• For an optimal experience, please ensure your microphone is muted

• To submit questions:
  • Use chat to submit questions to a presenter OR
  • Raise your hand in the system and a host will call on you
ASCEND Team

❖ Nathan Boll
  ❖ Overall content or Engagement session questions
  ❖ NathanB@aiaa.org

❖ Haley Cox
  ❖ General ASCEND questions
  ❖ HaleyC@aiaa.org
  ❖ ASCEND@aiaa.org
  ❖ Conferences@aiaa.org

❖ Cathy Chenevey
  ❖ Virtual platform questions
  ❖ CathyC@aiaa.org

❖ Ann Ames
  ❖ Questions about ScholarOne submissions
  ❖ AnnA@aiaa.org

❖ ARC/Publications
  ❖ Manuscript or proceedings questions
  ❖ arcsupport@aiaa.org
ASCEND is being hosted on a platform called eShow, which uses a presentation system called BigMarker.

Almost all sessions at ASCEND will be using BigMarker.

All technical chairs and presenters must be fully registered for the conference to get access to the system.

All presenters and session chairs will enter BigMarker through the “Speaker Lounge”.

Today we will cover:

- Session overview and processes
- Walk through the eShow platform from logging in to accessing your session
- Walk through what the Big Marker presentation system looks like
- Open the floor to Questions
<table>
<thead>
<tr>
<th>Time</th>
<th>Monday 16 November</th>
<th>Tuesday 17 November</th>
<th>Wednesday 16 November</th>
</tr>
</thead>
<tbody>
<tr>
<td>0800 hrs</td>
<td>Morning Activities</td>
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<tr>
<td>0900 hrs</td>
<td>Technical and Interactive Program</td>
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<tr>
<td>1000 hrs</td>
<td>Welcome Event</td>
<td>Macro Session: Keynote on Human Exploration</td>
<td>Macro Session: Keynote on National Security Space</td>
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<tr>
<td>1100 hrs</td>
<td>Macro Session: Keynote on Space Economics</td>
<td>Meta Session Panel Discussions</td>
<td>Meta Session Panel Discussions</td>
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<tr>
<td>1200 hrs</td>
<td>Engagement Zone Programming and Virtual Networking</td>
<td>Engagement Zone Programming and Virtual Networking</td>
<td>Engagement Zone Programming and Virtual Networking</td>
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<tr>
<td>1300 hrs</td>
<td>Meta Session Panel Discussions</td>
<td>Meta Session Panel Discussions</td>
<td>Technical Program and Interactive Sessions</td>
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<td>1400 hrs</td>
<td>Technical Program and Interactive Sessions</td>
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<td>1500 hrs</td>
<td>Engagement Zone Programming and Virtual Networking</td>
<td>Engagement Zone Programming and Virtual Networking</td>
<td>Closing Session</td>
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<tr>
<td>1600 hrs</td>
<td>Technical Program and Interactive Sessions</td>
<td>Technical Program and Interactive Sessions</td>
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<tr>
<td>1700 hrs</td>
<td>Networking</td>
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<td>1800 hrs</td>
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</table>

The schedule is set in Eastern Standard Time USA (UTC-5).
Session Types

• Technical Presentation Sessions
  • On-Demand: 20 min Presentation MP4, not tied to live session
  • Live: Live Q&A session will include a brief (5 min, 1 slide) review of the presentation from each author, followed by Q&A with the other presenters and attendees in that session.

• Engagement Sessions
  • Alternate formats: including roundtables, lightning, tutorials, etc.
  • Does not include or have on-demand pre-recorded presentation component
  • Reach out to NathanB@aiaa.org with questions on your session
Session Roles

- **Panelists**
  - Speakers, Presenters, etc.
  - Audio/Video Access
  - Presentation Materials
    - Slides, videos, etc.

- **Hosts**
  - Chairs, Moderators, etc.
  - All Panelist controls
  - You will also have administrative privileges during the session
    - Crowd Control
    - Recording
Session Flow: Before Your Session – HOSTS

**Technical Sessions Hosts:**
- Create welcome slide
  - Templates available on the presenter resources page www.ascend.events
- Gather slides/presentations from ScholarOne/presenters (PDF is preferred over PPT)
  - Best practice to have one person sharing slides
  - If there are session co-chairs, decide who will share their screen and how to answer handle questions from chat/raised hands
- Review the technical recordings of the presenters in your session
  - These are available in the Technical Presentations tab
- Prepare 2-5 questions for Q&A portion if the audience questions are slow to start

**Engagement Session Hosts:**
- Create welcome slide
- Depending on your session format, gather any presentation materials from participants
- Work independently with session participants on flow and format
Session Flow: Before Your Session – Presenters

❖ **Technical Presenters** (“Panelists”):
  ❖ Create brief (no more than 5 minutes) summary of your presentation
  ❖ Speak to the slide you’ve already created and submitted
  ❖ Include any parts of your bio you’d like to reference
  ❖ Check with your session moderator that they have your summary slide previously submitted
  ❖ Make sure you’re registered with your email address as tied to your abstract submission

*unless you have received other instruction regarding your session

❖ **Engagement Session Presenters** (“Panelists”):
  ❖ Work with session moderator/organizer on session format and any presentation materials
  ❖ Email [NathanB@aiaa.org](mailto:NathanB@aiaa.org) with any questions on your participation
**All Participants**

- Get registered for ASCEND
- Log in and check your speaker access
  - Can you access the Speaker’s Lounge?
  - Communicate issues to Nathan Boll – [nathanb@aiaa.org](mailto:nathanb@aiaa.org)
Instructions for Entering Live Sessions

1. Login in to ASCEND using the login and password sent via email
2. Once in the Lobby, use the navigation bar at the top - click on Lounge
3. Select the Speaker Lounge
4. Once in the Speaker Lounge, Select Presenting Session(s)
   1. This will show all sessions in which you have a speaker/session chair/moderator role
5. You may enter your session up to 60 minutes prior to the start time by clicking Enter
   a. Note the enter button will not appear until you are able to access the session
6. Please check your access to the speaker lounge and double check that all of your sessions are listed by 13 November
   a. Should you not have access or see incorrect sessions, please email: (nathanb@aiaa.org) with the specific so we may assist you
Session Chair(s) host the session (enter session room up to 60 mins before start)
   ❖ Chair to upload slide deck for session
      ❖ Tech Sessions: Remember to download these slides from ScholarOne
      ❖ Combine all slides for session into one PDF* document
         ❖ *(PDF is required over PPT)
      ❖ Test microphone and camera

Presenters: arrive into room as speaker (enter session room 30-60 mins before start)
   ❖ Test microphones and cameras

Attendees: arrive when session begins
   ❖ Will be placed in waiting room (up to 15 min before)

Session Support
   ❖ An eShow representative will be in each session room to assist with platform issues
   ❖ AIAA staff will not be in sessions, but in and out monitoring all concurrent sessions
   ❖ Staff can be reached at conferences@aiaa.org or through the Info Desk on the navigation bar in the platform should you need additional assistance
Session Flow: Starting a session – Chairs

❖ Session Chair/Moderator (And Co-Chairs if applicable)
  ❖ **Start Recording – important – do not stop recording during session – it can not be restarted.**
  ❖ Introduce themselves and any co-chairs/moderators
  ❖ Announce that the session is being recorded and available in the following days
  ❖ Share welcome slide and welcome attendees
  ❖ Inform the attendees how to ask a question
    ❖ Use Q&A section, will go over more details in platform overview
    ❖ Encourage questions and chat among the session presenters/audience
  ❖ Introduce list of presenters/participants
  ❖ Give a quick introduction of the session topic if needed

❖ Best practice from AIAA Virtual Events: Paste presenters’ name, presentation title within chat so it can be easily found by attendees coming in late
Session Flow: During Session

- **Session Chair/Co-Chairs**
  - Begin by calling on the first presenter
  - Recommend the co-chair share slides
  - Presenters may screen share if that is preferred and worked out prior

- **Technical Presenters will give a brief (no more than 5 minutes, 1 slide) summary of their presentation**
  - Give a “1 minutes to go” warning after 4 minutes
  - After 5 minutes, transition to the next presenter
  - If presentation does not take the full time, please transition to the next presenter

- **Technical sessions: Remaining time available at the end, you can use that for audience Q&A**
  - Audience members can ask questions via Q&A feature

- **Engagement sessions: Flow and format as determined by session organizer**
Session Chair (and Co-Chairs if applicable)
- Will promptly end the meeting at the end of the session, or before if the session ends early
- Thank the presenters and attendees
- If there are additional questions or follow-up needed, encourage presenters and attendees to use the attendee chat feature on the virtual conference platform (eShow)

Stop the Recording
Launched by Look & Sound Great: Presenter Best Practices

- **Ensure stable connectivity**
  - Direct ethernet connection is best
  - Have as few other devices in your location connected to wifi
  - Do not have any other devices streaming (Netflix or other such high bandwidth services)

- **Join your meeting room early to:**
  - Test your microphone and video feeds
  - Upload slides for your session (Session Chairs)

- **Mute your microphone when you are not speaking**

- **Frame your camera at eye level so you are looking directly at it**

- **Check your space**
  - Should have front facing lighting and not be backlit for best visibility
  - Remove distractions from behind you

- **Turn Off computer alerts and notices such as emails, alarms, meeting notices, etc.**

- **Share supplemental materials in the document section vs sharing them on screen**

- **Browsers** – add from slide below and delete slide

- **Water or beverage nearby**
Platform Browser Recommendations

❖ For best results viewing and presenting it is recommended that you use the following browsers for ASCEND 2020:

❖ Chrome

❖ Firefox

❖ Others will work, just not as easily or cleanly (including Safari).

❖ Note: Internet Explorer is not supported any longer.
Platform Overview

❖ Tour of the platform and session overview
❖ Instructions on eShow site how to get to your session
❖ Big Marker Overview and Features
   ❖ Recording – Stop and Start
   ❖ Uploading slides
   ❖ Chat
   ❖ Q&A
❖ Promoting someone to speaking role
❖ Polling (if applicable)
❖ Ending session
www.ascend.events
Resources
Your ASCEND Points of Contact

General Questions – conferences@aiaa.org or ASCEND@aiaa.org

❖ Nathan Boll - ASCEND Program Executive  nathanb@aiaa.org
❖ Ann Ames – ASCEND Technical Program Lead  anna@aiaa.org
❖ Haley Cox - ASCEND Project Manager  haleyc@aiaa.org
❖ Cathy Chenevey – ASCEND Event Architect  cathyc@aiaa.org

www.ascend.events

Registration customer service: ASCENDaiaa@experient-inc.com

ASCEND Frequently Asked Questions: https://www.ascend.events/about/faq/

Presenter/Organizer Resources: https://www.ascend.events/experience/technical-presenter-resources/
Welcome Screen to Big Marker

Hi

Welcome to your presenter page for: AIAA Big Marker Sandbox

Live Webinar • Friday, October 23, 2020 • 12:30 PM CDT • Webinar ID: c07b8d02c2b7

The webinar is open for presenters
The attendee waiting room will open at 12:15 pm, and the webinar is scheduled to begin at 12:30 pm.

Get Ready to Present

Running System Check...
For best results, restart your computer and make sure you have an updated Chrome or Firefox web browser.

- Checking...
  - Testing: download
  - Current Speed: 72.33Mbps

- Operating System
  - Windows - looks good!

- Chrome browser up to date
  - Chrome v85.0.4180.111 - looks good!

Equipment Check
For best results, make sure any other video applications (e.g., Skype) are closed so they’re not using your device's equipment.

- Speakers
  - Test Speakers

- Microphone
  - Test Microphone

- Webcam
  - Test Webcam
Second Screen upon Entry to Big Marker

Test Your Audio & Video

**Join Audio**

- Computer Audio
- Dial-in Audio

**Microphone Off**

- Default - Microphone (HD Pro Webcam C920) (046d:089f)

**Select your output device**

- Default - Headset (WH-CH700N Hands-Free AG Audio) (BL)

**Network Test**

- **DOWNLOAD**: 42.81 Mbps
- **UPLOAD**: 8.38 Mbps

[Continue To Webinar →]
TRANSPORTATION INDUSTRY UPDATES

October 2020
Reminder – once you stop the recording, you can not restart it.
Open Client Dry Run - Tuesday Afternoons 3PM CST
Hosted by eShow Webinars

- Present Slides
- Share Screen
- Play Video
- Receive RTMP Stream