

## Amy Leary

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**To:** Amy Leary  
**Subject:** Important - PRESENTER CONFIRMATION & DETAILS | 2020 Montana Virtual Counselor Update  
**Attachments:** Virtual Counselor Update Schedule of Events . October 2020.pdf  
**Importance:** High



Good Afternoon, Counselor Update Presenters!

**CONGRATULATIONS!** You have been designated by your institution to present at this year's statewide **Montana Virtual Counselor Update!** Thank you for being a part of this annual event, and we are so elated to have you part of this gathering to help our Montana counselors together. As you prepare for next week's presentation, here are a few final details on how this event will go. Thank you & we look forward to "seeing" you next week! 😊



## Montana Virtual Counselor Update |

### PRESENTER CONFIRMATION & DETAILS |

- CONNECTION LINK | Via Zoom Connection With Live Chat / Q&A – *\*Coming soon! - The Zoom link to join the session will be shared via email by Monday, October 26, 2020.*
- IMPORTANT - PRESENTATION TIPS & DETAILS

- **3 minutes to share updates by each institution** | Due to so many presenters, we have a very tight restriction on time. Please show the respect to all attendees and counselors by keeping to your update to 3 minutes.
- **Schedule Time Block** | We ask you to attend your entire scheduled time block (even after you have presented), as counselors will actively be asking questions to you throughout the entire time block. Many times counselors will often ask an open question to all institutions in the session, and you will want to be ready to respond on behalf of your institution. Thank you!
- **Use your phone as a timer** to make sure you do not go over your 3 minute presentation. We will be keeping a close eye on this to keep everyone fair. We will stop anyone who goes over the their time to keep it fair. With so many presenters if everyone goes over 1 minute that could mean an extra hour of time in the event. Therefore, we all have to respect this, so we respect counselors committed time to this event. Thank you for respecting this tight time limit.
- **1 presenter per institution** (& 1 additional helper to answer questions if you would like.)
- **Tips on topics to present?** | We recommend picking only 3 - 5 main points to focus on. Do not try to talk about too many items, as counselors are listening to a lot of presentations. Name the top 3 - 5 items and updates that you want counselors to remember about your campus. Focus on what makes your campus special. Make sure to mention any Montana-specific resources, as counselors always love hearing about these. Also, any financial aid deadlines that are Montana-specific are very notable as well. **\*Reminder** | Make sure to extend an invite to the counselors to attend your other live sessions during the week in the LIVE Fair too. Thank you for your hard work to put this together for our Montana counselors. Your time is much appreciated!
- **Branding** | Feel free to wear your logo shirts/clothing, background logos on zoom, and /or any background posters promoting your institution. All branding options are welcome & permitted!
- **Screen Share?** | Unfortunately with so many presenters and limited time, we do not have the ability for you to share your screen or slideshows.
- **What if there are tech issues during the event?** | To try and avoid this as much as possible, please test your zoom connection before your presentation. If we happen to experience tech issues with the main connection during the event, we will just have everyone be patient, and we will all simply reconnect to the zoom session if needed. Please do not stress or worry if this happens, as technology is notorious for these kind of surprises, and you may just easily reconnect at the same link to rejoin the session. ...We are all crossing our fingers technology is on our side however!
- **Have fun - This is a fun, informal gathering!** | Our Montana Counselors look forward to this gathering every year! Many say it is even their favorite event of the year. We hope you love it too! Bring your smile and energy, as our Montana counselors are kind people and excited to meet you and your institution! Please keep your presentation fun and light with reliable facts about your institution. Our counselors love a good laugh, so do not be afraid to share a fun/funny fact too, as those are often very memorable too! We are so excited for you to share in this annual, statewide gathering with us! 😊
- **WHAT TO PREPARE**
  - **Prepare your own reliable computer, laptop, etc. with a camera and audio to connect to the Zoom Gathering.**
  - **Before your presentation, test Zoom to make sure your sound, backgrounds, visuals, wifi connection, etc. are all tested and working well.**
  - **Prepare your 3 minute presentation outline of your top 3 - 5 main points to remember.** Don't be afraid to keep it light and add a smile or some innocent humor or fun fact into the mix too!
  - **During the Counselor Update - Live Questions & Chat** | We are excited to offer a "live" interactive online questions & chat for you & counselors to post your questions live throughout

this event. In order to participate in this online interactive Q&A chat, you will need to stay connected to the Zoom gathering throughout your scheduled time-block with your own laptop, ipad, phone, etc.

- **OUTLINE OF AGENDA** | [Attached – \\*We will send the final agenda by Monday, October 26<sup>th</sup> before the event.](#)
- **MORE DETAILS – About the Virtual Counselor Update & Student Fair** | Located on the overall confirmation page for the Counselor Update & Student Fair. [CONFIRMATION PAGE](#)
- **Do you have any other questions or need help?** Please reach out! We are here to help. MPSEOC & Amy Leary will be hosting this gathering and helping facilitate this event. Please contact Amy @ [Amy.Leary@MontanaColleges.com](mailto:Amy.Leary@MontanaColleges.com) - 406.531.3531.

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We are excited to see you at the Counselor Update & Student Fair! Thank you for all your team efforts especially in this unique time. Please know we are here to help in any way we can. “See” you next week! Have a peaceful weekend your way!

*~Amy*

Amy M Leary.....

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