

56th ANNUAL HUMAN RESOURCES VIRTUAL CONFERENCE & EXPO

SPEAKER FAQs

Q: How do I record my presentation?

A: You have a couple of options for recording your presentation. The best option would be to use a webinar platform, such as Zoom or GoToWebinar, recording as if you are presenting a live webinar. If you have a web cam on your desktop, or are using a laptop, you could also record using that, but with an actual webinar platform you'll be able to show slides as well.

Q: Will I be able to take questions/interact with attendees?

A: You will not to take live questions; since it will be a recording, attendees will not be watching you live and be able to ask questions. However, we can arrange for attendees to send you questions in advance, and of course, you can provide your contact info at the end of your presentation for attendees to contact you after the fact with additional questions.

Q: Will I be able to see a list of who is in the session?

A: Not your actual session, but we will provide you a list of all conference attendees.

Q: Will I be onscreen?

A: This is up to you; depending on the platform you use to record, you can show slides, yourself, or both.

Q: What is the advantage of offering it virtually vs. postponing the conference?

A: With so many events being canceled across the nation, we felt it was important to go forward sooner than later so that HR professionals can get the information they need in these uncertain times. The chamber prides itself on providing the most timely, up-to-date information, and we want to offer a bit of consistency in this inconsistent world. We are also creating a resource that will last beyond the set three days of the conference, which means they will have access to your session longer. HR professionals still need all this information and we want to help them get it in a time when there are likely few places able to adequately do so.

Q: What format does my recording need to be in?

A: We should be able to work with any format you send. The videos will be uploaded to our YouTube channel, password protected.

Q: Will it be available for anyone to see?

A: The conference (and individual videos) will be password protected, so only registered attendees will be able to view the recordings.

Q: How long will it be viewable?

A: We will keep the conference open and available to attendees and stakeholders until August 1.

Q: Will you be using my recorded presentation beyond this conference?

A: No.

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Q: Do I own my recorded presentation, and can I use it elsewhere?

A: You do, and you may.

Q: How will you be garnering feedback for my session?

A: We will create an evaluation for your session and make it available after they view the recording.

Q: Will my slides still be made available to attendees in addition to the recording?

A: Yes.

Q: Are you aware of any documents/resources that can provide best practices for recording such videos at home?

A: There are best practice articles available online you could use for guidance.

Q: My presentation usually involves interactive activities. Do you have suggestions for changing that?

A: We are unable to provide interactive activities with the virtual format.

Q: Will attendees still be able to earn their CEUs from my recorded presentation?

A: If your presentation qualifies for continuing education the attendees will still be able to receive credit.

Q: If I mess up halfway through my presentation, should I start the recording over or just act like it's live and keep going?

A: That is up to you, since you'll be doing the recording.

Q: What is the platform for the virtual conference?

A: The conference will be hosted on a web site and mobile app that will permit live streaming, sharing PDFs and other similar materials, links to your site, recorded presentations and more. We are utilizing a web site and mobile app to ensure that attendees can fully participate no matter their setup at home or work.