IOA2021
22-24 MARCH

16TH ANNUAL
bridging
THE
DISTANCE

Paving the Way for **Equity & Justice**

Speaker Prep Deck

PAVING THE WAY FOR EQUITY & JUSTICE

Event Information

Join Us Online 22-24 March 2021

Learn More on the Conference Website

IOA's 16th Annual Conference will be taking place online. While we will be unable to give hugs or share business cards, we won't be sacrificing our meaningful connections. Help make IOA history by taking part in our 2021 global effort to "Bridge the Distance: Pave the Way for Equity & Justice," and register now!

View Conference Website

Global Engagement & Time Zone Access

Efforts are being made to provide content for International Attendees with varying time zones. During the conference, once attendees have logged into our online virtual platform they will be able to adjust their settings to view the schedule in their own time zone. All times on the schedule below are listed in Pacific Time. If you need help converting to your time zone try out World Time Buddy.

View the Schedule

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Speaker Information

Review IOA 2021 Conference Presenter Resources

We are delighted that you will be presenting at the 16th Annual IOA Conference. We have provided you with the resources below to assist you in preparing your presentation.

View Presenter Resources

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Pathable – Our Virtual Platform

How to Attend the Virtual Event

- #IOA2021 will be hosted on the virtual event platform Pathable. This will be our "virtual venue."

- In addition to being an extremely user-friendly platform, Pathable prioritizes the connection and community that make our online conference feel like we are back in-person. Attendees will have the chance to meet up with new contacts and familiar friends, participate in community events, and connect with vendors on our virtual trade show floor.

- Pathable uses a Zoom integration for all virtual meeting components, such as the "Enter Video Meeting" option on exhibit booths

#IOA2021 Virtual Venue: Pathable

- ✔ **Customize** your schedule and time zone
- ✔ **Connect** via chat and one-on-one meetings
- ✔ **Join online** from anywhere without a download
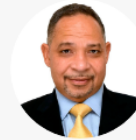- ✔ **Watch later** if you miss a session

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Visit Pathable

Pathable Features

Speaker Features

- Includes speaker profiles – IOA has added your photo & bio!

- You can edit your session content.

- Opportunity to connect with attendees and other presenters

- Each session page includes chats, polling and file sharing

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How to Log-In & Edit Your Session

Instructions

1. Visit https://ioa2021.us2.pathable.com/ and login with the credentials you received in your email inbox.

2. Once you are logged in, you can navigate to the "Programming" menu item and select "Conference Schedule".

3. Find your session and select "manage." You can edit the content, add handouts, and create polls, and start a chat.

Speakers also have the ability to edit their headshot and bio within their profile.

Pathable Training Resources

Pathable Speaker How-To Video

[Watch the How To](#)

Mandatory Speaker Training Sessions

Speaker Training for Meetings
4 March 2021 12:00 PM PST

Register Now

Speaker Training for Webinars
11 March 2021 1:00 PM PST

Register Now

Pathable Preparation Before the Event

We recommend getting your machine set up at least a few days prior to your presentation.

- Use the link provided by IOA to sign into your account on the virtual event site.

- Use the menu at the top of the page to visit the agenda, find your session and visit your page to review details.

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What to Expect from Your Session Host

Session Hosts are here to make your session successful!

- You will have a IOA team member and a session host support you during your session.

- Both will start your session 20-minutes prior to your session start time to create the green room.

- You can join the room and communicate with IOA and your session host to make sure that your audio, mic, etc. are working correctly.

- Your session host will do a brief introduction at the start of the session to start. Once introduced, speakers can begin sharing screen and present.

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Pathable Polls

Adding Polls

1. Once logged in to Pathable, select the agenda from the top navigation and select your session.

2. On the meeting details page, select the Manage button in the top right corner.

3. Select the polls tab then add poll. (slide 26)

4. Complete all the required fields and click create to save your poll.

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Pathable Polls

Viewing and Launching Polls

Poll results will, by default, be displayed within the app.

- You may choose to hide your poll results from the attendees by choosing "Only speakers can view poll results."
- You may also choose to hide the polling option itself until the session starts by choosing "Hide poll from attendees until session starts."
- When it's time for the attendees to use the poll, instruct them to pull up your session on the app, and encourage them to engage with the question. You'll see their answers appearing in real time on your app.

Polls can be either:

- Rate (users rate from 1 – 5 stars)
- Multi-Choice (users select from your choices)
- Free-Text Entry (users type a response)

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Polls Example
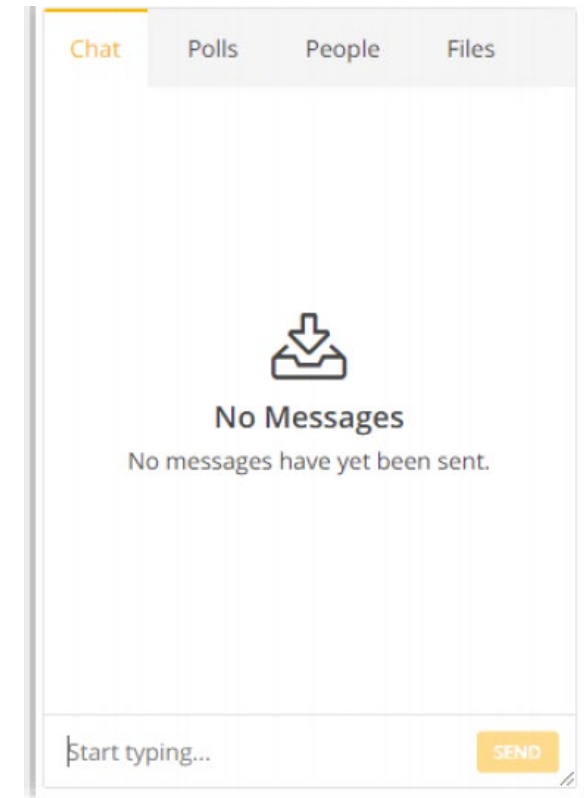
Pathable Chat and Q&A

Engage with your audience.

- During the session, speakers and attendees can use the Chat function on Pathable, to the right of the video display.

- Please note that chat is visible to all with no limit on the number of people who can participate.

- Attendees can submit Q&A through the Pathable app under polls.

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Virtual Presentation Tricks and Tips

Video/Visual

- Check your lighting. It's best to have light in front of you.

- Dress to present. Avoid busy patterned shirts.

- Avoid a busy background.

Audio

- Turn off all electronics unless they're being utilized in your presentation. If possible, use a headset or earbuds with a microphone.

- Turn off all computer notifications.

- Call into the presentation with your phone. If your internet goes out, you will still be able to speak and be heard by attendees.

Set Up for Success

- Ensure all notifications are silenced. Close computer applications such as email or Slack that may cause notifications to appear.

Tell Us Your Name

- You can edit your name as it is displayed to other participants. Here's how:

  In Zoom, select the three dots in the right-hand corner of your Zoom video frame. Select "rename" to adjust your name accordingly.

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Equipment Requirements

What do I need to present? Can I present with my current computer?

Please ensure your device meets hardware, software and bandwidth requirements well in advance:

- **Step 1:** Browser test
  Please take the following browser test: https://zoom.us/test
- **Step 2:** Please review the following Technical Requirements and be sure your system and networks are up to date.

Minimum System Requirements:

- 2.0Ghz Processor or faster 2 GB RAM (Greater than 2 GB recommended)

Access Now

zoom

Client Download
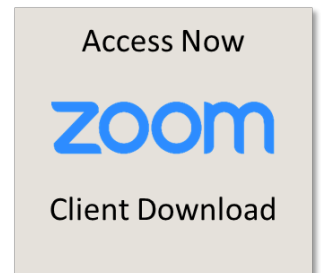
Browser Requirements

Use speedtest.net to test your bandwidth speed

Minimum Browser Requirements:

Your browser must support HTML-5. To detect your browser version, run https://whichbrowser.net/

- Windows 7 or later Mac OS X 10.9 or later

- Chrome 60 or greater

- Firefox 52 or greater

- Edge 14 or greater

- Safari 10 or greater

- iOS 10 or greater

- Internet Explorer 11 IP Addresses

Ports to Allow for HTML5: 72.32.161.112 port 80, 443 (web and audio) 72.32.200.104 port 80, 443 (web and audio) 72.32.221.65 ports 80, 443 (web and audio) 72.32.221.66 ports 80, 443 (web and audio) 67.203.7.114 ports 80, 443 (web and audio)

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Additional Requirements

What else should I know?

- Disable pop-ups blockers in your Internet browser settings.

- A wired connection is recommended. WiFi signal strengths can vary causing bandwidth to increase or decrease. A wired connection gives a consistent signal and consistent bandwidth. A wired connection provides a better experience.

- Audio (sound) is projected through your computer speakers. Be sure your computer is equipped with speakers, you are using a headset, or the room where the conference is being broadcast is equipped with speakers so you can hear the presenters.

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What to Expect During Your Presentation

You're Going to Do Great

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What to Expect

Before your session:

- The IOA Office will start the session no more than 20 minutes prior to the session start time.

- Please log-on to your session via the manage/join meeting button on your agenda so you join the "Green Room" area.

  - During this time, you will be able to see and hear other presenters but attendees will not.

  - You will see that you are in a practice session or waiting room.

  - This allows you to test your mic, video and sharing screen prior to the session.

  - Attendees will be allowed into the virtual room 1 minute prior to session start time. At that point, they will be able to see and hear presenters.

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What to Expect

From the IOA Office:

- The IOA Office will have a team member in your session for support. Look for the name "IOA Office" if you need any assistance.

- Please note the office will be a silent partner for your session.

  - This means the office will not be on camera or mic during your session in its entirety.

  - Please use the chat feature to communicate with the office with any questions or issues during your session.

  - You will have a session host who is prepared to be on camera or mic to assist.

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What to Expect

Green Room:

- One you're in the Green Room, please make sure of the following:
    - Check how your name is listed on Zoom. Is it correct? If not, rename yourself.
    - Other presenters, session host, and IOA team members will be in the room with you.
    - Use this time to do any sound checks, microphone and video lighting adjustments.
    - Check that you can share your screen. Note that on Mac computers you may need to adjust your security settings.

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What to Expect

Broadcasting and Starting Meeting:

Zoom Webinar:

- One minute prior to the start time of the session, attendees will be let into the webinar. The IOA Office will "Start Broadcast" to begin the Webinar session.
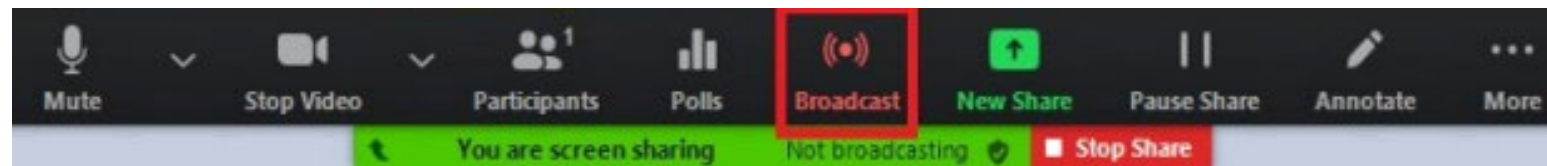
Zoom Meeting:

- One minute prior to the start time of the session, attendees will be admitted into the meeting and will be able to see and hear presenters and attendees.

10 minutes after the end time of the meeting and/or webinar, the meeting will be automatically ended.

Zoom Controls

What will my presenter screen look like on Zoom?

Presenter screens will have your presentation and presenter controls.

Mute yourself when you are not speaking.

Toggle your camera on and off.

Use reactions during sessions to clap, give a thumbs up, and more!

Exit the session.

View the number of participants in the session. Click on this window to view the list of participant names.

Chat with staff, other speakers, and session hosts. Attendees will ask questions in Pathable. Choose the audience from the drop down menu.
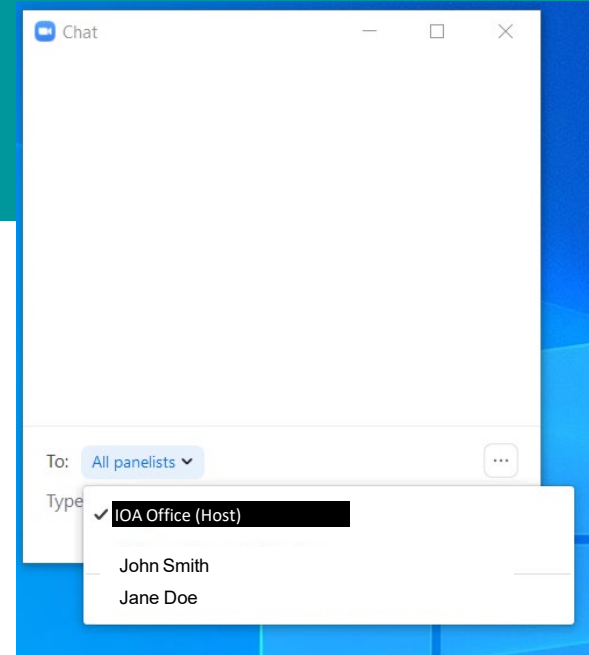
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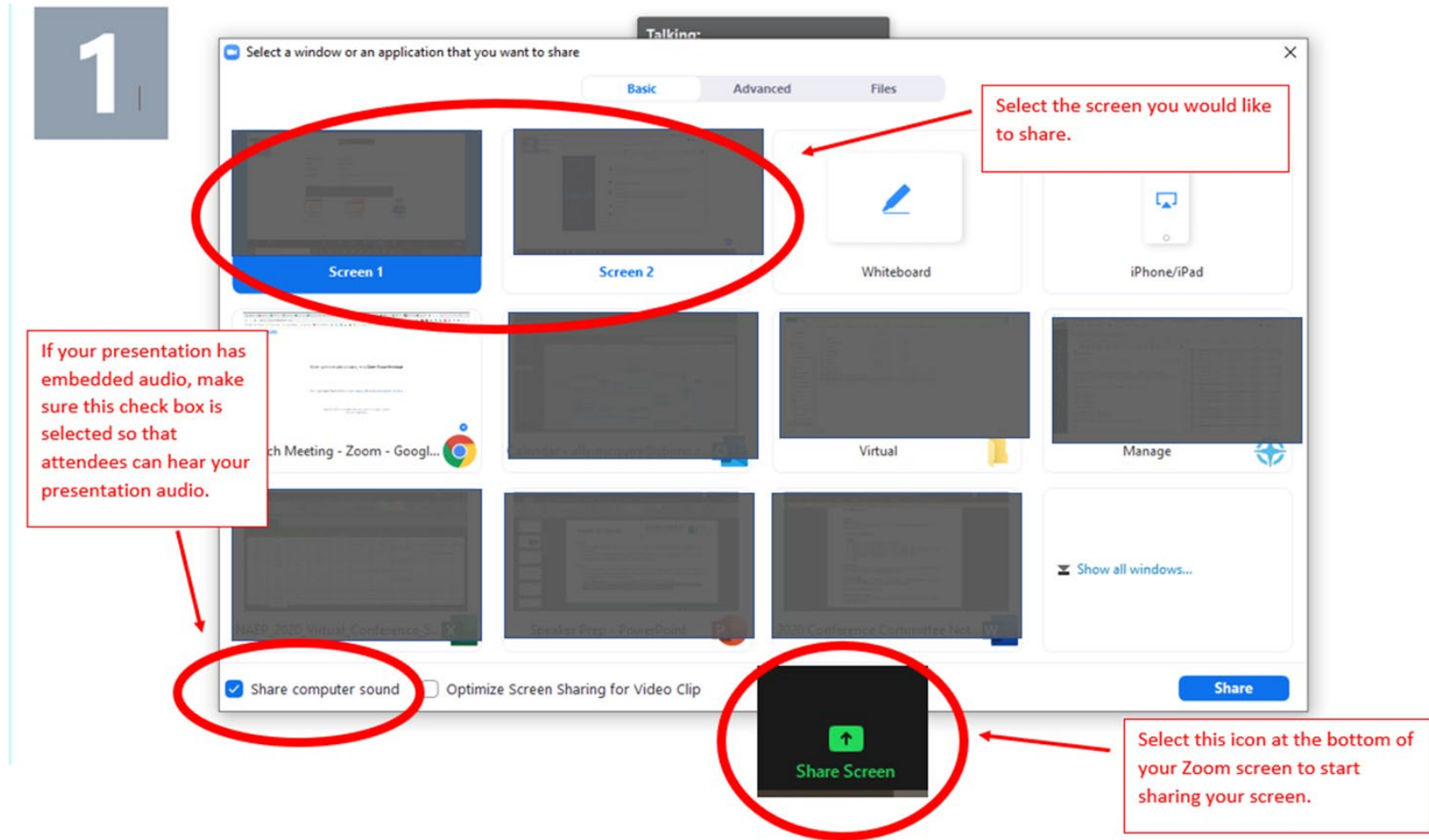
What to Expect

How to Share Your Screen

If your presentation has audio, be sure to have the "Share Computer Sound" checked. During the playback of your audio, mute yourself so that there isn't any echo.

Contact IOA

(206) 209-5275 | info@ombudsassociation.org

Business Hours: Monday – Friday, 8:30 AM – 5:00 PM (Pacific Time)