


The background features a vibrant aurora borealis in shades of teal and blue, with a dark blue mountain range silhouette in the foreground. The text is centered and rendered in a bold, white, sans-serif font with a slight drop shadow.

WACUBO
VIRTUAL
ANNUAL CONFERENCE

MOUNTAINS OF OPPORTUNITY MAY 24-26, 2021

The background features a vibrant aurora borealis in shades of teal and blue, with white stars scattered across the sky. In the foreground, there are dark blue and black silhouettes of jagged mountain peaks. The text is centered in the upper half of the image.

WACUBO
VIRTUAL
ANNUAL CONFERENCE
MOUNTAINS OF OPPORTUNITY MAY 24-26, 2021

Roundtable Host Prep Deck

Come Prepared!

- Use this deck to familiarize yourself with the **2021 WACUBO Annual Conference**
- **On the following slides, you will find:**
 - 2021 WACUBO Annual Conference details
 - Presentation tips & tricks
 - FAQs
 - All things Pathable
 - Contact information for the WACUBO team for day-of troubleshooting
 - And more!

Event Information

- **Dates**


- Monday, May 24 – Wednesday, May 26, 2021

- **Time**

- Sessions begin at various times
- Check the [online schedule](#) for program information
- Speakers and moderators will be asked to join the meeting 10 minutes before their scheduled start time

- **Location**

- Online! You will receive login instructions and details for the Zoom and Pathable sessions

The background features a vibrant aurora borealis in shades of teal and blue, with a dark blue mountain range silhouette at the bottom. The text is centered in the upper half.

WACUBO
VIRTUAL
ANNUAL CONFERENCE
MOUNTAINS OF OPPORTUNITY MAY 24-26, 2021

Presentation Tips & Tricks

Dress for Success

What to Wear

- Solid colors
- Jewel tones
- Nice jacket

What NOT to Wear

- Black or gray
- Stripes
- Patterns
- T-shirts



Audio & Visual

- **Audio**

- Mute anything in your office that might beep or buzz to avoid distracting yourself and/or your audience
- Avoid sound feedback by wearing a headset
 - Update your computer audio settings to be input and output through the headset and its microphone

- **Video**

- Adjust your laptop or webcam so your head and shoulders take up the majority of the frame, often this means propping up your laptop
- Check your light, and **avoid having a light source behind you**

Video Cont.

Zoom Background

- If you want, you can utilize the [2021 WACUBO Annual Conference virtual background](#) on Zoom. Click the up-arrow next to the “Start Video” button on the Zoom control bar to access the virtual background feature
 - Choose the virtual background image that you downloaded and upload to Zoom

Streaming

- Make sure you’re connected to a bandwidth that will allow for smooth streaming. If you are in a household, other streaming devices should be limited so that there are no interruptions with your internet

Close all unnecessary browsers and tabs on your laptop; this will make for a clean presentation as you share your screen

What to Expect

- The WACUBO Office will be there to support you during your session
- Office Staff will start your session 20-minutes prior to your session start time to create the **green room**
 - You will see that you are in a practice session or waiting room.
 - This allows you to test your mic, video and sharing screen prior to the session.
 - Attendees will be allowed in to the virtual room 1 minute prior to session start time. At that point, they will be able to see and hear presenters.
- You will want to welcome everyone to your Roundtable Discussion and go over how it will work.


WACUBO Office

The **WACUBO Office** will have a team member to support your session

- They will be easily identified as **WACUBO Office** as their name

Please note the WACUBO Office will be a **silent partner** for your session

- This means the office will **not** be on camera or mic during your session in its entirety
- Please use the **chat** feature to communicate any questions or issues during your session
- You will have a **session host** who is prepared to be on camera or mic to assist with any immediate issues

The background features a vibrant aurora borealis in shades of teal and blue, with white stars scattered across the sky. In the foreground, there are dark blue mountain silhouettes with light blue highlights on their peaks. The text is centered in the upper half of the image.

WACUBO
VIRTUAL
ANNUAL CONFERENCE
MOUNTAINS OF OPPORTUNITY MAY 24-26, 2021

Frequently Asked Questions

Equipment Requirements

What do I need to present? Can I present with my current computer?

Please ensure your device meets hardware, software and bandwidth requirements well in advance:

Step 1: Browser test

Please take the following browser test: <https://zoom.us/test>

Step 2: Please review the following Technical Requirements and be sure your system and networks are up to date

Minimum System Requirements:

2.0Ghz Processor or faster 2 GB RAM (Greater than 2 GB recommended)

Access Now

zoom

Client Download

Browser Requirements

Minimum Browser Requirements:

Your browser must support HTML-5. To detect your browser version, run <https://whichbrowser.net/>

- Windows 7 or later Mac OS X 10.9 or later
- Chrome 60 or greater
- Firefox 52 or greater
- Edge 14 or greater
- Safari 10 or greater
- iOS 10 or greater
- Internet Explorer 11 IP Addresses

Use speedtest.net to test your bandwidth speed

Ports to Allow for HTML5: 72.32.161.112 port 80, 443 (web and audio) 72.32.200.104 port 80, 443 (web and audio)
72.32.221.65 ports 80, 443 (web and audio) 72.32.221.66 ports 80, 443 (web and audio) 67.203.7.114 ports 80, 443 (web and audio)

Additional Requirements

What else should I know?

- Disable pop-ups blockers in your Internet browser settings.
- A wired connection is recommended. WiFi signal strengths can vary causing bandwidth to increase or decrease. A wired connection gives a consistent signal and consistent bandwidth. A wired connection provides a better experience.
- Audio (sound) is projected through your computer speakers. Be sure your computer is equipped with speakers, you are using a headset, or the room where the conference is being broadcast is equipped with speakers so you can hear the presenters.

Technical Qs

Do I need Zoom to participate in the virtual event?

- We recommend that you download Zoom Client for Meetings ahead of time:
<https://zoom.us/download>
- The web browser client will download automatically when you start or join your first Zoom meeting, but we recommend that you manually download it prior to the conference using the link above.

Technical Qs

Where can I find more information on the Zoom platform?

- Visit the Zoom Support center for additional information: <https://support.zoom.us/hc/en-us>

I am having trouble with streaming audio, I can't hear the speaker through my computer speakers, the streaming stopped... what do I do?

- If you are not able to hear any audio through your computer speakers, first check to make sure your speakers are not muted or turned off.
- The next step is to refresh your screen by pressing the F5 key on your keyboard or clicking the “refresh” button in your web browser.

Technical Qs


I'm having trouble logging in to Pathable for my live session. What do I do?

- You will receive a Pathable email invitation with the subject: WACUBO 2021 Pathable LOGIN Information. There will be a personalized link in this email that allows you to sign in to the event website.
 - If you have already setup your account and need to log back in, please find the “Account” button on your navigation bar and select “Login” from the dropdown to enter your email and password.

I can't remember my Pathable account information. What should I do?

- If you have already set your password, click [here](#) to recover your password.

If you have any additional issues, contact office@wacubo.org.



WACUBO
VIRTUAL
ANNUAL CONFERENCE
MOUNTAINS OF OPPORTUNITY MAY 24-26, 2021

Pathable and Zoom

Pathable Features

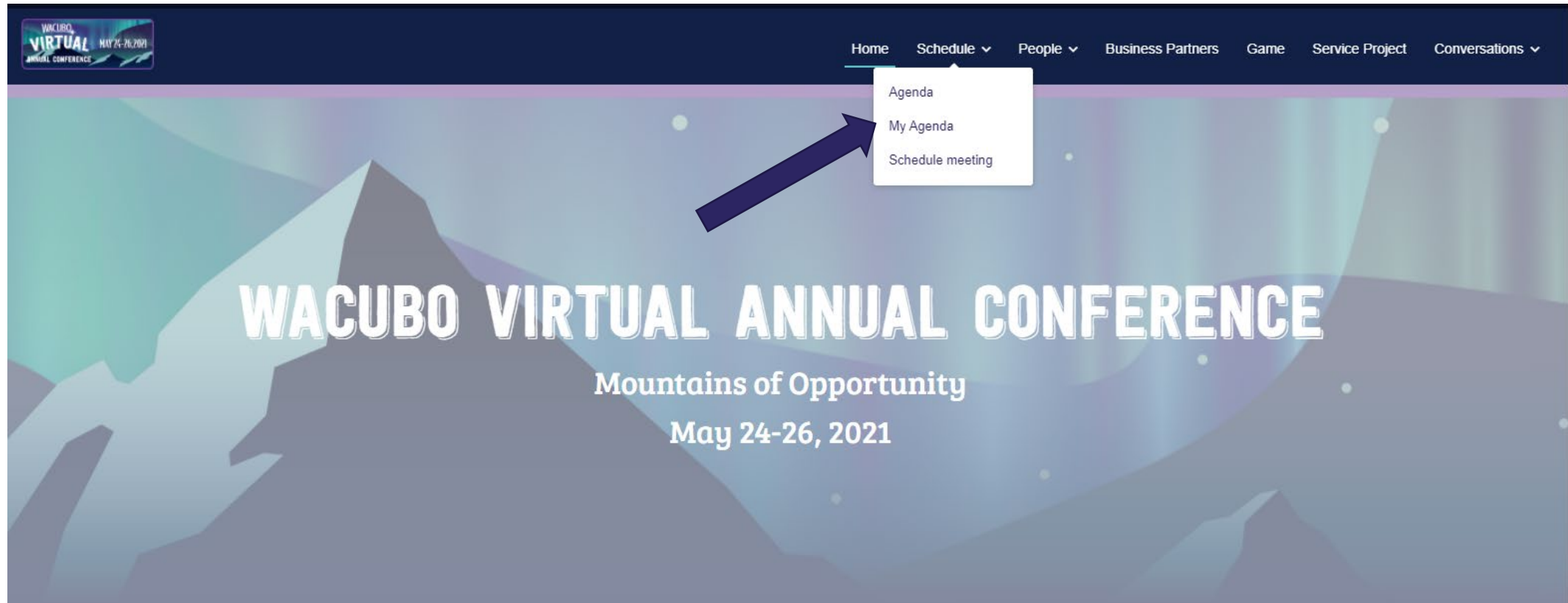
- Includes speaker profiles – As a Roundtable Host you will be added as a speaker for this session.
- After logging in, the Pathable platform automatically adds your presenter sessions to your agenda for easy review
- Opportunity to connect with attendees and other presenters
- Each session page includes chats, polling, and file sharing

Pathable Preparation Before the Event

We recommend getting your machine set up at least several days prior to your presentation

- Use the **link provided by WACUBO to sign in to your account** on the virtual event site
- Use the menu at the top of the page to visit the agenda, find your session and visit your page to review details

How to View My Agenda on Pathable



How to Join Session on Pathable

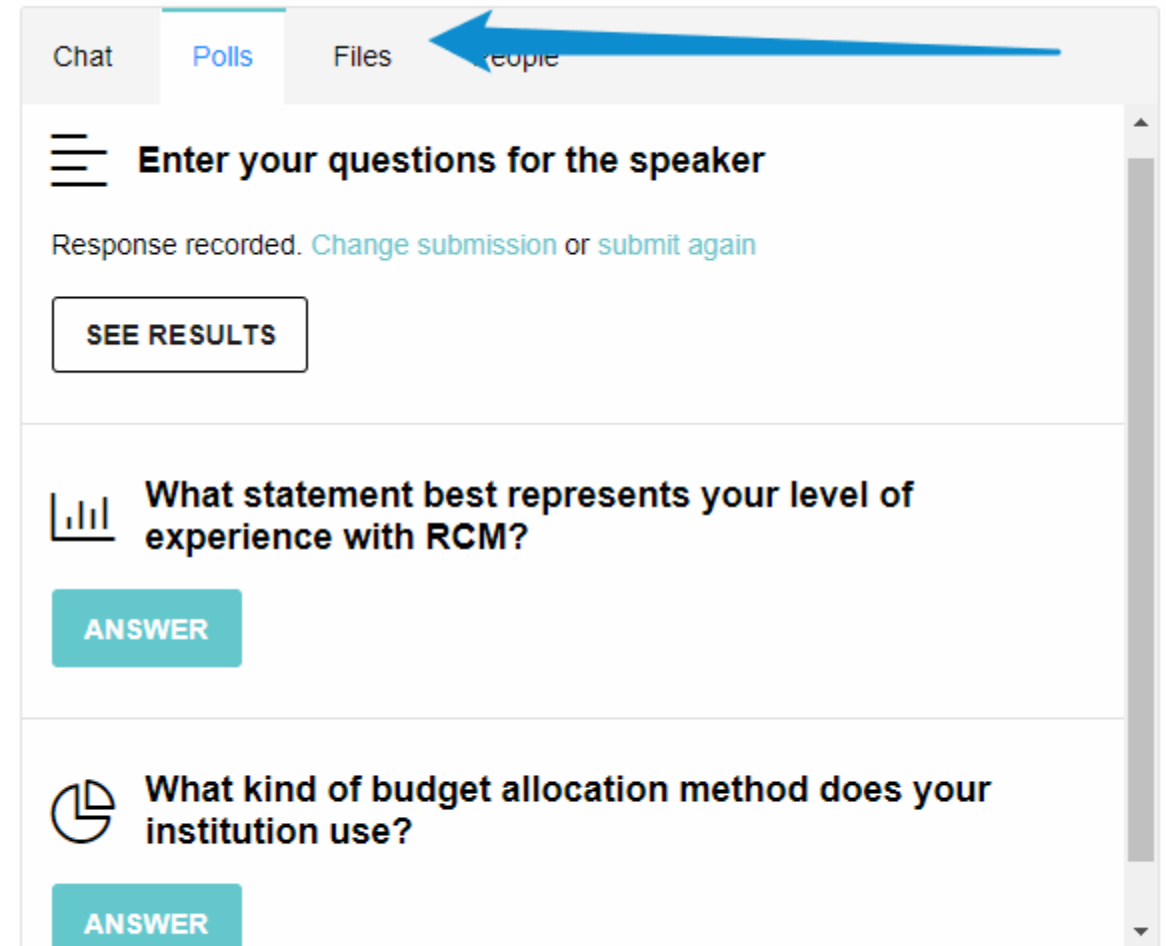
The WACUBO Office will start the session no more than 20 minutes prior.

Please click the **manage button** and then **start meeting or join meeting button** located in your agenda page.

The screenshot shows a session page on Pathable. At the top left is a link for '← BACK TO AGENDA'. On the right are three buttons: '+ RESERVE SPOT' (teal), 'NOTES' (grey), and 'MANAGE' (white with a black border). Below these is a 'CONCURRENT SESSION' badge. The session title is 'Cultivating Bold Collaboration in Uncertain Times: Leading Culture Change with Humility and Resolve'. The host is Howard Teibel, President of Tiebel Education Consulting. The session is scheduled for 11:00 AM - 12:00 PM PDT on Monday, May 24. A timer shows 93 days, 19 hours, 40 minutes, and 0 seconds remaining. A message states 'This live meeting hasn't started yet'. Below the timer are tabs for 'Chat', 'Polls', 'Files', and 'People'. The chat area is currently empty, displaying 'No Messages' and 'No messages have yet been sent.' A large blue arrow points from the right side of the image towards the 'MANAGE' button.

Pathable Polls

- Polls are completely optional for roundtable discussions.
- The next few slides will show you how to create polls.



The screenshot shows a virtual conference interface with a navigation bar at the top containing 'Chat', 'Polls', 'Files', and 'People'. A blue arrow points from the 'People' tab to the 'Files' tab. Below the navigation bar, there is a section titled 'Enter your questions for the speaker' with a hamburger menu icon on the left. Underneath, it says 'Response recorded. [Change submission](#) or [submit again](#)'. A button labeled 'SEE RESULTS' is positioned below this text. The interface then displays two poll questions, each with an icon and an 'ANSWER' button. The first poll question is 'What statement best represents your level of experience with RCM?' accompanied by a bar chart icon. The second poll question is 'What kind of budget allocation method does your institution use?' accompanied by a pie chart icon.

Pathable Polls

- Polls can be either:
 - Rate (users rate from 1–5 stars)
 - Multi-Choice (users select from your choices)
 - Free-Text Entry (users type a response)
- Complete all the required fields and click **create** to save your poll
- Poll results will, by default, displayed within the app

Pathable Polls

- You may choose to hide your poll results from the attendees by choosing "*Only speakers can view poll results*"
- You may also choose to hide the polling option itself until the session starts by choosing "*Hide poll from attendees until session starts*"
- When it's time for the attendees to use the poll, instruct them to pull up your session on the app, and encourage them to engage with the question
 - You'll see their answers appearing in real time on your app

Pathable Polls



Manage Polls

[ADD NEW POLL](#)

Questions for the speaker

Enter your questions for the speaker

Free-Text Entry

Updated at: Wed, Feb 17

[VIEW POLL](#)



[FULL-SCREEN RESULTS](#)



No poll results yet.

[MOVE UP](#)

[MOVE DOWN](#)

[EDIT](#)

[DELETE](#)

Green Room

Once you're in the Green Room, please make sure of the following:

- **Check how your name is listed on Zoom, is it correct?**
 - If not, rename yourself.
- **Other Roundtable Hosts and WACUBO team members should be in the room with you**
 - Time to do any sound checks, microphone and video lighting adjustments
- **Check that you can share your screen**
 - Note that on Mac computers you may need to adjust your security settings.

Using Zoom Controls: Meetings

How will my presenter screen look?

- Presenter screens will have your presentation and presenter controls
- Remember, all chats, polls and Q&A are done on the Pathable site

Mute yourself when you are not speaking

Toggle your camera on and off.

Click this icon to raise your hand

Allows you to share what is displayed on your monitor

Use reactions during sessions to clap, give a thumbs up and more!

End the session

View the number of participants in the session
Click on this window to view the list of participant names

Mute Stop Video Security Participants 2 Chat Share Screen Record Breakout Rooms Reactions End

Raise Hand yes no go slower go faster more

The image shows a Zoom meeting control bar with various icons. A red circle highlights the 'Raise Hand' icon. A white box highlights the 'Share Screen' icon. A red box highlights the 'End' button. Arrows point from text annotations to these specific icons and the 'Participants' icon.

How to Screen Share on Zoom Meetings and Webinars

1

The screenshot shows the Zoom interface for selecting a window to share. A red circle highlights the 'Screen 1' and 'Screen 2' options. A red box with an arrow pointing to the 'Whiteboard' icon contains the text: 'Select the screen you would like to share.' Another red box with an arrow pointing to the 'Share computer sound' checkbox contains the text: 'If your presentation has embedded audio, make sure this check box is selected so that attendees can hear your presentation audio.' A third red box with an arrow pointing to the 'Share Screen' button at the bottom right contains the text: 'Select this icon at the bottom of your Zoom screen to start sharing your screen.' The interface includes tabs for 'Basic', 'Advanced', and 'Files', and a 'Share' button at the bottom right.



WACUBO Team Contact Information

WACUBO Office and Tech Support

Please reach out to the WACUBO Office to connect with a member of the 2021 WACUBO Virtual Annual Conference team

- E: office@wacubo.org | Use subject line Virtual Annual Conference [topic] Question
- P: 206-209-5267
- **Hours of support:**
 - 6:00 AM – 1:00 PM HT
 - 8:00 AM – 3:00 PM PT
 - 9:00 AM – 4:00 PM MT