All presentations will be held via Zoom. Booth Central will be used for our Virtual Vendor Hall only.

All Presenters: Join the Symposium Zoom Meeting following the link below.
ALL PRESENTERS USE YOUR OWN PERSONAL ZOOM ACCOUNT. CT PTA WILL ALLOW SCREEN SHARING WHEN NEEDED.
https://us02web.zoom.us/j/88671250605?pwd=OVgzbIIUMUl5ODNCb2UvSIFMc1JZUT09
Meeting ID: 886 7125 0605
Passcode: symposium

Booth central sign on to visit vendors: https://my.boothcentral.com/v/events/2021-leadership-symposium-expo.

CT PTA WILL BE THE HOST

- Your presentation will be held via Zoom.
- Everyone joining will be muted. We start at 9:00 am, you can log on as of 8:30 am.
- Each presenter will have someone assigned to monitor the chat box. The monitor will announce questions at the determined time. The monitor will instruct all to enter questions into the chat box. We will only be accepting questions via the chat box.
- The presenter(s) and their helper should be on the meeting 15 minutes prior to the scheduled start time for your workshop or presentation.
- The host will make the presenter the Co-Host to begin the presentation and allow screen sharing to start.
- **The HOST WILL CLICK RECORD RIGHT BEFORE THE WORKSHOP Begins.**
- The presenter will be introduced by CT PTA President Sonya Singh Smith. We have a CT PTA Board member assisting managing the Zoom. The workshop can now begin and share their screen as needed.
- The monitor will open the “CHAT” box by clicking on CHAT and keep track of all questions and ask them at the time agreed on with the presenter.
- The MONITOR will notify the presenter when we are close to the 15 minute mark. This will allow time for questions at the end if the presenter will be hosting a Q and A at the end.
- When you are done with your presentations…please refer participants to visit the VENDOR BOOTHS in BoothCentral. **Please say this prior to releasing your guests:** DON’T FORGET ABOUT OUR VENDOR SCRABBLE: WE HAVE 5 KEY WORDS, ONE IN EVERY VENDOR BOOTH- VISIT OUR BOOTHS, and GUESS OUR SCRABBLE SENTENCE! YOU CAN BE A WINNER AT THE END!
- Our final workshop for the day is after the giveaway which is for Presidents & Treasurers.

**ALL PRESENTERS WILL FOLLOW THE ABOVE WITH THE EXCEPTION OF “HOW TO ROCK BEING A PTA BOARD MEMBER”**