# 2020 November 20/21 Publicity-Website-Evaluations Report

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The program is nearing completion and <u>sessions will be available on the website next week</u> for teachers.   This is not the final program, but it is as good as we have right now.  It represents the sessions for which speakers have been sent contracts to sign.  Only about half the speakers booked have signed and returned their contracts.  There are always some changes or conflicts or cancellations and those will be updated on the website as they occur.

Teachers should make sure they <u>check the handouts</u> for the sessions they pick because the handouts might be very necessary to the session.  Handouts will only be available in Sched.

<u>Teachers must read the session descriptions before convention.</u>   Some sessions have supplies that need to be purchased from the speaker or collected by the teacher.  These supplies are necessary to fully participate in the session.

Sched sessions that are recorded at convention go to an online location.  It may take several hours for a video to render and be available, but is usually available sooner.  That link then needs to replace the Zoom link in Sched so the <u>recorded session will not be available immediately when the live Zoom session is over</u>.

We can definitely <u>password our Sched site</u> and give the password to our members etc only so it is a decision we need to make in November.

We <u>don't need to use a waiting room in Sched,</u> so if someone gets kicked out they can just click in again.

<u>Sessions in Sched will be coded with a symbol in front of the title:</u>

! This session will only be available once so it needs to be watched during the timeslot scheduled.

*This session is live, but will be recorded.  After the recording is available, it will be marked with one more asterisk ** to show it is ready.

** This session is pre-recorded.  Teachers can not view it until 10 minutes before the scheduled session time, but it will be continuously available after that.

All recording links in Sched will be removed Monday morning after convention.  Some will be removed as soon as convention is over.

TYPES OF SESSION FORMATS(only red ones need moderators to manage Zoom:

<span style="color:red">1 - Live, moderator support, record and play 48 hrs</span>
<span style="color:red">2 - Live, moderator support, do not record</span>
3 - Live, introduction only, record and play 48 hrs

4 - Live, introduction only, do not record

<span style="color:red">5 - Live, moderator support, recorded speech with live questions, record and play 48 hrs</span>

<span style="color:red">6 - Live, moderator support, recorded speech with live questions, do not record</span>

7 - Pre-recorded, play 48 hrs

8 - Pre-recorded, play once during convention.

9 - Live, introduction only, recorded speech with live questions, record and play 48 hrs

10 - Live, introduction only, recorded speech with live questions, do not record

We need about <span style="color:red">15 moderators on Thursday and about 10 on Friday</span>.  These are absolutely essential moderators as the speaker is not confident in managing Zoom

<u>Where it says introduction only</u> the speaker does not need a moderator and can introduce themselves and has a moderator at their end or the speaker can moderate the session.  There is <u>still a need for someone other than the speaker to open the meeting</u> and close the meeting on time.

If we have an <u>AV company start and stop all meetings</u> and <u>record</u> them as necessary it <u>really reduces the number of moderators we need.</u>  It also guarantees that <u>reliable computers</u> are available, <u>internet is available</u>, and that the <u>power does not go off</u>.  It <u>does not guarantee IT support</u> for speakers as it can be impossible to troubleshoot problems speakers may incur.