

Final Instructions for Presenters

Thank you for sharing your scholarship at this year's MCHC conference. The conference is entirely virtual. You should have received our Friday and Saturday Zoom links when you registered, but you can also find them posted on our website: <https://mdhonorscouncil.weebly.com/2021-conference.html>.

These links will take you to the main conference room on Zoom where all plenaries, social events, the awards ceremony, and the business meeting will be held. Concurrent sessions will be held in the breakout rooms, which can be accessed from the main conference room. Zoom will allow you to select your own breakout room, so come first to the main room and move to your breakout room from there. The attached schedule contains your breakout room and the name of your moderator, who will be the breakout room host.

Make sure you have practiced your presentation several times at home so you know that it fits comfortably in the time frame and that there will be time for questions. It is a good idea to practice it in a Zoom meeting, so you are familiar with all the icons and all the features of the software. Speak at a conversational pace so that the audience will be able to follow along, but phrase things concisely to make the most of your time. Make yourself an archive copy of your presentation on your computer or phone to share with family and friends who cannot attend the conference.

Presenters in your session may go in any order. When it is your turn, simply unmute yourself, share your screen with the audience (as needed) and give your presentation. Your moderator will keep an eye on the time and monitor the chat while you are presenting. It is generally our practice to have all presenters first share their work and hold questions for all presenters until everyone has finished speaking. Your moderator will field questions for you, so you won't need to worry about that. Remember to mute yourself when you are finished and unmute again for the Q & A. Zoom does not yet allow for the recording of breakout room sessions, so encourage your friends and family to use the link to tune in for your presentation. When your allotted time has expired, sign out promptly to allow the next group to enter your breakout room and so you can join the next session as a member of the audience. Please support your fellow presenters by attending the rest of the conference, not just your own session.

Post the final version of your presentation at this link on Google Drive so our tech people will have a backup copy that they can load for you if necessary:
<https://drive.google.com/drive/folders/1qo9sb0lnPQ6Q2vzqOuuvXpeCSIfGwwlF?usp=sharing>.

You must post your presentation or essay here by noon on Thursday, February 25, 2021 if you want to be considered for the Best Presentation or Best Poster award.

Questions? Call or text 703 371-7183 or email byarrison@ubalt.edu.