

TEST YOUR TECH PRESENTERS

CBIE 2021
VIRTUAL 15-19 NOV

Presenter Checklist



[Register](#) for the conference

Consult the Presenter's Guide for promo code.



Promote your Session

Promote your session on social media channels using our [Social Media Toolkit](#).



Explore the event platform

During the week of November 8th, you will receive your login credentials to access the conference platform.



Test your Tech

Ensure you have the latest version of Zoom installed on your computer. Test your tech with our helpful links and videos.



The Week Before CBIE2021

1

Download Zoom

Follow this [video tutorial](#) to download Zoom to your computer.

2

Configure Settings

Configure your settings for the best sound and video. Ensure you have the [latest version of Zoom](#) updated on your computer.

3

Access the Event Platform

Login, edit your profile, and add your session(s) to your "My Schedule."



Helpful Videos & Links

1 [Configure your Sound/Video](#)

4

[Presenter's Guide](#)

2 [Using ZOOM Breakout Rooms](#)

5

[Presenter Training Recording](#)

3 [Sharing your Screen in Zoom](#)