



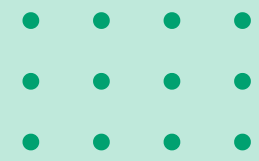
SPEAKER GUIDANCE PACK


retrofit
summit

Information and guidance for online Summit/Conference speakers including:

- Creating and sending presentation videos
- Onboarding into Zoom Events
- Additional resources and tips





Presentation & on-boarding guidance for Retrofit Summit Speakers



This pack provides further 'How To' support for Speakers, including

- How to make your presentation video
- How we on-board you for Zoom Events, our online event platform.

**Read on for
'How To'
details**

Contents

- Overview
- Planning and prep
- Promote to your contacts
- How to record your talk
- Sending your video & slides
- On-boarding ready for live



Speaker Checklist



Your Actions & Next Steps >>	Deadline
Send your speaker's email, headshot & biog - we create their profile in Zoom	ASAP
Edit/update your Zoom Profile: look out for the link direct from Zoom	when you get Zoom Events email prompt
Speaker On-Boarding: join an on-boarding session in Zoom Events (calendar invitations issued direct to Speaker)	RSVP/join a session
Presentation Video: Send your Presentation video at least 5 working days before event <i>(remember, we can trim out bloopers and silences at start and finish)</i>	1 week before event (sooner if poss)
Speaker Q&A Panel: accept our calendar invitation/reminder to join the live Panel <i>(on the same morning as your scheduled presentation)</i>	Accept calendar invitation/reminder
Your wider team: Make sure any colleagues have registered so they receive event info/login	Before live event

Read on for 'How To' details

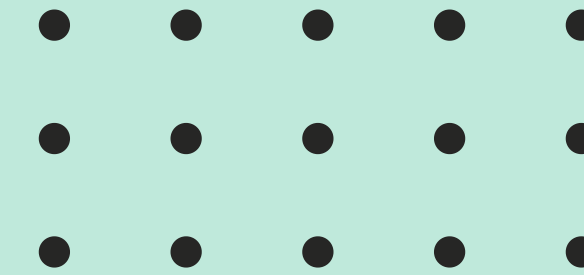
ANY QUESTIONS? DON'T HESITATE!

Contact >> sophie@lowcarbonhomes.uk
01926 956887



A Low Carbon Homes production





How we bring you and your presentation into the live event

Timeline

how the planning flows & comes together

VIEW SUMMIT PROGRAMME



- **6-5 weeks out:** we finalise Speaker Programme, send speaker briefs and issue onboarding links
- **4-3 weeks out:** We onboard speakers and partners on Zoom Events + send join reminders
- **2-1 weeks out:** Speaker submits presentation video
- **Live event:** We broadcast videos and speakers can online chat with attendees
- **Live Q&A Panels:** Speakers join live online Q&A on the morning of their talk (usually at 11:00hrs for <45 mins)



It's all online - presentations are pre-recorded

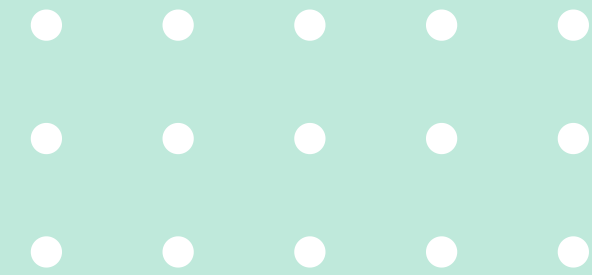
Your presentation

and which platform to use?

WATCH NOW



REC



- Your presentation will be a pre-recorded video - which can be a simple slideshare/screenshot. ie: recording yourself (and any co-presenters) together in an online meeting space, screensharing your slides and other media...
- ...**OR** a full-blown media production
- Or a mix of the two - **IT'S UP TO YOU!**

▶ **VIEW recent**

Opening Addresses/Keynote presentations

▶ **VIEW recent**

speaker presentations

- Platforms recent speakers have used to pre-record their presentation include: Powerpoint, Teams, Zoom, Loom and Canva (just examples)



Help us share your great work!

Promote your talk

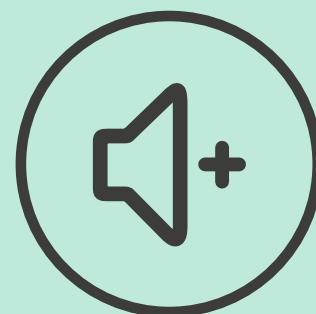
to your contacts

 Share

- Help us share your great work to *your* own network
- Let's get loads of people along to the summit to hear about what you've been doing to help scale up retrofit in your region
- We prepare a pack of marketing content and info-graphics that you can easily download and share via your own channels

Download
comms/promo
sharing assets via
our DropBox





Recording your presentation

Get recording-ready!

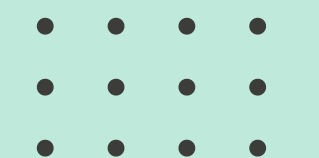
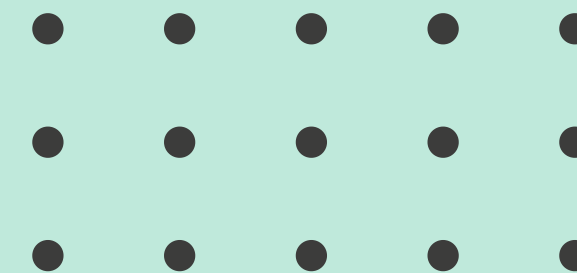
Nailing it



...and if your cat/dog/child happens to 'photo bomb' you during recording, it's all good - we welcome a more informal style of presentation!



- Record your presentation with **CAMERA ON**
- **AUDIO LEVELS** checked, (use headset with mic for best results)
- Camera background branded or neutral
- Light falling on your face - sit facing window (not light shining behind you)
- Quiet location





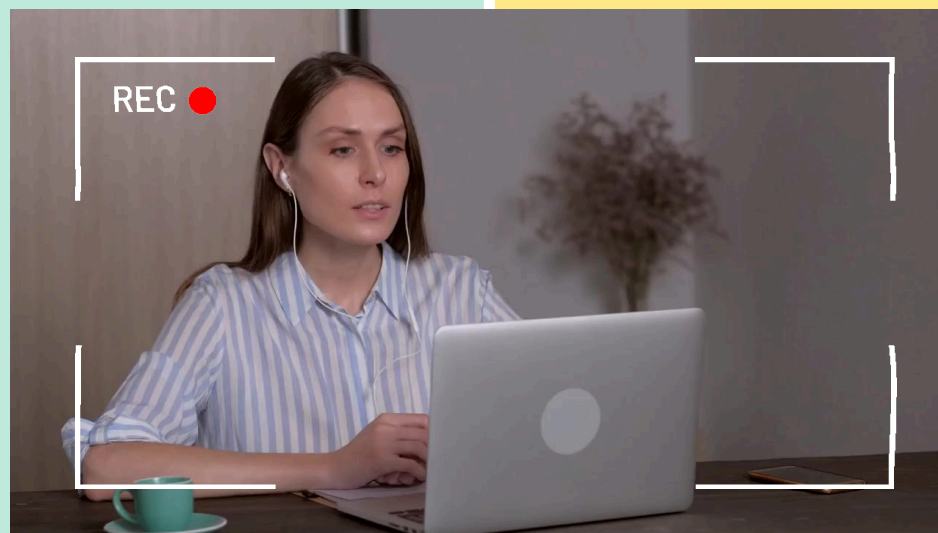
Be heard and be seen!

Recording

presentation practicalities



- Keep playback timings within your session allocation
- Starting & Ending your recording >> **don't rush it** >>> **after clicking 'Record' SETTLE IN and WAIT a few seconds before starting your talk**
- Start by introducing yourself briefly then move straight into your talk
- **Aim for clear delivery of your messages, not perfection!**
- Finish with the usual niceties, eg: 'See you in the Q&A for questions later; Thanks' etc
- When you finish - **WAIT 2-3 secs before you click 'Stop Recording'**
- We trim out bloop and silences at the START and END of your recording - no need for a perfect start or finish!





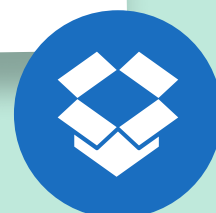
Sending your video presentation file & slide PDF

Sending

your presentation video



> If you share your video file via Sharepoint, remember to provide us with full download access for your file - otherwise, please use WeTransfer or our Dropbox



- Send your final video file in **.mp4** format via these easy options >>
- **WeTransfer** your files to sophie@lowcarbonhomes.uk or via our
 - **DROPBOX** upload link
 - by/before the deadline given in your email brief
 - If using **slides** in your talk, please send us the .ppt/PDF file too
 - Feel free to **beat that deadline** and send your video sooner!
 - We will upload and broadcast your video as-live at the scheduled time



There's a fair bit to show you - join us for an on-boarding session

On-Boarding

you into Zoom Events



- We use Zoom Events for our online events, we'll need to onboard you before the live Speaker Q&A Panel
- Speakers typically join the Q&A Panel on the morning their video is aired, so easy access to the Zoom event is essential
- Onboarding sessions cover key features, in-event support, and answer any speakers' questions
- Attend an onboarding session to prevent last-minute joining issues
- Expect your Onboarding Calendar invitation soon!






How Speakers get involved in the live event

Joining live

on Zoom Events



- Use the same Zoom link from On-Boarding to join the live event
- Optionally attend each morning to catch presentations from other speakers
- Prepare to join the Speaker Q&A Panel on your talk day (usually at 11:00 hrs for ~45 minutes)
- You'll be guided to join the Panel by activating your Camera and Mic
- Watch for upcoming Join Reminder invitations .

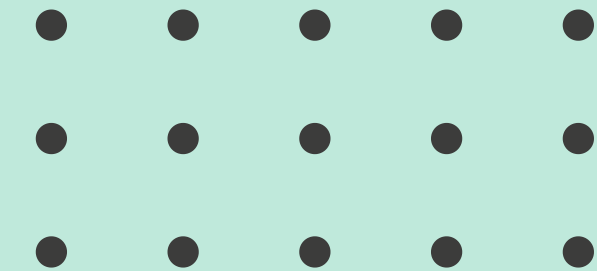




We're here to support you all the way through the process

Questions?

Join a scheduled on-boarding session to get answers and meet the other summit speakers and partners.



Onboarding and presentation FAQs are covered in onboarding sessions, and we invite you to participate.

We're excited to have you along and we aim for a seamless experience, maintaining close contact as the event approaches.

Thank you, and we look forward to seeing you soon!

Best,

Sophie, Events Success, Low Carbon Homes
sophie@lowcarbonhomes.uk | 01926 956887

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All for retrofit