

## BuildRight Virtual Speaker 101

Thank you for speaking at the 2020 BuildRight Conference and Expo. Below are our step by step instructions for you as a speaker at our virtual conference.

### If you are presenting live:

1. Please join your session zoom link 15 minutes prior to the start of your session.
2. A designated HBA staff member will join you at that time as a co-host. The HBA staff member will be there to take attendance and also be tech support for you. We ask that ALL sessions be recorded. If you have provided your own zoom link please press record before starting your session. If using an HBA provided link – the HBA staff member will record the session.
3. 5 minutes before your start time please screen share your screen with the provided welcome/sponsor slide. We ask that you have this up for attendees to see as they join.
4. If you have slides for your presentation please use the BuildRight slide templet provided in the speaker ready room.
5. If you are providing your own zoom link please download your session immediately afterwards and send the link to [Jodi@hbapdx.org](mailto:Jodi@hbapdx.org) – we will have the sessions up and available for viewing for the remainder of the conference.

### If you are pre-recording your session but hosting a live Q&A after:

1. Please join your Q&A zoom link 10 minutes prior to the start of your Q&A.
2. A designated HBA staff member will join you at that time as a co-host. The HBA staff member will be tech support for you.
3. 5 minutes before your Q&A start time please screen share your screen with the provided Q&A welcome/sponsor slide. We ask that you have this up for attendees to see as they join.
4. We will record each Q&A session. If you provided your own link please press record, if HBA provided the link your HBA staff member will record.