**TRMA Speaker Toolkit – Fall 2021**

**Preparations Tips**

* **Post on social media** that you’ll be speaking at TRMA Virtual Meeting. Use the image provided. Invite your clients and others that may be interested in attending.
* Utilize the **presentation template** for your session. This will help us maintain uniformity throughout the event.
* **The TRMA Staff** (Kate Fries, Jose Segarra, and Michael Van Kerckhove**) will conduct an orientation and rehearsal with the speakers on September 30 at 2:00pm ET.** Since we are not using zoom as we have in the past, this call is **mandatory** to attend for all speakers.
* We will be using Hopin, a web-based platform for this program. Please review [Hopin’s tech specifications](https://hopin.zendesk.com/hc/en-us/articles/360062330691-Recommended-tech-specifications-to-host-an-event-on-Hopin) prior to presenting. Work with your technology team to ensure these requirements can be met when presenting.
* Please sign into the TRMA Hopin platform and create an account as soon as you are registered for the event.
* Please review these instructions for speaking and presenting on Hopin: [Speaker Instructions](https://hopin.zendesk.com/hc/en-us/articles/360056078432-Speaker-Instructions) and [Tips for Speaking in and Moderating Sessions.](https://hopin.zendesk.com/hc/en-us/articles/4402442259220-Tips-for-Speaking-in-and-Moderating-Sessions)
* Follow the deadlines established and ask staff any questions you may have.

**Technology Tips**

* **Sign into Hopin 30 minutes prior to the start of your scheduled presentation.** This time will be used to check video and audio, upload presentation, ensure everyone has the appropriate controls, etc.
* **Clear audio is most important!** Please ensure your audio controls are set up so that the audience can clearly hear you, especially when working with headphones.
* You are expected to be on video, please prepare accordingly. Select an appropriate background, ensure the room is well lit and that the light is not coming from behind you. Place webcam at eye level. A tip for this could be to put your laptop on books or box to level it with your gaze. Be cognizant of glares from your glasses as well.
  + Alert your family or housemates that you will be presenting and ask them to keep disruptions at a minimum. If your Wi-Fi bandwidth is low to begin with, it may be helpful to ask them to stay off the Wi-Fi during your presentation.
  + Have a glass of water prepared and ready next to you, should you need it
  + Close all non-essential programs on your laptop or computer and disconnect from VPN if possible. Reboot or restart your computer prior to dialing in
  + If you are screen sharing, please close out of any applications that deliver pop-up notifications. It is distracting for these to come up during your presentation.
  + While presenting, be mindful of the time. Use a timer so you can easily check your pacing.
  + You are welcome to use a customized background with your company’s logo.
* Attendees will not be able to share video and audio. When you are introduced as presenter, do not ask if people can hear you as they will not be able to reply. If there are any technical problems with your audio or visual, staff will let you know.
* During the time you are speaking, staff will rely on text to communicate any problems or provide support. Please provide your cellphone number to staff by September 30.

**Engagement Tips**

* **Polls**
  + Polls are a great way to engage the audience. If you want to incorporate polls into your session, please send the poll questions and clearly outline the answer options to TRMA staff along with your presentation. To make sure the flow continues, you can ask the poll question and continue with the presentation, say something about the topic for about a minute or two and then come back for the answer. It takes some time for the poll results to be aggregated and we prefer that there not be silence while we wait.
* **Chat**
  + Hopin has a Session chat function which you can have a member of your staff or co-presenter monitor while you speak. Attendees are encouraged to use the chat to network, and will be instructed to ask questions in the Q&A tab.
  + You may ask the attendees to enter something on the chat by asking a question related to your presentation. For example: “Please enter on the chat if you have seen an increase in account takeover in the last 6 months.” As people enter the answers, you and/or your co-presenter can review what is being shared. Again, you should continue with the presentation and then come back to review the comments on the chat. It will take some time for people to enter their answers and we don’t want silence.
  + If you are co-presenting, agree on who will be reviewing the chat for questions while the other speaks. If a question is presented, your co-presenter can pose the question to the group.
* **Q/A**
  + Once your presentation is completed and you and your co-presenters are ready for Q/A, toggle over to the Q&A tab on hopin. Questions will only be able to be asked via the designated Q/A feature. Determine if you or your co-presenter will read the chat or if you will need staff to read the questions for you.

**Conclusion**

* You will be notified when you have 5 minutes left. At that point, please start wrapping up and making closing statements.
* Once time is up, the moderator will come on camera to help you conclude the session.

**TRMA Staff Contact Info**

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