



WORKSHOP FOR NEW BUSINESS OFFICERS

JUNE 21-23, 2021

VIRTUAL

Faculty Instructions

Thank you for being a faculty member for the **2021 MISBO Workshop for New Business Officers!** 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!

Schedule

View the full event schedule on the MISBO website – www.misbo.com/wnbo

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:** 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 1-2 weeks prior to the workshop

Your Presentation Slides

- Use the [PowerPoint template](#) for this event
- Google slides or Prezi? – convert to PowerPoint or contact us about a template
- Submit a digital copy of your presentation by **Friday, June 18th**:
 - [Upload directly to MISBO](#) or
 - Email to lindsaycuppia@misbo.com
- 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 the platform at <https://homebase.map-dynamics.com/misbownbo21>
 - Locate your session and click the meeting link to join via Zoom
- **When to join:** Plan to join 10 minutes prior to the session start time, ready for your presentation
- We will be online already, so come prepared

- **Timing:** Your session is scheduled for 50 minutes in total. With the last 10 minutes dedicated to discussion, this leaves about 40 minutes of true presentation time
 - *Please prepare 2-3 questions to ask the audience, to get conversation started: (thought-provoking, make it easy to chime in, “give an example of...”) & share with us by **Friday, June 18th**
- A staff member 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 included 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