



Human Resources INTENSIVE

A deep dive into HR issues specific to independent schools.

JUNE 14-16, 2021

VIRTUAL!

Speaker Instructions

Thank you for being a presenter for the **2021 MISBO HR Intensive!** We are so glad you can be with us. Read over this guide for everything you need to know for your role as a presenter. Let us know how we can help you be your best!

Event Platform: “Event Home Base”

Our platform includes the schedule, links to sessions, speaker information, sponsors, etc. for all attendees to use during the event.

- **Speaker Profile**
 - **Signing in:** After completing your Speaker Agreement, you will receive an invitation via email to edit your speaker profile (sent from no-reply@mq.map-dynamics.com) on the admin side of the platform
 - **Updating your profile:** Your profile will have been started with the information you submit in your Speaker Agreement. Once you sign in, you may update your bio or photo and add contact info as desired
- **Attendee Profile**
 - You will receive a separate email invitation (from no-reply@mq.map-dynamics.com) to sign into the main website, so that you can access event content. This will come around a week prior to the conference

Your Session

- **How to join:** Log in to Event Home Base at <https://homebase.map-dynamics.com/misbohri21>
 - Locate your session and click the meeting link to join via Zoom
- **When to join:** Plan to join 15 minutes prior to the session start time. MISBO staff will be on to help you prepare and test your technology
- **Timing:** Your session is scheduled for 50 minutes in total. With a few minutes of introduction and the last 10 minutes dedicated to discussion, this leaves 35-40 minutes of true presentation time. See below for a typical session flow:
 - **15 minutes prior to session:** Join the meeting; prepare and test technology with MISBO staff
 - **First 2-5 minutes:** Session begins; staff welcome, sponsor showcase, introduction
 - **35-40 minutes:** Your presentation, including Q&A (questions can be taken throughout session or saved until the end)
 - **10 minutes:** Discussion time for attendees (staff-led) to reflect on your session and discuss salient points; *please stay on for this portion*
- Each session will have MISBO staff members on the call
- When you join the meeting 15 minutes early, you will:
 - Do a technology check (audio/video/screenshare)
 - Inform staff about your Q&A strategy:
 - Staff inserts any questions during the session OR
 - Staff holds questions for the end OR
 - You track your own Q&A

- The staff member or a volunteer will introduce you and your session, then hand it off to you
- **You will share your screen and advance your own slides**
 - If you have multiple presenters, determine ahead of time who will be sharing their screen and advancing the slides
 - If you have included a video with sound, when you share your screen make sure to select “share computer sound” (lower left corner)

Your Presentation Slides

- Use the [PowerPoint template](#) for this event
- Submit a digital copy of your presentation by **Monday, June 14th**
 - [Upload directly to MISBO](#) or email to lindsaycuppia@misbo.com
- Google slides or Prezi? – convert to PowerPoint!
- If you have videos, EMBED them - do not plan to run from the internet (your system will already be using your bandwidth for Zoom)

Using Zoom

- **Internet:** Use hardwired connection if possible, rather than Wi-Fi
- **Microphone:** Use an external mic instead of a built-in laptop mic if possible, for optimal quality
- **Webcam:** Position to be slightly above eye level and directly in front of you; create a clean background
- **Lighting:** Use a room with ample natural light, and make sure lights are above or in front of you, not behind you
- **Dress:** Business casual; best to wear solid colors on video
- Remove distractions for yourself and others: close tabs, silence phone and reminders, etc.

Tips for Engaging Your Audience

- 7-3-7 model: Try to have about 7 minutes of content followed by 3 minutes of engagement and repeat. The more engagement you have the better!
- Ask questions of the group and ask them to respond in the chat
- Polls
 - Speaker must provide questions and multiple-choice answers ahead of time
 - MISBO staff will create poll questions before conference and have them ready for the session
 - MISBO staff or Speaker can launch polls and share results during session
- Breakout rooms
 - Before the conference, Speaker chooses how many rooms OR about how many participants should be in each room
 - You can choose to name the rooms (or leave them unnamed)
 - Participants can be randomly sorted into breakout rooms OR you can allow them to choose their own room