window. If the sun is too bright, pull down the window shade to diffuse it. Artificial light can also be used and should be placed in front of you to eliminate most shadows on your face.
- **Camera:** To get the camera more in-line with your face, prop your laptop up. If necessary, use books or boxes. You want the camera to be straight. Make sure the camera shot frames you a few inches below your shoulders and room above your head. Avoid showing too much ceiling.
- **Background:** Avoid a cluttered and distracting background, or spaces that are too dark or too light. A solid light background is highly recommended.
- **Additional Notes:** Make sure you avoid sitting in a swivel chair and are in a quiet room (no A/C, fans, foot traffic, and avoid rooms with a lot of echo).

## What happens if my video and/or audio are not working properly?

Immediately notify AAFP staff via the Moderator Chat (“Mod”) tab so they can pull a Juno member to help troubleshoot the issue.

## How do I know when attendees are in the session?

When an attendee joins, their name will appear in the chat section.

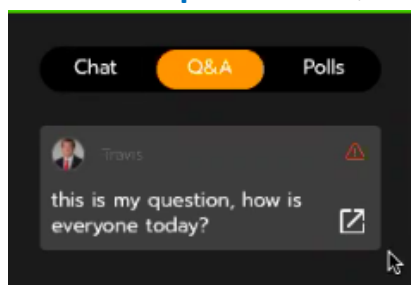


## How do I show / pop a question up on the screen for all attendees to see?

In the Q&A tab on the right side of the screen, click the white arrow icon next to the question and the question will appear for a few seconds on the main screen for everyone to see.

**Multi-speaker Workshops** – before the event, identify which speaker(s) will show questions for your session.

**Single-speaker Workshops** – if needed, staff can assist in showing questions for your session.

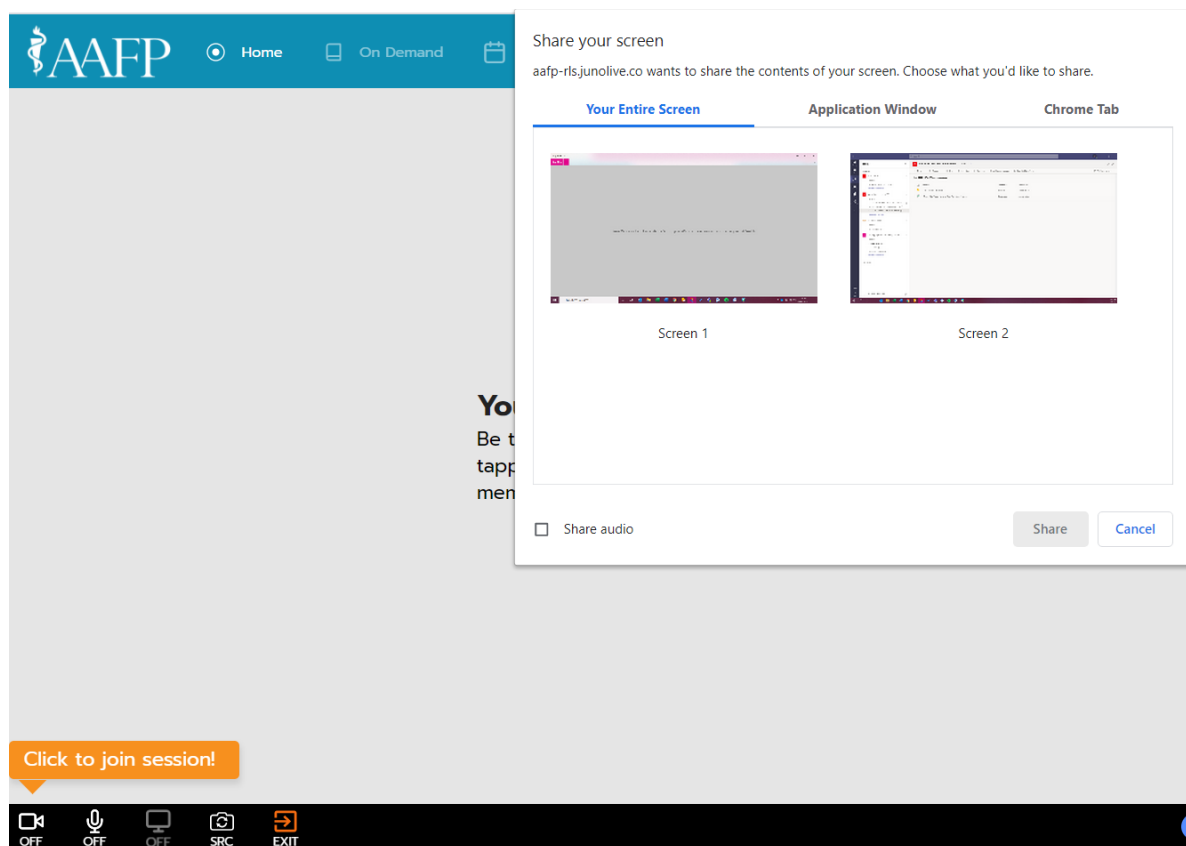


## How do I share my screen during a session?

Click on the monitor icon next to your microphone. A dialog box will pop up for you to choose what parts you want to share. Once confirmed, your screen will split, showing that you are Publishing your Desktop on the left with your camera on the right. Note: you will not see your screen being shared, as you will be seeing and working on your screen off the platform. The black box with “Publishing your Desktop” on it will signify that your screen is being shared and attendees can see it.

**Multi-speaker Workshops** - identify which speaker(s) will advance the slides for your session.

**Single-speaker Workshops** – if needed, staff can assist in advancing slides for your session.

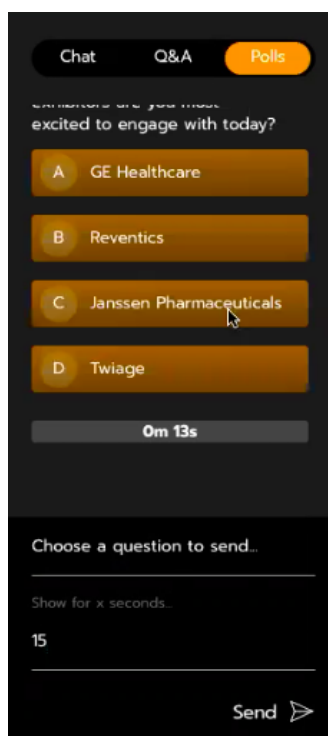
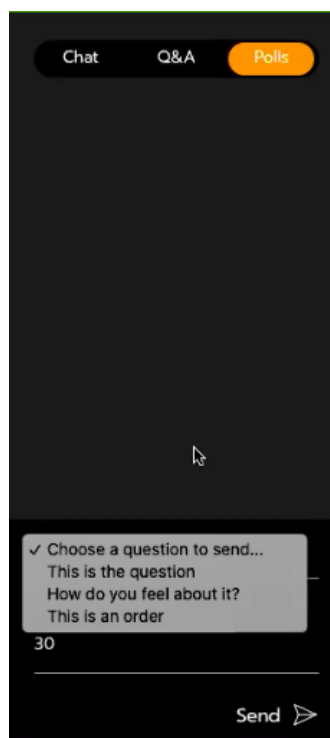


## How do I show a poll question?

Poll questions are pre-populated in your session. In the Polls section to the right side of the screen, choose the question from the dropdown menu. Set a time limit for attendees to answer the question. After clicking “Send,” the question will appear, and a timer countdown will be shown beneath the question. To remove the question or end the timer early, click on the red hazard button next to the question and choose your option from the popup dialog box.

**Multi-speaker Workshops** – before the event, identify which speaker(s) will launch polls for your session.

**Single-speaker Workshops** – if needed, staff can assist in launching polls for your session.



## How do attendees participate in polling?

Polls are pre-loaded before the session goes live. Speakers will generate a poll when necessary. Once a poll is deployed, all attendees will automatically see the poll on the right-side. Attendees will be able to answer the polls for a select amount of time.

## Is there a private chat function?

No, attendees are not able to chat privately with each other. All chats are public through the chat function. Speakers and Staff will be able to communicate privately within the Moderator tab.

## Why is my screen and image choppy?

If the internet connection is disrupted during the presentation, such as a large file download, the audio will slow down for attendees, making the speaker sound very strange! In the event of a bandwidth issue, check your internet connection using the tool in your profile.

# Workshop Speaker Checklist

## DAYS BEFORE EVENT

- Access the platform by logging in with your AAFP credentials: <https://aafp-rls.junolive.co/live>
- Set up your profile.
- Check your system's compatibility with the live streaming platform. This will ensure that you have all the proper items required for accessing the live event. On your Profile page, scroll to the bottom and click on the "Click Here" link under "Test Your Setup." Your computer will run a test to ensure all your equipment is working properly.
- **For firewall issues:** contact your company's IT department about whitelisting [aafp-rls.junolive.co](https://aafp-rls.junolive.co)
  - As an alternative, you can go to <https://effortz.com/add-website-browsers-trusted-sites-windows-os/> to try and troubleshoot your own device.
- Practice in the platform to ensure you know how to enable your computer audio/microphone, turn on your camera, and how to share your slides. You have access to practice rooms that will look like the live session page. Here, you can test your camera and microphone as if you were in the session.
- Add your session(s) to your schedule.

## DAY OF EVENT

- Restart your computer 1 hour prior to the event, in case of any software updates, and keep computer connected to a power source
- Maximize your internet connection by connecting your computer with an ethernet cable directly from your internet router.
- If you must use Wi-Fi, try and use the 5GHz network.
- Wi-Fi works best when you are 5-8 ft from your router. Give your router space to breathe by placing it in "free space". This means not in a TV stand or behind the couch.
- Check and tighten all cable connections, with your router and with your computer.
- Give your router time to rest by turning it off for at least 10 seconds and restarting it. This will boost your internet speed by a few extra mbps.
- Close other apps on your device that are not essential to your live stream.
- Disconnect other non-essential devices around your home (or office) that are connected to the internet: streaming devices, tablets, phones, video game systems, and/or smart TVs.
- Be sure your environment (lighting, audio, camera distance, physical location and background) are appropriate.

## 30-MINUTES BEFORE EVENT (Green Room time)

- Arrive 30-minutes prior to your session start time. AAFP staff will be there to help ensure your technology is functioning properly, your environment is the most ideal, and you have the resources you need.
- Confirm with staff how much time will be allotted at the end for Q&A and discuss who will broadcast questions to the audience.
- If you submitted poll questions in advance, confirm with staff who will broadcast polls to the audience.

## DURING EVENT

- After the housekeeping slide plays, turn on your camera and microphone and share your screen.
- Introduce yourself and welcome attendees to your session. Ask them to give you a "thumbs up" emoji if they can see and hear you.
- Reiterate housekeeping items like using the Chat for Chat, Q&A for Questions, Emoji's to have fun.
- Pay attention to the moderator chat tab. This is where you will be communicating with the staff during the live session.
- After your presentation, use the remaining time to address Questions in the Q&A tab.
- Workshops should not exceed 40 minutes. This includes time for Q&A. Try to allow 10-minutes for Q&A at the end.
- Thank attendees for joining and participating in your session.