

A banner with a dark red background featuring a pattern of small, lighter red dots. On the left, there is a red circle containing the white text 'SAPSA'. To the right of the circle, the word 'IMPULSONLINE' is written in large, bold, sans-serif capital letters. The letters 'IMPULSO' are in a dark red color, and 'NLINE' is in a bright orange color.

SAPSA IMPULSONLINE

Briefing for speakers



AGENDA – for the next 20 minutes

***Introduction**

***The Zoom platform**

***IMPULS Online 2020: four types of sessions**

-SAPSA live -Keynotes -Coffee Corner -Meet the Experts

***SAPSA Live & Meet the Experts**

***Coffee Corners**

***General info**

*Recording of sessions

*Access to participant lists

*Distribution of presentation after event

*Practical tips

*Individual briefings



INTRODUCTION

-SAPSA intro

-Participants will sign-up for IMPULS at <https://sapsa.se/events/impuls2020/> and then register on individual links for each session

-Role of the AV technicians

-Questions regarding content and other non-technical issues: sapsa@sapsa.se

-This meeting will be recorded and can later be seen at <https://sapsa.se/events/information-to-speakers-and-sponsors/> and be sent by e-mail later this week.

*Need for a individual prep after this session?

Stay after this session for general help OR send e-mail to asa.jonsson@sapsa.se to book time later this afternoon

*Find the schedule on <https://sapsa.se/events/impuls-online-2020-forelasningschema>



THE ZOOM PLATFORM

We recommend to, if possible, download the Zoom Client for meetings at <https://zoom.us/download>

If not possible to download – use the The Zoom web client which allows joining Zoom meetings and webinars without downloading any plugins or software. However, the web client has limited features and functions best on Google Chrome, Mozilla Firefox, and Chromium Edge.

Read more at <https://support.zoom.us/hc/en-us/articles/214629443-Zoom-web-client>

Important: as speaker you cannot join a webinar practice session from the web client = we need to know beforehand if you will be using the web client as your tool for your session. Please send this info the day before your session to daniel@av1.se



IMPULS ONLINE – 4 types of sessions

2-5 november

-SAPSA live, seminars every half hour	08:30-10:00	Zoom Webinars for seminar/discussion
-Keynotes, seminars	14:00-14:30	Special workflow – live on Youtube/SAPSA.se
-Coffee Corner, roundtable discussions	14:30-15:00	Zoom Meetings
-Meet the Experts, seminars	15:00-15:30	Zoom Webinars

SAPSA LIVE & MEET THE EXPERTS – info on sessions setup

*Tech check

Log-on 30 minutes before the start of your session, AV technician will help you prepare your session

Session will open for participants 10 minutes before start

You will get the meeting link sent by e-mail the day before the session

*Sessions start – short intro from SAPSA

*Your presentation - 20 minutes

-How to share your screen – PPT, films, demos

-Films in general – not recommended, if you really need to show a film, please keep it short. Send film to sapsa@sapsa.se four days before your session

-We encourage polls in your presentation! Send these texts four days before your session to sapsa@sapsa.se

*Q&A led by yourself - 5 minutes

Participants use the Q&A-button where you read and choose the most relevant questions to address. Could be recommended to use a colleague as a “Q&A-sidekick” in having a look at the feed of input.

*Bio-break 5 minutes – participants choose to leave or stay in session

*Discussion – voluntarily 25 minutes, participants can join with own camera and microphone

*When you are done, choose “Leave meeting” and session is over



COFFEE CORNERS – info on sessions setup

*Tech check

Log-on 30 minutes before the start of your session, AV technician will help you prepare your session

Session will open for participants 10 minutes before start

You will get access to the meeting by the regular attendee-link available on the schedule website

<https://sapsa.se/events/impuls-online-2020-forelasningschema>

*Your session discussion - 30 minutes with optional extra 30 minutes

Open format where all participants are using camera and microphone

*When you are done, choose "Leave meeting" and session is over



GENERAL INFO & FAQ

*Recording of sessions

SAPSA will not record any session –but of course OK if you want to record your own session by yourself

*Access to participant lists

Speakers can see list of participants live during session. Contact sapsa@sapsa.se after your session if you want access to list of participants (please note that e-mail addresses will not be shared)

*Distribution of presentation after event

Please send PDF-copy of presentation to sapsa@sapsa.se after your session if it can be shared

*Practical tips

Please sit in area/room with good Internet-connection

Please use headphones so we, and the participants, can hear you

Please respect your time slot – start and end on time

Interested in your own virtual background? Use <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>

*Need for a individual prep after this session?

Possible to stay for 25 minutes after this session OR send e-mail to asa.jonsson@sapsa.se to book time later this afternoon



FAQ

Q: We have more than one speaker in our session

A: Please be sure to send us that info beforehand as we need to give speaker access to these persons