



NORTH AMERICAN
DRAMA THERAPY
ASSOCIATION

Conference 2021
Presenter - Technical Guide



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Introduction

Hello and welcome to the **42nd NADTA Conference, Connection, Celebration, Co-creation!**

We are very excited to collaborate with you on our second virtual conference.

This technical guide will provide presenters and room monitors with technical information, zoom features, recommendations, and resources in order to help you prepare for the conference.

The NADTA office will be serving as your technical support throughout our conference schedule. You can contact the office staff at office@nadta.org with any questions you have regarding tech, zoom, presentation, etc.

Throughout the conference your room monitors, and office staff will be available to assist you with any technical needs that arise.

Virtual Conference Format and Community Guidelines

Virtual Conference Format

The NADTA Conference will be held virtually over Zoom. We will utilize a combination of webinars and meetings for our presentations and all conference events. If you are not familiar with the Zoom platform, please click this link to access resources. [Zoom's Video Tutorial Page](#)

Presenters should attend a tech rehearsal prior to the virtual conference. The link to sign up has been emailed to the primary presenter of each workshop/performance. Technical rehearsals are a time to gain information about the virtual conference, ask any questions that you may have, test your technology, and troubleshoot anything that comes up along the way. Technical rehearsals will be facilitated in a group setting, so there will be multiple presenters sharing the space.

****Only the lead presenter for each offering receives communications from the conference planning team. Please be sure to forward all communications and information from the conference team to your co-presenters and/or performers.**

Every session will have a volunteer in the role of the room monitor. Room monitors will open and host each session. Room monitors will promote presenters to the role of co host prior to the start of each session. Room monitors will distribute evaluation information for Continuing Education (CE) credits to attendees at the end of each session in the chat.

Room monitors will be trained in basic A/V skills in order to assist presenters with any technical concerns that arise. In the event of technical difficulties, your room monitor may contact the NADTA office at office@nadta.org.

****Please note, room monitors will not be operating technical elements for presenters. All presenters should plan to operate their own tech. The only time room monitors would operate tech for the**

presenter would be in the event that a presenter experiences technical difficulties and is unable to share their own materials.

Please enter the Zoom link associated with your presentation **15 minutes prior** to the start of your presentation. During this 15-minute window, presenters and room monitors should do the following:

- Introduce yourself to one another and exchange contact information (preferably phone numbers) as this will be your mode of communication in the event of technical difficulties.
- Email a copy of your presentation materials to your room monitor.
- Room monitors promote presenter(s) to the role of co host
- Room monitors adjust chat settings to “Participants can chat with: Everyone Publicly”
- Discuss the needs of the session (breakout rooms, polls, chat, room setup, host controls, etc.)
- Check presenter(s) sound and video
- Set up and test any technology that you plan to use in your session

Waiting rooms will be enabled for each session, the room monitor will admit attendees to the session at its start time.

****If there is a break scheduled during your session (all day workshops), the room monitor will close the Zoom meeting during the break. Room monitors and presenters should return from the break 10 minutes early in order to re-open the session and admit attendees.**

****Room monitors will utilize the first and last five minutes of each session to provide attendees with information regarding orientation and CE credits. Room monitors will provide presenters with time checks via the chat when they have 10 and 5 minutes remaining.**

All sessions will start and end at the times designated on the virtual conference website. Conference offerings are listed in **Pacific Standard Time**.

Attendees will have access to Zoom links for all of the conference offerings that will take place on the dates the attendee registered for.

Prior to each day of the conference, all NADTA virtual conference registrants will be emailed a link that grants them access to the Zoom links for the dates they registered to attend. This will be their conference ticket and the only way to get into sessions. Please look out for that email and be sure to save the link.

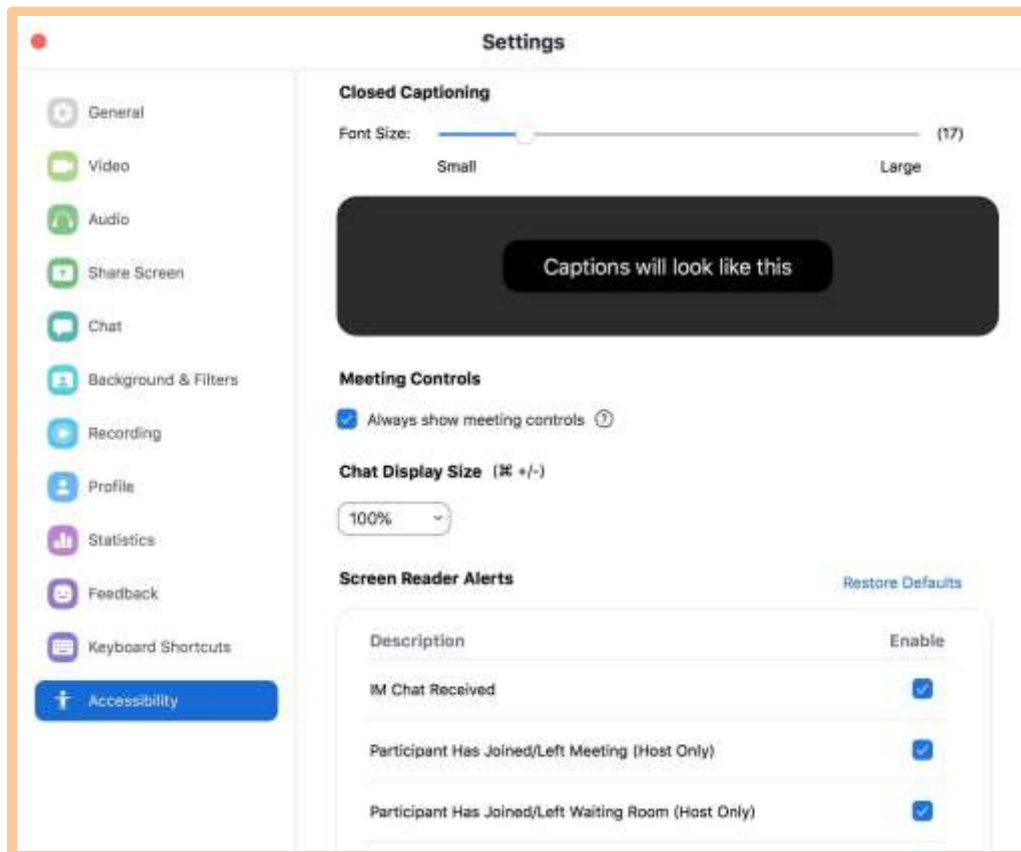
****Please do not share Zoom links, meeting ID numbers, or passcodes with anyone during the NADTA virtual conference. If anyone asks you to share a Zoom link with them, please advise them to contact the NADTA Office at office@nadta.org.**

Community Guidelines

Please make sure that your Zoom name includes the name you used to register for the conference, as well as your pronouns.

We value accessibility. Every session will have live closed captioning available.

Zoom settings can be adjusted to enlarge the font size of closed captions and chat messages. You can also customize your alerts based on your needs in “accessibility” settings.



In preparing for your presentation, please consider the following:

Please use large font and contrasting colors on any slides/presenter materials that you plan to share with attendees.

- Consider providing alternative text descriptions for images in your presentation materials.
- Please use inclusive language in the facilitation of your session.

Accommodations may be requested by contacting the NADTA office by email office@nadta.org or by phone (518) 694-5363. The Office Administrator will work one on one with individuals to personalize accommodations to meet their needs while maintaining confidentiality.

****Please note: We will not condone or tolerate any expressions of racism, xenophobia, sexism, homophobia, transphobia, ableism, or any other hateful or threatening speech or aggression towards others within any of the conference spaces.** The conference team reserves the right to remove an attendee from a Zoom meeting, webinar, or performance to the Zoom waiting room or to remove a participant from the session entirely if any of these occur, and the individual may be subject to being removed from the conference altogether - in this instance, no refunds will be provided.

Please review the **community guidelines for all conference participants here:**

[NADTA 2021 Zoom Best Practices and Virtual Tips](#)

Check out the NADTA Conference Website to register for the conference and view additional information.

[CLICK HERE TO REGISTER!](#)

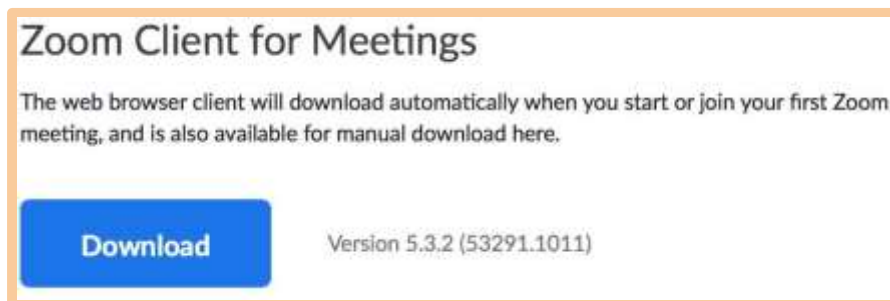
[CLICK HERE TO READ THE KNOW BEFORE YOU GO](#)

Zoom Information and Instructions

Downloading Zoom

Prior to the conference, please download Zoom to your device (computer, tablet, phone, etc.).

You can download Zoom by following this link: https://zoom.us/download#client_4meeting



It is recommended that you spend some time familiarizing yourself with Zoom. Envision your conference presentation. What do you want to include? You may want to incorporate slides, smaller group conversations, sharing files, etc. Try out some of the features listed in this technical guide. Remember, you can always reach out to the AV Chair with any questions you may have.

Video Resources:

https://www.youtube.com/watch?v=qsy2Ph6kSf8&list=PLKpRxBfeD1kEM_Illld3N_XI77fKDzSXe&index=1

Preparing for the Virtual Conference: Planning, Materials, and Recommendations

While preparing for your conference presentation, please consider the following:

Device: computer, tablet, or phone

The device you choose to use for your conference presentation can greatly impact the features you are able to access. For example, computers will allow you to utilize more Zoom features and see more group members than a phone. However, phones and tablets will provide their own unique experiences when considering mobility. Consider the needs of your presentation when choosing the device you will use.

**If possible, we recommend having a second device on standby, just in case you experience technical difficulties with your original device.

Connectivity: internet, wifi, cell service, hotspots

Zoom can be operated through wired internet connection, wifi, phone, cellular data, and hotspots. Zoom does require a good connection, so please check your connection prior to the day of your presentation.

You can test your internet speed here. <https://www.speedtest.net/>

In order to have an optimal experience, we recommend that you close all web browsers, tabs, apps, and programs that you do not need for the facilitation of your session.

**It is a good idea to prepare a backup plan prior to your conference presentation. For example, if your wifi gets disconnected and you are unable to rejoin the meeting via wifi, you may be able to dial in to the meeting by phone or utilize a hotspot to reconnect.

Headphones

Headphones are recommended in order to improve your own audio experience and decrease feedback/echo. If you plan to use headphones, make sure they are selected as the speaker output in your audio settings.

Microphone

Built in microphones tend to work well with Zoom. It is recommended that you click this link to test your microphone prior to your presentation: zoom.us/test

External microphones also work well in Zoom; however, you will need to enter your audio settings in Zoom in order to make sure that your audio input matches your desired microphone.

Video

In order to ensure that your video is visible, please make sure that your light source is in front of you, rather than behind you. If you are experiencing a low level of light, you can adjust this in your zoom video settings:

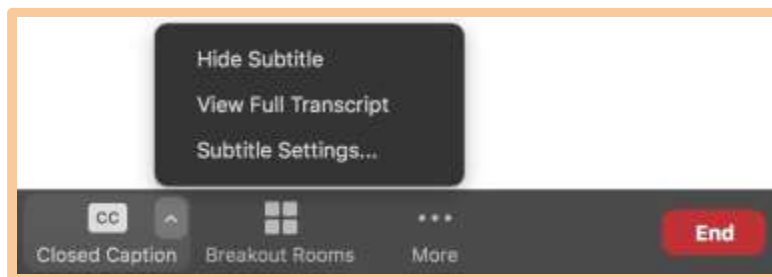
1. Click the arrow beside the start/stop video button in the lower left corner of your screen
2. Click “video settings”
3. Check the box that says “adjust for low light”

Check your surroundings prior to your presentation. You are, in a way, welcoming the audience into your space.

Built in video cameras tend to work well with Zoom. You can also utilize external cameras, however, you will need to enter video settings in order to make sure that your input video is connected to your desired camera.

Closed Captioning

Live Closed Captioning will be provided for all conference offerings. We will be utilizing [rev.com](https://www.rev.com) to provide live closed captioning services throughout the virtual conference. Closed Captions can be enabled and adjusted by clicking the arrow beside the Closed Captions button and selecting your desired settings.



**In the unlikely event that you experience technical difficulties with the live closed captioning feature during your session, closed captions can be enabled through both Google Slides and PowerPoint Presentations.

Google Slides:

1. Open your slides presentation in a Google Chrome browser.
2. Click “Present” (you can select speaker view if you prefer)

PowerPoint:

1. Click the “Slideshow” tab.
2. In the toolbar at the top of the screen, check the “always use subtitles” box.

3. At the bottom of the screen, you will see a toolbar. Click the “CC” button to start closed captioning. (you can click the arrow beside the “CC” button to select where the closed captions are displayed on the screen)
3. Adjust your subtitles by clicking the subtitles dropdown menu and selecting your desired settings.
4. Click “Present” (you can select speaker view if you prefer)

Resources:

<https://www.youtube.com/watch?v=eXM5ADCC0DQ&t=29s>

<https://www.youtube.com/watch?v=NXGJQ5UO2Bk&vl=en>

<https://www.youtube.com/watch?v=e6y4ynZPMGI>

Host and Co Host Capabilities

Volunteers for the virtual conference will act as room monitors. The room monitors will be the host for each session. When presenters enter the Zoom meeting room, the room monitor will promote the presenter(s) to the role of co host in order to share in meeting controls. **Presenters and room monitors should enter into their presentation Zoom link 15 minutes prior to the presentation start time.** The room monitor will be available to assist with any technical needs that may arise throughout the session.

In Meeting Controls



In Meeting Controls can be found along the bottom of your zoom screen. These controls will allow you to mute/unmute your microphone, start/stop your video, access audio/video settings, manage participants, share resources, and facilitate your session technically. Please watch the following videos for more information.

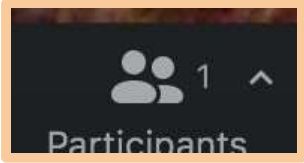
Resources:

<https://support.zoom.us/hc/en-us/articles/201362603-Host-and-co-host-controls-in-a-meeting>

https://www.youtube.com/watch?v=4w_pRMBEALE&list=RDCMUC2SxmE4C-KAQuHaEfHVymgQ&index=5

<https://support.zoom.us/hc/en-us/articles/360021921032-In-Meeting-Controls>

Participants

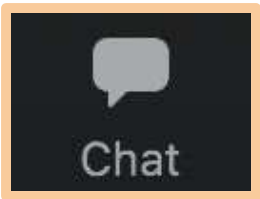


The host and co hosts have the ability to manage participants throughout the session. Check out the following video for more information on managing participants in a Zoom meeting.

Resources:

<https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting>

Chat



The chat can be utilized to send messages to participants publicly or privately. You can also share links and files with participants through the chat.

To chat with participants publicly:

1. Click the chat button at the bottom of the screen
2. In the chat window, check to make sure that your message will be directed to everyone
3. Type and send your message

To chat with a participant privately:

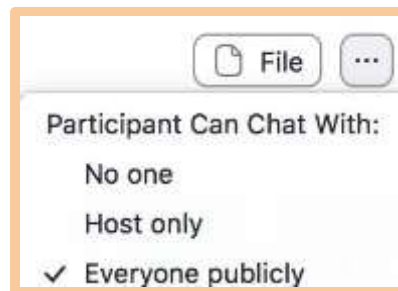
1. Click on the blue to button to open a drop down of available participants
2. Select the name of the participant you wish to send a private chat to
3. Type and send your message

*You will need to manually switch the chat destination back to “everyone” in order to message the group after private messaging a participant.

To share a file with participants via the chat:

1. Click the 'file' button at the bottom right corner of the chat window
2. Select the location of your file
3. Select the file you wish to share with your participants

****Note:** Hosts and co hosts have the ability to control how the chat feature is utilized. For our virtual conference hosts can allow participants to chat with everyone publicly, only to the host, or to no one. **We recommend that selecting “everyone publicly” unless the presenter prefers “no one.”**

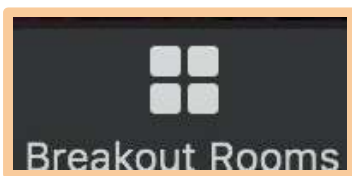


To adjust chat settings:

1. Click the chat button at the bottom of the screen
2. Click the small square button with 3 dots
3. Adjust chat settings

****Attendees will not be able to save the chat. A copy of the chat will be automatically saved through the host's Zoom recording.**

Breakout Rooms



Breakout rooms can be utilized to divide participants into smaller groups within the same Zoom meeting. Breakout rooms can be assigned automatically or manually by the host of the meeting (room monitor). Please communicate your breakout room needs with your room monitor prior to the start of your session.

****Please note that closed captions do not work in breakout rooms. Presenters should plan to utilize the main session as one of their “breakout rooms” so that there is a small group space in which closed captions are available. Room monitors should announce that the main session will remain open for anyone who would like to participate in a small group where closed captions are available. To join the main session, attendees can leave**

their breakout room and return to the main session. Room monitors can also manually assign attendees into breakout rooms while leaving some attendees unassigned as participants in the main session small group.

Automatically Assign Breakout Rooms:

1. Click the breakout room tab at the bottom of your screen
2. Select the number of breakout rooms you want to create
3. Select assign participants automatically
4. Click create breakout room
5. Click open all rooms

**If you would like participants to be randomly assigned to multiple breakout rooms throughout the session, click the “recreate” button in the lower left corner before opening new breakout rooms.

Manually Assign Breakout Rooms:

1. Click the breakout room tab at the bottom of your screen
2. Select the number of breakout rooms you want to create
3. Select assign participants manually
4. Click create breakout room
5. Click assign to manually assign participants to breakout rooms
6. Click open all rooms

Additional Information:

The host and co hosts have the ability to move between breakout rooms.

The host has the ability to broadcast messages to all breakout rooms.

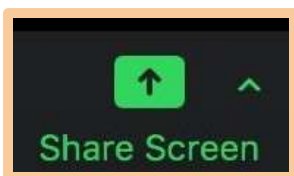
The host has the ability to close breakout rooms. Once the host has closed their breakout rooms, the participants have approximately 1 minute to wrap up their discussion and return to the main session.

Resources:

<https://www.youtube.com/watch?v=jbPpdyn16sY&list=RDCMUC2SxmE4C-KAQuHaEfHVymgQ&index=10>

<https://support.zoom.us/hc/en-us/articles/206476313-Managing-Breakout-Rooms>

Screen Sharing



Slide presentations, websites, programs, music, audio, video, files, and more can be shared with participants through screen sharing.

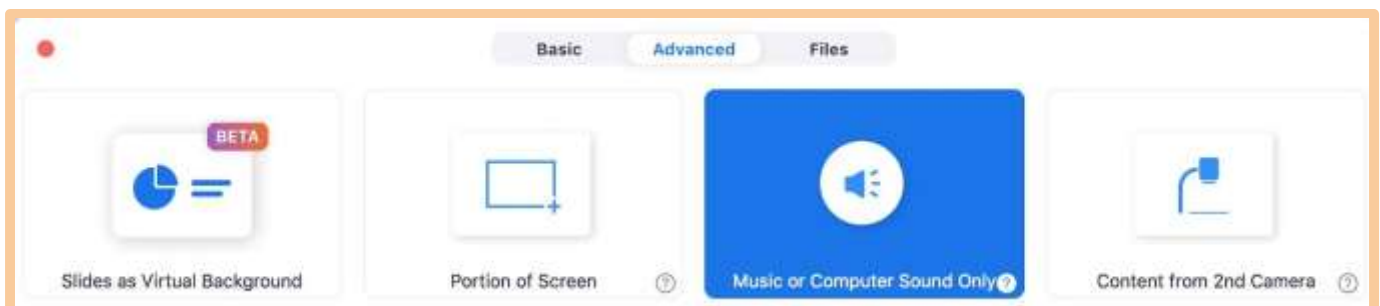
Instructions for Screen Sharing:

1. Have the file/webpage/program you wish to share open on your device
2. Click the green share screen button at the bottom of your screen
3. Select the window you would like to share
 - a. Note: if you share your desktop, participants will be able to see a direct mirror of your desktop. If you have multiple tabs open, participants will be able to see that as well. It is recommended that you open a new browser window when sharing content from websites rather than sharing your desktop screen.
4. If you wish to show audio/video, make sure to check the “share computer sound” and “optimize screen share for video clip” boxes in the lower left corner of the screen share window.
5. Click the blue “share” button in the lower right corner of the screen to share content with attendees



Instructions for Sharing Computer Sound:

1. Click the green share screen button at the bottom of your screen
2. Click the “advanced” tab
3. Select “music or computer sound only”
4. Click the blue “share” button in the lower right corner of the screen
5. Play sound files from your computer in order to share sound with attendees



You can utilize the whiteboard feature in order to draw live in the meeting. Participants can annotate on the whiteboard screen in order to draw/write collaboratively during sessions.

Instructions for Whiteboard Annotation:

1. Click the green share screen button at the bottom of your screen
2. Select Whiteboard
3. Click the blue share button in the lower right corner of the screen
4. Provide participants with the following instructions to enable annotation:
 - a. At the top of your screen you will see a green bar that says “you are viewing my screen”, next to that you will see a box that says “viewing options” Click that
 - b. In the dropdown, click annotate
 - c. Select the annotation tool you would like to use and begin drawing/typing/etc.

Resources:

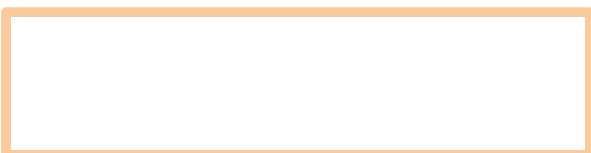
<https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen>

<https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screen-or-whiteboard>

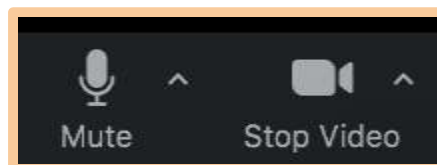
Participant Feedback and Polling

There are many ways in which participants can offer feedback during sessions. Participants can type responses directly in the chat, utilize their audio/video, or use reactions and nonverbal feedback through the participants tab.

Chat

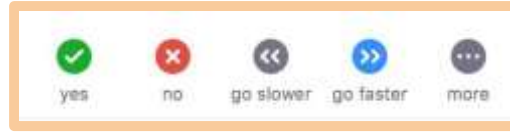


Audio/Video

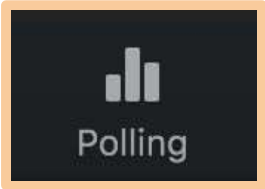


Reactions

Nonverbal Feedback



Polling



Presenters can also utilize polls in order to get feedback from participants. Only the host of a meeting (room monitor) can create, edit, and launch polls in a meeting. Please let your room monitor know if you plan to utilize polling prior to the start of the session.

Polling Instructions:

1. Click the poll button at the bottom of the screen
2. Create a poll question and possible answers
3. Save the poll
4. Launch the poll
5. After a poll is launched, you can decide whether or not to share the poll results with the attendees.

Resources:

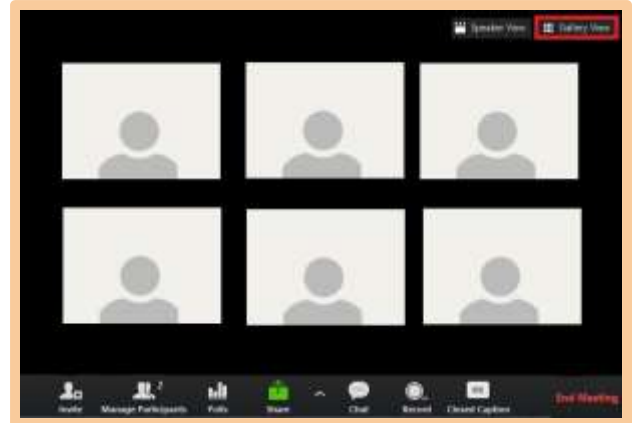
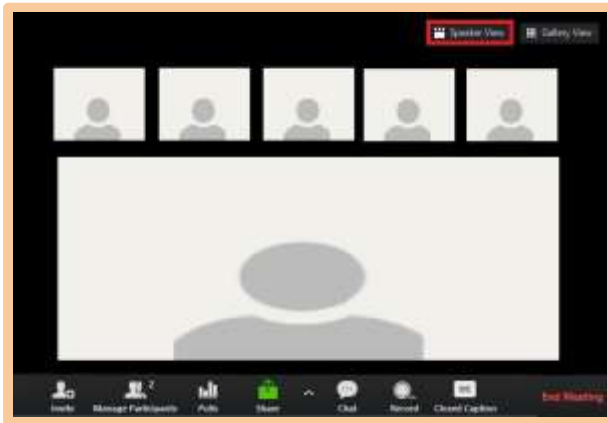
https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings#h_fe37b3f4-8e05-4b87-bd66-12d8c7f19ff8

Viewing Options

There are many viewing options within a Zoom Meeting/Webinar. Here are a few options that may be useful. Remember to guide attendees through instructions in order to achieve optimal viewing for each presentation.

Speaker View:

Gallery View:



To showcase a group of speakers and/or replicate a stage environment:

1. Click “view” in the upper right corner of your Zoom screen
2. Select “gallery”
3. Click “hide non-video participants”
4. Ask all attendees who are not being showcased to turn off their video

Spotlighting speaker(s):

1. Click on the participants button at the bottom of your Zoom screen
2. Find the name of the person(s) you would like to spotlight
3. Click the blue “more” button
4. Click “spotlight for everyone”

OR

1. Hover over the Zoom box of the person(s) you wish to spotlight
2. Click the blue button with 3 dots
3. Click “spotlight for everyone”

Check out the following resources for more information about viewing options.

Resources:

<https://support.zoom.us/hc/en-us/articles/201362323-Changing-the-video-layout-Active-Speaker-View-and-Gallery-View->

<https://support.zoom.us/hc/en-us/articles/360034188592-Video-layout-options-while-screen-sharing>

<https://support.zoom.us/hc/en-us/articles/209743263-Meeting-and-Webinar-Best-Practices-and-Resources>

Troubleshooting

Audio

In the event that your audio is not working, follow these instructions:

1. Click the small arrow beside the mute/unmute button in the lower left corner of your screen.
2. Check to make sure that you have selected the correct input/output for your sound.
3. If changing the input/output devices did not work, click “leave computer audio.”
4. In the lower left corner of the screen, click “join computer audio.”
5. If you are still experiencing audio issues, try to leave and rejoin the meeting.

If you hear feedback or echoing, try using headphones.

If you are using more than one device to join the meeting, make sure that you are not connected to audio/microphone on one of the two devices.

Video

In the event that your Zoom video is not working, follow these instructions:

1. Click the small arrow beside the start/stop video button in the lower left corner of your screen.
2. Check to make sure that you have selected the correct camera input.
3. If you are still experiencing video issues, try to leave and rejoin the meeting.

Wifi and Connectivity Issues

In the event that you experience an unstable connection, try some of these tips.

- Close any web browsers, tabs, apps, and/or programs that are not needed for your presentation while on Zoom
- Try moving closer to your router (if using wifi)
- Try moving to a location with better cellular service (if using a cellular data/hotspot)
- Turn off your video when possible
- Rejoin from another device

If Zoom flashes a message on your screen letting you know that your internet connection is unstable, communicate this information to your room monitor and continue on with the presentation.

In the event that you are disconnected from the meeting, try to rejoin the meeting at your earliest convenience.

Communicate with your room monitor directly if you experience any technical difficulties. The room monitor will offer you technical assistance and hold the space until you are able to rejoin the session.

In the event that attendees are waiting for the presenter to rejoin the session, room monitors and/or co presenters can connect with attendees in any of the following ways:

- Explain that technical difficulties do occasionally happen and that the team is working to problem solve the issue.
- Provide updates to attendees when you have more information.
- Encourage opportunities for engagement and connection. Ask attendees to introduce themselves, where they are joining from, why they wanted to attend this session, what their interests are, etc.

In the event that a presenter is unable to contact their room monitor, the presenter experiencing technical difficulties should contact the NADTA office at (518) 694-5363. The NADTA office will have direct lines of communication to the A/V Chair and conference team members who may join your meeting to assist you.

Protocol for managing technical difficulties that significantly impact the session:

1. Contact your Room Monitor and/or the NADTA office and communicate the technical difficulty that you are experiencing. The room monitor and/or NADTA office will offer immediate support.
2. If the technical issue cannot be solved within 5 minutes, the room monitor should contact the A/V Chair. Once contacted, a member of the A/V or Conference Team will join your room to provide assistance as soon as they are able.
3. If the technical issue cannot be solved within 15 minutes, the session may be closed and attendees will be invited to join another session.

****Only A/V and Conference Team members will make the decision to close a session due to technical difficulties.**

Technical Assistance

Your A/V Team is happy to assist with any technical questions that arise. Please reach out to avchair@nadta.org with any questions you have as you prepare for your workshop/presentation.

Room monitors will have contact information for A/V Chair, Ellen Smittle and Volunteer Coordinator and A/V Assistant, Linda Soria throughout the conference and can contact them directly if additional assistance is needed.

NADTA Virtual Conference Safety Protocol and Zoom Safety Features

Safety Protocol

In the event that there is a situation that is unsafe or someone is causing harm in your session, please notify A/V Chair, Ellen Smittle immediately. One of the conference planning team members will enter into your session to assist you in navigating the situation.

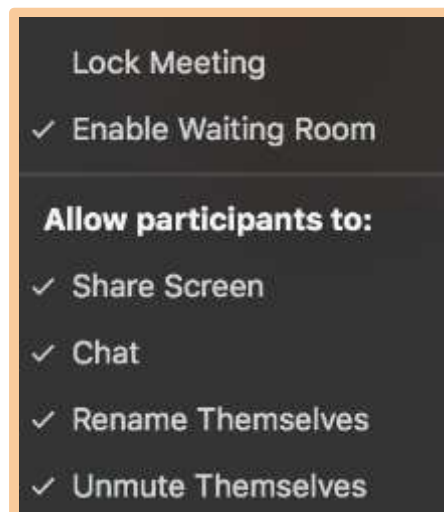
The Presenter and Room Monitor should work together to hold the space until a member of the conference planning team arrives. The presenter should facilitate the session while the room monitor contacts the A/V Chair and utilizes any/all of the following Zoom Safety Features.

Zoom Safety Features

While waiting for assistance from your conference planning team, you can utilize any of the following Zoom safety features:

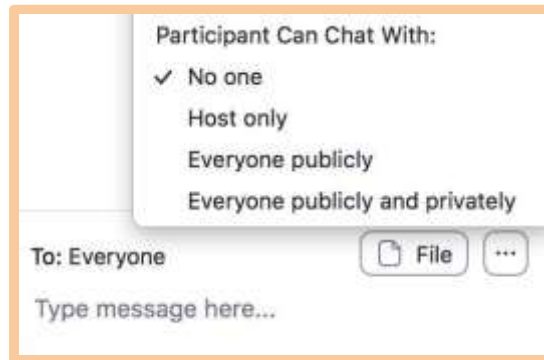
Security

1. Click the security button at the bottom of your screen
2. Uncheck each of the features that apply to your situation



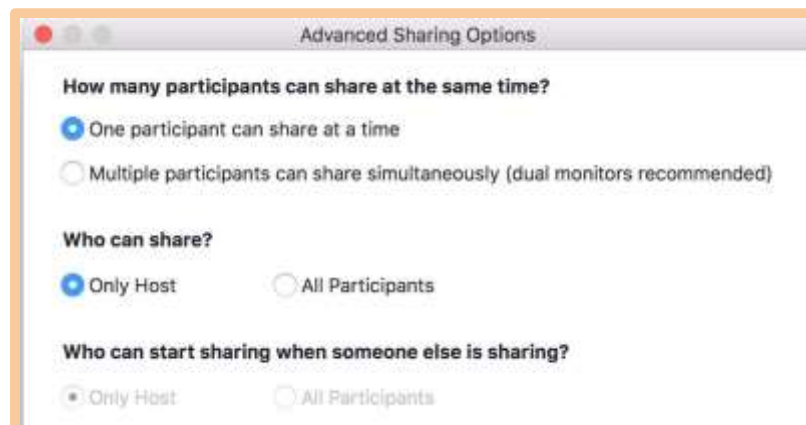
Disable the Chat

1. Click the button with 3 dots in the lower right corner of the chat box.
2. Change the setting to "Participants can chat with: no one."



Disable Screen Sharing

1. Click the green arrow beside the screen share button at the bottom of your screen
2. Click "advanced sharing options"
3. How many participants can share at the same time? Click "One participant can share at a time"
4. Who can share? Click "only host"



Mute Participant(s)

Individually

1. Hover over the zoom box of the participant you would like to mute and click "mute"

All Participants

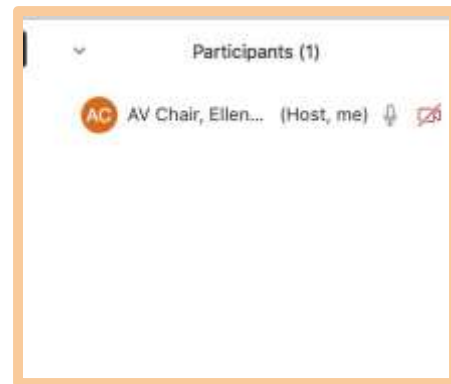
1. Click the participants button
2. Click "mute all"

OR

2. Click the participants button and locate the name of the person you would like to mute, click "mute"

****To prevent participants from unmuting themselves:**

1. Click the participants tab
2. Click the “more” button
3. Uncheck “allow participants to unmute themselves”



Stop Participant's Video

Participant's video can only be stopped by the host on an individual basis. To stop a participant's video:

1. Hover over the Zoom box of the participant whose video you would like to stop
2. Click the blue button with 3 dots
3. Click “stop video”

OR

1. Click the participants tab
2. Find the name of the participant whose video you would like to stop
3. Click “more”
4. Click “stop video”

****Once a participant's video has been stopped by the host, they will not be able to turn it back on without the host's request.**

Put a Participant in the Waiting Room

1. Hover over the Zoom box of the participant who you would like to put in the waiting room
2. Click the blue button with 3 dots
3. Click “put in waiting room”

OR

5. Click the participants tab
6. Find the name of the participant who you would like to put in the waiting room
7. Click “more”
8. Click “put in waiting room”

****The participant will remain in the waiting room for the duration of the session. The room monitor will send a chat message to the person in the waiting room explaining why they were sent to the waiting room and ask**

them to contact the NADTA office. Participants who have been put in the waiting room will not be readmitted to the session.

Resources

NADTA Conference Website

<https://www.dramatherapyconference.com>

Virtual Tips for the Conference

<https://www.dramatherapyconference.com/virtual-tips>

Zoom Support

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

Zoom Tutorial Videos

https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?_ga=2.51030954.2065909146.1601567695-1781301249.1573066561