

SPEAKER READINESS DOCUMENT

To Do List: 24–48 Hours Prior to Speaking

- Please be sure that we have your slide deck available in case of technical difficulties. These should be sent to rpaconf@paproviders.org as an extra precaution.
- Please try to access the meeting via the Zoom app if you can (you can download this from Zoom's [website](#) for the device you are using) and complete any outstanding Zoom updates to make sure you are on the latest version available. You can also attend the meeting via the Zoom browser, but the functionality may be slightly different. Note that buttons and tabs on your screen will be in different locations depending on whether you use the app or the browser.
- Please access the meeting with your computer plugged into the internet, or at least let others on your WiFi know you will be using the WiFi.
- Please complete any outstanding updates your computer has 24–48 hours in advance of clicking the link in your speaker invite so your computer does not perform those updates on the day you are to speak/moderate.
- If your cell phone content syncs to your laptop, turn off the functionality.
- Turn off all apps, sound notifications and turn on DND if needed (especially if you use Teams or other messaging apps).
- If you share space with others, notify them of the date and time you will be in a meeting. Request them to be mindful of bandwidth — be mindful of live gaming, streaming, and downloading of large-sized files.
- Upload a profile picture to the Zoom app. In Zoom, if you are experiencing low bandwidth, you will see a pop up on your screen. If that happens, turn off your camera and continue with sound only, and your uploaded profile picture will appear instead.
- **Lighting:** Make sure there is some light on your face, and make sure to position your camera so you take up most of the screen. Please adjust your camera to eye-level so you do not look like you are speaking down to your audience. If you wear glasses, adjust your glasses to avoid glare/reflection from your monitor.
- **Audio:** Make sure you have a pair of wired headphones available just in case your audio decides to cut out on the day you are speaking/moderating so you can quickly plug them in and have clear sound. You can also go into your Zoom audio settings to turn on the setting “Reduce Background Noise” to help decrease the background noise in your vicinity.
- Ask the moderator if you are in a Zoom Meeting or a Zoom Webinar:
 - In **Zoom Meetings**, you will be able to see all other participants. All participants will come in muted. All participants, whether via Zoom Browser or Zoom App will have access to their mics and cameras. If you are made co-host, you can manage turning off other people’s cameras and mics if you need to, as well as prompting them to turn on their cameras/mics.
 - In **Zoom Webinars**, you will only be able to see other moderators/speakers that are panelists in the room. Attendees will not have access to their cameras and mics. You will be able to communicate with attendees via the Zoom chat or via the Zoom Q&A that will also be available.
- Please watch the time so you begin at the top of the hour. You may also receive a message from your tech moderator in Zoom chat. Your tech moderator will also give you a countdown to LIVE for your session to ensure you know what is happening in the session.
- Log out of anything that you were using before the meeting, restart your device, and restart the Zoom app at least 15 minutes before you enter your speaking room.

Information on Your Speaker Green Room:

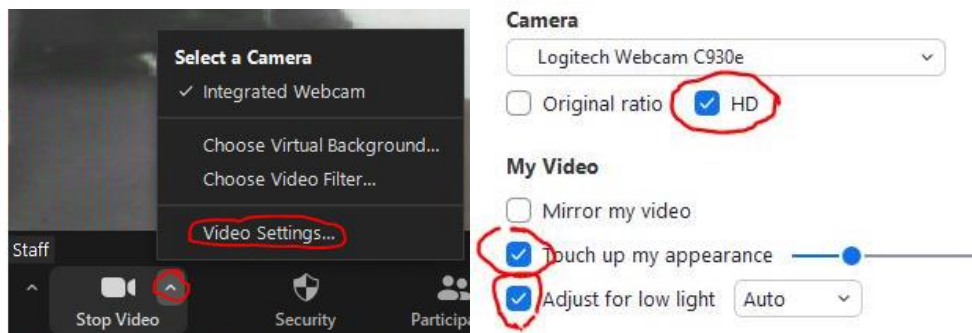
- 1) Make sure you enter into your session **15 minutes** before the session starts. If your room is not open, please check in with the RCPA event team.

*** **Important Reminder:** Please ensure to use the Zoom link in your calendar speaker invite provided via email to join the meeting (this is a link just for you as a presenter/moderator). **DO NOT JOIN** the meeting from within Showcare's platform, as you will be considered an attendee.

- a. If you cannot log into your Zoom session, or if you have any technical difficulties, please reach out to [Sarah Eyster](#) as soon as possible.
- 2) If you are in a **Zoom Meeting**, you will enter the room directly. The attendees will be on the platform in a waiting room, and the floor will open 2 minutes prior to the session hour.
 - 3) If you are in a **Zoom Webinar**, you will enter the room when the host has allowed you in from the waiting room. The attendees will be on the platform in a waiting room, and the tech moderator will open the room 2 minutes prior to the session hour.
 - 4) Before the session starts, the Room Host will:
 - a) Check to make sure your video is working;
 - b) Ask you or others to say your name and the session name so they can check your mic sound; and
 - c) Remind you about the 3 messages in CAPS you may see from the Room Host:
 - 5 MINS FROM CLOSING (notification in chat);
 - 2 MINS FROM CLOSING (notification in chat); and
 - 1 MIN/WRAP UP AND CLOSE (notification in chat).

*** If there is a technical issue, the show must go on. Please know that we will troubleshoot with you to get it resolved.

- 5) The Room Host will let you know that the session is live 5 minutes, 2 minutes, and 1 minute to the session hour time and will close the room for all participants when the meeting is scheduled to end.
- 6) The participant controls will appear at the bottom of your screen if you are not currently screen sharing. If you are screen sharing, these controls will appear at the top of your screen instead as a floating toolbar. A reminder of the functionalities:
 - **Mute/Unmute:** This allows you to mute and unmute your microphone.
 - **Start/Stop Video:** This allows you to start and stop your own video.
 - **HD Functionality:** You can ensure you are on HD with your camera by clicking on the arrow beside this function, selecting "Video Settings," and clicking on the check box next to HD under Camera. You can also select a different camera for use here as well.



- **Participants:** This opens up the participants window, so you can see who is in the meeting.



- **Share Screen:** Click on this to start a screen share. You will be able to select the desktop or application you want to share.
- **Chat:** Access the chat window to chat with the host, the other panelists (if you are in a Zoom Webinar only), or all attendees.

NOTE: The controls will auto-hide, so you may have to mouse over the bottom of your screen to get them to show.

IMPORTANT: At any time, once you are in the Zoom Meeting and you encounter technical difficulties, please chat directly with your Room Host/Technical Moderator to help you troubleshoot. They will be able to meet your needs faster than RCPA, as they are there to directly support you.