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Guidelines for Live Remote Workshop Presenters
at NACSW's Convention

Congratulations on being accepted to present a live, remote workshop for NACSW's Convention 2022! By "live remote" we mean that you will be presenting your workshop from a remote location (for example, from your home or office) in "real" time via a Zoom link NACSW will set up for you, and that convention attendees will participate in your workshop virtually by logging into your session from computer or mobile devise.

To help you prepare in advance for your live remote workshop for the convention, we have organized the following instructions and tips for your use:

Some Tips to Help You Prepare for your Live Remote Workshop

- If at all possible, we highly recommend that you use a cable connection to the Internet (instead of Wi-Fi) for a faster and more dependable Internet connection.
- Close any other open programs on your computer (except those you might be sharing during your session) – especially email programs.
- We recommend that you use ear buds with a built-in microphone since this tends to provide the best audio quality and control over feedback in your session.
- Make sure you are in a well-lit area. Position yourself so that most of the light is coming from in front of you (behind your monitor), instead of behind you. If you have a window behind you, shut the blinds. Otherwise, your face may be "washed out."
- Put your camera at face level relatively close to you. Adjust your camera (or your seating) if necessary.
- Remove any distractions in your background (clutter, clothes, bedding, etc.). Clean up your room and have a simple background (a plain wall, a potted plant, or a bookshelf works perfectly).
- Make sure you are in a quiet area with a minimal possibility of background noise or distractions. Barking dogs, slamming doors, other people, and even some types of clothing or jewelry could be picked up by session participants and can be distracting.
- If you plan to use PowerPoint for your presentation, before you connect to the Zoom session, have the PowerPoint presentation open on your desktop.

- If you will want to share your screen (for example, to share your PowerPoint), remember that when you have logged onto your session, you will be clicking on the green "share" icon on the Zoom control bar (usually at the bottom of your screen), and either select your PowerPoint program or "screen" to share your whole screen, and then click on blue "share" button. To stop sharing (so you can see participants again on your screen), click on the red "Stop Share" button at the top of your screen.
- If you want to mute all of your participants, you can press Alt+M (if you have a PC) or Cmd+Ctrl+M (if you have a Mac).
- As much as possible, look at the camera (rather than the on-screen faces of participants) to increase your "eye contact" (and use your peripheral vision to watch participants' faces and body language).

Logging into Your Live Remote Workshop at the Date/Time of Your Session.

A. Log into Your Account to Access the Virtual Convention Landing Page:

1. Go to **https://www.nacsw.org/sw/user**
2. Enter your email address and password (the one you use for your NACSW account), answer the simple math question, and click on the green "Log in" button.
3. Once you are logged in to your NACSW account, go to: **https://www.nacsw.org/sw/virtual-convention-landing-page-2022** This is your NACSW Virtual Convention Landing page! From this page you can find links for all the virtual convention sessions – including your live remote workshop! *<Note: if you see a message on your screen asking you to log in, you might have omitted steps #1 and #2. Go back to these steps to log into your account, and then click on* **https://www.nacsw.org/sw/virtual-convention-landing-page-2022** *to access the Virtual Convention Landing Page.*

   Note: If you can't remember your password for step #2:
   - *Click on "Forget Your Password?" in blue*
   - *At the next screen, type in your email address (the one you use for your NACSW email account), answer the simple math question, and click on the green "Email new password" button."*
   - *You should receive an email within in the next several minutes which will have a link in it. Click on this link and you will be logged in and taken to the page where you can click on the Virtual Convention Dashboard.*

     OR

   If you can't remember/locate your password and you want to change it:
   - *Click on "Request a New Password" in blue*

- ▪ *At the next screen, type in your email address (the one you use for your NACSW email account), answer the simple math question, and click on the green "Email new password" button."*
- ▪ *You should receive an email within in the next several minutes which will have a link in it. Click on this link and you will be logged in to your account. Go down the page a bit and enter a new password into the "Password" field. Type in the password a second time in the "Conforming Email" field, and your password will be updated for future use.*

If you still can't log in, contact info@nacsw.org . If you are having any technical issue apart from not being able to log in, contact help@nacsw.org.

B. Finding Your Live Remote Workshop Zoom Link

To access your virtual convention workshop session link (or any virtual convention session link):

1. As described above (se A #1-3), log into your NACSW account and go to the Virtual Convention Landing Page at: **https://www.nacsw.org/sw/virtual-convention-landing-page-2022**
2. From the Virtual Convention Landing Page, after a brief introduction at the top of the page, simply scroll down the page to find your live remote session **sessions are listed in chronological order**.
3. For your live remote workshop session listing, you will find: a) your name and the name of your session; b) the "**Session Link**" (bolded in blue); c) the "**Evaluation**" link (also bolded in blue) which will take participants to an online evaluation for your session
4. If you are using a computer, laptop, or tablet and would prefer to search for your session rather than scroll through the schedule, you can enter "Control-F" on your keyboard, and then type in your name of part of the title of your session

C. Connecting to Virtual Convention Sessions and Events

To connect to your live remote workshop session (or any workshop or plenary session during the virtual convention):

1. From the Virtual Convention Landing Page (see A and B), click on the "**Session Link**" (in blue) of your session about 10 minutes before the time it is scheduled to occur.
   a) If you have previously logged into Zoom, a few seconds after you click on this session's Zoom link, a window should pop up at the top of your screen which reads, "Open Zoom Meetings" or you will see a "Launch Meeting" button. Click on either one of these buttons.
   b) **If this is your first time logging into Zoom, you might have to first download the Zoom app on your computer or mobile device by following the on-screen prompts. Our guess, though, is that you've probably participated in more than your fair share of Zoom meetings over the past two years!**
2. Enter the following information to join the session:

o   If prompted, enter name and/or email address.
o   If prompted, click "Join with Computer Audio."

3. After you have entered your session, from the Zoom control bar (it should be open on the bottom of your screen; you might need to hover your cursor at the bottom of your screen for the bar to open), select on "Chat" to open the chat screen so that you can read comments and messages sent by participants during your session.

Tips If You Run into Any Snags

1. Zoom recommends the use of Google Chrome or Microsoft Edge as browsers when using Zoom. While other browsers like Firefox work some/much of the time, Zoom's functionality is reduced when using browsers other than Chrome or Edge.
2. The Zoom back-up phone numbers are a reliable "last resort" for folks who are just not able to get Zoom's audio to work for them.
   - For our live remote workshops, you could use the following phone number: (312) 626.6799, and the passcode that goes with the session will be available just below the Zoom link on the landing page for each live remote session
   - For our plenary sessions, the panel, and morning devotions, the phone number you can use is: (646) 931 3860. The password is the last 11 digits of the Zoom link for that session.
3. If you run into any technical difficulties, you can email our virtual convention "Help Desk" at help@nacsw.org.

Most of all, we greatly appreciate the important contribution your live remote session will add to NACSW's virtual workshop program!