

VIRTUAL MassCUE CONFERENCE

February 1-3, 2022 | In partnership with M.A.S.S

Presenter & Moderator Virtual Event Toolkit

This MassCUE 2022 Conference will take place virtually on an event platform called **Whova**. This Toolkit includes information for presenters and moderators about conducting a virtual session presentation, and also outlines training dates that will show how to access and use Whova.

Important First Step

Whova works best when using **Google Chrome, Microsoft Edge, or Firefox as your web browser**. If you are currently using Internet Explorer, it is strongly advised to convert to one of the other browsers for the conference dates.

Whova and Zoom

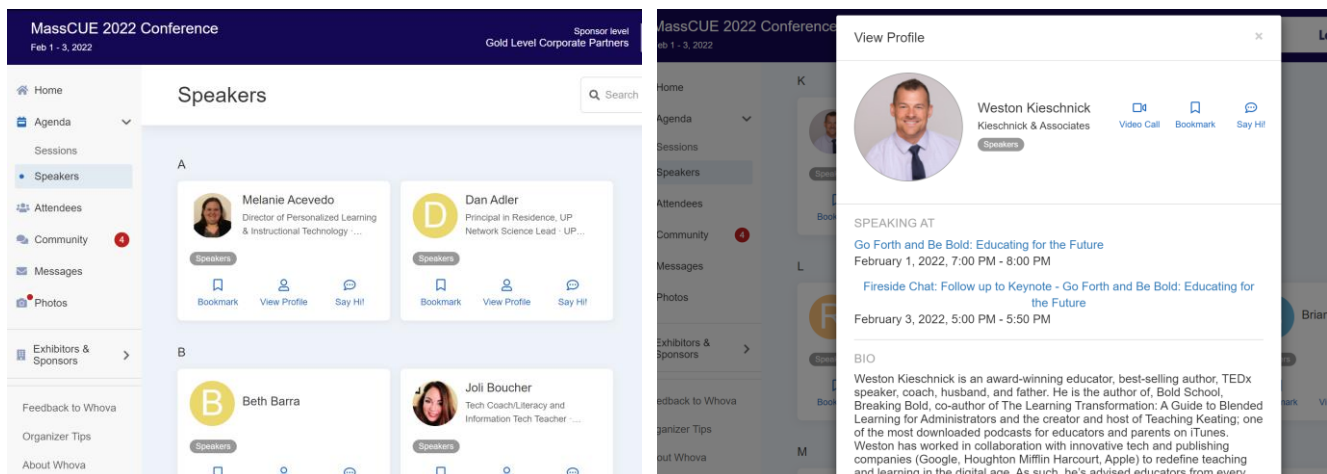
All of the sessions will be taking place in a Zoom meeting room. The Zoom links will be **embedded directly** into the Whova site, so all you need to do is log into Whova. Detailed directions on how to access sessions are listed in this packet. (Note: we recommend downloading Zoom directly onto your computer for the best experience. You can do so at <https://zoom.us/download>; select the “Zoom Client for Meetings” option.)

Roles

Each **Moderator** will introduce presenters, help keep session on time, and read the questions in the chat to the presenters. **Presenters will** share their screen and **manage their own PowerPoint**. **For tips on presenting, check out our [Tech Tips for Virtual Events](#).**

Speaker Gallery

One feature of Whova is a **Speaker Gallery** where all presenters and moderators can create a profile and upload a bio, photo, links to social media sites, polls, and pdf documents. All attendees will have access to the gallery, and will be able to view whatever you have uploaded to share. Below are images from an in event in Whova showing the Speaker Gallery in action:



How to Set Up Your Speaker Profile

You should have received an email from the event organizers inviting you to log into your speaker portal and set up a log in and password. Once you have logged in, you can update your information. You are welcome to go into your speaker portal and make updates as many as times as needed. **Please note that this is not the same link that you will use to access the event – a separate link will be sent in late January.** If you need your speaker form access re-sent, please email caitlin@delaneymeetingevent.com.

Training Sessions

Training sessions will take place in Zoom and have been scheduled for:

- Thursday, January 20th at 5:00pm – 6:00pm ET
- Monday, January 24th at 5:00pm – 6:00pm ET

Links to the trainings were sent out to presenters directly by email. If you need them re-sent please email Caitlin@delaneymeetingevent.com.

Each session will review the same items, and it is encouraged to attend as you will learn the following:

- How to navigate the Whova platform and access your session
- How to use the Zoom tools
- How Q&A will be managed
- Practice screen sharing
- Tips on virtual presentations

How to Access Sessions

The event access link will be emailed to all attendees on Tuesday January 25th. Below outlines the steps on accessing sessions:

1. After you click the access link, you will be brought to a log in screen.
2. To create a log in, **you must use your email address that you entered when you registered.**
3. After entering in your email address, set up a password.
4. After setting up your log in, you will be brought to the **Home Page**. From here, click **Agenda**.

MassCUE 2022 Conference
Feb 1 - 3, 2022

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VIRTUAL **MassCUE**
CONFERENCE
In partnership with

Welcome to the MassCUE 2022 Conference!

Join the state's leading organization for educators with a EdTech! [MassCUE](#) and [M.A.S.S.](#) will be bringing over 70 presented by educators and ed tech companies, as well ups and Keynote, Weston Kieschnick, live and on-dema this February 1-3, 2022! **All sessions will be available April 30th, 2022.**

Click on "[Agenda](#)" in the navigation bar to view the sche your personal agenda by adding sessions and then "join time!"

Thank You to Our Corporate Partners & Vendors! Th

5. On the next page, you can either **Search** for a Session Title or Presenter, or **advance** to the date you need. (see image below)

The screenshot shows the top navigation bar for the MassCUE 2022 Conference, dated Feb 1 - 3, 2022. It includes a search bar with the placeholder text "Search session name, location, or speaker name..." and a date navigation bar with tabs for "Full Agenda" and "My Agenda". The date navigation bar shows "Tue Feb 1" and "Wed Feb 2", with a right arrow button circled in red. Below the navigation bar, a session card is displayed for "Go Forth and Be Bold: Educating for the Future" at 7:00 PM, featuring a "View Session" button and an "Add to My Agenda" button.

6. Once you locate your session, click **View Session** to see the sessions details.

The screenshot shows the details for a session titled "Building Interactive Tutorials with iorad" at 2:00 PM - 2:50 PM, presented by Kerri O'Donnell. The session is categorized by several tags: Admin, Curriculum Director, Digital Tools, High School, Intermediate/Middle/Junior High, Library/Media Specialist, Pre-K - Elementary, and Tech Director. A "View Session" button is circled in red, along with an "Add to My Agenda" button. The time "3:00 PM" is displayed below the session card.

7. Click **View Session** which will be listed here **when the session goes live**.

The screenshot displays the MassCUE 2022 Conference interface. The top header includes the event name, dates (Feb 1 - 3, 2022), and the user's sponsor level (Premier Level Corporate Partners). A left-hand navigation menu lists various sections: Home, Agenda, Sessions (selected), Speakers, Attendees, Community (with a notification badge of 4), Messages, Photos, Exhibitors & Sponsors, Feedback to Whova, and Organizer Tips. The main content area shows a session titled 'Trafera: Mitigating Student Caused Damage to Devices' on Thursday, Feb 3, 2022, from 10:00 AM to 10:30 AM, with 0 attendees and 0 questions. A large dark overlay with the text 'Attendees do not have access yet. S' and 'Click the button below to join the stream.' is centered on the screen. Below this text is a video camera icon and a blue button labeled 'Join the stream', which is circled in red. On the right side, there are tabs for 'Q&A' and 'Questions', and a '0 Likes' indicator.

Questions

If you have any questions or concerns about presenting or the information in this toolkit, please contact the MassCUE event planning company, Delaney Meeting & Event Management, by emailing info@delaneymeetingevent.com or calling 802-865-5202.