Thanks again for agreeing to participate in this exciting Conference! Here is a Checklist to help you prepare for the event, key links for you to find the Conference websites, Conference Logistics & Virtual Platform Tips. Speaker Questions? zwconference@gmail.com. Registration Questions? Editor@zwconference.org

Checklist for Speakers 11-24-20

___ Attend a Remo training session before the conference. Last speakers training is: 11/30/20, 9 am PST/noon EST. Go to https://live.remo.co/e/nrc-room-2

___ Create a personal profile within Remo before the Conference. You can go to this training link at any time before 12/1/20 to do that.

___ Upload your presentation slides here by COB on 11/25/20

___ Upload your bio and photo here by COB on 11/27/20

___ Provide your cell phone to Karyn Kaplan, zwconference@gmail.com and your Moderator.

___ Print out your slides (e.g. 6 per page) so you can continue with audio connection if problems with Wi-Fi bandwidth.

___ On the day you’re speaking, find Speaker Wrangler Karyn Kaplan one hour before your session in Main Conference room.

___ Use Private Chat function, go to Help Desk or look for avatars (circles) of Conference volunteers in Main Conference Room (they have Conference graphic as their photo) during conference to get technical help. In private Chat, search for: Alina Bekkerman or Jill Donello.

Links for Speakers

Key Links

Link for Main Conference: https://live.remo.co/e/national-zero-waste-conference
Link for Green Room: https://live.remo.co/e/nrc-green-room
Link for informal networking during presentations: https://live.remo.co/e/nrc-room-2
Link for Dec. 3rd concurrent sessions: https://live.remo.co/e/nzwc_dec3_concurrent-session-b
Conference Logistics & Virtual Platform Tips for Speakers

Accessing Conference Online

The formal conference sessions and exhibit hall will take place in the same “main conference” virtual room. However, whenever the conference is in presentation mode, the individual table video chats will automatically shut down. For this reason, we’ve created an entirely separate virtual room where attendees or exhibitors can go to continue meeting informally (Room 2) to finish up conversations started in the main conference room. This link should only be used during presentation times when you are NOT speaking. The Green Room is where speakers test out audio, video and lighting to ensure a smooth flow of all presentations from a Master Deck.

Link for Main Conference:  https://live.remo.co/e/national-zero-waste-conference
All attendees, including speakers will use this link throughout all three days of the conference with the exception of the two concurrent sessions on December 3rd. This is also referred to as the Main Hall, Main Conference Hall, or Exhibit Hall in different instructions you may have received.

Link for Dec. 3rd concurrent sessions:  https://live.remo.co/e/nzwc_dec3_concurrent-session-b
This link is only to be used by speakers and attendees for the two Dec. 3rd concurrent sessions B:

- 10:00am PT – Organics and Zero Waste
- 11:30am PT – Single Use Product Bans

Link for Green Room (see details below):  https://live.remo.co/e/nrc-green-room

Link for informal networking during presentations:  https://live.remo.co/e/nrc-room-2
Because the networking / exhibitor tables will be shut down when the conference is in presentation mode, we’ve set up a separate virtual room for those who wish to continue informal chatting.

Conference Logistics

Training
The Remo system is great for networking, but can trip up speakers unfamiliar with the functionality. All speakers and moderators are required to attend an advance training sessions before the conference. These are generally about a half hour long. Please join the training using the exact device and audio arrangement you intend to use for your presentation. If you are not able to attend one of the scheduled trainings, please contact Karyn Kaplan (zwconferencencrc@gmail.com) and let her know 3 days and times that you could get trained before December 1. The final speaker and moderator training is on Monday, 11/30 at 9am PT / noon ET.

View a recording of a previous speaker training. This is to help refresh details, but is not a substitute for a live training.

Submit your presentation slides NOW. They were due on November 16. Upload the file as a PDF in wide-screen format (16:9) directly to the conference website: https://zwconference.org/upload-presentation/. As a courtesy, email your moderator a copy and confirm they have been submitted to Karyn Kaplan, zwconferencencrc@gmail.com.

Day of:

- **Green Room**: All speakers and moderators are required to check in before your session.

  When you arrive at the Main Conference Exhibit Hall, speakers and moderators please use the Search function in Chat in Remo to find Speaker Wrangler Karyn Kaplan one hour before your session (Note: this is earlier than we originally asked). Karyn will check you in. Moderators send a reminder message to all speakers on your panel via Chat to remind them to go to the Green Room no later than 30 minutes before the start of your
session (during networking / exhibitor times, you can use the banner on right side of the floor to jump to the Green Rooms. If another sessions is happening, you’ll need to close one link to open the other). In the Green Room, speakers test out your audio, video and lighting with Alina Bekkerman (Green Room Technical Support). Once tests are successfully completed, speakers and moderators return to the Main Conference Exhibit Hall [https://live.remo.co/e/national-zero-waste-conference]. NOTE: given the complex logistics to keep the program running on time, session may proceed without panelists who haven’t arrived in the Green Room 30 minutes before the start of the session.

• **Presentation Time**
  
  o **Stage Manager / Host**: There will be a support staff member (Despina Kreatsoulas) coordinating all technical aspects of the live session, including trouble shooting any in-the-moment technical issues.

  o **Entering the Stage**: The Stage Manager / Host will invite you onto the stage several minutes before your session starts. You will see a pop-up message when this happens, with an option to join with or without your camera on. For Traditional presentation sessions, you should join with your camera and microphone off, and only turn it on when you are actually introduced. Turn off your microphone and camera when you are not speaking. For Moderated Discussion Group and Town Hall panel sessions, you should turn on your camera and microphone when you are first invited to the stage. Remember: once invited to the stage, you will be live in front of all attendees at any time your microphone and / or camera are turned on (colored green).

  o **Moderator Role**: Like a traditional conference, the moderator will lead off the session as the first person to appear on stage. They will review how the session will flow and introduce the individual presenters.

  o **Advancing Slides**: Support staff (Todd Sutton) will advanced all slides from a Master Deck. You will simply give them a verbal prompt when you’re ready to advance to the next slide. Important: brief 1-5 second delays are possible, so be patient if the slides don’t advance immediately. We recognize the verbal prompts and speed of the internet can slow down the transition between slides. For this reason, we suggest structuring your presentation with fewer number of slides with more information instead of many quick reference slides. Print out your slides (e.g. 6 per page) so you are able to continue with your presentation just with your audio connection even if you have problems with Wi-Fi bandwidth.

  o **Stick to Your Time Limit**: We have a full schedule, so it is very important that you stick to the time limit agreed to with your moderator. Moderators will “enter the stage” by turning on their microphone to visually prompt a speaker to complete their presentation one minute before the end of the assigned time. When you see the Moderator again on the screen, it’s time to finish up.

  o **Questions and Answers**: Attendees will submit questions in writing. Remo has an “up-voting” function that allows all attendees to see the submitted questions and vote for the ones they like most. This in turn prioritizes the order in which the questions appear in the queue. Moderators will be responsible to scan the incoming questions and use their discretion which ones to read out loud for speakers to respond to. Moderators: after asking a question, you can click on the green check symbol to the right to remove it from the que.

    ▪ Speakers and Moderator should leave their camera and microphones turned on throughout the Q&A discussion.

  o **Coordinate with Private Chat**: The Remo dashboard allows you to carry on a private chat between the admin support, moderator and other speakers while up on stage. Keep an eye on this to coordinate and timing or other issues during the session. Make sure you select who you want the message to go to so
that it remains private.

- **Close all Other Browsers and Tabs**: Though people will not be looking at your screen, closing out unrelated browsers and tabs can help improve the performance of your Wi-Fi connection. **If you experience poor connection during your presentation, as a stop gap, turn off your camera.** This will hopefully allow enough wifi bandwidth to keep speaking clearly even if people can’t see you.

**Remo Platform**

**Create Profile in Remo**

Separate from conference registration, every speaker must create a personal profile within the Remo system in advance of the conference. Go to upper left corner of screen at Main Conference room link. Click on the circle with 3 parallel horizontal lines in it, then click on “My Profile”. Among other things, the system will ask you to upload a headshot photo that will become the visual avatar that other use to identify you on the screen display of the Main Conference room. If you’ve previously set up a profile in Remo, double-check that the profile is still appropriate for this event. **Important**: make sure your profile name matches exactly what we have listed in the conference Program. Our Stage Manager / Host will use your profile to identify and bring you onto the virtual stage when it’s time to present.

**System Requirements**

- **Device**: desktop or laptop computers are recommended. Mobile devices are prone to glitches with this platform. Note: Remo does **not** require downloading special software to computer.

- **Browser**: Chrome (recommended) and Firefox are supported by Remo. Avoid other browsers including Internet Explorer.

- **Internet**: Consistent, high-speed, 10Mbps+. If you experience limited bandwidth problems, try:
  - Limiting the number of browsers you have open
  - Disconnect other devices from accessing Wi-Fi at the same time.
  - Connect directly to your router if Wi-Fi signal is weak
  - Firewalls: Make sure none are set to block webinars

- **Test your system’s compatibility before the Conference**: [https://geartest.remo.co/](https://geartest.remo.co/)

- **Trouble shooting technical issues**:
  We’ve found the Remo system prone to minor glitches, but those can be overcome with basic trouble shooting. If you have issues turning on your mic or camera:
  - Try adjusting your browser security settings.
  - Try refreshing your screen a couple of times until it works.
  - Some Bluetooth headsets have trouble audio trouble with Remo even when working fine with the device itself.
    - Click on the small arrow to the right of the “Mic on/off” button in the Remo toolbar to select the audio input/ output device to use.
    - Try disconnecting and using the devices speaker and microphone directly.
  - While Remo is supported on both Chrome and Firefox browsers, different devices seem to work better on one vs. the other. If you have difficulty with one, we suggest trying the other as a backup. Still having problems? See these Remo troubleshooting links:
    - For Chrome instructions, click [here](https://geartest.remo.co/).
For Firefox instructions, click [here](#).

- **Technical support during Conference:** NRC will have a staffed, virtual help desk throughout the conference located in the upper right-hand corner of the 1st floor of the Main Conference room to help with any technical problems. Additionally, there will be trained volunteers mingling through the room. They can be identified by their avatar which will show the conference logo in place of a headshot photo, and their name will appear as “Volunteer [first name]”. If you have difficulty accessing the platform itself, email aleccooley@comcast.net or as an emergency during the conference itself, call (916) 519-9212.

**General Platform Functionality for All Attendees**

The entire conference including presentations and the virtual exhibit hall will take place on the [Remo](#) platform. It is organized around a visual display designed to mimic traditional plenary/exhibit hall floor maps. With the exception of the concurrent sessions on day three (December 3), the entire conference, including sessions and exhibit hall will take place in a single virtual “building” accessed using the same weblink throughout. This virtual building, in turn, has multiple floors that attendees will be spread around. All attendees will be visually identifiable with an avatar/icon on the floor map display that shows which table they are located at.

- **Video Chat:** During the breaks and networking times of the conference, all attendees and speakers will be free to move from table to table on their own. Each table can accommodate up to 6 people at a time. When attendees click to join a table, they are entered into a live video chat with everyone else at the table. The video chat functions similar to a Zoom session, with anyone able to speak to others at the table. Users may be prompted to turn on their camera and microphone. Remo does not have a virtual background feature, so be aware of your surroundings and what you want others to be able to see. Ideally, have a desk lamp on in front of you, no overhead light and close blinds or drapes over any windows behind you.

- **Screen Share:** Anyone at the table has the ability to screen share from their own desktop by clicking the option from the toolbar at the bottom of their screen. Instead of simply showing a view of your desktop, a drop-down box will appear allowing you to designate a specific open file or browser view to share. The screen share will initially appear on everyone else’s screen as a small tile side-by-side with the other attendee’s video images. To fully see a screen share people will need to click and expand the tile.

- **White Board:** Clicking on the icon in the toolbar will open a white board where everyone has equal access to add content and otherwise collaborate. Each attendee needs to independently open this to see it. If someone says they can’t see it, prompt them to click the icon. Among other things the white board can be used to:
  - Type notes, messages, draw, post images, etc.
  - Show videos – these must be posted to YouTube or Vimeo, then simply copy and paste the URL onto the white board. Each person needs to independently click the start button to watch it.
  - Upload and share files from desk top, Dropbox or Google Drive
  - Leave comments, sticky notes

*Important note: Any content added to the white board will remain at that table’s whiteboard for anyone to see throughout the conference unless intentionally deleted.

- **Chat Function:** You can send chat messages privately to other attendees, between everyone at your table or publicly to all attendees. Use the chat function in the toolbar at the bottom of your screen to search for specific people. Another way to send private chats is to click their avatar. The chat function can also be used to attach and send files for others to download.