dance
studies
association

Galvanizing Dance Studies, **Conference 2021**

VIRTUAL PRESENTER INSTRUCTIONS

Technical/Logistical Set-up
Be sure that Zoom is downloaded and updated on your computer. You can download Zoom for free on the Zoom website. Visit this quick overview on signing up and activating a new Zoom account, HERE.

Test your camera and set the angle that you prefer. Also ensure that the lighting allows viewers to see your face as intended. You may want to choose your background intentionally or use a virtual background like the one provided by DSA. Be sure to eliminate background noise to the best of your ability.

To be sure that everything runs smoothly, it is best to test your internet upload speed on the computer and at the location that you will present from. To do this, go to www.speedtest.net and click GO. It will first test your download speed (which doesn't really matter for this purpose). Then it will test your upload speed, which will be the speed at which your video/presentation can be uploaded/broadcast during the conference. An ideal result will be around 10Mbps. A slower result might be because of someone else simultaneously using your Wi-Fi, poor connectivity, etc. If you get a result drastically under 10Mbps and have the option to *direct connect* (an ethernet cable directly to your computer), that would be ideal. Either way, please reach out to conference@dancestudiesassociation.org if you need help troubleshooting internet connectivity.

Review DSA Zoom checklist for basic how-to's and information.

Before the session
Arrive 15 minutes early to the Zoom room. The Zoom host will *open* the room. This host will either be a DSA representative, a member of the presentation panel, or the moderator. Check the DSA app/schedule for indication of "Zoom host" for your scheduled event.

We recommend that you be in contact via email with your co-panelists in advance of your presentation. This allows you to discuss any logistical or technical concerns before the event itself. Due to the sheer volume of remote presentations, we cannot host practice Zoom sessions for every single presentation. But if you are new to the Zoom format and/or not particularly comfortable with the Zoom software, please reach out to conference@dancestudiesassociation.org in advance and we will do our best to ensure you have time and space to practice. You can always practice in a private Zoom room of your own as well.

If you have an assigned moderator, the moderator will ask about any timing or order changes.

In a webinar setting: Once all presenters and moderators are ready, the Zoom host will press "Broadcast" to allow in audience members. Wait a few minutes and begin, allowing the audience to join, and begin as close to the planned time as possible.

In a meeting setting: When you are ready for audience to join, the host will "admit from Waiting Room." This opens the Zoom room to audience members. Wait a few minutes and begin as close to the planned time as possible

During the presentations

Once the session starts, the moderator will begin with introductions. The moderator will announce that Q&A will be held until all presentations are done and encourage attendees to use the Q&A function for formal inquiries (to be addressed during the Q&A) and the chatbox for informal feedback/discussion.

Do not record without written permission (email is fine) from all of your co-presenters. DSA will *NOT* be asking for recordings, nor storing the recordings. These are for personal use only.

After the presentations
The Moderator will facilitate and moderate the Q&A session using the Q&A button at the bottom of the screen following the presentations and call on audience members who have questions. Please make sure to have a few questions ready in case the audience is shy to get started.

Close the Zoom room on time.

Additional Requests
Please do not post or share your Zoom URL in any public forum. DSA has worked tirelessly to produce this conference and 500+ registrants have paid to support these efforts. Free access to conference presentations undermines the administrative labor of the conference and will hurt our ability to produce future paid hybrid events. Additionally, Zoom meetings and webinars have audience limits and if you post the URL publicly you risk overfilling your Zoom room, leaving paid registrants without access. Finally, publicly shared Zoom rooms have a higher likelihood of being Zoom-bombed, disrupting your presentation and that of your colleagues.

Your Zoom link will be posted exclusively through the DSA mobile app/schedule, and emailed directly to registrants who prefer not to use the app.