

GAC Presenters Information Video Key Points

- **PDF and Zoom Link with embedded passcode by Wednesday the 17th**
- PDF Version of Poster and zoom link
- Poster size does not matter but must be readable
- 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
- As a presenter join through zoom, will direct you to zoom and start meeting allowing all that attend to join via Whova or zoom
- All presentations will have own zoom link (password must be embedded into link)
 - To embed google MSU zoom settings and login
 - Schedule a meeting
 - Put “GAC ‘Your name’” as meeting topic
 - Make recurring and no fixed time
 - Save
 - Security tab under setting and ensure waiting room is off
 - Ensure to turn on “embed passcode in invite for one-click join”
 - Share link with COGS (office@cogs.msu)
- If password needed it may not work and could cause problem
- Presenters will get itinerary for how day will look (will get information for all presentations being done)
- At least 3 people will hear presentation but must be with presentation during 2-hour session and poster is shared in zoom session
 - Can share powerpoint slide within zoom session, must be easy to read
- 5 minute talk (elevator pitch of work), allows room for questions and conversations
- Stay with poster for entire 2-hour time block
- Can interact with individuals in attendees tab and send message
- Whova Guides to help with questions about role in conference
 - If any issues on day of conference message Sarah McFall-Boegeman in Whova
- More than one poster would be ideal to use one link just log out of first area and then enter second area