



Ohio Ecological Food and Farm Association
43rd Annual Conference
February 12, 17-19, 2022 – Online and in Dayton, Ohio

Virtual OEFFA Workshop Guide

Virtual workshops are hosted on Zoom and accessed via a private online conference platform. Speakers will have access to all the standard Zoom engagement features like the chat function, sharing your screen, hand raising, and unmuting for verbal questions.

Like on any webinar, speakers can show a slideshow using PowerPoint or a similar program.

OEFFA can upload speaker handouts as attachments to the online conference platform.

To present a virtual OEFFA conference workshop speakers must have access to:

- a computer with a web camera, microphone, and speakers (built-in or external)
- a suitable private location with reliable internet

Speakers do not need high end audio/visual equipment. We ask that speakers provide a comparable level of sound and visual quality to a typical Zoom meeting, which can be achieved with a modestly priced laptop using the stock camera and microphone. Audio quality should allow audience members to hear and understand you without having to tolerate distortion of the audio signal (e.g., scratchiness) or disruptive background noises. Visuals should be clear enough to be understood by someone watching on a tablet or larger device.

Unfortunately, OEFFA does not have the budget to purchase presentation technology for speakers. We are happy to be a resource for any questions you may have while trying to identify the appropriate technology. Additionally, we encourage speakers to explore accessing what they need through friends, family, or other avenues. Please do not hesitate to contact us about your needs and we will do our best to help you figure out a cost-effective plan.

If your proposal is selected and you have any concerns about the reliability of your technology, including, but not limited to, devices, software, and internet access, please contact us as soon as possible so we can develop a plan to avoid technical failures during the event.

During your workshop, OEFFA will provide an assistant from our staff to help with technology, monitor the chat, and facilitate the Q&A.

Speakers may choose to pre-record their workshop on Zoom, play the pre-recorded version during the conference as their presentation, and then take live questions at the end. If you wish to consider this option, please contact us and we will assist you.

Workshops will be limited to one hour in length to enhance audience member engagement in a virtual format. If engagement is high during your session, you may continue taking questions after the hour has passed. We recommend planning for about 45-50 minutes of presentation and saving the remaining time for questions. Given the time allowed, we recommend that topics be narrow and specific rather than general in nature.