SOW victory fest

www.SOWvictory.com | May 10-12, 2022 | #SOWvictoryfest2022

Event Guide for Speakers

1. **Tech Testing and Speaker Onboarding Prep Documen**t (sent in your first confirmation email)- **review here**.

2. **Review content #3 - #5** in the document above
   ○ Question - were items sent to us?
      ■ **#3 - Content** (refer to slide 4 below)
      ■ **#4 - Speedtest.net**
      ■ Have you done the Speedtest before today's session (as recommended in your Tech Testing & Speaker Onboarding prep document here?).
         1. What is the number of your UPLOAD speed?
      ■ **#5 - Media release** - do now during the session (1 minute)

3. Best Practices (access from **Event Dashboard**)

Let's Review This!

Onboarding
Tech Testing & Speaker Onboarding

SCHEDULE

Your onboarding Producer will confirm your session details and next steps.

Session Details

Onboarding Producer will review this list and confirm the following with you.

1. **Schedule** (Will be on website Agenda too)
2. **Session Type**
   - **REMINDER!** For SIMULIVE sessions please book a time with onboarding producer for recording time!
3. **Session Duration**
4. **Session Description**
5. **Presentation needs:**
   - Will you be using slides?
     - **NOTE - Onboarding Producer will do screen share to test your slide deck (IF applicable)**
   - Will you be using a **pre-recorded** video content?
   - Will you be using a **poll**? **(ONLY for HUDDLE sessions)**
     - If using polls, please send poll questions to **EVENT SUPPORT** form (access from **Event Dashboard**)
     - Use Speaker calendar or ask for time during the testing session.
   - All items in #5 here must be submitted by **April 30, 2022**
   - Use **EVENT SUPPORT** form (access from **Event Dashboard**)

6. **Session Cue Sheet**
   - There will be a dedicated Cue Sheet created for each session.
   - Includes **log in links** and other session details.
   - Speaker/Presenter will have access to edit and add presentation content flow and/or script in it.
   - Your Session Cue Sheet will be available in your speaker folder here at least 48 hours prior to your session (access from the **Event Dashboard**).

Track Check

Let's make sure you are assigned to the right track.

TRACK
COMMUNITY & COLLABORATION

TRACK
DIVERSITY, EQUITY & INCLUSION

TRACK
LEADERSHIP

TRACK
MENTAL HEALTH, & WELNESS

Session Types (onboarding Producer will confirm)

KEYNOTE - 20 mins LIVE
- TED Style talk; BIG Idea; Presentation (via Streamyard studio)
- **No planned Q&A** - only if time

ENLIGHTEN - 20 mins SIMULIVE
- TED Style talk; BIG Idea; Presentation
- 15 mins **PRE-RECORDED** talk
- Leave 5 mins at end of your session for audience Q&A (you will turn your camera on and talk to audience LIVE - audience will submit questions via questions/chat)
- Pre-recorded with a producer.

PROVOKE - 20 mins LIVE
- Discussion session (**NOT a presentation**)
- Lead a discussion on an important topic with a group of attendees
- Have 3 - 5 discussion points/questions for your audience to facilitate the discussion and spark ideas from your audience.
- This is an interactive session

HUDDLE - 20 mins LIVE
- Panel discussion via Streamyard
- Audience participation via chat/Q&A/polls
- May use slides/visuals

Session Types (onboarding Producer will confirm)

ACT - 45 mins LIVE
- This is a **45 minute, facilitator lead workshop**
- This should be a learning session that includes a mix of presentation and activities that the attendees will participate in DURING the session. Attendees should walk away from the workshop with something tangible.
- This is **NOT a 45-minute talk-a-thon** (it should be more 50/50 : 50% presentation + 50% activity)
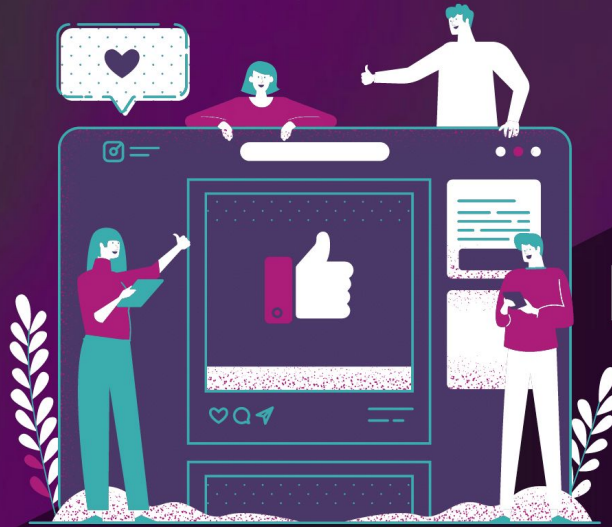- These will take place via Zoom

PLAY BREAK - 15 mins LIVE
- 15 min play activity on the main LIVE stage (via Streamyard studio)
- This is **an ACTIVITY, not a talk**
- This should be fun and engaging as it's meant to get attendees moving (physically and/or mentally) to create excitement, keep attendees online and engaging and refresh them for the next round of sessions.
- Of course, some learning and content can be peppered in (i.e. teach the history of the dance they are learning; why meditation is important; etc.)

LUNCH & PLAY - 40 mins LIVE
- 40 min play activity on the main LIVE stage - (via Streamyard studio)
- This is an ACTIVITY + TALK blended into one
- This should be fun and engaging as it's meant to get attendees moving (physically and/or mentally) to create excitement, keep attendees online and engaging and refresh them for the next round of sessions.
- Some learning and content should be peppered in (i.e. teach the history of the dance they are learning; why meditation is important; etc.)

This dashboard is your central hub for all event information and/or updates. It provides shortcuts to content that serves as a resource library for our event participants (primarily Speakers / Presenters, Sponsors, Exhibitors, Producers and Moderators).

- Please use buttons below for short cuts to event info, content, resources and guide. -

GO TO EVENT PLATFORM

EVENT SCHEDULE

INFO FOR SPEAKERS

SWIPE COPY

SESSION CUE SHEET

FAQS

BEST PRACTICES

EVENT TECH GUIDE

TIME & DATE CONVERTER

EVENT SUPPORT

Event Days | May 10-12
(North America & Europe)

Event Days | May 11-13
(Southeast Asia)

Event Day Production Guide (LIVE Sessions)

1. **Event day check-in for Speakers**
   - Log in to **Speakers Reception Lounge** for speakers here: **CLICK HERE**
     - Please check-into at your booked time.
2. **Room link:**
   - This information can be located in your **Session Cue Sheet** (access from **Event Dashboard**)

3. **Help Desk:**
   - Need help while you're at the event? If you have questions, please type them in the chat and someone will pop on screen to talk with you LIVE.
   - **Available during event hours**
   - **CLICK HERE : event.sowvictory.com to get to Help Desk**

Event Portal

Event portal - encaptiv

Log in to encaptiv event portal: **event.sowvictory.com**

1. **DO THIS! Most important - set up profile!**
   - important to do this so that we can assign your session to you and for networking!
2. Foyer
3. Lobby
4. Agenda
   - **Links - comparison:**
     - **LIVE Presenter link** - this is the link where you will speak or appear on camera
     - **Session link** - this is the "watch" or attend session link
5. People
6. Expo Booths
7. Offers

REMINDER! Site will be accessible post event until - May 10, 2023