



**THE ALLIANCE**  
FOR CHILD PROTECTION  
IN HUMANITARIAN ACTION

# PRESENTER'S CHECKLIST

2020 ANNUAL MEETING FOR CHILD  
PROTECTION IN HUMANITARIAN ACTION:  
INFECTIOUS DISEASE OUTBREAKS  
& THE PROTECTION OF CHILDREN



## **Presenter's Checklist: How to Participate in the Annual Meeting 2020**

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# Instructions to join Zoom sessions

To ensure that you are ready for the start of this year's Annual Meeting, you must complete the following technical checks and tasks **before** the first rehearsal on 25 September.

It is your responsibility to be ready to attend this virtual event and to ensure that you have completed all the technical checks and set up in advance.

## Steps to complete immediately

1. **Complete a connection test** on the computer you will be using during the event.
2. **Download and Install the Zoom desktop application** onto your computer and create an account if you don't already have one (a free account is perfectly acceptable)
3. Test Zoom with your camera, headset, and microphone.
  - a. We do highly recommend you use a headset to control background noise.
4. Open your free account with Qiqochat following the link you will receive by email. Go through the process and make sure you can get into the Plenary space to start.
5. Join the Guild following the link in your email, and add your bio and photo.
  - a. Please look at the thread for your session and add your comments. We are aiming to engage everyone before the meeting begins and to keep them actively engaged throughout and after the event. Having the Guild as our on-going conversation space is ideal. So please - be active in that space.

## How to prepare for this event: Five Steps to complete before 5 October

1. Review this entire document.
2. Pay particular attention to the Tips for Presenters list below
3. Attend the rehearsals on 25 September AND 29 September, where you will meet your session's facilitator and producer, and have the opportunity to try out Qiqochat. Understand the layout of the event and how to navigate in/around each session. *Note - You will need to have created a Qiqochat account. You should have received an invitation to join the event in Qiqochat by email. If you have not received this, please email: [annualmeeting2020@alliancecpha.org](mailto:annualmeeting2020@alliancecpha.org)*
4. Prepare a suitable 'Out of Office' message to activate during the event, so you're not inundated with emails or tempted to check them when you are presenting or actively engaged in other sessions.

## On the day

1. Find a quiet work space away from co-workers, family, pets, etc.
2. Make sure your calendar and work space are free 30 minutes before and after the scheduled session time.
3. Prepare your workspace for the event. Note that you will be seen and heard throughout the event (**both presenters' and participants' videos are invited to always be on**), so be conscious of what's behind you. **Do not** sit with your back to a window/light source, or have anything too distracting in your background. Also, try to have sufficient desk space for computer use and note-taking. *Note - The sessions in this year's annual meeting have been designed as interactive*

*workshops. So come prepared to enjoy meaningful discussions with your peers.*

4. Inform your colleagues and family that you will be unavailable for the duration of the event each day.
5. Ensure that all your equipment is fully charged or plugged in.
6. To be safe, test Zoom with your camera, headset, and microphone again.

### **Steps to complete 15-30 minutes before joining the event each day**

1. Prepare your computer and close all non-essential applications.
2. Open Qiqochat from your email.
3. Ideally, **disable all notifications on your desktop** for the event's duration.
4. Ideally, **turn off all notifications** or **enable 'Do Not Disturb,'** but plan to keep an eye on **WhatsApp** to liaise with your facilitator and producer as a backchannel both before and during your session.
5. **Activate your 'Out of Office' message** on your email application
6. **Access Qiqochat** in order to join the appropriate Zoom Meetings **by** following the Zoom link sent to you via email.

### **How to access the Zoom sessions during the Annual Meeting**

1. In Qiqochat, on the left-hand side of the screen, you will see a list of the sessions that are open at that time. *Note - All other sessions will be hidden to avoid confusion.*
2. When you first enter the event, you will automatically be in the Plenary space on Qiqochat. This is the Main Space for the event.
3. To enter the Zoom Room for that session, simply click the green **'Join Video for Plenary'** button at the **top left** of your screen. This will automatically take you into the Zoom session.
  - a. **\*\*Presenters should aim to join their session's Zoom Rooms at least 10 minutes early\*\***
4. **Please keep your video on when in the Zoom Room.** You will automatically be muted upon entering the room, but please feel free to unmute yourself whenever you are asked to partake in the discussion.
5. You will be sent into smaller breakout rooms for small group discussions throughout the Annual Meeting. When you are in these breakout rooms, please be sure to **turn your video cameras on and unmute yourself** so that your peers can see and hear you just as if you were in the same in-person room.
6. If you have difficulty joining by video and are forced to join by phone, note that you will have to hit the # button on your phone to return to the plenary space from a breakout room. You will automatically be moved into the breakout rooms and you will be able to hear everyone on the call. The International Dial-In Number is here:  
<https://zoom.us/zoomconference?u=rhjABbxnN6vrRrQVgpJXVvSQkhAc7fuhzeOQMhmTQqc>.  
You will need to enter the meeting ID and Password which can be found in the Qiqochat tab for that session under **Dial-In Access**.

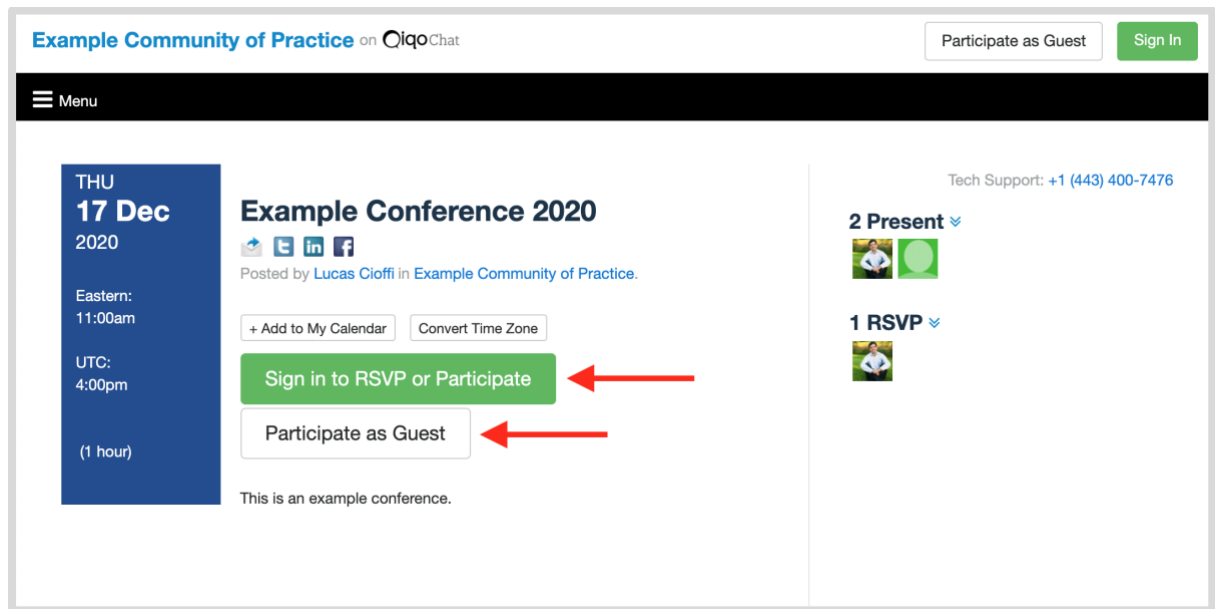
### **Points to note when in a Zoom meeting**

1. You can change your name by clicking the three dots at the top right of your video.

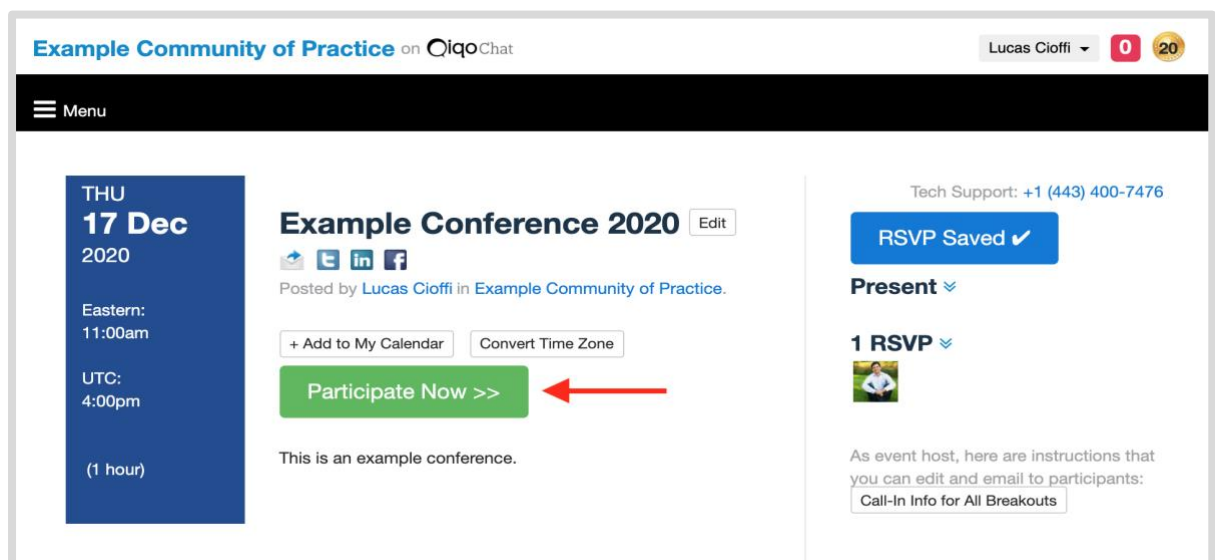
2. You can chat to everyone in the meeting by opening the chat panel at the bottom of your screen. You may also send private chat messages to individuals within the session.
  3. Participants may ask questions in the chat box, but we ask that all participants be aware of who they want to see or direct their questions to. **E.g. If someone has a technical question for the producer of the session, they are asked to send a private message via the chat box to THE ALLIANCE PRODUCER.** They are specifically asked **not** to send such questions to Everyone in the meeting. There will be one or two producers in every meeting who will be available to assist anyone experiencing technical difficulties.
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# How to Login and Use Qiqo Chat

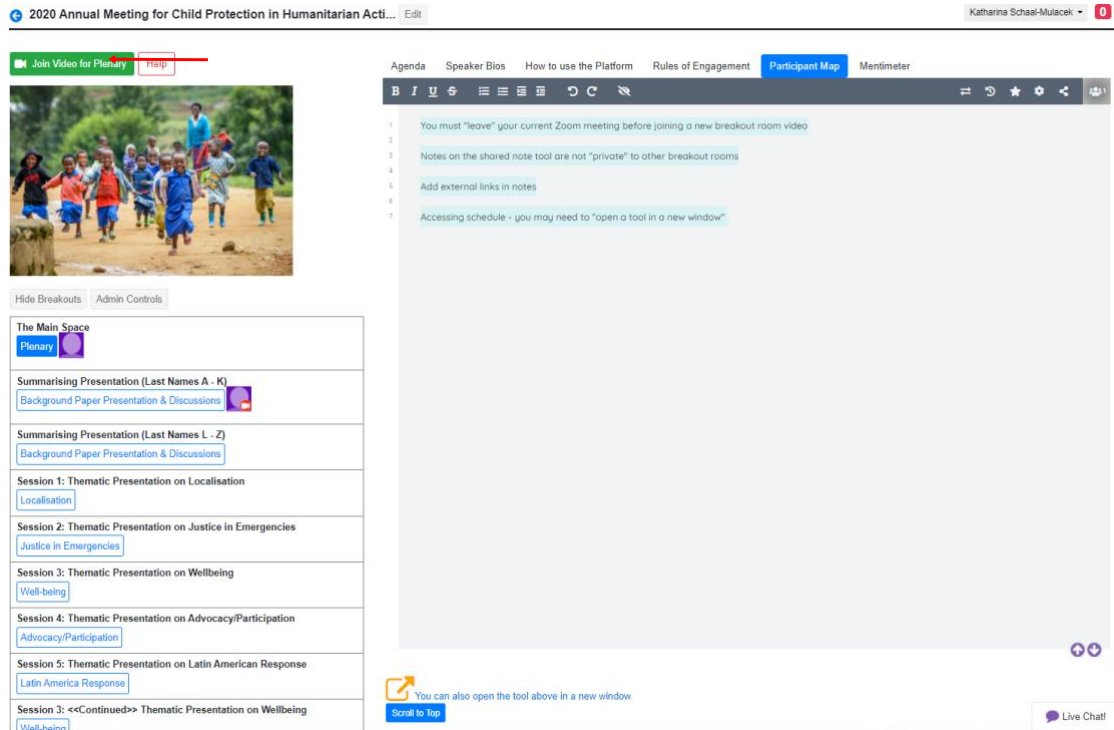
1. Make sure you've already [Downloaded Zoom](#).
2. You will receive an email with the link to the event on Qiqo Chat. In the email, click on the link to visit the event and then Sign In. *Note - You must sign in under the email address to which you were emailed the invitation. You will not be able to enter the event from any other email address.*



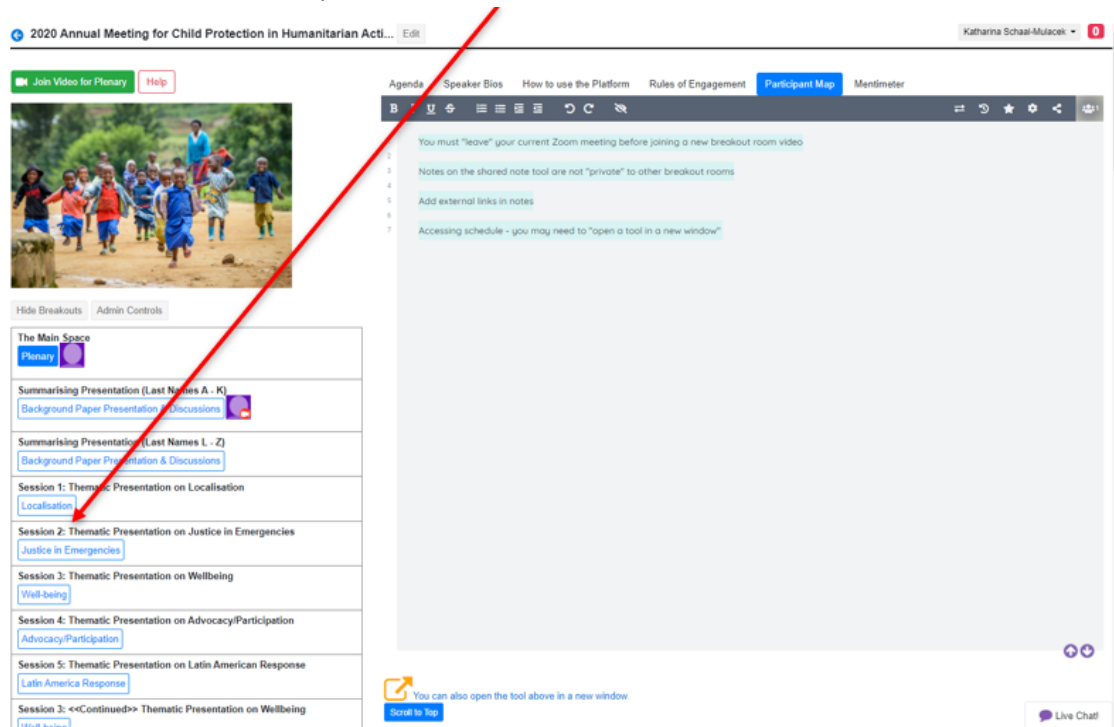
3. Click 'Participate Now' to enter the main room called 'Plenary.'



4. Click on the green button to launch Zoom for the main room (plenary). You will then be automatically connected via Zoom to the main plenary session.



5. **To change room (session):** You can change the room (session) by closing Zoom and clicking on any of the blue boxes on the left side of the screen. These will be clearly labelled with the name of the session and a description.

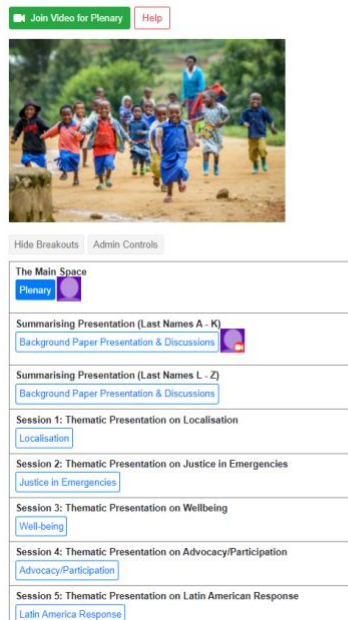


- By clicking the button, you will automatically enter this other room (session). To enter the Zoom meeting, you must then click the green button at the top left corner of your screen to join the session via Zoom.

## About the session materials available in Qiqochat

In each session, you will find documents, tools, and other useful information on the right-hand side of the screen under various tabs. Just click on the tab, and the corresponding view with the information, documents, tools, or videos you selected will open automatically.

### Screen Examples:

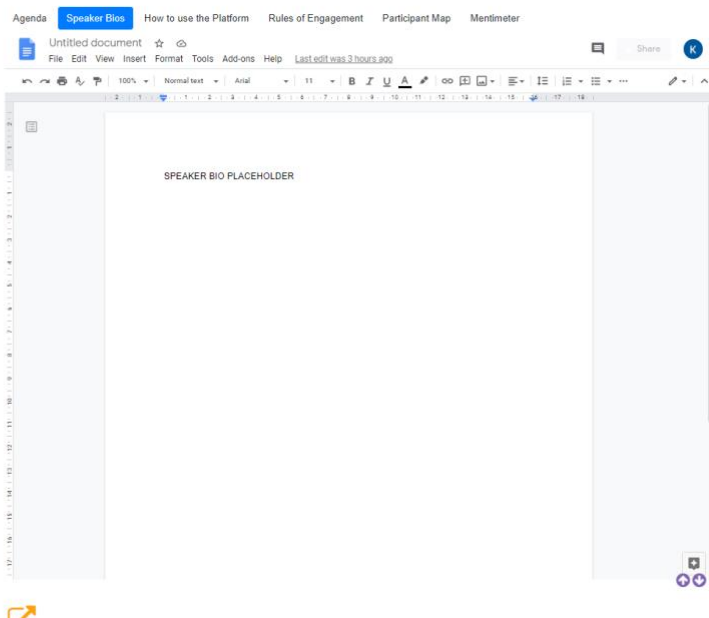


Join Video for Plenary Help

Hide Breakouts Admin Controls

The Main Space

- Plenary
- Summarising Presentation (Last Names A - K)
  - Background Paper Presentation & Discussions
- Summarising Presentation (Last Names L - Z)
  - Background Paper Presentation & Discussions
- Session 1: Thematic Presentation on Localisation
  - Localisation
- Session 2: Thematic Presentation on Justice in Emergencies
  - Justice in Emergencies
- Session 3: Thematic Presentation on Wellbeing
  - Well-being
- Session 4: Thematic Presentation on Advocacy/Participation
  - Advocacy/Participation
- Session 5: Thematic Presentation on Latin American Response
  - Latin America Response



Agenda Speaker Bios How to use the Platform Rules of Engagement Participant Map Mentimeter

Untitled document

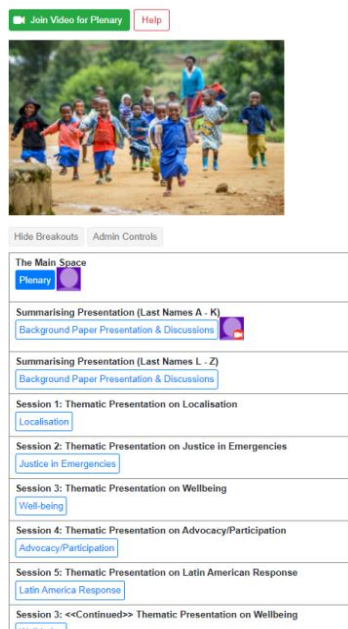
File Edit View Insert Format Tools Add-ons Help Last edit was 3 hours ago

100% Normal text Arial 11

SPEAKER BIO PLACEHOLDER

2020 Annual Meeting for Child Protection in Humanitarian Acti... Edit

Katharina Schaal-Mulacek 0

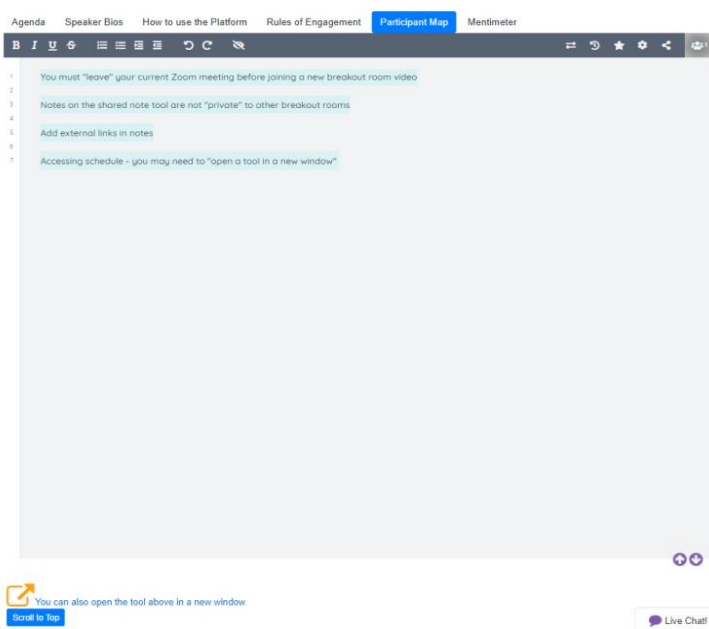


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  - Advocacy/Participation
- Session 5: Thematic Presentation on Latin American Response
  - Latin America Response
- Session 3: <<Continued>> Thematic Presentation on Wellbeing
  - Well-being



Agenda Speaker Bios How to use the Platform Rules of Engagement Participant Map Mentimeter

B I U ↺ ↻ ↺ ↻ ↺ ↻

- You must "leave" your current Zoom meeting before joining a new breakout room video
- Notes on the shared note tool are not "private" to other breakout rooms
- Add external links in notes
- Accessing schedule - you may need to "open a tool in a new window".

You can also open the tool above in a new window

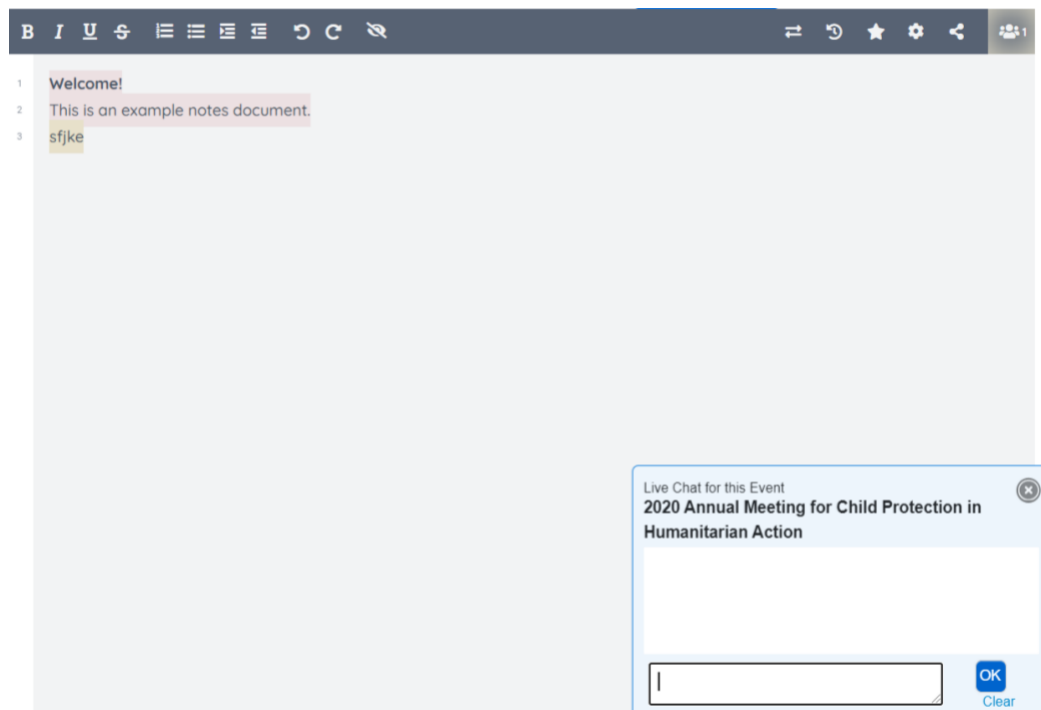
Scroll to Top

Live Chat



## Qiqochat Chat

On the bottom right-hand side of the screen, you will see a little icon that says 'Live Chat' where everybody can chat with everyone else in the event. **Look here for reminders as to the next session's starting time.**



## How to use the Guild - Before, During, & After the Event

1. Check your emails for an invitation to join the [2020 Annual Meeting](#) in the Guild.
  2. Click the link and accept to join the group. There are also groups being setup for The Alliance's Task Forces, Working Groups, and The Secretariat.
  3. While it's not strictly necessary, we do highly recommend you download **the Guild** App via the **App Store** or **Google Play** to your mobile device. This way, you can participate in conversations throughout the day without having another window open on your desktop or laptop.
  4. The Guild has been set up as an asynchronous space to allow for on-going discussions about a variety of relevant topics surrounding the annual meeting.
  5. Please go in and introduce yourself under the '**Introductions**' thread.
  6. We have also created a '**Help Desk**' Thread should you have any technological questions or difficulties about Qiqochat, Zoom, or the Guild.
  7. Presenters will be invited to start populating the Guild prior to the event, so please feel free to go into the Guild at any time and start participating in conversations with fellow participants and presenters.
  8. You can also Direct Message other members of the 2020 Annual Meeting Guild Group.
  9. The Guild has a fantastic summarising email that goes out every morning so you can get caught up on whatever you might have missed.
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# Important Tips for Presenters

The aim of this list is to provide guidance to ensure you look and sound as good as possible throughout the Annual Meeting. A few simple things can make a huge difference.

1. **Lighting** - Lighting makes a huge difference in the quality of a finished professional video, so make it one of your top priorities during filming.
  - a. Natural light can be a great help as long as it's consistent. Filming near a window or glass doors can help with even lighting (so long as it's directly in front of you). Avoid backlighting.
  - b. Extra lighting can also be helpful, but be careful of harsh shadows if using overhead lighting.
  - c. Even lighting is ideal. Light sources from either/both side of the camera will help you achieve this.
  - d. Soft, not harsh, lighting will give a more flattering look.
2. **Background** - Be deliberate about the background you use.
  - a. Nothing looks less professional than a messy or distracting background.
  - b. One easy way to get a professional look for your video is to use a solid-coloured background. A plain white or light-coloured wall is ideal.
  - c. Make sure you stand several feet away from the backdrop to avoid casting shadows on it.
  - d. **Note - Both facilitators and producers will be provided with a virtual background.**
3. **Audio** - Clean quality sound is crucial.
  - a. Hosting your session in a quiet, non-reflective space with soft furnishings and no background noise is ideal. (Soft furnishings or curtains will help reduce background noise.)
  - b. A microphone, or headphones with a built-in microphone, is ideal.
  - c. Getting the microphone close to your mouth will also produce better results. Even if this is just a built-in computer mic, the closer you are, then the clearer it will be.
4. **Camera** - Use the best quality camera you can.
  - a. If you have to use a phone, make sure it is in landscape mode (on its side) and use the rear camera.
  - b. Mid-level shots with your head centred and a small amount of head room is ideal.
  - c. Talk directly to the camera lens in order to engage with the viewers.
5. **Slides** - If you have slides or images to support or strengthen your presentation, please send them separately to the production team.

- a. You are welcome to share your screen and run your own slides, but the producers are just as happy to do this for you so you can focus on the conversation with participants.
6. **Clothes** - Bright clothes that won't blend into the background will work well.
- a. Please, no stripes or patterns, as they will flicker on the screen.
7. **Length** - Pay close attention to how long your session is and when there are breaks.
- a. Your producer will give you '5 minute' warnings prior to break points.

If you are unsure about anything or need additional advice, please ask. You can reach the production team via [julie@reesmccann.com](mailto:julie@reesmccann.com). Please add **Alliance Presenter** to the subject line of your email.

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# Engagement Guidelines

## Guidelines for Engagement at the 2020 Annual Meeting for Child Protection in Humanitarian Action

Together, we create the environment that we will all inhabit over the five days of this event. As such, we are each responsible for contributing to a safe space for respectful and meaningful conversations throughout the event.

No space can be completely 'safe,' and we agree to work together following the guidelines and practices below to maintain a productive, enjoyable, and open space for everyone.

1. **Sign in early.** We have included a soft start time every day from 13:00 - 13:30 CET to allow everyone time to settle in, test their connections, audio, and video and to say hello to fellow participants before the day's first session begins.
2. **Act professionally and listen.** Value the perspectives and experiences of those who do not share your own experiences. Keep your camera on and mute your microphone when you are not speaking.
3. **Be mindful of the environment you bring with you...**
  - a. **Leave your keyboard alone.** Again, we invite all participants to keep their videos on and to unmute themselves when it is time to actively participate in discussions, but it's terribly distracting to hear someone typing away when everyone else is trying to listen to the speaker.
  - b. **Dress appropriately** for your peers in the humanitarian sector.
  - c. **Be conscious of your surroundings** and tidy up so that no one is staring at your open wardrobe in the background, or watching people walking around or opening doors behind you.
  - d. **Eat during the breaks** so that it does not become a distraction during the meeting session.
  - e. **Stay seated and stay present.** Again, we are trying to keep you and your peers free from distractions throughout the meeting.
4. **Be open to meeting new people.** We will have a variety of spaces available for networking and chatting with one another, even outside the session breakout rooms. Please use these spaces as you would an in-person networking space. Be open to introducing yourself to new people and being approached by others. This is particularly relevant in the **Spatialchat** Rooms where you can meet with people 1-on-1 or in small groups and then move around the space to chat with different people in different groups.
5. **Step Up, Step Back:** If you are a quieter person, feel empowered to share your thoughts and experiences, and if you speak a lot, consider stepping back so others have a chance to speak.
6. **Be professional and work together** to make a more interesting and meaningful experience for everyone.
7. **Respect confidentiality:** take the stories, leave the names.

## What to Expect

This event is **not** comprised of a series of 'webinars'! You will be engaging in live conversations with real human beings throughout. Therefore, as mentioned above, you are expected to be heard and seen throughout.

The intention is to start and finish on time, with technology working seamlessly. Please click the Qiqochat link from your email to enter the event and join the sessions.

There will be breaks at regular intervals and a longer break mid-way through each day.

There are 2 rehearsals scheduled at the following times where you will have the opportunity to meet with your facilitators and presenters to plan out your sessions and make them as interactive and engaging as possible:

- Friday, 25 September from 14:00 - 18:00 BST / 15:00 - 19:00 CET / 9:00 - 13:00 EDT
- Tuesday, 29 September from 14:00 - 18:00 BST / 15:00 - 19:00 CET / 9:00 - 13:00 EDT

In addition to the 2 rehearsals above, you will also have the opportunity to practice using Qiqochat at one of our Open House Sessions:

- 29 September from 17:00 - 18:00 CET / 11:00 - 12:00 EDT
- 30 September from 16:00 - 17:00 CET / 10:00 - 11:00 EDT
- 1 October from 15:00 - 16:00 CET / 9:00 - 10:00 EDT

The main event kicks off on Monday, 5 October from 13:00 CET / 7:00 EDT

There will be a 30-minute soft start to each day where you can settle in and become comfortable in the space before the first session begins.

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## Recommended Tools List

- [Mentimeter](#)
- [Jamboard](#)
- Google Docs, Sheets, or Slides

**Please note** - Whilst Google says that up to 50 users can be on any one Jamboard or document at a time, all of these platforms have been known to crash or start blocking users when there are more than 20 users on at a time. So, the production plan includes one jamboard, Google Doc, Sheet, or Slide for every 20 people (two breakout groups)