



Instructions for Preparing and Presenting Sessions

This document has three parts: general information for all presenters, information specific to prerecorded sessions, and information for live sessions. Please scroll to the appropriate sections.

GENERAL INFORMATION LIVE AND PRERECORDED SESSIONS

ACCESS TO YOUR SESSION BEFORE AND DURING THE CONFERENCE:

- **You must be a registered attendee to access your session.**
 - If you are presenting a Research Symposium session, you must be registered for the Research Symposium.
 - If you are presenting an Annual Conference session, you must be registered for the Annual Conference.
 - If you are presenting at both events, you must be registered for both events.
- **Both presenters and attendees access all sessions—live and prerecorded—through the PheedLoop**, our conference platform.
- Specific session links are not required, and we will not provide them.
- In early October, registered presenters will receive two separate **invitations** via PheedLoop.
 - The first will provide a link to your private behind-the-scenes **speaker portal**, where you can manage the details of your session, add your bio and photo, and upload any supplemental files.
 - The second will contain your **login credentials** to access the front-facing PheedLoop platform, where you will actually present and participate in conference and research symposium events.

IMPORTANT: TIME ZONES AND DAYLIGHT/STANDARD TIME:

- The session times we have provided to presenters are all **Eastern times**. Sessions are scheduled between 11:00 AM and 7:00 PM Eastern time.
- Be wary of **time zones and verify your active time zone**. You can control the active time zone in your PheedLoop account, and session times will change accordingly. To set times to appear in your local time zone, navigate to your PheedLoop account page from the menu on the left and look for the time zone setting at the bottom of the left column.
- Daylight saving time **ends** in the United States on November 2. October session listings are in Eastern Daylight Saving time; November session listings are in Eastern Standard time. This may impact how times appear outside of the United States and Canada; be sure to verify that current times appear correctly for your location.

PROMOTION:

- We've created templates in [Canva](#) that you are welcome and encouraged to copy, adjust, and use to **promote your sessions** on social media.
- Once you click on the link, Canva gives you the option to View the template and then Open in Editor. You'll need to log into your existing Canva account or create a free one.
- From there, you can select any of the templates, add your session details and optional photo, and use the announcement however you'd like.

AVOID COPYRIGHTED MATERIAL:

- Please **do not include** any copyrighted material—including music, audio clips, video, and photos—unless you can provide us with licensing information (e.g., the YouTube Content ID Code) in advance.
- Copyright infringements are closely monitored and could result in the automatic shutdown 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 both live and prerecorded sessions.

ADDING SUPPLEMENTAL FILES TO PHEEDLOOP:

- Presenters can add files to share with attendees through their speaker portal. Attendees can view and download files from your session page on the front-facing platform.
- To add session files:
 - Access your speaker portal through the link included in your speaker portal invitation.

- Navigate to the Sessions page and select the session for which you wish to upload files.
- Look for the "Session Files" tab on your portal home page.
- Select "Choose File" to upload and enter a name under "Description."
- Select "Add File."
- The only required uploads are poster presentations. Even if you uploaded an accompanying recording, all poster presentations should be uploaded to your speaker portal as a PDF.
- You do not need to upload the slides (generally PowerPoint or Google Slides files) you plan to use 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 you can add files later.

INFORMATION FOR PRERECORDED SESSION PRESENTERS

(Including Conference Bright Spots, Conference Posters, Research Symposium Prerecorded Sessions)

- **POSTERS:** If you are presenting a poster session for the conference, **you need to upload your poster PDF** to your PheedLoop speaker portal after receiving your portal link. *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:** NAAEE will add all prerecorded sessions (including those that accompany posters) that were submitted to the upload drive as instructed. You do not need to upload your recorded session.
- **LATE RECORDINGS:** If we have not received your recording for an on-demand session that is NOT a poster by September 26, we will remove your session from the conference or research symposium program.
- **VIEWING YOUR ON-DEMAND SESSION:** Once the PheedLoop platform opens in early October, click the link for either Conference or Research Symposium sessions on PheedLoop's navigation menu. Find your listing and click on the session image to play the recording. You must hold a ticket for the appropriate event to access the sessions.
- **CONTINUED ACCESS:** All sessions will be available for on-demand viewing through PheedLoop through January 2026.

- **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.

INFORMATION FOR LIVE SESSION PRESENTERS

(Including Research Symposium Panels and Workshops, and Conference Workshops, Hands-On, Symposium, Traditional, and Roundtable Sessions)

- **FORMAT:** Each live session will be held in a regular Zoom meeting room, with all the tools available to any Zoom meeting, including polls, chat, whiteboards, and breakout rooms. You may also use external applications, although this can cause delays in your presentation as attendees change venues, and we recommend using the innate tools.
 - While breakout rooms are a popular option for increasing engagement, we often observe a marked drop-off in participation when the full group transitions to small groups.
 - We recommend that you use breakout rooms judiciously and make sure discussions are relevant and valuable.
- **ZOOM LINKS:** **You do not need and will not receive a Zoom link.** Presenters and attendees enter your session through the PheedLoop platform using the login credentials we will email to registered participants. (This is not the same as your speaker portal.)
- **RECORDING LIVE SESSIONS:** All live sessions will be recorded for continued viewing after the conference, with these exceptions:
 - Breakout groups are not recorded.
 - Half-day pre-conference workshops are not recorded and require real-time participation. These fee-based sessions are not available for later viewing.
- **MODERATORS:** Each session will have an **NAAEE 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. These moderators play no role in presenting or facilitating session content.
- **REPORTING FOR CONFERENCE SESSIONS:** Report to your session **15 minutes before the scheduled start time** so the moderator can complete a technical check and ensure everything is running smoothly.

Be wary of time zones and the November 2 change from daylight saving to standard time. Verify that you are using the correct times.

- **REPORTING FOR RESEARCH SYMPOSIUM PANELS:** If you are part of a Research Symposium panel created by grouping individual sessions, report to your session **20 minutes** before the start time to confirm the order of the presentations during the time block. The allotted time for each session is **15 minutes per paper**, not per presenter. We recommend limiting your session to one or two presenters. Be wary of time zones and the November 2 change from daylight saving to standard time. Verify that you are using the correct times.
- **HOW TO ENTER YOUR SESSION:** Navigate to your session via the Conference and Research Symposium Sessions links on the left-side menu. Click 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 15 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 technical issues and will be able to reach out for additional tech support in a timely fashion.
- **HOSTS AND CO-HOSTS:** The moderator will host the meeting and make presenters co-hosts. If using a slide presentation, **presenters will share their own screens and advance their own slides**.
- **USING SLIDES:** To avoid changing shared screens, we suggest that **one person be responsible for sharing** all slides and videos associated with the session. 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 slides to your speaker portal.
- **VIEWING LIVE SESSIONS:** Live sessions are listed in time order on the appropriate "Sessions" tab on the PheedLoop platform. Each session will have a clickable "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 through January 2026.
- **CHAT:** Chat will be available through Zoom. If you wish to save the chat for your session, you should download it yourself by clicking on "Save Chat" under the three dots menu in the chat.
- **CLOSED-CAPTIONING:** Zoom's closed-captioning service will be available for live sessions; it provides options in several languages.