Welcome valued workshop organizers!

You will receive an email from the virtual website with an access link to create your profile.

Click the “Edit Your Profile” button in the invitation email to be auto-logged in to the website.

➢ Please note: ONLY the speaker of your session(s) has access to manage the uploads of files

Please have your presentation uploaded by June 17th.
How do you manage and edit your profile information?

Once logged in to the virtual conference, proceed to “Account” on the top navigation bar, select “Edit My Profile”.

Within your profile you will be able to upload your headshot, create a bio, and update contact information.
How do you view your workshop session?

Once you’re logged in to the virtual conference website and updated your profile

➢ Go to ‘Schedule of Events’
➢ Select ‘My Agenda’ tab
➢ This is where you are able to view your Workshop session(s)

➢ Then click in to the session you would like to view and manage
How do you view and search for sessions on the full agenda?

You may search all sessions for the virtual conference by going to the ‘Agenda’ tab. Here you will be able to search by the session code or name (i.e. session title).

Then click in to the session(s) to view.
How do you upload your presentation file to your workshop session?

- Log in to the virtual conference website by clicking the ‘Edit Your Profile’ button
- On the top blue bar, select ‘Schedule of Events’ then select ‘My Agenda’ on the dropdown menu
- Locate your meeting and select it by clicking the card
- Select ‘Manage’ on the middle right bar
- Select ‘Files’
- Then ‘Add New File’
- In the Display Name field, type the name you'd like to be displayed with the file
- Click ‘Upload’ to select your file
- Click ‘Save’
How do you view the uploaded files?

➢ Click the ‘Files’ tab to the right to review the files uploaded.
How do you start a webinar or meeting session for the speaker?

- You have access to manage the start of the session for the speaker
- Click in to the Session
- Then Click ‘Manage’
➢ Prior to the live session, the ‘Join / Start Live Meeting’ button will appear here to begin the webinar.

➢ The start ‘Broadcast’ button is only visible once you are in a session and this will start the meeting / record the session. You only want to hit this button when it’s time to start the session.

➢ Again please note: ONLY the speaker of the session(s) has access to manage the uploads of files.
What is the difference between a video webinar and a video meeting type session?

**Video Meeting:**
- Meetings are designed to be a collaborative event with all participants being able to screen share, turn on their video and audio, and see who else is in attendance.
  - Able to host breakout rooms.
  - Speakers and moderators have control of whom to mute.
  - Attendees have access to unmute themselves.
- List of ASEE meeting sessions
  - Business Meeting
  - Social Function
  - Special Session

**Video Webinar:**
- Webinars allow speakers to broadcast their presentation to attendees. The designated speaker is able to present by using audio, video, and screen sharing. Attendees can use the chat box feature shown next to the webinar screen. Webinars are view-only for attendees.
  - Only the speaker is able to talk.
  - Allows view-only attendees.
  - Attendees are only able to communicate via the chatbox.
- List of ASEE webinar sessions
  - Technical Session
  - Distinguished Lecture
  - Hq Session
  - Panel of Invited Speakers
  - Workshop

PLEASE NOTE: Breakout rooms are ONLY enabled in meeting type sessions and not in a webinar session.
Technical Sessions:
1. Technical sessions live are all 20 minutes.
2. Sessions will have approximately five papers per technical session.
3. Each presenting author would have uploaded a PowerPoint presentation with embedded audio, as well as a one slide paper overview.
4. The sessions will each contain the author name and profile, paper link, presentation with embedded audio, and a one slide overview.
5. Moderators will introduce each paper. Each presenting author will give a two minute overview.
6. The rest of the time should be used for Q&A.

Question and Answer
1. The presenters will be live, and the audience will be virtual.
2. Questions will be texted in by the audience and should be fielded by the moderator.
3. If there are no participants in the live Q&A, then the moderator should seed the discussion with questions.
4. Moderator will end session at the conclusion of the 20 minutes.

Panel Presentations & Distinguished Lectures:
1. Sessions are a 30 minute live interactive session.
2. Speakers have the option of uploading a presentation, which will be a static link for attendees to view before, during and after the live session.
3. The speakers will be live and the audience will be virtual.
4. Moderators will introduce each panelist.
5. Moderators will field questions that are being texted by the audience.
6. Moderators will conclude the session at the end of 30 minutes.

Round tables and Special Sessions:
1. These sessions are 60 minute live interactive sessions.
2. The presenters are live and the audience is virtual.
3. The moderator will start the session and field texted questions from the audience.
4. Moderators will also manage breakouts (if applicable).
Workshops:
1. The session format is a 90 minute live interactive session.
2. Workshop organizers have the option of uploading a presentation with embedded audio, which will be available as a static link for attendees to view before, during and after the live session.
3. The speakers are live, the audience is Virtual
4. Organizers are listed as “speakers” but they will also act as “moderators”
5. Moderators (organizers) will start the session, field questions, and conclude the session after 90 minutes.
6. Moderators (organizers) will also manage breakouts, if applicable

Business Meetings:
1. The session format is a 60 minute live interactive chat format
2. All participants are live
3. The moderator will start the session and conclude the session after 60 minutes.
4. Moderators will also manage breakouts (if applicable)

Social Functions:
1. The session format is a 60 minute live interactive chat
2. All participants are live
3. The moderator will start and end the 60 minute session
We recommend using two screens as a moderator: one screen showing the live chatbox and the other screen of the live webinar.

You will be able to read and answer questions in the chatbox in real-time.
How do you view and monitor a poll during a webinar session?

- You will be able to monitor the polls under the ‘Polls’ tab
- Example of live poll shown below
Best Practices for Lead Generation
What is a meeting session?

- All participants will be in a meeting without a designated speaker
- The main difference is no chatbox or polls to manage
- Example of live meeting session
How do you create and manage a breakout session in a meeting?

➢ PLEASE NOTE: Breakout rooms are ONLY enabled in meeting type sessions and not in a webinar session.
➢ You must be in the session through your moderator management access to manage breakouts.
   Click ‘Manage’
   Then ‘Join / Start Live Meeting’

CLICK HERE FOR FULL INSTRUCTIONS

➢ Breakout rooms allow you to split your meeting in up to 50 separate sessions. The meeting host/moderator can choose to split the participants of the meeting into these separate sessions manually, and can switch between sessions at any time.
➢ Participants have full audio, video, and screen share capabilities.
➢ Breakout rooms are automatically enabled as a feature within the meeting sessions.