



**At least 1 presenter from your live session must  
be in the room in Austin.**

**If NO live session speakers are able to attend in Austin,  
the presentation will be changed to a pre-recorded session.**

## **Remote Presenter FAQ**

### ***Do I need to bring my laptop?***

No. In your session room at the podium, there will be a laptop that's connected to the sound system and the recording equipment. This laptop must be the one used to bring the remote presenter in, or the attendees won't hear or see them. Personal laptops cannot be used.

### ***Do I need to set up my own Zoom?***

Yes. The laptops in the session rooms will be PCs, therefore we recommend using Zoom. We are not able to download new software to the machines, so anything other than Zoom will need to be browser-based.

Prior to the conference, your team will need to prepare a Zoom link to use to bring in the remote presenter. Please ensure the in-person presenter(s) have the login and password for the Zoom meeting so they can host the Zoom.

### ***When should I bring the remote presenter into the presentation?***

Designate a specific time during your presentation for the remote speaker to participate. Switching from speaker to speaker in more of a conversation will not be optimal.

Please arrive 10 minutes prior to your session start time so you can successfully log into Zoom before your session starts.

### ***Will the audience be able to hear the remote presenter?***

Yes. The laptop at the podium will be hooked up to the room's sound system and recording equipment. Their sound will be sent through the in-room speakers and to the Online Conference Platform.

### ***Will the remote presenter be able to hear the audience?***

The remote presenter will only hear what is said in the laptop microphone, not the microphones in the room. This means that any questions asked during Q&A will need to be repeated by the in-room presenter who is controlling the laptop.

### ***Will the remote speaker's video be visible on the screens in the room? Will they be able to control the slides on the laptop?***

<b>OPTION 1: Remote Speaker is on video only</b>	
<b>IN-ROOM SPEAKER</b>	<b>REMOTE SPEAKER</b>
Log into Zoom as the host	Log into Zoom
Display the slides on the laptop, which project on the screens in the session room.	Will be on camera only, and won't share any materials from their computer.
Advance the slides as the remote speaker asks them to do so	Ask the speakers in the room to advance the slides for them
After the remote speaker is done, continue with the remainder of the presentation with the speakers in the room.	Mute the microphone if staying on Zoom for the remainder of the presentation or until the Q&A portion begins.
Log out of Zoom at the end of the presentation.	

<b>OPTION 2: Remote Speaker is on video + sharing slides from their computer</b>	
<b>IN-ROOM SPEAKER</b>	<b>REMOTE SPEAKER</b>
Log into Zoom as the host and pass the host control to the remote speaker.	Log into Zoom and accept being made the host.
Minimize any open documents on the laptop and bring the Zoom window to full screen.	Will open their slides from their computer and share their screen while giving their part of the presentation.
After the remote speaker is done, maximize the slides on the laptop to continue the presentation.	Mute the microphone if staying on Zoom for the remainder of the presentation or until the Q&A portion begins.
Log out of Zoom at the end of the presentation.	

### ***Technical difficulties happen. Have a backup plan.***

Pre-record the remote presenter's portion of the presentation. This way, in the event of any technical issues, the in-room presenters can play the pre-recorded video. Alternatively, an in-room presenter can present the portion that the remote presenter would deliver.