



CAP2020 VIRTUAL CONVENTION

PRESENTER GUIDELINES

The CAP family is thrilled to welcome you to this year's CAP Conference virtually. Whether you are new to ZOOM or have taken several ZOOM meetings, please ensure you and your participating team members review the information given below. It is going to be a WILD ride as usual and it will be over before you know it, so hang on!

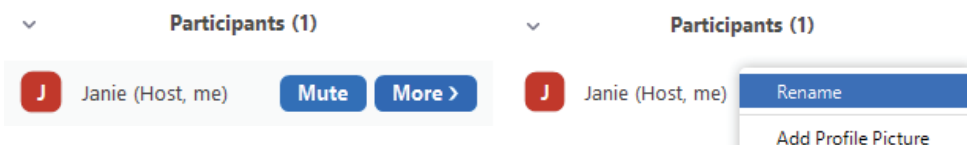
ZOOM CONFERENCE RULES

- 1) Unless you are the Presenter, please keep your Video & Audio OFF!
- 2) Questions **MUST** be typed in the ZOOM Session Chat **ONLY** during the Q&A and will be prompted by the **HOST**.
 - If your question is not answered in the Q&A it will be answered later and posted on the CAP website.
- 3) ZOOM Rooms has System Requirements
 - <https://support.zoom.us/hc/en-us/articles/204003179-System-Requirements-for-Zoom-Rooms>
 - Please make sure you check that your electronic device meets these requirements
 - Smart Phones are NOT acceptable for Presenters & Virtual Booth Sponsors
- 4) Keep your device on a flat surface in one place as we do not want to get motion sickness.
 - As a presenter or running a virtual booth you should not pick up your device.
 - Bring your items to the device or Share your Screen.
- 5) Breakout Rooms – Each Sponsor will be given a designated Breakout Room for their Virtual Booth
 - The Host will filter participants to your Breakout Room for your ease and comfort
 - It is here where your Virtual Booth will be “standing”, and people can view your booth in the designated timeslots.

ZOOM NAME

For clarity, please make sure you change your name on ZOOM to reflect **[FULL NAME – COUNTRY]**. If you are a Sponsor please make sure you change your name on ZOOM to reflect **[FULL NAME – BUSINESS NAME]**. This can be completed before entering the ZOOM meeting.

To change your name after you have entered the meeting, click on **'Participants'** – A menu will pop up with the list of participants. Find your name, hover the mouse over your name and click **'MORE'**. At this stage you will see a dropdown menu that allows you to click on **'RENAME'**. It is here where you make this change. You can also right click on your own name in the video box and choose **'RENAME'**.



If you have any questions or concerns please do not hesitate to contact FSH Design at cap2020@fshdesign.com.



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SHARING YOUR PRESENTATION

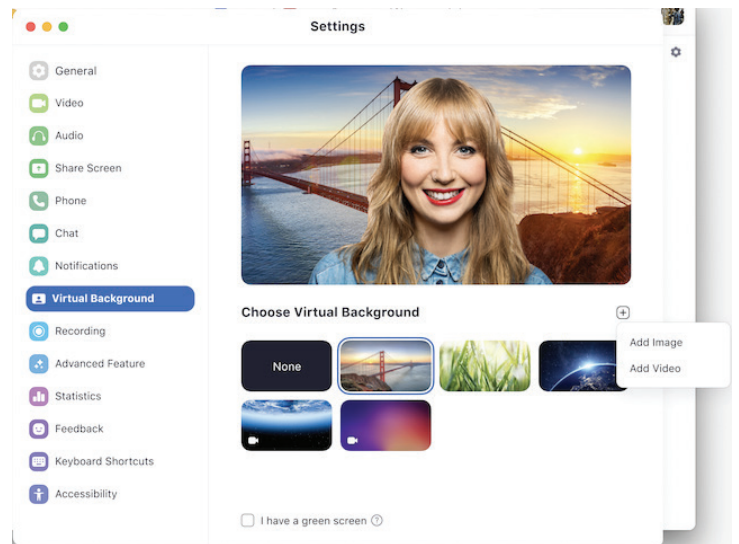
PowerPoint Presentations – If you have chosen Microsoft PPT you will be required to Share Screen. Open your PPT and Zoom. Click Share Screen and select the window that reveals your desktop or PPT. Please note that PPT Transition Effects between slides do not visually show well on ZOOM. Best to keep your transitions clean and professional.

VIRTUAL BACKGROUND

This feature allows you to display an image or video as your background during a ZOOM Meeting. It is important to keep yourself well-lit and the background a solid colour. You can incorporate your Logo/ Branding but please do so in only the upper left corner.

To enable the Virtual Background feature:

- 1) Sign into the ZOOM web portal as an Admin with permission to edit account settings.
- 2) In the Navigation Menu, click Account Management then Account Settings.
- 3) In the Meeting tab, navigate to the Virtual Background option and verify that the setting is enabled.
- 4) Back on the home screen, Click on Green Shield in Top left corner of Zoom Window and a new window will come up.
- 5) Then navigate to Background & Filters – by pressing the + sign you can add the image or video you desire to use.

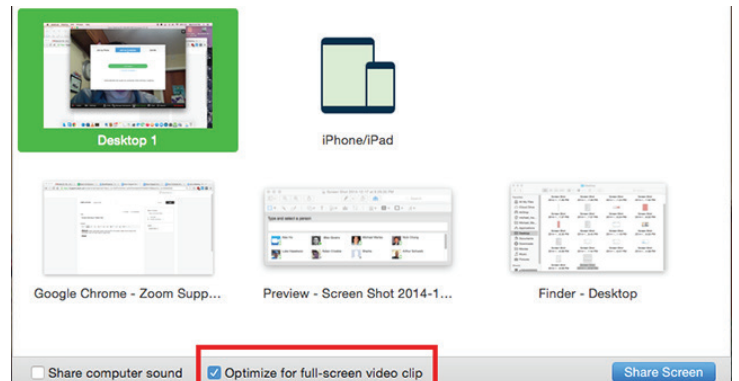


For more info: <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>

VIDEO LOOP

If you plan to keep a video running in your Virtual Booth, a person is still required to be present for technical setup and in case the video loop stops.

- 1) Please download a reliable Video Player like VLC (free download online) so that you can play your video and, in your video software, make sure it is set on repeat
- 2) Click Share Screen and select the window that reveals your desktop or Video Player
- 3) In the same window before clicking 'Share' please ensure your 'Share computer sound' check box is checked in the bottom left corner of the pop-up menu
 - If you fail to check the 'Share computer sound' box, your video will be without sound
- 4) Click Share and start your Video Loop



For more info: <https://support.zoom.us/hc/en-us/articles/202954249-Optimizing-a-shared-video-clip-in-full-screen>