

Toolkit for Presenting Virtual Sessions

Thank you for all of your hard work to prepare for the 2020 National Children & Youth Garden Symposium and for your willingness to help AHS make the transition to a virtual conference platform. The following guidelines are a collection of best practices for transitioning your session to a virtual format. Below please find information on platforms available and preparation suggestions.

Timeline

Please complete the [presenter survey](#) declaring your intention (or inability) to present your session **by June 5**. Files to recorded **sessions are due July 1**, but will be accepted and uploaded to our closed group NCYGS webpage on a rolling basis. Pre-recorded sessions can be viewed at any time; the live, interactive content will take place July 8-10.

Permissions

By participating as a presenter or audience member in this digital environment, you agree to be recorded. If you do not wish to be recorded, please do not participate. Any recordings will be made available for up to one year for all NCYGS 2020 registrants. In the event that AHS wishes to retain or repost the session after one year, AHS will notify the presenter.

Session Materials

If your session includes handouts, please email them to education@ahsgardening.org by July 1. Materials will be uploaded and available with the link to your session.

Asynchronous Presentation Instructions

In an asynchronous “flipped” session, presenters share a pre-recorded presentation. Attendees watch the presentation at a time that is convenient for them. Discussion takes place at a scheduled time on a pre-determined platform.

Pre-recording the session:

- Presenters pre-record their presentations and do the following by July 1:
 - View the file to make sure there are no audio, visual, or other problems.
 - Share the session video file by uploading it to DropBox, Google Drive, WeTransfer or other such platform and sharing with education@ahsgardening.org.
 - Presenters and audience watch the presentation, accessible through the NCYGS closed group website before the scheduled discussion

- There are many ways to record your presentation. Choose the platform that works best for you; certain platforms work better for multiple presenters. Take into consideration whether or not you wish to share presentation slides (such as PowerPoint), documents, websites, or video. You might also consider the length of your presentation.
- For multiple presenters and/or multimedia presentations: If you or your organization have a paid Zoom account or other such social communication tools such as WebEx or GoToMeeting, you can schedule a meeting (with yourself and, if applicable, your co-presenters) and record your session.
 - If you do not have a paid Zoom account (The free account does not allow you to record a meeting.), please let us know and we will schedule a meeting with you (and, if applicable, your co-presenters) at a convenient time.
- For a single presenter and short multimedia presentation: One free recording option is [Screencast-O-Matic](#), which allows free screen recording for up to 15 minutes.
- For a single presenter and multimedia presentation: Another option is to use [PowerPoint Narration](#), available through Microsoft PowerPoint.
- For a single presenter and short presentation with no additional media: Consider recording yourself using the video feature on a smartphone.
- For more information and reviews on additional free PC screen recording options, [see here](#).
- For consistent NCYGS branding, please use the following as an introduction to your session:

Thank you for participating in (_____) session today as part of the American Horticultural Society's 28th National Children & Youth Garden Symposium. We/I would also like to recognize our Diamond sponsor Ball Horticultural for their longstanding support of this important annual event. Gold Sponsor Longwood Gardens has supported NCYGS for the past three years. Both Ball and Longwood have helped in facilitating our ability to present this year's symposium virtually.

Discussing the session:

- Session presenter(s) will choose a virtual or social media platform and AHS will upload the information (and link) to the session on the NCYGS website
- Session presenter(s) and audience members meet virtually using streaming software or social media for discussion and Q&A.

Tips on Video

- Webcams: an external webcam may provide the best video.
- Be careful about your background, and warn other people around you that you are on a video call.

Tips on Audio

- A headset or earbuds with a microphone will provide the best sound quality for everyone in the session
- Laptop speakers and mic can create feedback, and the sound quality is mediocre.
- Join the meeting from a quiet space - background noise can be jarring
- If you are not speaking, mute your microphone.

Virtual Meeting Platforms

AHS will be setting up Zoom meetings with session-specific breakout rooms. Alternately, presenters may conduct a Twitter chat at a specified time. Please let us know which platform you prefer. We will add schedule the meeting or Twitter chat and include this information on the NCYGS webpage.

ZOOM and Additional Resources

- [ZOOM Tutorial Videos](#)
- [ZOOM Download Center](#) - includes browser extensions for Chrome and Firefox; mobile apps for Apple and Android platforms; and plugins for Outlook, IBM Notes, and Intel Unite.
 - [ZOOM download for Windows](#)
 - [How to install Zoom on a Mac](#)
- [How-To videos](#) with tips for virtual presentations courtesy of the Distribute 2020 conference