

Speakers/Panelist Guide for ValleyML AI Expo

Welcome to ValleyML AI Expo 2020. As in-person conferences are converted into this virtual AI Expo series, we are excited to provide the same experience to our audience and speakers as real as it can. We understand we need to do many things differently to prepare ourselves for this online event, and here is the user guide for speakers and panelists.

Some important things to remember before joining the conference:

1. Zoom Link-

- a. If you are a speaker-** If you are a speaker, please join using a dedicated link that is sent in the personalized calendar invite for your specific session. **Please see Speakers instructions below.**

We can help to schedule a practice session prior to the date of the live session if you want to be comfortable using the Zoom webinar.

Please upload your presentation [using google forms here](#) in **PDF format** before the day of your presentation. We will be releasing these slides at ValleyML.thinkific.com for attendees after your live presentation is over along with the recording of your live zoom session. If you need a template ppt for your presentation, you can find it [here](#). You can use your corporate template as well.

Please make sure to electronically sign "[Copyright and Consent Form](#)" or "[Appearance Release Form](#)" (if you are not able to sign the copyright and consent form)

- b. If you are attending other sessions where you are not speaker-** Please make sure to register for the live zoom webinar series of ValleyML AI Expo using the following attendee link https://zoom.us/webinar/register/WN_7FpFLFNqQ76-wwSR_Gq3kw and follow the calendering and other attendee instructions at <https://www.valleyml.ai/attendees>

2. Zoom meeting format: Zoom Webinar.

Speakers Instructions-

- Please join the session with a unique link provided to you.
- Make sure to **use ValleyML recommended background or official wallpaper of your organization. You can download ValleyML wallpaper from link given below**
 - o https://drive.google.com/drive/folders/1PMooPaHNBxT1_A8-2Cr5mXA-0j18D2p?usp=sharing
- Try to join Zoom webinar 30-minutes before the session on the day of your talk/panel starts so that you have time to work with the Session chair and other speakers in the practice mode before live broadcast.
- Please complete the scheduled training session with your session chairs and other speakers well before the talk. Test your cameras and audio (Moderator, Program chair or a coordinator will be present before participants to help you). If you are not able to attend any training sessions at all, here is an example of a [training session](#). You can also test your setup using zoom.us/test and using the wallpapers and your presentation.
- This is a representative example of Zoom Webinar recording (how attendees see your presentation) <https://www.youtube.com/watch?v=4vvasG2Qhz8&feature=youtu.be>
- Your session chair welcomes the audience, informs them that the session is being recorded and introduces you, and asks the audience to submit questions via Zoom's Q&A feature.

- You don't need to focus or monitor Q&As. Program chair, or a coordinator will let you know about questions.
- If you are providing a pre-recorded video, please coordinate with your session chair and Conference coordinator Ravindra Kumar(planning@valleymml.ai). Please try to provide video at least 1 week before. There are several video conferencing tools available to easily record your presentation. You may use any software as long as you get a high-quality recording and your final file is in MP4 format
- If your session needs a poll, we need questions for that poll 2 days in advance to set them up properly for your session. Please send your questions to Conference coordinator Ravindra Kumar(planning@valleymml.ai)
- After your session is over, please join the community room at <https://valleymml.thinkific.com/courses/valleymml-ai-expo-2020> to answer overflow questions and to network with attendees and other speakers.

General advice.

1. Connectivity

- ❖ **The internet-** To avoid loss of connectivity during the event, it is best to connect to the event with a hardwire connection. IF not, be very close to your Wi-Fi hub and use the 5G service.
 - If you must use Wi-Fi, ask family members to stay off the WIFI for the duration of your webcast.
- ❖ **Audio**
 - If you're presenting from a computer or other device, use a headset or sit in a quiet room so you can use the computer microphone.
 - During event connectivity, we will test in-room audio to confirm we don't hear noise or feedback from the room.

2. During the call

- Turn off all your phones and relocate your pets and children away from the presentation room.
- Please consider relocating your pets to avoid barking or other distractions
- Please mute your television
- Put your cell phone on silent so we don't hear notifications or if someone calls you.
- Remember to turn off the ringer on any landline in your presentation room.
- On your computer, turn off any chat and email notifications (Outlook, Skype, Slack etc.)

FREQUENTLY ASKED QUESTIONS

Q: What platform should I use to present?

A: ValleML is using Zoom for this conference. We will use Zoom in webinar mode. If you haven't received your registration link yet, please let us know.

Q: Is there any suggested format for presenting as a speaker or as a panelist?

A: Suggested panel discussion format

- Start-up

- If you are a moderator, then welcome the audience and the panel, introduce each panelist, asking them to provide their background, interest and perspective on the topic (3 minutes per panelist)
- Introduce yourself and the session topic (2 minutes)
- Discussion
 - Begin the discussion or start presenting your topic.
 - At one logical point, ask if there are any questions, program chair and coordinator are going to present you a list of selected question, if any.
 - You will hear a sound 15 minute before and 5 minute before the end of session time to remind you end time.
- Wrap-up
 - As a wrap-up, wither speaker or moderator will remind participants about community rooms.
 - Thank the audience.
 - Close the session.

Q: What's thinkific?

A: Thinkific is a platform where we are hosting webinar recording and resources for speakers/attendees. It's the same platform where you registered.

<https://valleymml.thinkific.com/courses/valleymml-ai-expo-2020>

Q: What if I'm having an issue?

If you are not able to connect to zoom webinar, please post your question in general community room on

<https://valleymml.thinkific.com/courses/valleymml-ai-expo-2020>

If you are a speaker, please send an email to planning@valleymml.ai with subject line "Urgent: Speaker needs help"

Q: What if I just want to talk through my slides and not have myself visible on video?

A: While seeing a "live person" is preferred and we recommend you try your best to turn on your video, you may switch off video if you are not comfortable.

Q: What are community rooms?

A: Community room is a dedicated space on <https://valleymml.thinkific.com/courses/valleymml-ai-expo-2020> website to interact with your audience and for networking.

A: Presentations will NOT be visible to attendees until the day your session is scheduled on the conference agenda. Videos and pdf files of presentations will be made available first to registered attendees (including speakers). They will be made publicly available after the conference.

Q: I still have questions!!

A: Please email us at email