



## HERBAL MEDICINE CONFERENCE 2020

### SPEAKER GUIDANCE – LIVE SESSIONS

Live sessions at the Herbal Medicine Conference 2020 will be run by broadcasting a Zoom webinar through the conference platform (Whova)

#### **Zoom:**

- You will be sent a Zoom link to act as a panellist in the webinar which will be broadcast.
- No password will be required, however this link is unique to you. Please aim to log in around 10 minutes before your session starts.
- The Zoom webinar will be hosted by one of the conference organisers, who will be waiting for you when you log in, and can talk through any last minute questions.
- At the time that the webinar starts you will be introduced by one of the Directors of the National Institute of Medical Herbalists.
- If you are introduced live, the Director will also be a panellist on Zoom, they will introduce you as the speaker, and then leave the session, and you will start presenting.
- Screen sharing will be enabled for you
- A member of the conference organising team will be on the webinar throughout (muted, with camera off), so if there are any technical issues, they can step in.
- **IMPORTANT:** Attendees will interact with you through the Whova platform (see below), not Zoom Q&A/comments
- At the end of your session the conference organiser will end the webinar

## **Whova:**

- Attendees will be able to ask questions through the 'Session Q&A' feature on the Whova platform.
- To view the questions during your presentation (if you wish), then our suggestion would be to open the Whova app on a second device, and go 'Questions from my audience' in the 'Speaker Hub'.
- You can also view the questions by going to 'Session Q&A' under 'Resources' when you access Whova through your browser. If you are using your computer for Zoom this may involve a bit more window juggling.
- If you would like the conference organiser to pass questions from attendees to you instead, then please just let them know when you log in to the Zoom session.
- Questions may well come in after your session, particularly when people view your session on catch up. There is no obligation, but if you would like to answer any of these in written form on the 'Session Q&A' then please do.
- On the Whova app there is the ability to share session promoting graphics on social media if you wish (Speaker Hub – Promote my Session).
- You can also post a question to your audience, or start a topic on the community board if you want to drive interest in your session.