

Toolkit for Presenting Virtual Sessions

Thank you for all of your hard work to prepare for the 2021 National Children & Youth Garden Symposium and for your willingness to help AHS present another virtual conference. The following guidelines are a collection of best practices for presenting your session in a virtual format. Below please find information on platforms available and preparation suggestions.



Timeline

Files to recorded **sessions are due June 25**, but will be accepted and uploaded to our closed group NCYGS webpage on a rolling basis. Prerecorded sessions can be viewed at any time; the live, interactive content will take place July 7-9.

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 2021 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 June 25. 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 June 25:
 - 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 social communication tools such as WebEx, Adobe Connect, 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](#).

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 symposium website
- Session presenter(s) and audience members meet virtually using streaming software, a discussion board, or social media for discussion and Q&A.

Tips on Video and Audio

- 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.
- 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.

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.
 - [How to install Zoom on a Mac](#)
- [How-To videos](#) with tips for virtual presentations courtesy of the Distribute 2020 conference