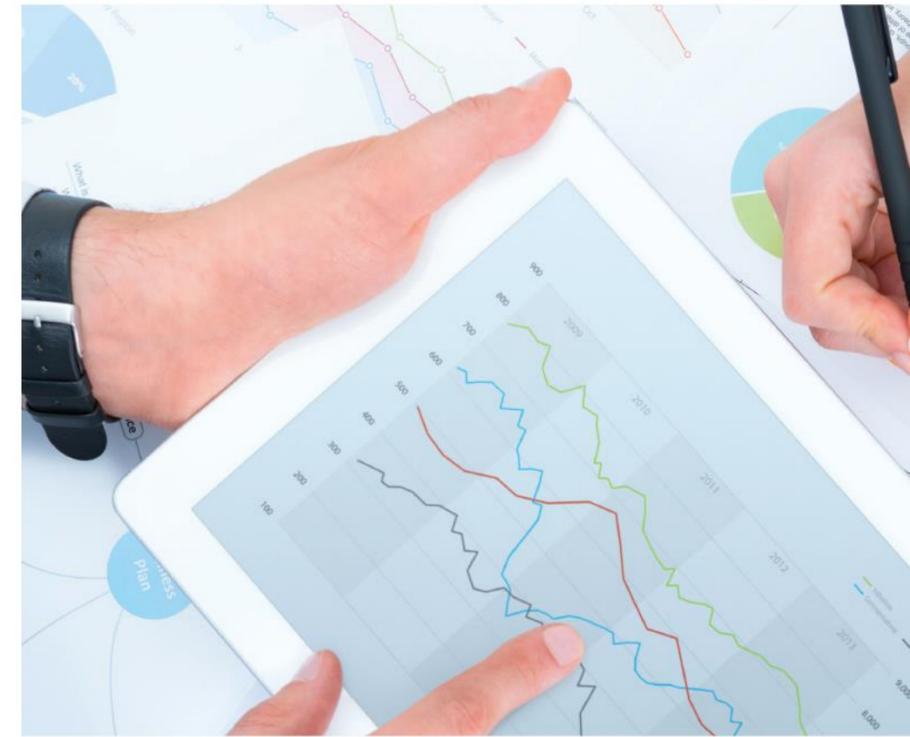




ConferenceDirect[®]



Prepared Specially For:



YOUR ONE SOURCE

for **Global Meetings & Events**

Welcome valued speaker to the official Virtual National Assembly virtual guide!

- Save the date!
Attend the live AOPA Virtual National Assembly 2020
on **Thursday, August 20 at 3:00 pm Eastern Time.**
- Please view our quick general tutorial [CLICK HERE](#)

How will I get my login to the conference website?

You have been sent an email invitation with an access link to log-in to the platform.



Hi Lindsey!

We're happy to have you on board as a speaker for Virtual National Assembly!

We are also very excited to provide you with a secure, exclusive and interactive online community and app for the conference. This site will encourage everyone to connect and collaborate before, during and after the event itself.

Set-up is easy. Please take a moment to update your profile by clicking on the link below, and enhance your page with your photo and professional information to make the conference experience even more valuable.

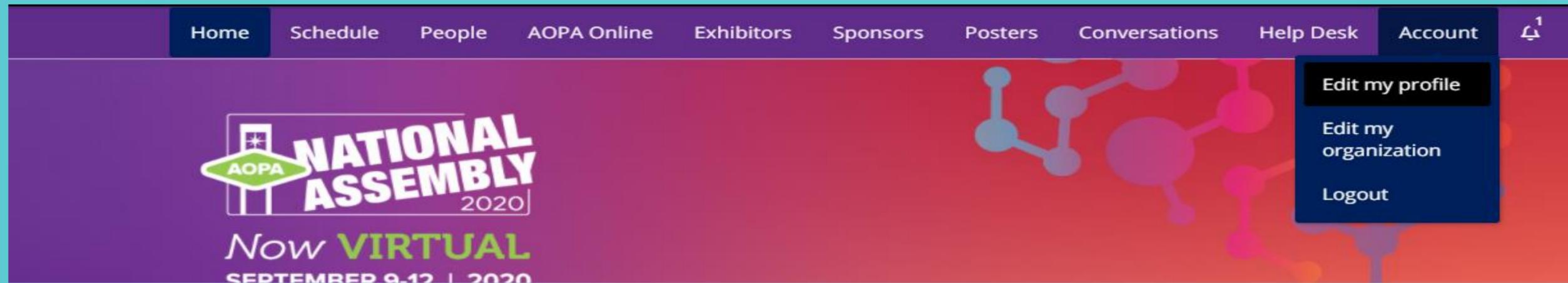
[Edit Your Speaker Profile](#)

To prevent others from accessing your account, please do not forward this email.

Lindsey, you are receiving this regarding Virtual National Assembly. If you would like to stop receiving these emails [click here](#).

Pathable Inc
[4065 4th Ave NE, Seattle, WA, 98105](#)

PreHow do you manage and edit your profile information?



Once logged in to the virtual conference, proceed to 'Account' on the top navigation bar, select 'Edit My Profile' to update any of your profile information.

AOPA has pre-loaded your Bio and profile image (if provided).

Profile photo **UPLOAD PHOTO**
Please upload a JPG or PNG image file. We recommend a square image of minimum 300x300px size with the person's face in the center.

Email
Address is required

Password **CHANGE PASSWORD**

Name Lindsey Provine Credentials

Title

Company

Phone Number
This will only be shared with exhibitors you allow. It will not be displayed on your profile.

Description

Tags Select an option or enter your own...

Suggested:
Scoliosis Spinal Pediatrics
Socket Design Ankle Orthoses
Osseointegration Contracting Marketing
Telemedicine Coding & Billing & Insurance
Falls Audits Geriatrics

System Requirements

Desktop or laptop computer with at least:

- Mac: Mac OSX 10.7 or later
- Windows: Windows 10, 8, 8.1, 7, Vista (SP1 or later), XP (SP3 or later)
- Ubuntu: 12.04 or later
- Linux: Red Hat Enterprise Linux 6.4 or higher

While it is possible to present from a tablet or mobile phone, it is not recommended.

Processor / RAM

- Single Core 1Ghz or higher (Dual core 2Ghz or higher, 4G RAM recommended)

Browser

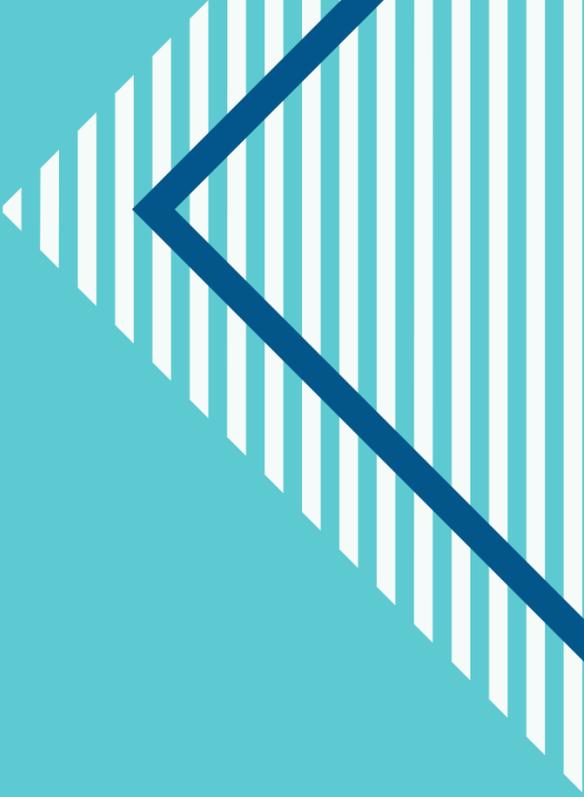
- Windows: Chrome 30+, Edge 12+, Firefox 27+, or IE 11+
- Mac: Chrome 30+, Safari 7+, or Firefox 27+
- Linux: Chrome 30+, Firefox 27+

Bandwidth

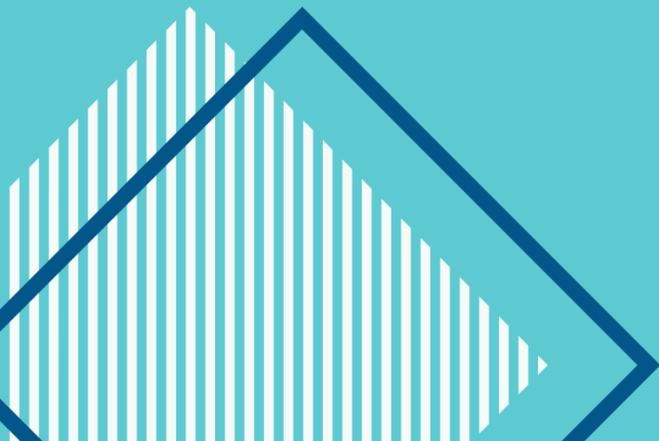
- 1.5 Mbps "up" minimum (3+ Mbps "up" recommended)
- Hint: Use <https://www.speedtest.net/> to test

Hardware

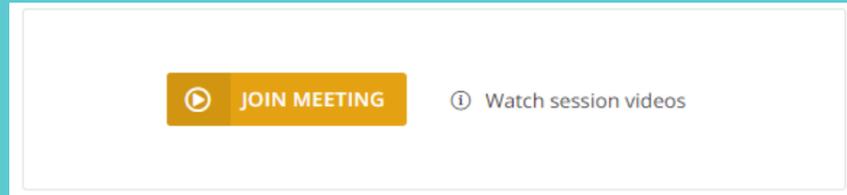
- Webcam
- The microphone and speakers that comes built-in to most computers is adequate, but a headset with a boom mic or a stand-alone microphone will create a richer, cleaner sound. There are dozens of models, wired and wireless, available on Amazon for less than \$100 with 4-star or better ratings.
- A second monitor is recommended, but not required.



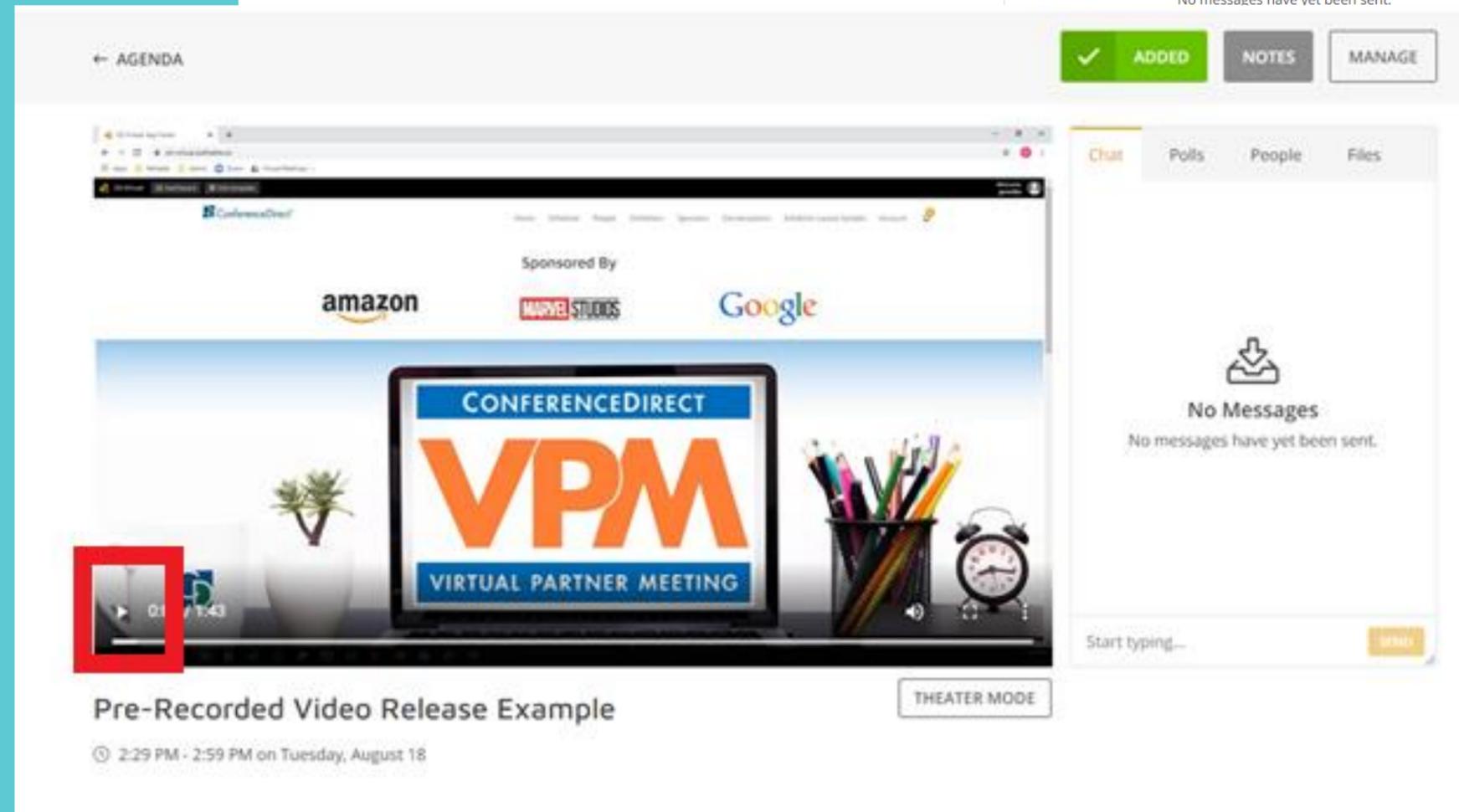
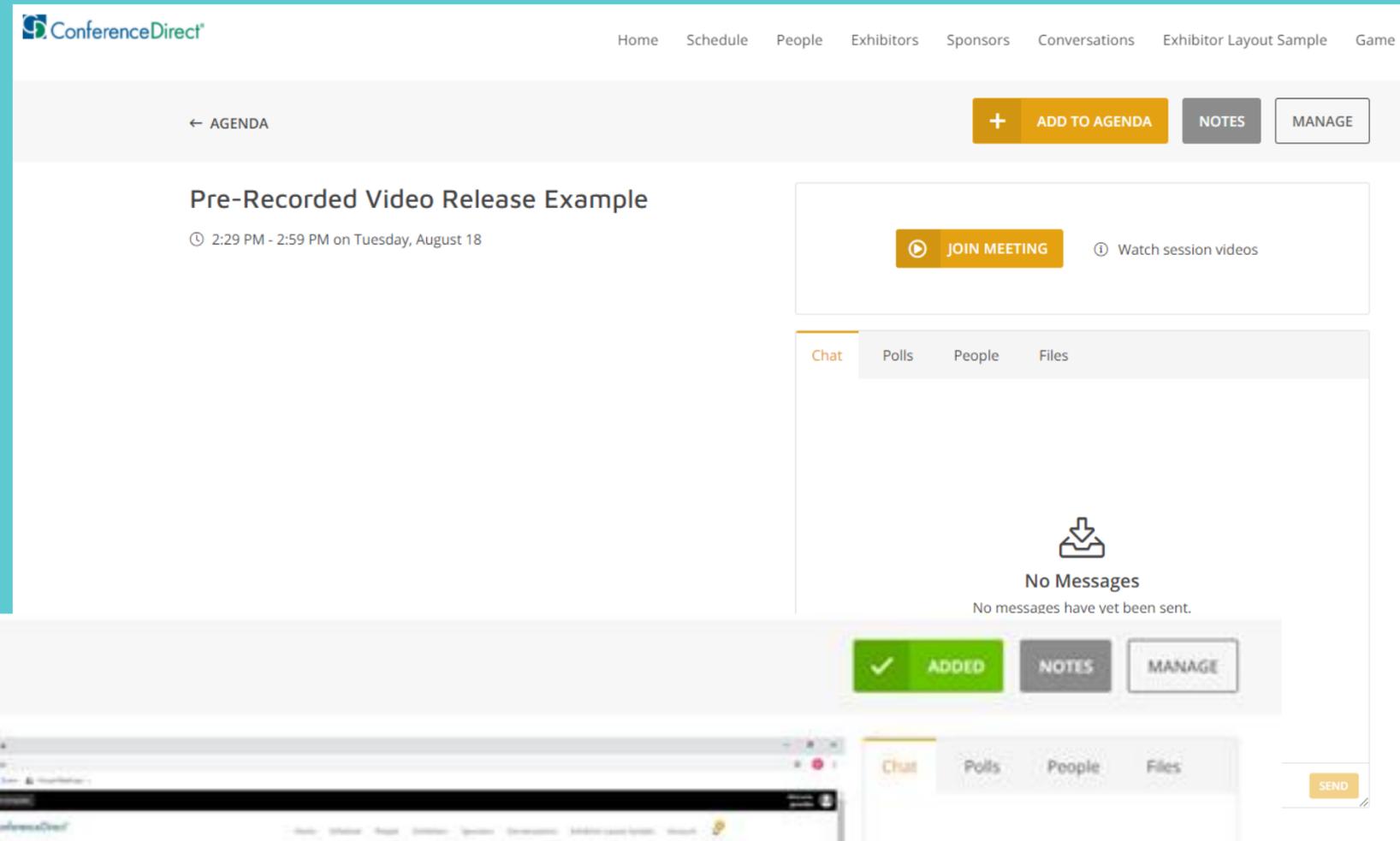
How to manage your pre-recorded session



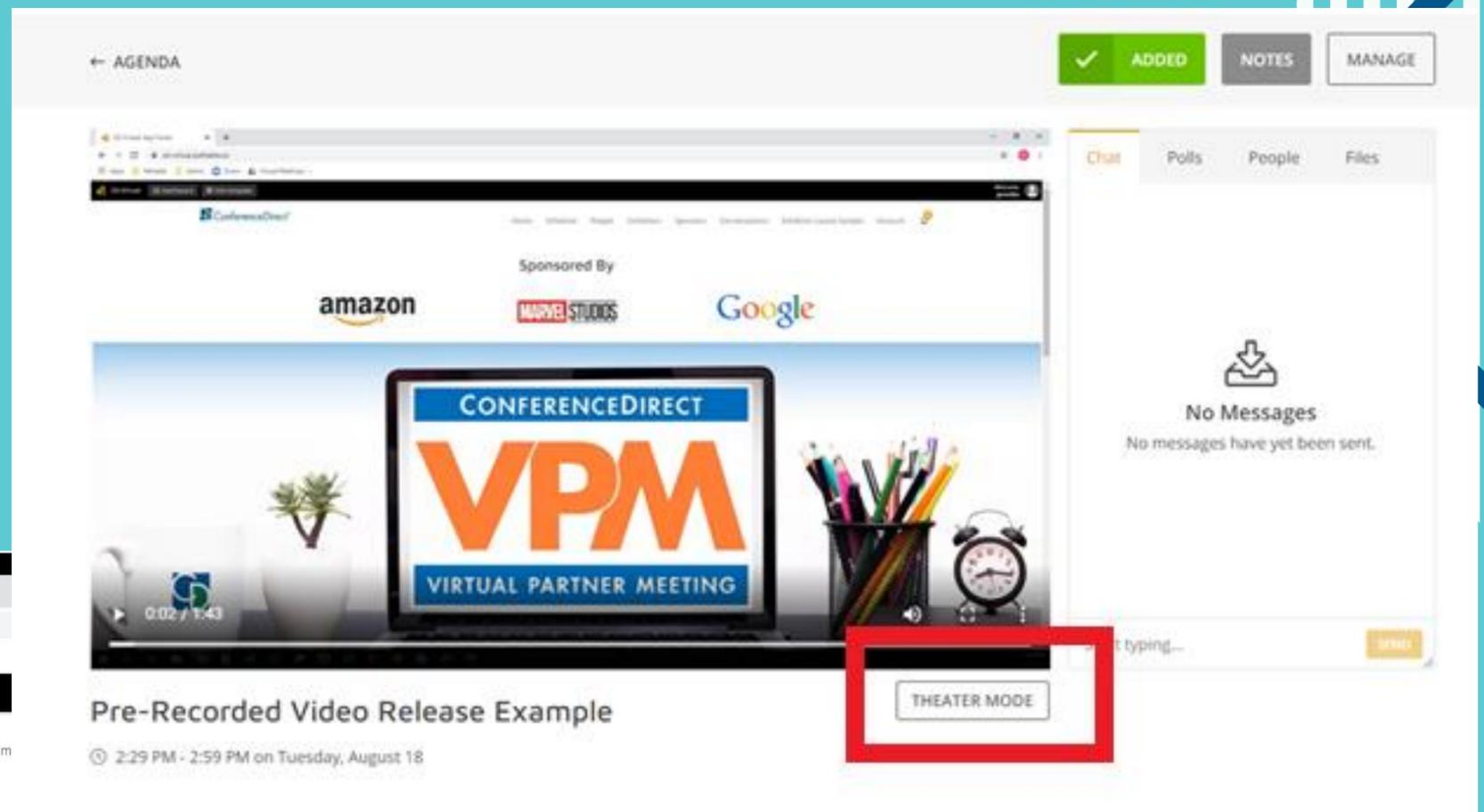
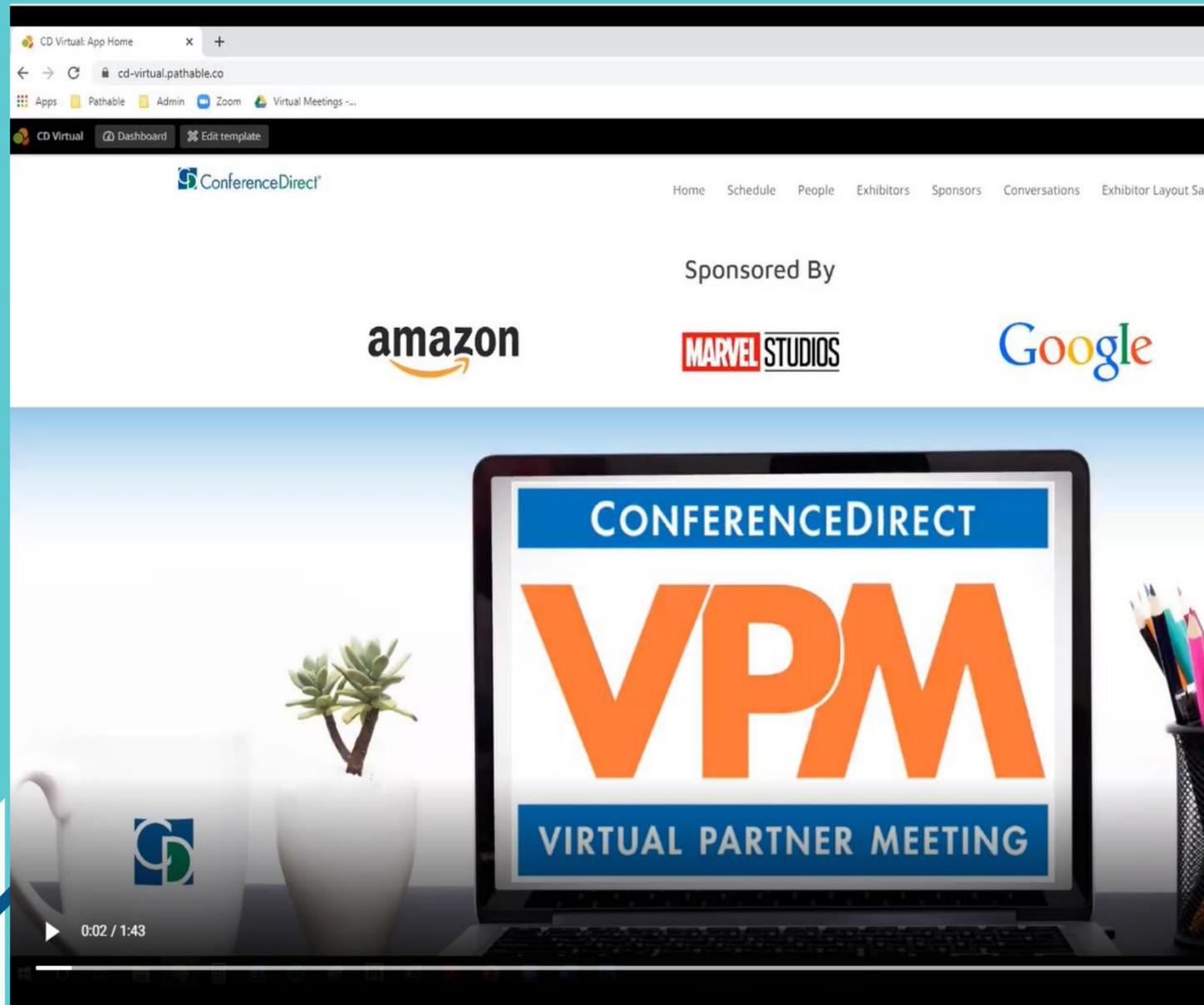
At the start time of your session, the video will become available for the attendees view, by selecting 'Join Meeting'.



The video will then be released available for the attendees to watch by selecting the play button.



The attendees may also watch your video in the 'Theater Mode' to engage in the chat with you as the speaker and view your presentation.



Pre-Recorded Video Release Example

2:29 PM - 2:59 PM on Tuesday, August 18

Bethany Holla... a few seconds ago
Hello! Welcome to today's training!

Start typing... SEND

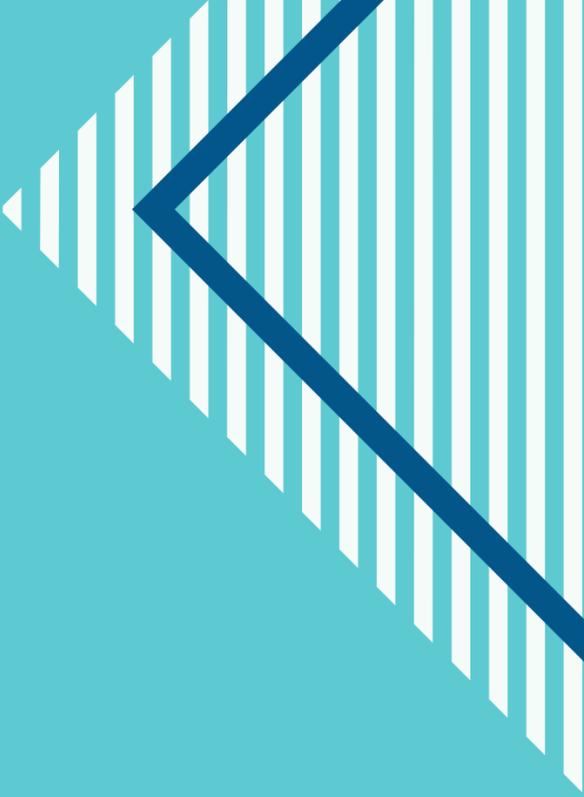
Managing your chat

On the session key card, you are able to read and monitor your 'Chat' while your pre-recorded video is available for play.

You may post a welcome message to the attendees and post any additional information you would like to let your audience know about.

If you need a message posted deleted, please report to AOPA, whom have access to remove the message.

The screenshot displays a Zoom session interface. At the top left, there is a back arrow and the word "AGENDA". On the right, there are "NOTES" and "MANAGE" buttons. Below this, a green pill-shaped tag says "PROSTHETIC". The main title of the session is "(C2) Pre-show Prosthetic Workshop—Improving Care for Athletes: A Discussion on Sport-Specific Orthoses and Prostheses". Two hosts are listed: Jennifer Lučarević, PT, DPT, PhD Candidate and Mark Muller, MS, CPO, FAAOP. The session time is 11:00 AM - 4:15 PM on Tuesday, September 8, with 500/500 spots left. A description of the session is provided, followed by a "SHOW MORE" link and a "Keywords" section with tags for "ATHLETE", "PROSTHETIC AND ORTHOTIC", and "WORKSHOP". A timer shows 20 days, 20 hours, 13 minutes, and 39 seconds remaining, with a note that video will be available after the session starts. Below the timer are tabs for "Chat", "Polls", "People", and "Files". A "No Messages" notification is displayed in the chat area. At the bottom, there is a "Start typing..." input field. An inset window shows a chat message from Bethany Holland: "Hello! Welcome to today's training!". This inset window also has "ADDED", "NOTES", and "MANAGE" buttons.



How to manage your **LIVE** Webinar session



Approximately 20 minutes prior to your presentation:

1. Go to 'Agenda' on the top navigation bar, then select 'My Agenda'
2. Locate your scheduled session and click onto the key card to select
3. Click the 'Manage' button in the upper right
4. Click 'Start/Join Live Meeting' to join and start the webinar.

If you are the first person to join, the button will be titled 'Start/Join Live Meeting'. If you are not the first to join, the button will be titled 'Join Live Meeting'.

The screenshot shows a meeting agenda page. At the top left, there is a back arrow and the text 'AGENDA'. At the top right, there are two buttons: 'NOTES' and 'MANAGE', with the 'MANAGE' button circled in red. Below the navigation, there is a category tag 'ORTHOTIC'. The main title of the session is '(C1) Pre-show Orthotic Workshop — Muscle Tone and Hypertonus Assessment and Relevance to Ankle-Foot Orthotic Management'. Below the title is the presenter's name and credentials: Beverly Cusick, PT, MS, NDT, COF/BOC. The session time is listed as 11:00 AM - 4:15 PM on Tuesday, September 8. A short description follows: 'Clinical practitioners commonly use the term "muscle tone" to describe a different condition and use various methods to attempt to quantify it. We will clarify the definition, relate movement strategies to the development of typical ankle function and equinus deformity, review clinical assessment procedures for hamstrings length and ankle dorsiflex...'. Below the description is a 'SHOW MORE' link. Underneath, there is a 'Keywords' section with five tags: MUSCLETONE, ANKLE, ASSESSMENT, ORTHOTIC, WORKSHOP, and HYPERTONOUS. On the right side of the page, there is a countdown timer showing 25 days, 19 hours, 5 minutes, and 22 seconds. Next to the timer is a note: 'This live meeting hasn't started yet'. Below the timer is a chat interface with tabs for 'Chat', 'Polls', 'People', and 'Files'. The chat area is currently empty, displaying 'No Messages' and 'No messages have yet been sent.' At the bottom of the chat area, there is a text input field with the placeholder 'Start typing...' and a 'SEND' button.

➤ Prior to the live session, the ‘Join / Start Live Meeting’ button will appear here to begin the webinar

➤ The start ‘Broadcast’ button is only visible once you are in a session and this will start the meeting / record the session. You only want to hit this button when it's time to start the session.

↑ Back to meeting details

(C1) Pre-show Orthotic Workshop — Muscle Tone and Hypertonus Assessment and Relevance to Ankle-Foot Orthotic Management

🕒 11:00 AM - 4:15 PM on Tuesday, September 8

ORTHOTIC

Live Meeting Files Polls Check-in

Good to know

- **20 minutes before the start time:** speakers can enter a "green room" where they can be seen/heard by other speakers but not the audience.
- **1 minutes before the start time:** attendees will be able to join the webinar, but will not see/hear the speakers or presentation until a speaker clicks the "Start Broadcast" button.
- **10 minutes after the end time:** the meeting will be automatically ended.

25 19 4 18
DAYS HRS MIN SEC

📘 This live meeting hasn't started yet

Practice Mode Only: Attendees cannot join until you broadcast. **Broadcast** Exit Full Screen

Talking:

Meeting Topic: test
Host: Host (1000)
Password: A8KkUrGr
Numeric Password: (Telephone/Room Systems) 098446
Invite Link: <https://pathable.zoom.us/j/93343762064?pwd=cTl5dDN0b...>
[Copy Link](#)
Participant ID: 396693

Join Audio Share Screen Invite Others

Computer Audio Connected

Unmute Start Video Participants Polls Share Screen Record Closed Caption More End

Live Meeting Files Polls Check-in

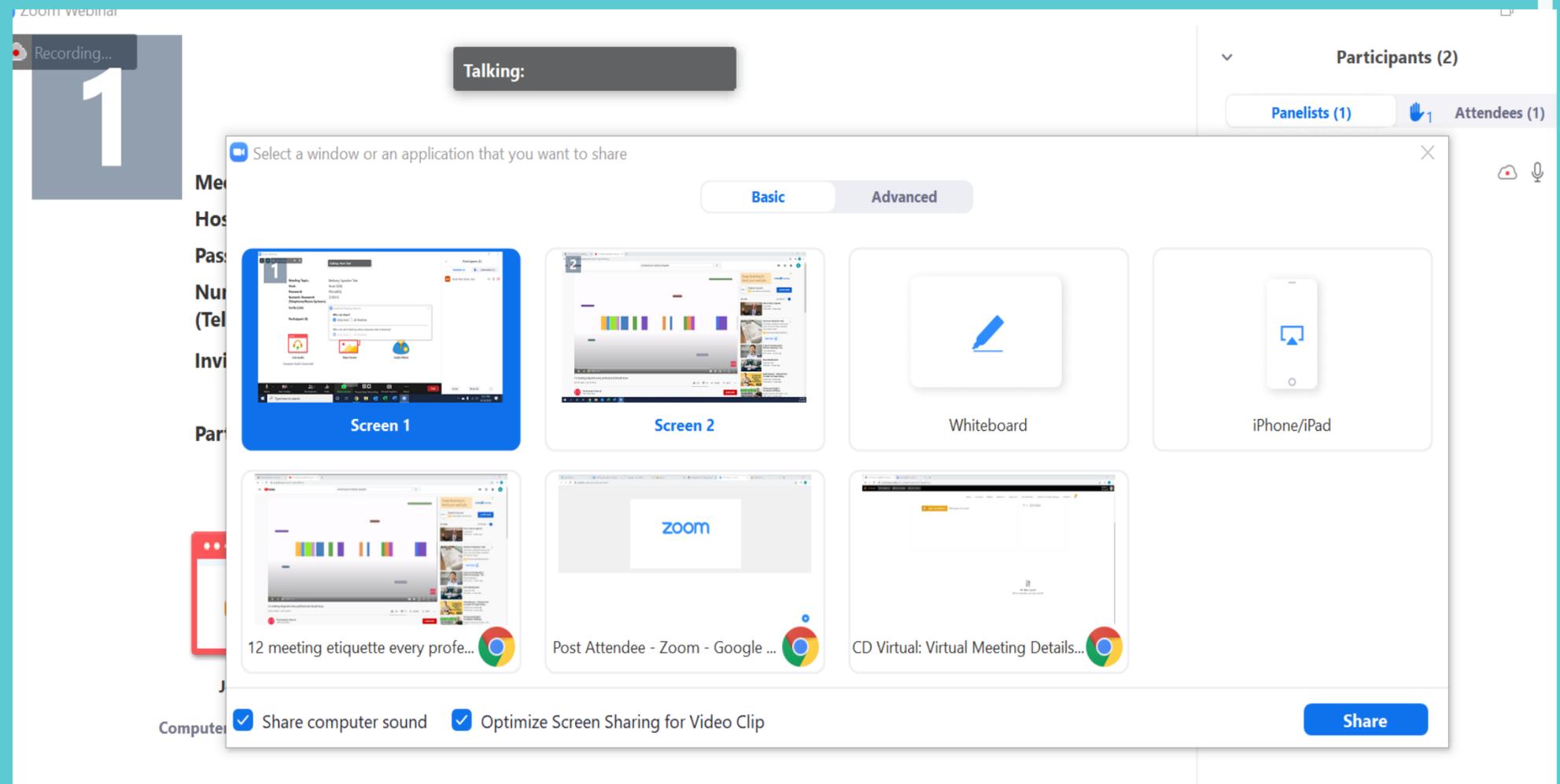
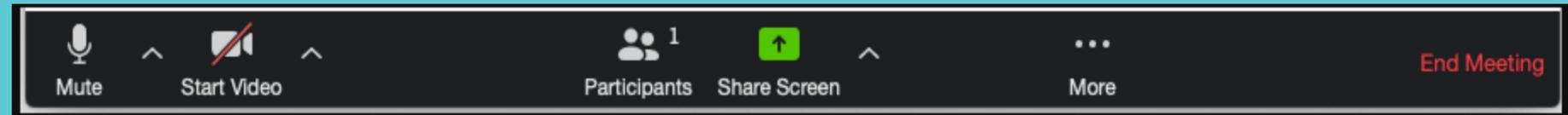
Good to know

- **20 minutes before the start time:** speakers can enter a "green room" where they can be seen/heard by other speakers but not the audience.
- **1 minutes before the start time:** attendees will be able to join the webinar, but will not see/hear the speakers or presentation until a speaker clicks the "Start Broadcast" button.
- **10 minutes after the end time:** the meeting will be automatically ended.
- **Having trouble?** As an administrator you can start this Zoom meeting as the host: [click here](#)

JOIN MEETING ADMIN ONLY: Start the meeting now

How to share your screen

- Select “Share Screen” at the bottom of the Zoom window
- Select the File or Screen you are planning to share for your presentation
- If sharing a video clip, select the both of the below checkboxes when sharing your video
 - Share Computer Sound
 - Optimize Screen Sharing for Video Clip



How to present continued...

This will launch the Zoom meeting application and enter you into a pre-presentation area. During this time, you will be able to see and hear other presenters, and they will be able to see and hear you. However, the "attendees" will not be able to see or hear you, nor will they be able to see anything you screenshare until one minute before the scheduled start time, when attendees will be allowed in.

When you click "Start Broadcast" on a webinar, or "Record to Cloud" on a meeting, the recording begins! DO NOT click Start Broadcast / Record to Cloud until you are ready to be recorded, and have attendees be able to see and hear you.

- Check how your name is listed. Click More and then Rename it if it is not correct.
- If other presenters or event staff are present, ask them to verify that your sound levels and microphone positioning are correct. If you don't have anyone available to check your sound, note that the microphone icon on the bottom left of your Zoom control panel will show green when it is receiving input.
- Check that you are able to share your screen. Note that on Mac computers, you may need to adjust your security settings. See the Important Note within this article for details: Preparation Before the Event

At T-1 minute, attendees will be able to enter the Zoom room, but will not actually see you until you click "Start Broadcast." You may wish to screenshare a slide indicating that you will be starting soon, or greet your audience and let them know that you will be starting soon.

Note: since it may take a minute or so for all the attendees to join the webinar, you may wish to wait to begin the presentation until you see the participant count level off.

How do you view and manage the chatbox during a webinar session?

- We recommend using two computer screens as a speaker/moderator: one screen showing the live 'Chat' and the other screen of the live webinar.
- Or with one computer screen, toggle back to the platform screen that you have open with the Zoom screen minimized smaller.
- You will be able to read and answer questions in the 'Chat' in real-time.

The screenshot displays a Zoom webinar interface. At the top, there is a navigation bar with a back arrow, the word 'AGENDA', and three buttons: 'ADDED' (green), 'NOTES' (grey), and 'MANAGE' (white). The main content area is split into two panes. The left pane shows a presentation slide titled 'Federal Cases' with an American flag icon. The slide text reads: 'All 5(a)(1) [General Duty Clause] violations require: The employer failed to keep the workplace free of a hazard to which employees of that employer were exposed; The hazard was recognized; The hazard was causing or was likely to cause death or serious physical harm; and There was a feasible abatement. Early Citations: Kodak - 1978, Samsonite - 1979, John Morrell - 3 willful 3/1988 - \$4.33M - settled \$990,000, IBP 5(a)(1) - willful - \$3.1M, UAW/Ford corporate-wide settlement, Pepperidge Farm - 1988 - \$1.01M landmark case, Beverly Enterprises - 1992 - landmark case, About 600 ergonomics citations, 1,200 hazard alert letters'. The right pane shows a chat window with a header 'Chat' and tabs for 'Polls', 'People', and 'Files'. The chat history includes a system message about content visibility and three messages from participants: Brenda Jones, Christopher P., and Bill Gibbs. A 'SEND' button is visible at the bottom of the chat window. Below the main content area, there is a footer with 'Audio Setting', 'Raise Hand', and 'Leave Webinar' buttons. A note at the bottom left says 'If you are experience audio issues, use the Zoom app instead.' and a 'THEATER MODE' button is at the bottom right. A logo 'ERGONOMICS IN ACTION' is in the bottom left corner.

How do you view and manage a poll during a webinar session?

- We recommend using two computer screens as a speaker/moderator: one screen showing the live chatbox and the other screen of the live webinar.
- Or with one computer screen, toggle back to the platform screen that you have open with the Zoom screen minimized smaller.
- You will be able to monitor the polls created under the 'Polls' tab.

The screenshot displays a Zoom webinar interface. At the top, there is a navigation bar with 'AGENDA', 'ADDED', 'NOTES', and 'MANAGE'. The main content area shows a slide titled 'Federal Cases' with the following text:

All 5(a)(1) [General Duty Clause] violations require:
The employer failed to keep the workplace free of a hazard to which employees of that employer were exposed;
The hazard was recognized;
The hazard was causing or was likely to cause death or serious physical harm; and
There was a feasible abatement.

Early Citations:
Kodak – 1978, Samsonite - 1979
John Morrell – 3 willful 3/1988 - \$4.33M – settled \$990,000
BP 5(a)(1) – willful – \$3.1M
JAW/Ford corporate-wide settlement
Pepperidge Farm – 1988 – \$1.01M landmark case
Beverly Enterprises – 1992 – landmark case
About 600 ergonomics citations, 1,200 hazard alert letters

Below the slide, there are controls for 'Raise Hand' and 'Leave Webinar'. A 'THEATER MODE' button is also visible.

On the right side, there is a chat window with tabs for 'Chat', 'Polls', 'People', and 'Files'. The 'Polls' tab is selected and circled in red. A red arrow points from the 'Polls' tab to the main content area. The chat window shows a poll question: 'What part of your conference experience has changed the most with virtual conferencing?'. The poll results are shown as a donut chart:

Category	Percentage
Education	60%
Networking	40%
Exhibitor Interactions	0%

Below the chart, there is a question: 'Do you have questions for the speaker?' with an 'ASK A QUESTION' button. Another poll question is visible: 'What is your favorite color?'. The chat window also shows a list of messages from participants like Brenda Jones, Christopher P..., Bill Gibbs, and Kristen Yost.

Preparation Before the Event

We recommend getting your laptop/computer set up at least several days prior to your presentation.

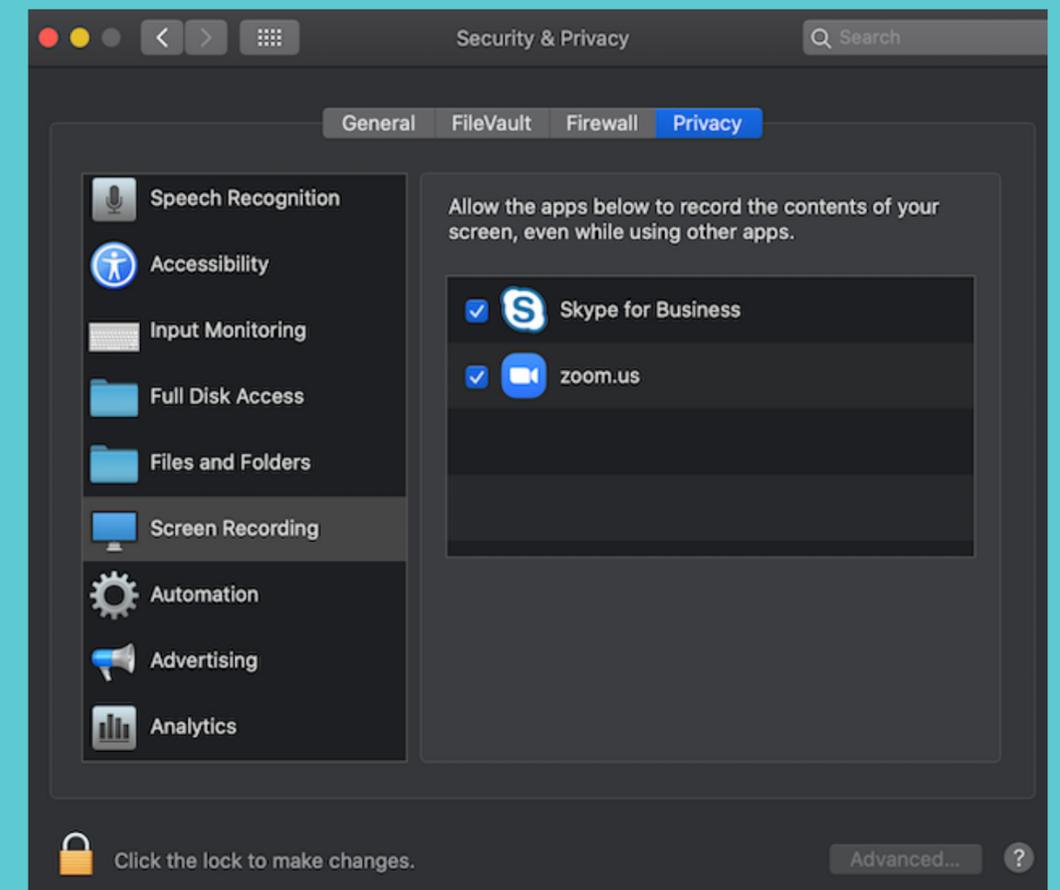
- Install "Zoom Client for Meetings" for zoom.us/download
- Use the link provided by your event organizer to sign in to your account on the virtual event site. After setting a password so you can sign in later, we recommend you complete your profile, including uploading a photo.
- Use the menu at the top of the page to visit the agenda, find your session and visit its page.

Important Note: On Mac computers, you may need to update your security settings if you wish to share your screen during your presentation. You can do this through System Preferences > Security & Privacy > Privacy > Screen Recording. Check the option for zoom.us.

For more information, click below.

<https://support.zoom.us/hc/en-us/articles/360016688031>

If you wish to create polls for your audience to respond to during your talk, you can access this option through the "Manage" button on your session's page.

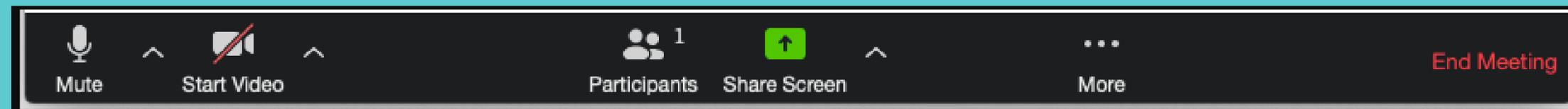


Presentation Pro Tips and Best Practices

- **Set your camera at eye level:** Often, this means propping up a laptop.
- **Position your self-preview window near your webcam:** Use your mouse to move your video preview of yourself close to your webcam. This will encourage your eyes to look near the webcam, rather than off to the side, giving your viewers the impression that you are looking at them.
- **Check your light:** The best lighting is diffused, from both sides and not overly bright. Two small lamps on either side of your computer, placed slightly behind the camera, is a simple way to achieve attractive lighting. Avoid having a window behind you, as this may create a "witness protection program" effect.
- **Charge your headset:** Ensure that your computer and audio equipment are fully charged.
- **Green screen:** Zoom has the ability to create "virtual backgrounds" behind you. These are not required, but can be handy to obscure a cluttered background. These work best if you have a true "green screen" behind you, but it is not strictly required if your computer has sufficient hardware. Click the up-arrow next to the "Start Video" button on your Zoom toolbar to access the virtual background feature. Choose from the images provided or upload your own. We recommend nature photos from unsplash.com, but remember, keep it simple! You are the star, not your background.
- **Don't compete for bandwidth:** If you are presenting from a location with consumer-grade Internet bandwidth, ensure that you are not competing for bandwidth with others in your household. Someone may have to take a break from Xbox gaming.
- **Silence the interruptions:** Turn off your phone and exit any programs that might pop up notifications during your presentation (e.g., Slack, Outlook, Skype, etc.) Note that an iPhone, particularly, will ring on a Mac that's attached to a phone, even when muted. If you have pets, children or poltergeists, take precautions to ensure that they do not disturb your presentation.

Using Zoom Controls

The Zoom toolbar will appear once you have launched the Zoom application. It consists of the following controls:



- **Mute:** allows you to silence yourself. Use this if someone else is talking and the system's natural echo cancellation is not working. The up-arrow next to **Mute** can be used to select your audio input (e.g., switch from your computer's microphone to a headset).
- **Start Video:** This allows you to turn on your webcam. The up-arrow next to **Start Video** will also give you access to the virtual background feature.
- **Participants:** Allows you to see the names of the people watching. You can also use this to allow individual participants to be heard.
- **Share Screen:** Allows you to share what is displayed on your monitor with viewers. If you have dual monitors, you can select which monitor to display and which to reserve for your reference and notes.

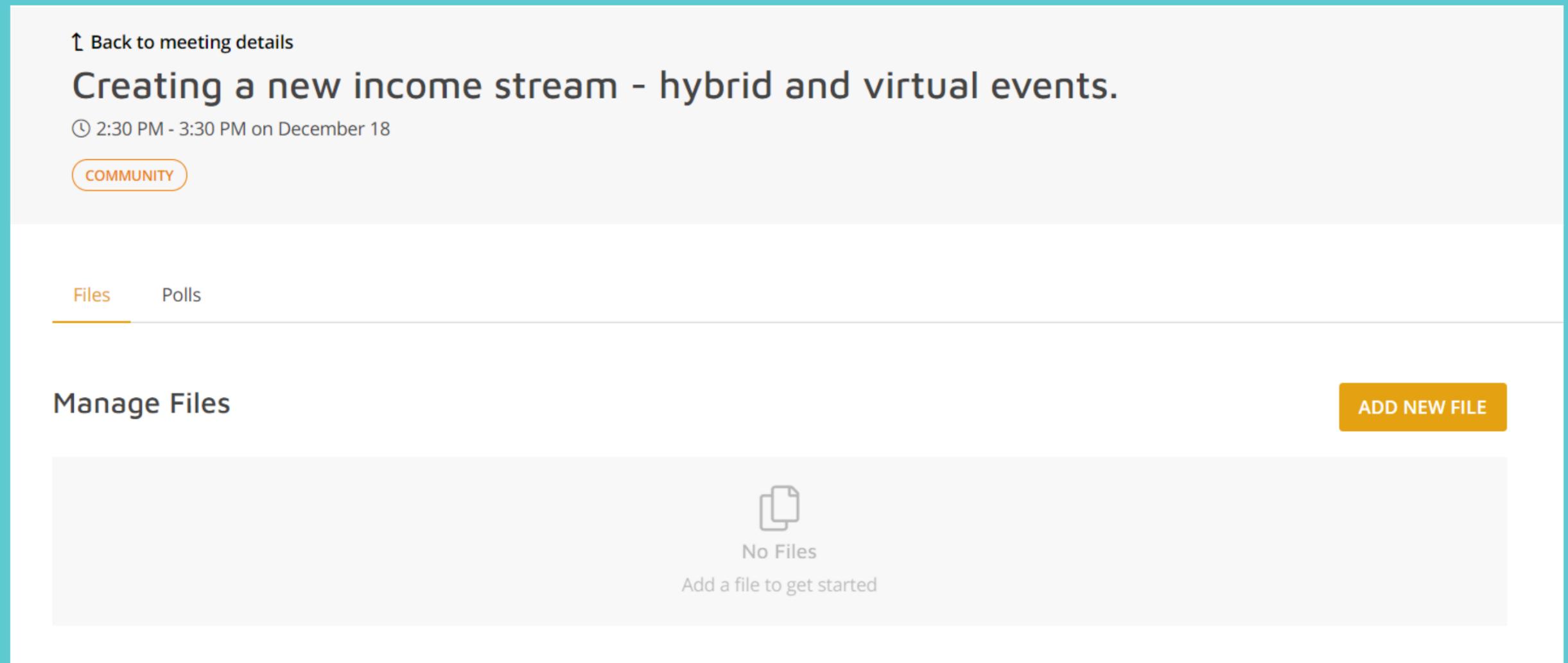
How do you upload files to your session?

1. On the top navigation bar, go to 'Agenda' then select 'My Agenda' on the dropdown menu
2. Locate your scheduled session and click onto the key card to select
3. Select **Manage** on the middle right bar
4. Select **Files**
5. Then **Add New File**
6. In the Display Name field, type the name you'd like to be displayed with the file
7. Click **Upload** to select your file
8. Click **Save**

The screenshot shows a meeting agenda page. At the top left, there is a back arrow and the text '← AGENDA'. At the top right, there are two buttons: 'NOTES' and 'MANAGE'. The 'MANAGE' button is circled in red. Below the navigation bar, there is a blue pill-shaped button labeled 'ORTHOTIC'. The main title of the session is '(C1) Pre-show Orthotic Workshop — Muscle Tone and Hypertonus Assessment and Relevance to Ankle-Foot Orthotic Management'. To the right of the title is a timer showing 25 days, 19 hours, 5 minutes, and 22 seconds, with a note that says 'This live meeting hasn't started yet'. Below the title is a profile picture of Beverly Cusick, PT, MS, NDT, COF/BOC, and her name. Underneath is the meeting time: 11:00 AM - 4:15 PM on Tuesday, September 8. A paragraph of text describes the session content, followed by a 'SHOW MORE' link. Below that is a 'Keywords' section with several tags: MUSCLETONE, ANKLE, ASSESSMENT, ORTHOTIC, WORKSHOP, and HYPERTONOUS. On the right side of the page, there is a tabbed interface with 'Chat', 'Polls', 'People', and 'Files'. The 'Chat' tab is selected, and it shows 'No Messages' with a download icon and the text 'No messages have yet been sent.' At the bottom of the chat area, there is a text input field with 'Start typing...' and a 'SEND' button.

You will be able to upload your files on the management side of the session by clicking 'Add New File'

Maximum file size: 2 GB



↑ Back to meeting details

Creating a new income stream - hybrid and virtual events.

🕒 2:30 PM - 3:30 PM on December 18

COMMUNITY

Files Polls

Manage Files

ADD NEW FILE


No Files
Add a file to get started

How do you create and manage polls?

- Select the 'Polls' tab.
- Then click 'Add New Poll'.
- Begin creating your custom poll!

[↑ Back to meeting details](#)

Becoming a Category of One

🕒 11:00 AM - 12:00 PM on December 17

👤 238 spots left

KEYNOTE

[Live Meeting](#) [Files](#) [Polls](#) [Check-in](#)

Manage Polls

ADD NEW POLL



- Customize your answer options with colors by selecting the icon 'Picker' to populate the colors bar.
- Select a color for your typed answer
- Then click 'Add Option' to save the answer choice.

The screenshot shows the 'Options' section of a poll. It lists three options: 'Education' (pink), 'Networking' (orange), and 'Exhibitor Interactions' (blue). Below the list, there is a 'Poll chart type' dropdown set to 'Pie Chart' and a 'Display result as' dropdown set to 'Percentage'. At the bottom, there is a 'Colors' bar with a 'Picker' button and a 'No Color' button. A blue arrow points to the 'Picker' button.

CANCEL **SAVE**

Polls continued...

To sort your answers, use the upward and downward arrows to adjust the sorting.

Options

	Education			
	Networking			
	Exhibitor Interactions			

Enter an option...

Poll chart types:

Poll chart type: Horizontal Bar Graph

Display result as: Pie Chart, Horizontal Bar Graph

➤ Horizontal Bar Graph

 What is your favorite color?

A. Green

B. Blue

C. Yellow

SUBMIT

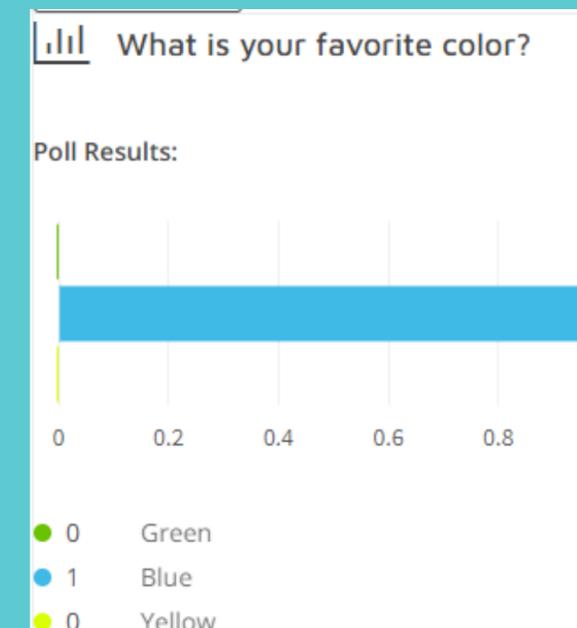
➤ Pie Chart

 What part of your conference experience has changed the most with virtual conferencing?

A. Education

B. Networking

C. Exhibitor Interactions



Polls continued...

You are able to sort the display of your polls.
Use the 'Move Down' or 'Move Up' options to resort.

To then view the display of your polls created, click 'Back to meeting details'.

Manage Polls ADD NEW POLL

Virtual Conferencing
What part of your conference experience has changed the most with virtual conferencing?
Multi Choice
Updated at: Mon, Jul 13

VIEW POLL FULL-SCREEN RESULTS

Category	Percentage
Education	60%
Networking	20%
Exhibitor Interactions	20%

MOVE UP MOVE DOWN EDIT CLEAR RESULTS DELETE

Questions for the Speaker
Do you have questions for the speaker?
Free-Text Entry
Updated at: Mon, Jul 13

VIEW POLL FULL-SCREEN RESULTS

How long should I budget for my virtual build?

MOVE UP MOVE DOWN EDIT DELETE

↑ Back to meeting details

Becoming a Category of One
🕒 11:00 AM - 12:00 PM on December 17
👤 238 spots left

KEYNOTE

Live Meeting | Files | **Polls** | Check-in

Manage Polls ADD NEW POLL

