

# 2021 VIRTUAL TRI-COUNTY HEALTH SYMPOSIUM

“Partnerships for Advancing Health Equity”



## VIRTUAL SPEAKER GUIDE

### WELCOME

Greetings Speakers! Thank you for agreeing to be a speaker at the 2021 Tri-County Health Symposium. This year's Tri-County Health Symposium will take place virtually on Nov. 4, 2021. As we explore the impact of partnerships on the pathway to health equity in our region, we are excited for participants to learn and network with colleagues. We are providing a guide that will help you navigate this year's symposium.

### AGENDA

You can view the detailed agenda [here](#).

### DEADLINE

October 13, 2021 – Deadline to Submit Presentation Packet and Slides

The following needs to be submitted to [Tara.Tsehlana@rsfh.com](mailto:Tara.Tsehlana@rsfh.com) by **Wednesday, October 13**.

- Completed presenter packet with presentation objectives and references
- Any PPT slides you will use during your breakout presentation
- Brief bio
- Head shot

### BREAKOUT SESSION INFORMATION

All Breakout Sessions will last approximately 45 minutes from **10:00am – 10:45am**.

- Please remember that each session will include an introduction, presentation, and a Q&A segment
- On the day of your presentation, please plan to login **10 minutes early in your breakout room**.

### SESSION MODERATORS

- Each speaker will have a session moderator
- The moderator will introduce you to your session participants
- The moderator will be the official timekeeper

→ Your moderator may reach out to you prior to presentation.

## **VIRTUAL CONFERENCE PLATFORM**

The virtual conference platform being used is called the Meeting Center, and will allow participants to interact with other participants, presenters, and exhibitors. As we get a little closer to the date of the event, you will receive an email from [HTCsupport@tuw.org](mailto:HTCsupport@tuw.org) with your login information.

This information is unique to you so please do not share your email. Once you receive the email, you are welcome to log in any time before the event to check out the platform and make sure everything works. If you do not receive the email, please first check your spam folder. If you still cannot find it, please email [HTCsupport@tuw.org](mailto:HTCsupport@tuw.org).

Please note: To minimize the chance of technical issues (if accessing from work), please let your IT department know ahead of time.

## **NAVIGATING THE PLATFORM**

- Once you log in, you will see an icon at the bottom of the page titled Speaker Tools.
- Click on that icon and you will see your sessions.
- The next tab is My Resources – this will allow you to upload handouts for participants to download.
- The last tab is the My Profile tab – you can update your profile here if needed.
- If you plan to attend other sessions, click the Lobby button at the bottom of the screen. There you will see the conference schedule.