



NATIONAL TRAINING AND SIMULATION ASSOCIATION
THE VOICE OF THE TRAINING & SIMULATION COMMUNITY



VIITSEC

The Future is Now. A Virtual Event.



**Speaker
Ready
Packet**

NOVEMBER 30 – DECEMBER 4, 2020 ► WWW.VIITSEC.ORG

NDIA



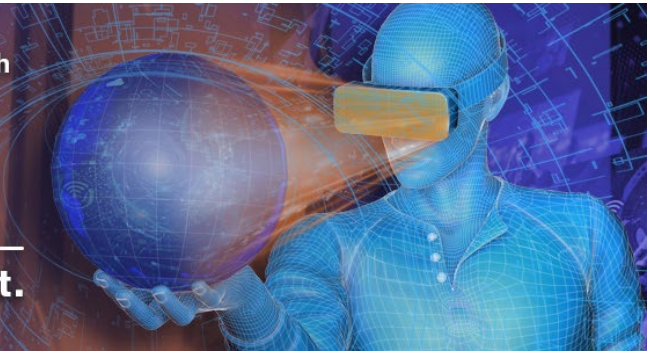
Speaker Ready Packet Table of Contents

Important Presenter Dates Calendar.....	2
Platform Review Schedule.....	3
Recording Your Session Schedule Selection.....	4
Speaker Preparation & Tips.....	5
Important FAQs.....	7
• Registration for Authors	
• Chat Channels during vIITSEC	
• CEUs	
• Dress Code for Presentations	
vIITSEC Agenda.....	8
Presenter System Requirements (eShow Document).....	9

November 30th – December 4th

VIITSEC

The Future is Now. A Virtual Event.



Paper and Tutorial Presenters: You have been approved and your presentation is complete, what's next?

Important Presenter Calendar

Review the important presenter dates and deadlines (*see page 2 for more details*) to ensure you stay on schedule. Continue to keep in touch with your Birddogs/Chairs for additional information and instructions.

Speaker Packet

For complete details to guide you through the many details about VIITSEC and recording your presentation, be sure to review this entire packet.

Record Your Presentation

- Register to record your Presentation (*see page 4 for more details*)
 - Best Nominees please record during first scheduled week
- Sign up for training and learn how to record your Presentation (*see page 3 for more details*)
- Self-recording? Contact Reneé Despot at rdespot@NDIA.org for upload information
 - **Important:** Self-records are by prior approval only, contact your Chair for guidelines/deadlines
- Have a video with your presentation? Contact Reneé Despot at rdespot@NDIA.org for upload information and guidelines
 - **Important:** All videos must be sent five (5) business days prior to your recording session
- Practice for your recording session, there is only ONE chance to record

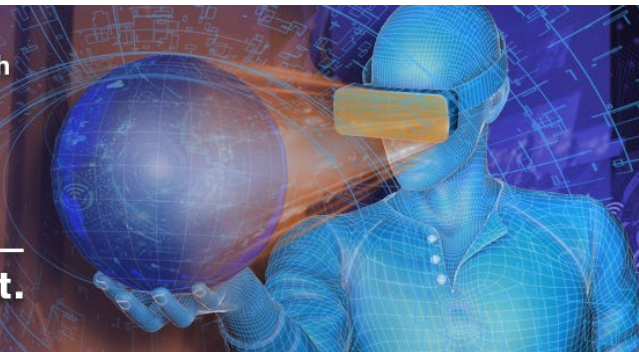
Questions you don't see answered in this speaker packet or on the website?

Contact your Birddog or Chair first. If you any issues connecting with your subcommittee leadership, contact Debbie Langelier at dlangelier@NDIA.org or Reneé Despot at rdespot@NDIA.org for additional guidance.

November 30th – December 4th

VIITSEC

The Future is Now. A Virtual Event.



Important Presenter Dates

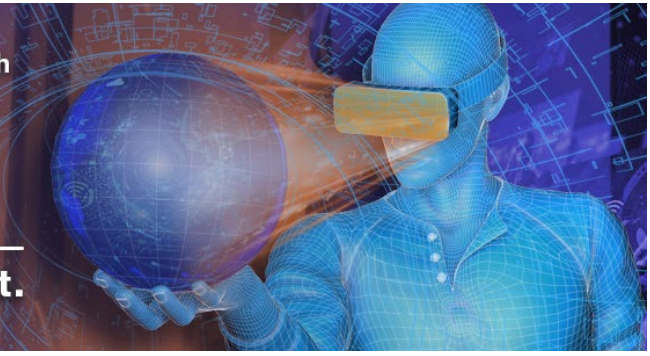
Date	Action
23 September	Author Introduction to Virtual Platform (Pre-recording training schedule and sign up link sent to authors)
25 September	Presentation & Revised Tutorial Submittal (Due to same system as paper)
29 September – 0930 2 October – 1430 7 October – 1000 9 October – 1200	Training for Authors/Birddogs on virtual platform <i>Please note: Chrome is the best browser to use for the virtual platform</i>
5 October**	Final comments to authors from Birddogs/Chairs (Comments collected during Presentation Review)
9 October	Final Edits to Presentations (System will be locked down at midnight, no extensions)
14 October – 9 November**	Recording assignments available for Papers/Tutorials <ul style="list-style-type: none">- Sign up early once the calendar becomes available, there are limited times per week.- PPT presentations are uploaded in XCD for the repository.- PDF presentations are required for virtual platform, NTSA will have files for each presenter on day of recording. <i>Please note: Chrome is the best browser to use for the virtual platform</i>
30 November	Speakers Virtual Meet & Greet (Format TBD)
30 November	Speakers Virtual Reception (Format TBD)
30 November – 4 December	VIITSEC Meet the Author chat rooms (Times/Training TBD)

****Tentative schedule, subject to change.**

November 30th – December 4th

VIITSEC

The Future is Now. A Virtual Event.



Platform Review Schedule

All paper and tutorial presenters must sign up for a training session to review the eShow virtual platform recording/broadcasting technology. These sessions will help educate and introduce you to the platform that will be used to record your session.

Special Event presenters will have individual training sessions per event. Additional information for those will be distributed via email by Jim Threlfall.

Training/Review Schedule

Please review the four available date/time options below. You can only sign up for one slot as each session is limited to 50 participants and we need to ensure every presenter has an opportunity to join. The link to then join your review session will be sent via a separate email once each session is full.

- Tuesday, 29 September: 0930 – 1100 EDT
- Friday, 2 October: 1430 – 1600 EDT
- Wednesday, 7 October: 1000 – 1130 EDT
- Friday, 9 October: 1200 – 1330 EDT

Register for Your Session Here: <https://www.signupgenius.com/go/904054cadae2ba6fc1-viitsec>

Basic Technical Requirements

- Google Chrome (preferred web browser)
- Personal laptop device works best (Non Gov)
- Gov please be sure that your IT has allowed camera/mic on your in-office systems
- You will need an unrestricted device, do not connect to VPNs
- Non restricted Wi-Fi or non-restricted internet access is required
- Earbuds or headset (for best audio quality)

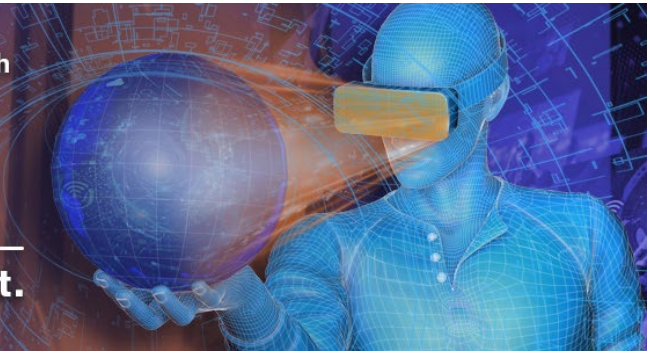
Recording Location: eShow Platform, times shown are EDT

PRACTICE. PRACTICE. PRACTICE. before recording your session. Use your cell phone video or login into a laptop and record a “pre” presentation for you to review and critique. Conduct a video rehearsal with your birddog. Whatever you do, be ready to go “live” for your recording, you only get one shot to record.

November 30th – December 4th

VIITSEC

The Future is Now. A Virtual Event.



Recording Your Paper/Tutorial Session

(Please review Speaker Best Practices in addition to these)

NTSA has scheduled several dates and times to record your paper/tutorial sessions with eShow, to include your slide presentations. Videos are discouraged, but if you must use videos, we will organize a plan to help. See *page 1* for additional details.

Sign up for your session here: <https://www.signupgenius.com/go/904054cadae2ba6fc1-viitsec1>.

Recording Location: eShow Platform, times shown are EDT.

Papers

Each recording session will be an hour. The session will allow up to a 25-minute presentation, while using the additional time for tech test, room/lighting checks and reviewing the system to advance slides, etc. Please test your webcam/video prior to arriving so that your recording session will proceed smoothly. The expectation is that you will be on camera while moving through your slide presentation. Multiple presenters will be able to record during one video, please let your Birddog/Chair know this in advance. Time allowances will remain the same.

Why should you be on camera?

- Creates personal touch/face to the voice
- Feels more like an in-person event
- Visual cues

Tutorials

Each recording session will be two hours. The session will allow up to a 90-minute presentation, while using the additional time for tech test, room/lighting checks and reviewing the system to advance slides, etc. Please test your webcam/video prior to arriving so that your recording session will proceed smoothly. The expectation is that you will be on camera while moving through your slide presentation. Multiple presenters will be able to record during one video, please let your Birddog/Chair know this in advance. Time allowances will remain the same.

Why should you be on camera?

- Creates personal touch/face to the voice
- Feels more like an in-person event
- Visual cues

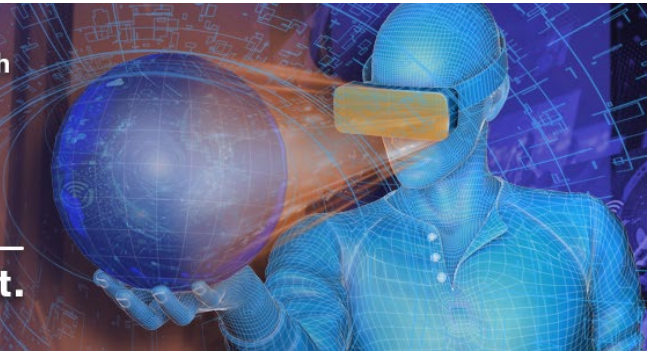
Basic Technical Requirements

- Google Chrome (preferred web browser)
- Personal laptop device works best (Non Gov)
- Gov please be sure that your IT has allowed camera/mic on your in-office systems
- You will need an unrestricted device, do not connect to VPNs
- Non restricted Wi-Fi or non-restricted internet access is required
- Earbuds or headset (for best audio quality)

November 30th – December 4th

VIITSEC

The Future is Now. A Virtual Event.



Speaker Preparation & Tips

Connections

- Review the attached eShow connection test document (see last page).
- Check all connections: Wi-Fi, router, microphone (if using a separate tool from computer).
 - It is recommended that presenters use earbuds (or headphones but not the best visual on video) to ensure best audio quality. Wireless options are second best. As a last resort, use microphone/speakers built into the laptop.
- Shorten the distance from your router and remove all non-essential devices before recording – Alexa, Smart watches, TVs, gaming stations, etc.
- Reset/cool down Wi-Fi connection to make the experience smoother.

Testing/Rehearsing

- Audio – Test the sound for speaking, mute when not speaking.
- Understand the tempo, pace, and storytelling of your presentation.
- Before recording your presentation, **PRACTICE. PRACTICE. PRACTICE.**
 - Use your cell phone video or login into a laptop and record a “pre” presentation for you to review and critique. Conduct a video rehearsal with your birddog.
 - Be ready to go “live” for your recording, you only get one shot to record.
- Chat management – Chat channel times will be assigned; tutorials and papers please stay in contact with your subcommittee Chairs.

Logistics

- Before recording your presentation, **PRACTICE. PRACTICE. PRACTICE.** Use your cell phone video or login into a laptop and record a “pre” presentation for you to review and critique. Conduct a video rehearsal with your birddog. Whatever you do, be ready to go “live” for your recording, you only get one shot to record.
- Lighting forward facing and not directly in your face.
- Background – Neutral colors, non-distracting images, subtle things in the background that could relate to your messaging or you as a person.
- Do not sit/stand too close to the camera.
- Clean the lenses of your camera.
- Background noise – Do not type or take notes when presenting.
- Remove dogs, babies, other adults that may walk through your shot.
- Stage standing or sitting and angle of the camera. Do not allow camera to be angled upward, it should be directed straight on.
- Have cell phone charged and ready for back-up if computer internet connection is lost.

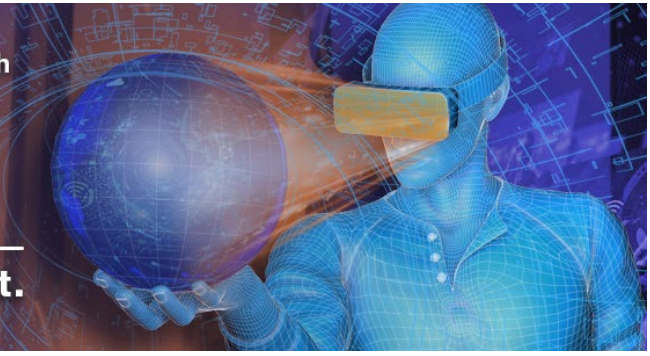
Presentation Slides

- NTSA will have all PowerPoint presentations available for your recording session as PDFs. If you have a video that you would like to show as part of that presentation, we will have further direction for that available soon. Videos will be linked to your presentation inside eShow and played at the appropriate time during your presentation. Videos will need to be provided to eShow no later than a week prior to your record time.

November 30th – December 4th

vIITSEC

The Future is Now. A Virtual Event.



Details for how to save/create a video will be provided upon request.

Webcam & Video

Please test your webcam/video prior to arriving so that your recording session will proceed smoothly. The expectation is that you will be on camera while moving through your slide presentation.

Why should you be on camera?

- Creates personal touch/face to the voice
- Feels more like an in-person event
- Visual cues

Presenter Notes

- If on camera, wear solid colors, jewel tones, and remember that navy is better than black or gray – avoid stripes or wild patterns. vIITSEC will be business attire in all presentations.
- Clothing should be a contrast from the background color.
- Look into the camera from time to time, make eye contact with the camera as you would an in-room audience member.
- Remember this may be viewed after the event so the material needs to have a shelf life.
- Do not forget to remind attendees to meet you in the “chat channel.”
- Remember to say goodbye and thank the audience.
- Mute anything else in your office that beeps or buzzes, so you do not distract yourself.
- The best way to avoid feedback is to wear earbuds or a headset and change your computer's audio settings to be input and output through the earbuds or headset and its mic.
- If using a webcam, adjust the laptop or your webcam so that your head and shoulders take up most of the frame. If you need to, put the computer on a book or close the cover of your laptop just enough to fill the frame. Ideally, the top of your head will touch the top of the frame and the camera will be capturing you straight-on or looking slightly down on you (most flattering like in selfies). If the camera is underneath you, you will magically grow double and triple chins.
- No matter what is happening on screen look directly into the camera. Otherwise, it will look like you are not paying attention.

Promote your Presentation!

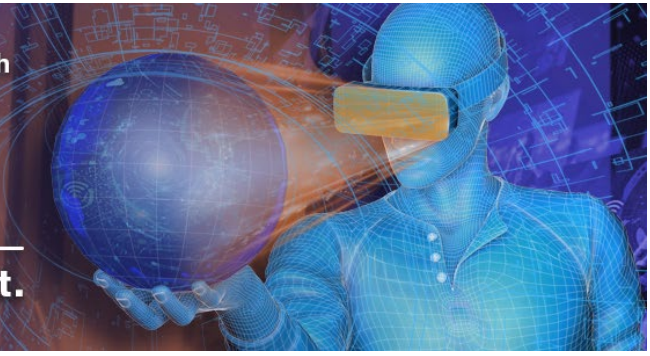
- Add a message to your email signature or use the vIITSEC branding that is available.
- Post about your upcoming presentation on your social media platforms, include your session name and tag #vIITSEC.
- Post about it again the week of vIITSEC and include a photo shot of you in the virtual world!

One more time... Before recording your presentation, **PRACTICE. PRACTICE. PRACTICE.** Use your cell phone video or login into a laptop and record a “pre” presentation for you to review and critique. Conduct a video rehearsal with your birddog. Whatever you do, be ready to go “live” for your recording, you only get one shot to record.

November 30th – December 4th

VIITSEC

The Future is Now. A Virtual Event.



Additional FAQs for Paper/Tutorial Authors

(Please review Speaker Best Practices in addition to these FAQs)

Registration Papers

The main author of each Paper will receive a complimentary registration to VIITSEC. Second authors will be given a reduced rate to VIITSEC of \$200. Instructions for registration under these complimentary/reduced fees will be sent to all authors the week of 1 November.

Registration Tutorials

Two main authors of each Tutorial will receive a complimentary registration to VIITSEC. Additional authors will register via the VIITSEC registration site at a rate of \$300. Instructions for complimentary registration will be sent to all tutorial authors the week of 1 November.

Chat Channels for Meet the Author

To facilitate interaction and networking with the authors, VIITSEC will host Author Chat Channels (ACCs) for each subcommittee and authors assigned within those subcommittees on particular days during the event. These ACCs will be open the duration of VIITSEC, however your subcommittee will be assigned a day/time to be present.

The schedule and training for ACCs will be announced via email by your subcommittee chair/birdog and listed in the official VIITSEC program.

CEUs

VIITSEC will offer CEUs for all sessions. NTSA is working the details on how this will happen and will update this packet and the VIITSEC website once we have that plan in place. The fee for CEUs is separate from conference registration at a cost of \$45.

Dress Code

VIITSEC will be business attire in all presentations. If on camera, wear solid colors, jewel tones, and remember, navy is better than black or gray – avoid stripes or wild patterns.

Reminder! Before recording your presentation, **PRACTICE. PRACTICE. PRACTICE.** Use your cell phone video or login into a laptop and record a “pre” presentation for you to review and critique. Conduct a video rehearsal with your birdog. Whatever you do, be ready to go “live” for your recording, you only get one shot to record.

November 30th – December 4th

vIITSEC

The Future is Now. A Virtual Event.



vIITSEC Agenda

(subject to change, all times listed are in EDT)

Date	Time	Event
Monday, 30 November	1130 – 1630	vIITSEC begins with Opening Ceremonies, Flag Panel & Congressional Event
	0800 – 1830	Networking Time in Exhibit Hall/Engagement Channels
	Available 24 Hours	Pre-recorded Papers/Tutorials Available
Tuesday, December 1 – Thursday, December 3	0800 – 1830	Networking Time in Exhibit Hall/Engagement Channels
	1000 – 1630	Live Special Event Sessions
	1630 – 1800	Meet the Author Chat Channels for pre-recorded Papers/Tutorials
	Available 24 Hours	Pre-recorded Papers/Tutorials Available
Friday, December 4	0800 – 1830	Networking Time in Exhibit Hall/Engagement Channels
	1000 – 1315	Live Special Event Sessions
	1330 – 1500	Closing Ceremonies
	Available 24 Hours	Pre-recorded Papers/Tutorials Available
Monday, 30 November – Friday, 4 December	0800 – 1000 1630 – 1830	Dedicated exhibit hall hours (however, exhibits will be “open” all day on the platform)
Monday, 30 November – Monday, 1 March, 2021	Available 24 Hours	Papers/Tutorials will be on-demand and available to watch. Exhibitor booths will be available to view product pages, videos, press release, and contact companies via email.

**Please note that this schedule is still fluid, and some changes may occur over the next few weeks.*



Presenter System Requirements

Provide the information below for the presenters to test their system to ensure they meet the requirements for a successful presentation hosting experience.

High-Level Requirements:

- For optimal webinar hosting, internet speed of the host should be 10+ mbps.
- Make sure to use an updated version of Chrome, Firefox, Safari or Edge.
- Wired internet is recommended over Wi-Fi.
- A hard-wired microphone is recommended over earbuds.

System Testing:

- Test the following items here: https://www.bigmarker.com/system_check
 - Internet Speed
 - Network
 - Operating System
 - Browser
 - Audio
 - Microphone
 - Webcam

System Requirements Check List

System requirements: Provide the links below (click the title to view) to the presenters for testing their system before hosting the web.

- [System Requirements Check List \(Very Important\)](#)
 - bigmarker.zendesk.com/hc/en-us/sections/201668223-System-Requirements-Check-List-Very-important-
 - [System Check](#)
 - <https://bigmarker.zendesk.com/hc/en-us/articles/211492543-System-Check>
 - [Internet Browser Information](#)



- bigmarker.zendesk.com/hc/en-us/articles/207347873-Internet-Browser-Information-
- [Internet Speed Requirements](#)
- bigmarker.zendesk.com/hc/en-us/articles/206927706-Internet-Speed-Requirements-
- [Firewall or Proxy](#)
- bigmarker.zendesk.com/hc/en-us/articles/206927906-Firewall-or-Proxy
- [Mobile Device](#)
- bigmarker.zendesk.com/hc/en-us/articles/206927956-Mobile-Device-

Internet, Operating System and Devices

Description

- **Internet Speed:** It's important to have a good, stable internet connection. Therefore, if possible, plug into your internet directly (instead of using Wi-Fi).*
 - [How to increase internet speed](#)
 - <https://bigmarker.zendesk.com/hc/en-us/articles/203474379-How-to-Increase-Internet-Speed>
- **Operating System (Desktop or Laptop):** BigMarker supports Windows, MAC, and Linux systems.*
 - [Windows, Mac, and Linux](#)
 - <https://bigmarker.zendesk.com/hc/en-us/articles/204040635-Windows-Mac-and-Linux>
- **Phones and Tablets (iOS, Android):** At this time, you can access webinars on iOS devices only. Android is coming soon. You can login and browse the website on any mobile device.*
 - [Dial-In](#)
 - <https://bigmarker.zendesk.com/hc/en-us/articles/360001007026-Dial-In>

Note from Big Marker: *"Microphone and webcam tests are recommended for admins and presenters who will be sharing. Attendees do not have to pass these tests to attend a webinar."*

* **Source:** Big Marker (<https://bigmarker.zendesk.com/hc/en-us/categories/200248279-System-requirements>)

Hardware Recommended

Description

- **Recommended Hardware:** Most modern computers and phones have built-in microphones and cameras. However, higher quality microphones and cameras offer a better overall experience. Before you buy anything, you'll need to research what is compatible with your computer.*
 - [Hardware Recommendations](#)
 - <https://bigmarker.zendesk.com/hc/en-us/articles/203525709-Hardware-Recommendations>



- [For Physical Conference Rooms](#)
 - <https://bigmarker.zendesk.com/hc/en-us/articles/204229905-For-Physical-Conference-Rooms>

Note from Big Marker: *"Microphone and webcam tests are recommended for admins and presenters who will be sharing. Attendees do not have to pass these tests to attend a webinar."*

* **Source:** Big Marker (<https://bigmarker.zendesk.com/hc/en-us/categories/200248279-System-requirements>)
