



Ohio School
Boards Association

Capital Conference

Nov. 7-10, 2020
A virtual experience

Leadership for Learning

Learning sessions | Exhibits | Networking

Speaker Portal & Virtual Presentation Tips

These tips are intended to guide speakers in using the portal and preparing for their virtual presentation to ensure a successful virtual event experience.

Speaker portal

In order to ensure your participation is successful at your virtual event, you will need to review and complete each section in your speaker portal. Your portal link will be sent to you by OSBA (if you have not received your link, please reach out to **Gwen Samet** at gsamet@ohioschoolboards.org). Below is a list of the common areas you will see in your portal and will need to review/complete.

Note: Show management may add custom sections designated to your specific show so it is important to review sections listed in your portal.

Your Contact Information

Upload or change your Headshot photo. You can directly upload or change your photo in this section of the platform. This photo will be used in the promotion of your participation and will appear in digital and possibly printed materials.

Your Biography

You can upload your professional bio in this section by clicking the blue "Edit your biography" link in the bottom section of this area. You can also edit your bio in your contact info above. If there is a word limit it will be displayed when you enter the bio text. Please note your bio will be truncated at the word count so be sure to double check what is entered.

Your Presentation Details

You will have one Presentation Details box for every session you are participating in during the event. Each section will have the details surrounding that particular session including the title, description, track and any co-presenters. The show manager may provide access to your co-presenters information so you can coordinate with them in advance.

The Presentation Schedule lists the date and time your session is scheduled for.



Registration

If you have been registered your attendee registration portal will be linked to your speaker portal so you can manage them both directly from your speaker portal. Contact **Susie Cinadr** at scinadr@ohioschoolboards.org if you have any questions regarding your registration.

Social Media

The social media tools are a great way to promote yourself to conference attendees. We also strongly encourage you to take advantage of your social media channels to let your followers know of your participation at this event.

Best practices & tips

1. Ensure all sections in your Speaker Portal are reviewed and completed thoroughly and accurately.
2. Make sure you are aware of your scheduled presentations on the agenda.
Note the link to join a session as a speaker is not the same link that is promoted to attendees on the Virtual Platform. You must join your session from the private speaker link shared with you for your presentations by OSBA.
3. When you log in to the virtual event platform for the first time, please visit the “My Speaker Tools” on the navigation bar for personalized information on your presentations.
4. When logged into the Virtual Platform be sure to “edit your profile” to set your preferences around chat capabilities with attendees and networking.
5. Build your personalized “My Schedule” for any other activities you wish to engage with including networking events and exhibitors.
6. Reach out to Gwen Samet if you have any questions as she’ll be able to best prepare you for success!
7. Review the “Speaker Best Practices” on preparing for a virtual presentation which are available at <http://conference.ohioschoolboards.org/speaker-tips>. Use a background that aligns with the message and image you want to convey.