



Meeting Guidelines for the 2020 Center for Hydrogen Safety Conference, U.S.

How to Ace your Virtual Conference Experience

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For All of Our Attendees

Networking Guidelines

Pre-Conference Objectives

Before the conference, distinguish what sessions you want to engage with, speakers you want to be present for, and networking opportunities you want to attend. Answer the question: *What am I trying to gain from this conference?*

Make sure you test your gear (your microphone, camera, lighting, and Wi-Fi) and let your family & friends know when you will need to interact with the conference, so you have no interferences. But we'll forgive an occasional visitor!

Some Key Tips and Tricks

- Explore the Conference Website; find out who is attending the conference and make a list of people you would like to network with at the conference.
- Update your attendee profile with relevant information for others to see and explore the platform beforehand.
- Prepare a list of questions in advance that you would like to ask other attendees, wherein you might click a business connection and can meet over [virtual] coffee post-conference.
- Block out your calendar with the sessions and networking breaks you want to get involved in to engage with other conference-goers and high-profile speakers.

During the Conference

Prioritize your time to be truly present in the experience, engage with the sessions and presenters!

With virtual conferences, you can chat in real-time with other attendees, share insights, ah-ha moments, and interact with the speakers to get more value.

Some Key Tips and Tricks

- Discover and be active in others' work, organization, and products by asking questions. This is the time to learn and gather information as well as share.
- Use the chat function to share your thoughts and questions with the moderator and speakers.
- Join into breakout rooms to talk to your colleagues through Zoom. Cameras on!
- Arrange meetups with other attendees at the conference through Zoom and Private Chats.
- Network as you would at an In-Person Conference!
- Participate in polls to get your voice heard throughout the conference.
- Attend a Virtual Happy Hour to connect more casually.

After the Conference

Make long-lasting connections by following up with the people you talked to by getting their contact information and sending them an email after the day is over!

Technology Guidelines

Equipment

- Make sure you have up-to-date software downloaded on to your computer or laptop. The Virtual conference platform uses Zoom for the video portions.

- Close out all open webpages and office applications not necessary to the conference on your computer and laptop before the meeting, so your connection is not inhibited.

Internet Connection

- Check your Wi-Fi connection with websites like [fast.com](https://www.fast.com) to make sure your connection is proficient enough to make video playbacks and zoom conversations smooth and seamless.
 - We find that an uninterrupted Internet Connection above 25 Mbps gives you no issues throughout the conference
- If your internet is still slow, ask other users in your house if they can take a break during your time at the virtual conference.

Zoom Backgrounds

To change your background, you need to:

1. Log in to Zoom
2. Click on the Up Arrow next to the camera in the bottom left corner
3. Select Virtual Background
4. Add/Choose background

Especially for Our Speakers

Preparations before the Virtual Conference

Prepare your Voice

Troubleshoot your microphone—do a recording test with both video and audio and see if you are satisfied with the quality. If the microphone on your computer is not working to the best of its ability, consider obtaining an external microphone to sound clearer during your presentation.

Prepare your Space

Adapt the room you will use so it suits your speech and make sure there are no elements in there that might shift the focus of your audience—clean everything around you and hide anything that may seem out of place. Zoom Backgrounds are a great way to cover your surroundings, so you stay in focus throughout your entire presentation.

Make sure there is an adequate amount of light on you, the subject, during your talk. Make sure there are no light interferences/shadows that can ruin your presentation. One good tip is to face your light source rather than having it behind you.

A poor internet connection can be detrimental to your presentation; make sure to test your Wi-Fi before the online event. If possible, and to make sure you will not encounter any issues, try using a cable connection instead.

Practice before going Live

Before going on live for the first time, test your gear (your microphone, camera, and lighting), your presentation and let your family & friends know when you will be presenting so you have no interferences.

Practice your entire presentation before your talk, so you know how you will sound, what you look like, and what is comfortable for you!

Presentation Guidelines

PowerPoint Presentations

- 16:9 widescreen format is required for all presentations
- Speakers should check-in with the session facilitator before their presentation session begins.
- Use easy-to-read fonts such as Arial and Times New Roman
- Use a font size of 20 or bigger
- If using sound effects or embedded videos, test them beforehand
- Presenter contact information should be included on the last slide, so that attendees may reach you should they have additional questions.
- Each presentation should remain within the allotted time for questions/answers. It is critical to stay on schedule so that attendees may move between sessions as needed.

Zoom

Changing your Background

1. Log in to Zoom
2. Click on the Up Arrow next to the camera in the bottom left corner
3. Select Virtual Background
4. Add/Choose background

Recording your Presentation

1. Open your PowerPoint Presentation
2. Start Zoom meeting (no additional participants necessary)
3. Adjust your camera, microphone, lighting
4. Click Share Screen (the Green Arrow Pointing Up at the bottom options bar)
5. Select the PowerPoint application
6. Start your PowerPoint Slide show to enter Full Screen
7. Select from top options bar or Alt+C or Alt+R to start/stop recording to the cloud or your computer (depends on your license)
8. Run a test to make sure you like what you see/hear
9. Please note that the Video icon will appear in the top right corner in the recording even if you move it on your screen. For advanced settings to change your recording view see this [guide](#).