

EEH CME Video Conference Instructions – FOR SPEAKERS

How can you prepare?

1. Be sure to install either WebEx or Zoom prior to the conference date/time. Our CME department will let you know ahead of time which platform is being used. Please note: some conferences are recorded for use in online format (enduring activities).
2. Check your internet connection – ensure that you have an appropriate connection for any sound, videos, etc. that are within your presentation. No one wants to have to talk through the spinning wheel of a video that's loading.
3. Ensure that your microphone, webcam, and lighting are appropriate and to your satisfaction for others to listen and see you during your presentation. We appreciate the connection between a speaker and audience and do not want that to be lost.
4. Connect even more using polls and chat. If you'd like to include polls in your presentation, please let us know and our CME department will make that happen for you! Our CloudCME® portal has built in polling!
5. Review our Getting Ready Presentation!

Would you like Demo/Testing Time?

Our CME staff are happy to work with you and schedule a time to do a test-run so that you are comfortable with accessing, presenting, and sharing content via video conference. If you'd like to schedule a time to demo your presentation, please contact our CME department at cmdept@eehcme.org and someone will set that up for you. During this session be prepared to:

- Test the conference platform
- Test the sound quality
- Test the video quality
- Check the conference platform functionality
- Test polling (if requested)

What Needs to Take Place During the Conference?

1. Please join the conference at least 5-10 minutes prior to your start time and privately message the host via the chat box so we know you are there.
2. Prior to making you the co-host, make sure your video and microphone are on and your slides are up on your screen.
3. Have your speaker notes at the top of the screen so that you appear to be looking at the audience and can engage them in your talk.
4. If there are any technical difficulties, we will alert you via the chat box privately as soon as possible.
5. As much as possible we will attempt to allow you to view any live audience that are present.
6. The chat box will be open, the audience will have an opportunity to ask questions during the Q&A portion and may post them in the Chat box. Please read and answer accordingly so everyone has an opportunity to learn from others' questions. Feel free to ask questions of the audience and ask them to respond via the chat box as well.
7. If you need anything before, during, or after your presentation, private message the host and we will do our best to take care of your needs.

Thank you for helping us provide these wonderful educational opportunities to our learners!