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Speaker Handbook

2021 Facilities Conference & Auxiliary Programs Conference February 2-3, 2021 | Virtual

Thank you for being a presenter for the 2021 MISBO winter conferences! 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!

Speaker Agreement

Complete your [Speaker Agreement](#) by **Tuesday, 1/19**.

Training Sessions

We will hold two training sessions to go over the event platform, Zoom, and presenting at a virtual conference. **RSVP for one of the two options below.** If you can't make either one, we will record them AND we can meet individually as well.

- RSVP: [Thursday, January 21 at 4:00 pm](#)
- RSVP: [Tuesday, January 26 at 11:00 am](#)

Event Schedules

- [Facilities Conference Schedule](#)
- [Auxiliary Programs Conference Schedule](#)

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 (above) you will receive an invitation via email to edit your speaker profile (sent from no-reply@mg.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@mg.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 Presentation Slides

- Use the appropriate **PowerPoint template** below:
 - [Joint \(only for opening general session\) – PPT Template](#)
 - [Facilities Conference – PPT Template](#)
 - [Auxiliary Programs Conference – PPT Template](#)



- **Submit** a digital copy of your presentation(s) to MISBO by **February 1** here:
 - [Facilities Conference – Submit presentation slides](#)
 - [Auxiliary Programs Conference – Submit presentation slides](#)
- 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

Your Session

- **How to join:** Log in to Event Home Base at <https://homebase.map-dynamics.com/misbowc21>
 - Locate your session and click the meeting link to join via Zoom
- **When to join:** Plan to join the meeting at least 5 minutes prior to the session start time (but preferably earlier). MISBO staff will be on to help you get set up
- **Timing:** Sessions include a few minutes of intro and time at the end for questions. It is best to look at your session time and reduce it by 5 minutes to get your approximate presentation time.
- **Each session will have a MISBO staff member and volunteer moderator.** The staff member will reach out to you ahead of the conference
- The staff member will make you a Co-host when you arrive
- Do an audio/video/screenshare check with the MISBO staff member
- Decide about Q&A strategy with the moderator:
 - Moderator inserts questions during the session OR
 - Moderator compiles for the end OR
 - You track your own Q&A
- The staff member will admit everyone at the start time for your session
- The moderator will introduce you and your session, then hand it off to you
- You will share your screen and control 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 a video with sound, when you share your screen make sure to select “share computer sound” (lower left corner)

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
- Present as if doing so live - business casual dress (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!
- Use the chat to ask questions of the group
- 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

The staff member for your session will reach out to you about a week before the conference to make sure you have the zoom link, that you have their cell number, that you know who your moderator is, that you are all set with polls and/or breakout room plans, and generally check in for anything else you might need.

Thank you!!! 😊