

## GAC Oral Presentations Key Points

- Any questions reach out to COGS office
- Check to ensure Whova email did not go to spam to ensure that registration app can be downloaded and completed
- Use Whova desktop app for presenting
- Ensure email with account is the email registered with to ensure no communication is lost due to different emails being on file
- Agenda page within Whova App – what is going on and when
- Enter into specific session and can see presentations
  - Clicking into presentation will show speakers and order of speakers
- As a presenter join through zoom, will direct you to zoom and start meeting allowing all that attend to join via Whova or zoom
- Presenters will get itinerary for how day will look (will get information for all presentations being done)
- Questions can be typed in the side panel, but moderators will also help facilitate question and answer
- Can interact with individuals in attendees tab and send message
- Judges are alumni and there could be potential people looking to hire
  - Send message to presenter or attendees tab can be useful for communicating and possibly networking
- Must be in room at least 10 minutes before presenting and moderator will be in room to ensure all are in attendance
- Moderator will send email with zoom information before in case of technical difficulties and will come from person not Whova
- Messages sent via Whova will also be sent via email to ensure everyone see's communication
- Come in early to ensure all have ability to share screen and can enable all power to control presentation
- 15 minutes total per person, 10 minute presentation and 5 minute for questions
- Moderators planning to show time with countdown cues towards end of 10 minutes
- Pin presenter/moderator to top to see them while sharing screen
- Feedback available after conference just reach out to cogs, or someone running the GAC
- Stay in room if you are presenting, wait until all other finish before leaving to join new meeting via zoom or Whova
- Moderator will read question off from chat otherwise individuals can be unmuted to ask and can also answer within Whova after presentation if run out of time or do not see the chat questions