ONLINE CONFERENCE PREPARATION

Thanks for your patience and dedication to making our 2020 online conference a success. We have been told the world has never seen this amount of internet usage before. No one can properly or appropriately predict the stability of the world's current internet infrastructure. With so many people home from school and working from home, experts say we are testing its capabilities into an unknown realm. With that said, we have consulted with our internet provider to ensure we have the necessary bandwidth and internet speed to successfully host our conference. We anticipate no issues but prefer to plan for all scenarios.

At CSI, we have done everything possible to prepare for a successful conference event. If there is an internet interruption, we will have the conference back online as quickly as possible. The various breakout rooms are being delivered via three different servers. In the event one is temporarily unavailable, please join another breakout room. We will be using our homepage to provide the most up-to-date program and links. (www.csiresearch.com)

PLEASE NOTE…there will be a room moderator in every breakout room. We will do our best to assist you with the technical details of presenting online. You can improve your chance of a smooth and seamless presentation by practicing both your presentation and utilizing Zoom prior to the event. Below, we have some tasks for you to review. Please let us know if you need any further assistance.

BEFORE THE CONFERENCE:
- View our CSI's Zoom and Conference Instruction video:
  https://zoom.us/rec/share/x851KKH58lFJfYXTsxDVUbwNI5u4eaa82iFK_BcmRsa4vZp3NUT_IjxEa6wdUDF?startTime=1585315098000
- Download Zoom at https://zoom.us/download. You will want to use the first one listed.
- Fill out the survey (sent earlier in your presenter checklist) which requests your contact number during the conference.
- Create a space for your presentation. Make sure the lighting is good and the background noise is minimal.
- Test your audio (speakers and microphone) and video (webcam) equipment and make sure it works. You can do this right within Zoom. Using video during the conference will be your option.
- If you are a presenter, practice using screen share.
- Submit your PPT to the CSI link for your breakout room. This was previously provided to you in the presenter checklist. In the event you can't display your presentation, we will be able to share it from our screen and you will be able to talk through it.

- o Check your internet connection at www.speedtest.net. Your download speed should be around 5. If it is not, you may want to consider not using your video during the event.

STARTING THE CONFERENCE:
- o Log into the conference by clicking on the provided link. When logging into your session, please note that unless you are the first presenter of the day or after a break, there will be someone else presenting.
- o When attending a session, all attendees will be asked to mute their microphones. This will reduce the possibility of feedback.
- o If your audio does not work, you will need to call into the Zoom meeting. A Zoom phone number will be supplied within the program for each breakout room.

GENERAL INFORMATION:
- o As an attendee, look over the program schedule and select the presentation you wish to attend.
- o To join a session, point your cursor at the link and click on it to enter that specific breakout room.
- o Some systems will require you to hold the ctrl button while clicking on the link. Be patient, as it may take a few seconds to open. If your PDF reader does not allow you to open the general session or breakout room links from within the electronic program, the links are live on our homepage at www.csiresearch.com.
- o As an attendee, you can move freely between breakout rooms. We ask that when you leave a breakout room, you click the "leave meeting" button. You are then free to click the link to the breakout room of your choice.

PRESENTERS:
- o If you have any issues logging onto the system for your presentation, please email your issue and phone number to editor@csiresearch.com. This email will be closely monitored throughout the event.
- o During your presentation, be sure to share your presentation visually by utilizing screen share. If you plan just to talk without a visual, please disregard this.
- o At the beginning of your presentation (even before your introduction), we will make sure the audience can hear you, see you (if you choose to be on video), and see your screen. Further, we will remind everyone to mute their microphones.
- o During your presentation, if you need anything, please ask your room moderator.
- o When you have five minutes remaining, the moderator will notify you that it is time to take questions.
- o At the end of your session, you may stay for the next presentation. The moderator will cancel your screen share and ask you to mute your mic (or they will do it for you).