

**Instructions for Preparing and Presenting Sessions**

Please make sure you **do not include *any* copyrighted material**—including music, audio clips, video, and photos—unless you can provide us with licensing information (i.e., the YouTube Content ID Code) in advance. Copyright infringements are closely monitored and could result in automatic and total shut-down of NAAEE's YouTube channel and all recordings. To prevent this, we will remove or mute any material that generates a copyright warning.  This applies to all sessions, whether live or prerecorded.

**FREQUENTLY ASKED QUESTIONS
ABOUT ADDING SESSION FILES TO PHEEDLOOP**

* To add session files to PheedLoop, you must access your Speaker Portal link, which was emailed via PheedLoop.
* You have an option to upload handouts (50MB size limit) related to your session that you would like to share with attendees. It is not required.
* The only required uploads are poster presentations. Even if you uploaded a three-minute recording, all poster presentations should be uploaded to your speaker portal as a PDF.
* You do not need to upload PowerPoints that you might be using for live presentations. See below for more information on live session logistics.
* You will continue to have access to your speaker portal throughout the conference and research symposium and can add files later.

**NOTES FOR
ON-DEMAND AND POSTER SESSION PRESENTERS**

* **POSTERS:** If you are presenting a poster sessionfor the research symposium or the conference, **you need to** **upload your poster PDF** to your PheedLoop speaker portal. *If you added your PDF to the upload drive, please re-upload it to PheedLoop per our original request. The upload drive was intended for recorded sessions only.*
* **RECORDINGS:** In the coming week, we will add all prerecorded sessions(including those that accompany posters) that were added to the upload drive as instructed.
* **LATE RECORDINGS:** If we have not received a recording for an on-demand session that is NOT a poster and have not heard from you, we will remove the session listing on Thursday, September 30. We will not have the capacity to reinstate the session after this time.
* **VIEWING ON-DEMAND SESSIONS:** On-demand sessions will be listed on the "**Posters & On-Demand Sessions**" tab on the platform. Find your listing and click on the session image to begin the recording. On-demand conference sessions will be available 24/7 throughout the two-week extended conference. On-demand research symposium sessions will be available 24/7 throughout the two-day symposium.
* **CONTINUED ACCESS:** All sessions will continue to be available for on-demand viewing through PheedLoop for six months.
* **CHAT:** Each on-demand session has its own **chat function** on its session page, which you are encouraged to monitor actively.
* **CLOSED-CAPTIONING:** Viewers of on-demand sessions can use YouTube's built-in closed captioning tool.

**NOTES FOR LIVE SESSION PRESENTERS**

* **FORMAT:** Each live session will be held in a Zoom meeting room, with all the tools available to any Zoom meeting, including polls, chat, and breakout rooms. You may also use Jamboard and other external applications.
* **ZOOM LINKS: You do not need and will not receive the Zoom link**. You will enter your session through the PheedLoop platform. (This is not the same as your speaker portal.) As a registered participant, you will receive login credentials shortly before the conference.
* **MODERATORS:** Each session will have a **moderator** who will manage the administrative side of the session, including monitoring the waiting room, helping with polls and breakout rooms, and assisting with participant behavior if anyone is disruptive—which we don't anticipate! Participants will be muted upon entry.
* **REPORTING FOR YOUR SESSION:** Report to your session **20 minutes before the start time**. Be wary of **time zones**; sessions were initially scheduled between 11:00 AM and 7:30 PM Eastern daylight time but may appear listed in your local time zone.
* **HOW TO ENTER:** Enter the meeting by finding the listing in the "sessions" tab on the PheedLoop platform and clicking on the "starting soon" image, which contains the link to your session. You will enter the waiting room, and the moderator will admit you to the session.
* **TECH CHECKS:** Moderators will admit registered presenters from the waiting room 20 minutes before the start of the session to test Internet connections, audio, and video, and finalize plans for breakout rooms and polls. The moderator will be prepared to help with many technical issues and will be able to reach out for additional tech support in a timely fashion if needed.
* **HOSTS AND CO-HOSTS:** The moderator will host the meeting and will make presenters co-hosts. If using a slide presentation, presenters will share their own screens and advance their own slides.
* **USING POWERPOINT:** We suggest that **one person be responsible for sharing** all PowerPoints and videos associated with the session to avoid having to change shared screens. If you have multiple presenters, we recommend that each person have a copy of the file cued up as a backup should an Internet connection become unstable during the session. You may also want to share the file with your session moderator. You do NOT need to upload your PowerPoint to your speaker portal.
* **VIEWING LIVE SESSIONS:** Live sessions will be listed in time order on the "Sessions" tab on the PheedLoop platform. Each session will have a "starting soon" image that will admit attendees to the waiting room, which the moderator will open and monitor.
* **CONTINUED ACCESS:** All live sessions will be recorded and will continue to be available for on-demand viewing through PheedLoop for six months.
* **CHAT:** Chat will be available through Zoom. If you wish to save the chat for your session, you should download it on your own by clicking on "Save Chat" under the three dots menu in the chat.
* **CLOSED-CAPTIONING:** Zoom's closed-captioning service will be available.