

**ADRP**  
*ZOOMS IN*

Exploring a New World of  
Donor Relations

**September 23-24, 2020**



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# Pre-Event Session Host Resources

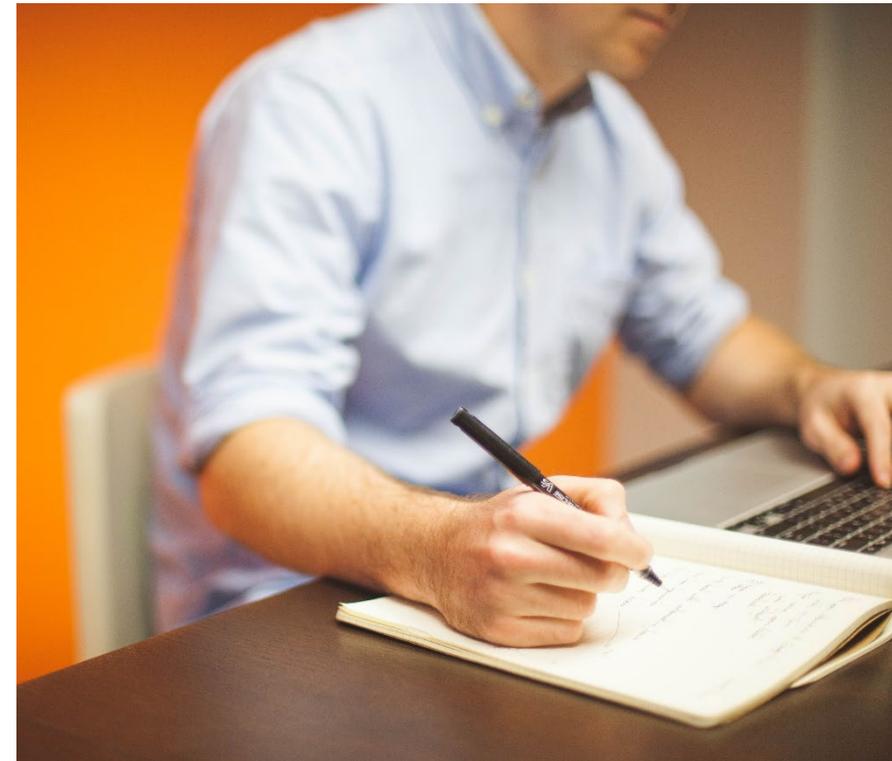
*We can't wait to see you online!*

# Come Prepared

Use this deck to familiarize yourself with our virtual event, *ADRP Zooms In: Exploring a New World of Donor Relations!*

## **On the following slides, you will find:**

- Virtual event details
- Presentation tips & tricks
- FAQ
- Contact information for the ADRP team for day-of troubleshooting
- And more!



# Event Information

**Dates** | Wednesday, September 23 – Thursday, September 24, 2020

**Time** | Sessions begin at various times.

[Check the Virtual Program to confirm your session time.](#) Speakers and session hosts will be asked to join the meeting 10 minutes before their scheduled start.

**Location** | Online

An access link for each webinar will be emailed to all registered attendees prior to the event. The daily Zoom link will be available on each session page.

# Session Host Training

## Sign Up for Our Session Host Training Session

All session hosts should register for and attend our live meeting with the planning team. If you are unable to attend, the session will be recorded and provided to you.

**Wednesday, September 9 | 2:00 PM (Pacific), 5:00 PM (Eastern)**

<https://zoom.us/meeting/register/tJUrf-GgqDoiHNy4R9pclwjHgRIW6gE2cWZv>



# Presentation Tips & Tricks

# Dress for Success

## What to Wear:

- Solid Colors
- Jewel Tones
- Nice Jacket

## What NOT to Wear:

- Stripes
- Patterns
- T-shirts



# Audio & Visual

## Audio

- Mute anything in your office that might beep or buzz to avoid distracting yourself and/or your audience
- Avoid sound feedback by wearing a headset and updating your computer audio settings to be input and output through the headset and its microphone

## Video

- Adjust your laptop or webcam so your head and shoulders take up the majority of the frame. If you need to, put your computer on a taller surface or close the lid of your laptop just enough so your head touches to top of the frame.
- Look straight ahead or up into the camera for the most flattering angles.
- Check the location of your computer during the time of day your presentation will take place. Make sure the lighting is sufficient. Avoid having a window behind you.
- A branded Zoom background will be provided to you. **Test how this looks prior to joining your meeting, as it may not work properly on all computers.**

# What to Expect: Pre-Session Prep

- The ADRP Office will confirm you are online.
- You can chat with the ADRP Office via the chat function privately for any immediate needs.
- Session hosts, speakers, and the ADRP Office will check in 10 minutes prior to each session start time. Check-in times will be held during breaks and over the Zoom chat function. During breaks, a PowerPoint loop will be running.
- At the start of the presentation time, a speaker title slide will be shared on the screen. The title slide will be the indication that you unmute yourself, start your video, and start with introductions.

**If a speaker does not show up, let the attendees know they can join one of the other two sessions or visit the exhibit hall. We do not anticipate this happening, but want to be prepared just in case!**

# What to Expect: Sessions

## Introduction Script/Instructions:

- Welcome attendees to ADRP Zooms In: Exploring a New World of Donor Relations (or “welcome back” if returning from a break or lunch.)
- Remind attendees that there will be time for Q&A after the presentation, and if they have a question to ask, they can raise their hand using the participant box.
- Remind attendees that if they have any tech questions, to please send your chat to the “ADRP Office.”
- The ADRP Office will have the session title slide for the next session up on the screen.

# What to Expect: Sessions

- Be prepared to give the introduction of the speaker(s) up next.
  - Speakers should have bios listed on the website. Please print or copy these into a document in advance of the presentation so you will have them in a convenient location prior to the start of the presentation: <https://adrp.net/2020-adrp-zooms-in--the-schedule>
  - Once you are done with your introduction, the speaker will begin sharing their slides and start presenting. Please mute yourself and stop your video during the presentation.
- Please keep time and **chat speaker(s) when they have five minutes left—and again at one minute left**—before the next presentation or break. Remind them of this process during the check-in prior to their session. **You may need to gently interrupt the speaker if they do not see your chat.**
- At the end of the session, you will facilitate questions to the speaker(s) by calling on attendees who have a question with their digital “hand raised.”

# What to Expect: Q&A Portion

1. At the end of the session, please unmute yourself and start your video if you haven't already.
2. Thank speaker(s) for their session.
3. In the participant box, you can call on attendees with their hands raised. The ADRP Office will lower hands once they have asked their question.
  - a) Attendees will submit questions through the Q&A feature
  - b) The ADRP Office will be monitoring and "chat" answering tech questions
4. Please read the room (and try to stay on schedule) to make sure that the Q&A is winding down and then transition to either a break or the end of the day.
  - a) Thank attendees and remind them to visit the virtual exhibit hall and what time the next session starts.

# Remember...

- You must keep an eye on the chat. If someone asks a question, let them know to raise their hand after the presentation during Q&A.
- Look directly into the camera when you can, especially when others are speaking.
- Your viewers are at their computers!
- **Keep in mind: Zoom chat messages cannot be edited or deleted once sent.**

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# Frequently Asked Questions

# Technical Q's

## Do I need Zoom to participate in the virtual event?

- We recommend that you download Zoom Client for Meetings ahead of time: <https://zoom.us/download>
- The web browser client will download automatically when you start or join your first Zoom meeting, but we recommend that you manually download it prior to the conference using the link above.
- Although you do not need to download the Zoom application to participate—you can run the meeting in your browser by clicking “join from your browser” at the bottom of the page—the viewing experience is better through the app.

Access Now

**zoom**

Client Download

# Technical Q's

## Where can I find more information on the Zoom platform?

Visit the Zoom Support center for additional information:

<https://support.zoom.us/hc/en-us>

## I am having trouble with streaming audio, I can't hear the speaker through my computer speakers, the streaming stopped... what do I do?

If you are not able to hear any audio through your computer speakers, first check to make sure your speakers are not muted or turned off.

The next step is to refresh your screen by pressing the F5 key on your keyboard or clicking the "refresh" button in your web browser.

Access Now

**zoom**

Support Center

# Equipment Requirements

## What do I need to present? Can I present with my current computer?

Please ensure your device meets hardware, software, and bandwidth requirements well in advance:

### **Step 1:** Browser Test

Please take the following browser test: <https://zoom.us/test>

**Step 2:** Please review the following Technical Requirements and be sure your system and networks are up to date.

#### **Minimum System Requirements:**

2.0Ghz Processor or faster 2 GB RAM (Greater than 2 GB recommended)

Access Now

**zoom**

Browser Test

# Browser Requirements

## Can I run Zoom on the browser I use?

### Minimum Browser Requirements:

- Your browser must support HTML-5. To detect your browser version, run <https://whichbrowser.net/>
- Windows 7 or later Mac OS X 10.9 or later
- Chrome 60 or greater
- Firefox 52 or greater
- Edge 14 or greater
- Safari 10 or greater
- iOS 10 or greater
- Internet Explorer 11 IP Addresses
- Ports to Allow for HTML5: 72.32.161.112 port 80, 443 (web and audio) 72.32.200.104 port 80, 443 (web and audio) 72.32.221.65 ports 80, 443 (web and audio) 72.32.221.66 ports 80, 443 (web and audio) 67.203.7.114 ports 80, 443 (web and audio)

**Detect Your  
Browser**

# Additional Requirements

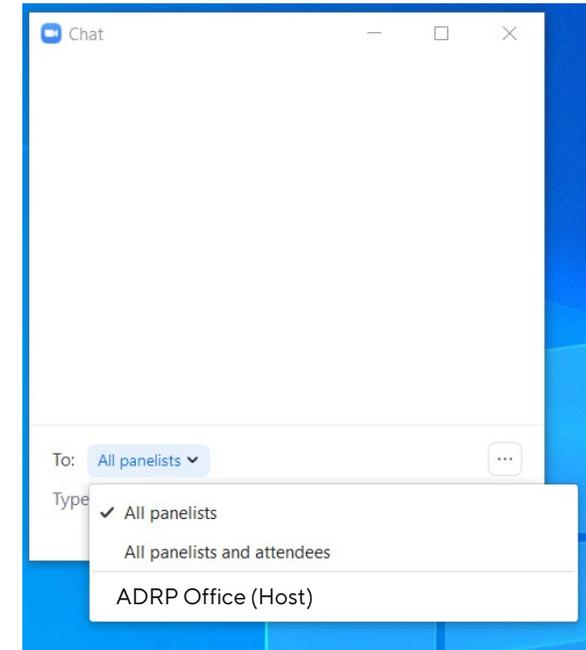
## What else should I know?

- Disable pop-ups blockers in your Internet browser settings.
- A wired connection is recommended. Wi-Fi signal strengths can vary causing bandwidth to increase or decrease. A wired connection gives a consistent signal and consistent bandwidth. A wired connection provides a better experience.
- Audio (sound) is projected through your computer speakers. Be sure your computer is equipped with speakers, you are using a headset, or the room where the conference is being broadcast is equipped with speakers so you can hear the presenters.

# Zoom Controls

## How will my presenter screen look?

Presenter screens will have your presentation and presenter controls.



Mute yourself when you are not speaking.

Toggle your camera on and off.

View questions from participants.

Exit your session.

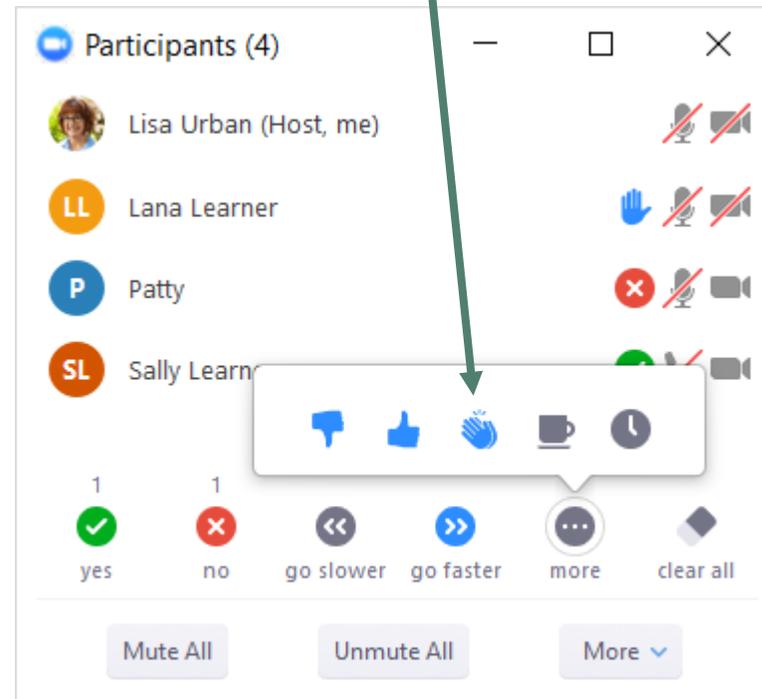


View the number of participants in your session.  
 Click on this window to view the list of participant names.

Chat with all attendees, speakers, and session hosts.  
 Choose your audience from the drop down menu.

# Zoom Controls

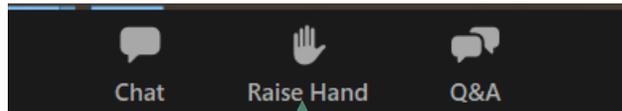
What does it look like when attendees “raise their hand” or make other non-verbal reactions?



# Zoom Controls

## How do attendee screens look?

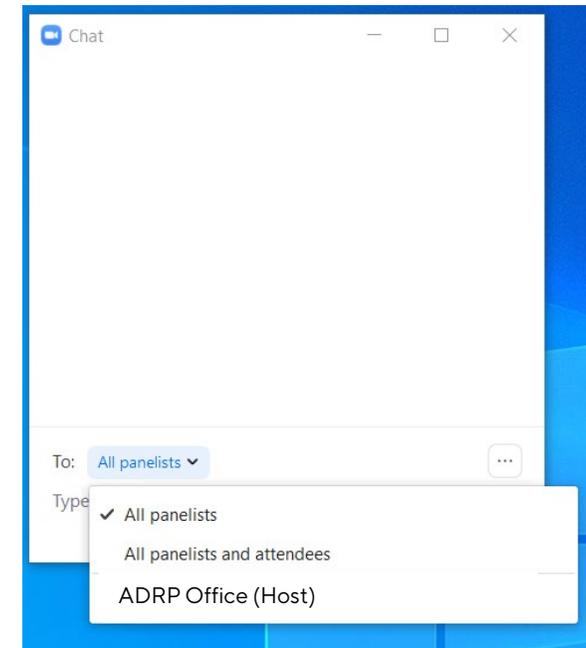
Attendee screens are different than presenter screens with fewer options. Attendees do not have the option to mute/unmute or display their videos.



Chat with speakers and attendees. Choose your audience from the drop down menu.

Ask a presenter a question.

Raise your hand to participate.



Chat with other attendees.



# Contact Information

# Contact Information

**The ADRP Virtual Event team will field any questions regarding:**

- Tech
- Speaker support
- Registration
- General Questions

**Please reach out to the ADRP Office to connect with a member of virtual event team.**

**E:** [office@adrp.net](mailto:office@adrp.net) | use subject line "Virtual Event [topic] Question"

**P:** (206) 209-5298

**Hours of support:** 8:00 AM – 5:00 PM Pacific (11:00 AM – 8:00 PM Eastern)



# Event Agenda

# Event Agenda

There are two days of live sessions scheduled:

Event Day	Start and End of Day
Wednesday, September 23	9:00 AM – 2:15 PM Pacific
Thursday, September 24	9:00 AM – 2:30 PM Pacific

To review the full schedule, visit the [ADRP Zooms In Website](#).



**Thank You for Helping  
ADRP Go Virtual!**