

Instruction for attendee/presenters/guests

Below are the detailed instructions for participating in the virtual 13th International conference. Please read the entire instructions carefully. Also, don't forget that the time zone in the schedule is **Mountain Time (MT)**.

The Day Before Your Participation

Step 1: Check presentation time.

Visit the NeSA website { <https://nesa.nmsu.edu/conferences/> } to verify the time of guest speakers and presenters, you may find interesting to listen.

Step 2: Register for the meeting.

Please make sure to register your name. Please take a moment to register [registration here](#) if you have not already done so.

Step 3: Update Zoom.

Please make sure that you have the latest version of the Zoom application on your computer. Learn how to check if you're running the latest version of Zoom [HERE](#).

Step 4: Configure your device.

The most important aspect of preparing for your presentation is configuring your device. Please test your microphone and camera connections, as well as check your backgrounds and general environment before the conference starts.

For Guest, Presenters and Attendee:

The Day of Your Presentation

Entering your Virtual Presentation Room

The conference link will be available at least 1 week prior to the conference. This link is specific to our conference and is the **only** way you will be able to enter the room to present. (***DO NOT share the link publicly!***) You will be presenting from a zoom room that will be broadcasted onto the live online media. Registered attendees will also be in the same zoom Breakout-room, and other audiences will be viewing the presentation from live online broadcasting.

If you do not get official conference link by April 05, please contact nesa@nmsu.edu or mahat1s@nmsu.edu

Important! This link takes you to the general room and one of our technicians will assign you to the (Breakout-Room) Main Session Room. You must ACCEPT the request to join Main Session Room.

Presentation Instructions

- The conference link will open at 7:45 am, Saturday, April 09.
- Join the link **AT LEAST 2 minutes** before the start of your session.
- One of NeSA members will help you with testing your video, audio, and screen sharing and then placing you in Main Session Room. They may also rename you-if necessary- to identify during the conference.
- You will use Zoom to share your screen during your presentation. This is done by clicking on the green 'Share Screen' button at the bottom center of the Zoom screen. Then you will be prompted to select which of your screens you would like to share.
- The moderators will keep and notify you of the time. They will moderate you for the questions.
- At the end of the presentation, presenters may be asked questions related to presentation in two ways:

- By *Typing the question on chat*: your question will be asked to the presenter by the moderator.
 - If you wish to *ask question yourself*, you need to pre-inform the moderator in chat.
- Poster visit link will be provided during the break time (12:00 -1:00 PM). You can ask questions related to the poster via Q/A box located at the bottom of each poster. Meanwhile, presenters will be online to respond you via chat.

Speaker Resources

- Click [here](#) to download a free Virtual NeSA 13th International Conference2022 Zoom background to use during your presentation.

Questions

If you have any questions prior to the start of the meeting on Saturday, April 09, please email: nesa@nmsu.edu **Once the meeting begins, the most efficient way to receive help is to visit back to general room. Due to the volume of presentations, responses to emails may be delayed.** We look forward to a successful and productive Virtual Conference! Thank you for your participation!