Breakout Session Speaker Tip Sheet

Thank you for being a Breakout Session Speaker at the NLGJA: The Association of LGBTQ Journalists Virtual Convention! We're so excited to have you and appreciate your willingness to share your expertise with all of our attendees. This document is a brief guide to help you make the most of your convention experience and answer questions you might have about your session. It will walk through the process of accessing your session, as well as answer some common questions.

Part 1: Tips and Tricks

Technical tips:

1. **Make sure that the most up-to-date version of Zoom is downloaded on your computer.** Pathable is integrated with Zoom, and you <u>must</u> have Zoom installed to access your session. Having the most up-to-date version is the best way to ensure you can enjoy full capabilities. Download Zoom at https://zoom.us/.
2. **Use Google Chrome if at all possible.** We have found that this is the most reliable browser for the platform.
3. **Log in to your session 20 minutes before it starts.** That gives you time to get comfortable and troubleshoot any issues that might arise. Sessions go live to attendees one minute before the start time.
4. **Get comfortable with Pathable before your session.** Take some time to get to know the platform, including locating the Agenda and finding your session, a day or two before your session.
5. **Check out the speaker training video**. Did you have to miss one of the practice sessions? Check out the recorded training video at www.nlgja.org/2020/speakers.
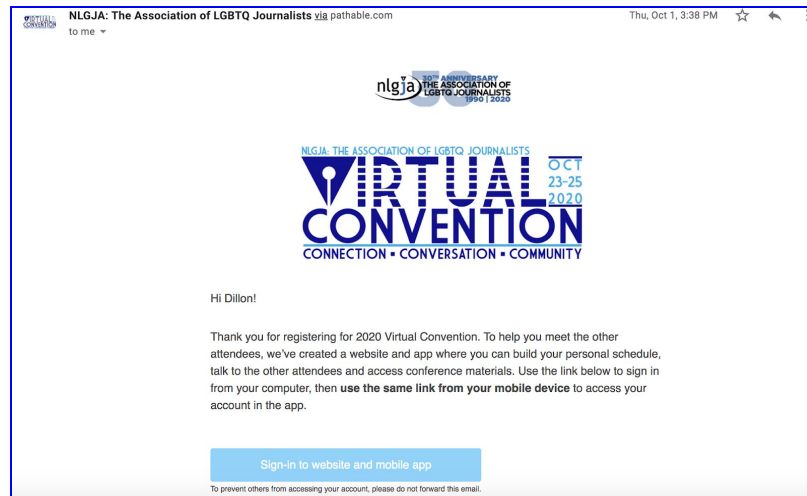
Courtesy considerations:

1. **Introduce yourself with pronouns.** When you're introducing yourself during your session, please share your pronouns. If you're a moderator, ask others to share theirs as well. Always be respectful of others' pronouns.
2. **Be respectful and mindful.** Please work to make your session a welcoming experience for all. Share the microphone. Listen to others. Be courteous.
3. **Do. Not. Panic.** Things happen and we're here to help. Stay calm. Pathable has a support team on hand to assist you. If you're able to log in to your profile, submit a support ticket by going to the menu bar in your profile and selecting *Account>Get Support*. If you're not able to log in to your profile, email info@nlgja.org.

Part 2: Step-By-Step Guide for Accessing Your Session

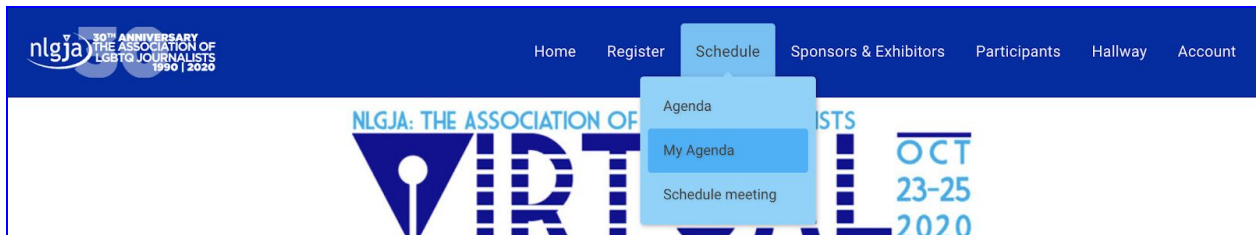### Step 1: Log In to Pathable
The Virtual Convention is facilitated on Pathable. To access the convention platform, visit <mark>pathable.nlgja.org</mark>. You should have received an email to access your Pathable attendee profile. Search your inbox for **convention@nlgja.org**. Don't see it? No worries. Shoot us an email at info@nlgja.org and we'll send your login credentials as quickly as possible.
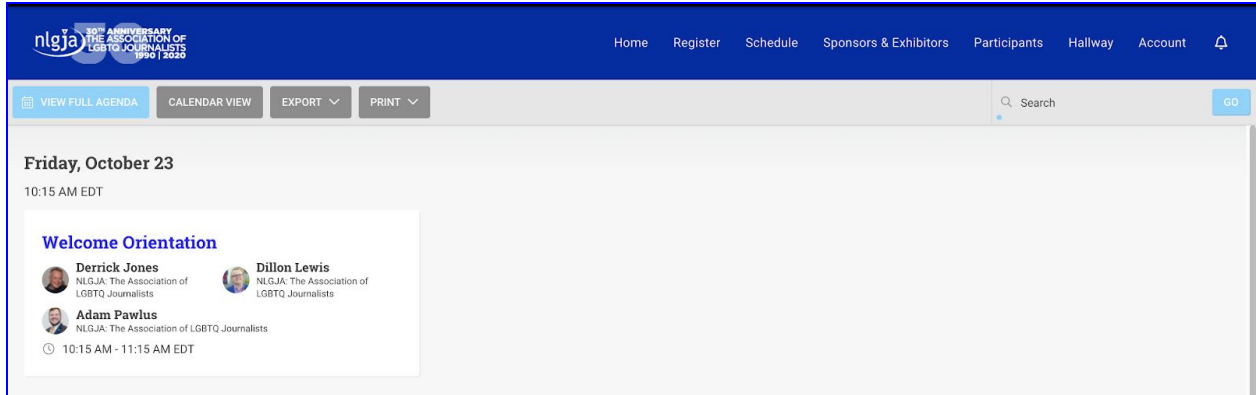
Once you locate the email or receive your login credentials, log in to the platform.
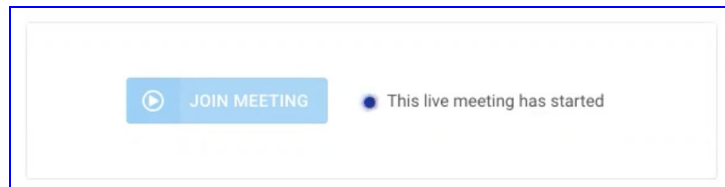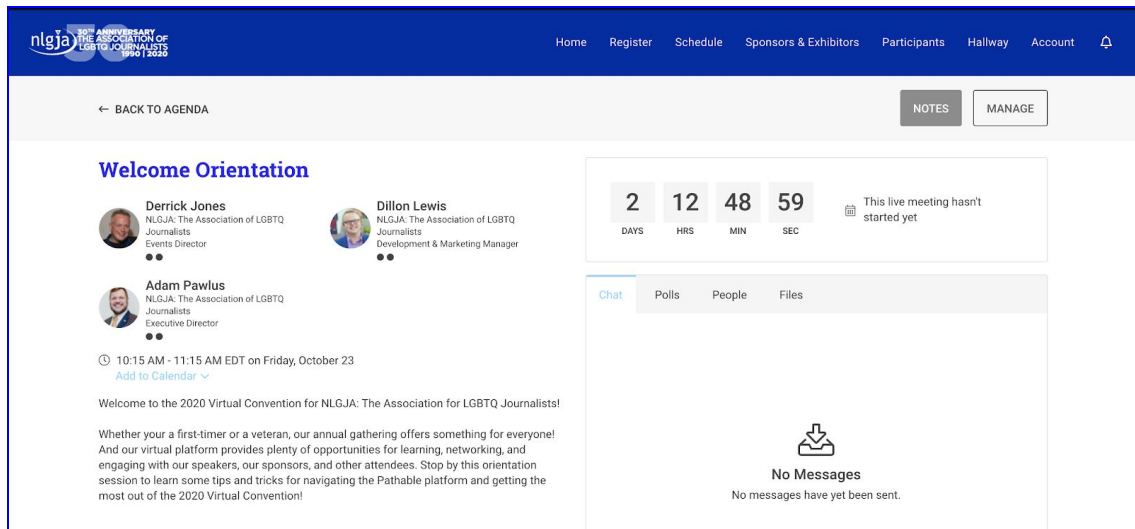

Step 2: Find Your Session
After you've logged in, there should be a menu bar at the top of your screen with headings like *Register*, *Schedule*, *Sponsors & Exhibitors*, etc. Hover over *Schedule*, and a drop down will appear. Click *My Agenda.* Your agenda will appear with the breakout session you're speaking on, as well as any additional sessions you are planning to attend that you have added yourself. Click on the title of the session that you are speaking on and it will take you to the session page. In this example, I'd select "Welcome Orientation".

Step 3: Join Your Session

Once you've navigated to your session, you'll see one of two things in the right hand corner of the session page. If you visit the page more than 20 minutes before the session is set to begin, you'll see a countdown, like the one pictured below. If you visit the page 20 minutes or fewer from the start time, then you will see a blue "Join Meeting" button. Click that button and you'll be joined into the session. Remember, you must have Zoom installed. When prompted to "Open Zoom", do so.
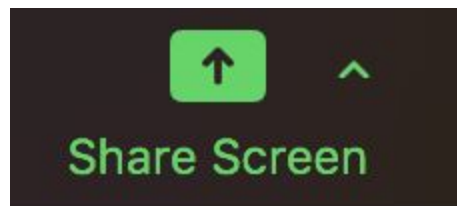
Step 4: Starting Your Session
NLGJA: The Association of LGBTQ Journalists will have a staffer in every room to begin and end the meeting. They will serve as the Zoom host, unless otherwise noted. You can control your camera and microphone. The 20 minutes between when you log in and when you officially begin the session is a great time to practice sharing your screen, testing your mic, troubleshooting any issues, etc. The staffer is there to help, and you can always submit a support ticket as mentioned before. They have the ability to mute and appoint other hosts. They are NOT moderators or presenters, they are only technicians. Do not rely on them to introduce you.

When you log in to the Zoom room, your name will show up as **HOST 500**. Hover over your own window in the Zoom screen, click the three dots that appear, and select "Rename". Type in your name.

The session will go live for attendees one minute before the official start time.

You can use the chat feature in Zoom to message other speakers. If you'd like to share your screen, simply select the green Share Screen button in the navigation bar at the bottom of the Zoom window. Select which window you'd like to share and click "Share". All attendees and speakers will be able to see the shared screen.
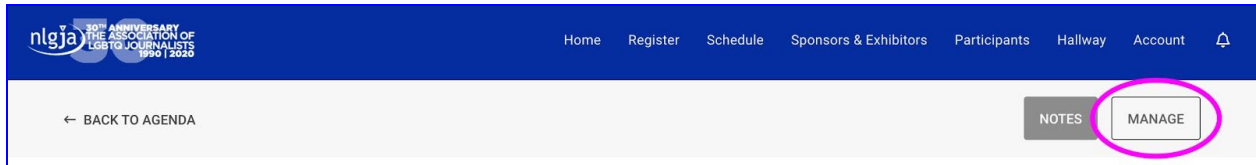

Step 5: Ending Your Session
It's always a good idea to leave room for questions. If you are moderating a conversation, keep an eye on the chat box on the Pathable session page for attendee questions. Please try to save at least 10 minutes of your panel for participant questions. You should keep the Pathable window open to monitor the chat box on the session page for questions.

The Zoom room will end abruptly shortly after your scheduled end time. Please be mindful of the time and try to wrap up as close to the end time as possible. Attendees can always follow up via private message in the Pathable platform. Messages can be sent by clicking on the name of the person you'd like to message (accessible via *Participants>Attendees*) and selecting *Send Message*.

Speakers can add materials to their session page via the *Manage* button on the page (circled in pink in the image below). If you'd like to share materials, it is recommended that you upload PDF files to this section.

Step 6: Check Out Other Sessions!
Your session is one of more than forty that are being offered throughout the weekend. Plus, every session is recorded and posted for later viewing. Take some time to check out what other folks have been working on and make the most of your convention experience!

Part 3: FAQ's

I need help. Who do I contact?
If you're having trouble with your session, get in touch with the NLGJA: The Association of LGBTQ Journalists staffer in your room. If you're both stuck, submit a support ticket at *Account>Get Support* in the Pathable menu bar. As a last line of defense, email info@nlgja.org.

My speaker isn't sure if they registered, or they haven't registered. What should they do?
It is imperative that your speakers register ahead of the Virtual Convention in order to access their Pathable profile. If they haven't registered, please have them do so ASAP at https://members.nlgja.org/event/Virtual2020Speaker. Registered speakers are promptly added to the Pathable system and added to their session page. If you do not see the speaker listed on the session page, they are not registered.

Is there anything I should do with my fellow panelists before the convention?
Yes, please! It's a great idea to define roles (moderator, panelist, etc.) before the convention. You should connect at least once to make sure you're on the same page about the arc of the conversation.

It's my first time moderating a session. Any tips?
Here's a short list:
- Stick to time limits and ensure all speakers have equal time
- Ask speakers to briefly introduce themselves and share their pronouns
- During the Q and A, encourage brief questions, steer the questions to different speakers, and call on a diverse cross-section of audience members
- If an audience member becomes confrontational, argumentative or directs a personal attack at a panelist, politely shut it down and suggest a discussion after in fairness to the rest of the audience
- Remember to thank the panel and the audience

Any last thoughts or things?
Above all else, have fun and enjoy the convention. We're so excited to have you with us. Thank you!