

# Speaker Guide Pack Template

## Speaker Guide Pack 2026

### Welcome to AWS Oceania Virtual Community Day 2026 - Speaker Guide

#### Congratulations on Being Selected!

Welcome to the AWS Oceania Virtual Community Day 2026 speaker community! We're thrilled to have you join us for our virtual conference on **11 April 2026**. This guide contains everything you need to know to deliver an outstanding presentation.

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#### Important Dates & Timeline

Date	Key Milestone
10 March 2026	Speaker acceptance confirmation due
22 March 2026	Final presentation materials due
28 March 2026	Technical setup and testing call with the team
11 April 2026	Conference day!

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#### Conference Overview

**Audience Profile :** AWS practitioners, developers, architects, and IT professionals (beginner to expert level)

**Geographic Distribution:** Primarily Oceanic region (**NZST (UTC +12:00) Time Zone**)

**Platform:** Multi-platform streaming (YouTube, LinkedIn, Twitch)

**Format:** Single track, 30 minutes presentations, 8-hour conference day with waterfall sessions

**Interaction:** Chat engagements, social media engagement

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#### Content Guidelines

-  Original content (not recycled from other conferences without significant updates)
-  Vendor-neutral approach (avoid excessive product pitches)

-  Inclusive language and examples
  -  Professional and respectful tone
  -  Actionable takeaways for audience
  -  No inappropriate content (see Code of Conduct)
  -  No confidential or proprietary information without permission
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## Technical Requirements

### Hardware Requirements

- **Computer:** Modern laptop/desktop capable of running OBS Studio, for macOS, it will support 12.0 and newer, for Linux Ubuntu 24.04 and newer.
  - **CPU:** Modern processor (ideally within the last 5 years)
  - **RAM:** Minimum 16GB recommended, 32GB ideal for best performance
- **Internet:** Stable broadband connection (minimum 10 Mbps upload)
- **Audio:** Professional headset or external microphone (built-in laptop microphones are strongly discouraged due to audio quality limitations.).
- **Video:** HD webcam or external camera (1080p minimum)
- **Second monitor:** This is optimal for presenting alongside slides. (Optional- but highly recommended)
- **Lighting:** Good lighting setup (ring light recommended)
- **Background:** Clean, professional background or green screen

### Software Requirements

- **OBS Studio:** Install and configure the latest version. Don't worry if you're new to OBS — our technical team will guide you through setup during your technical setup call.
- **Browser:** Chrome or Firefox (latest version)
- **Backup:** Secondary device ready for emergency use
- **Presentation Software:** PowerPoint, Keynote, or Google Slides
- **macOS permissions (if on Mac):** [🔒 macOS Permissions Guide | OBS](#)
- **Discord:** The most important software to run, as 95% of the communications will be conducted there. Do not run this in a browser, it isn't very responsive, and resource heavy.   
[Download Discord to Talk, Play, and Hang Out](#)

### Network Requirements

- **Primary Connection:** Wired ethernet connection preferred

- **Backup Connection:** Mobile hotspot or secondary internet source
- **Bandwidth Test:** Must pass technical rehearsal connectivity test
- **Stability:** Connection must be stable for 60+ minutes

#### Audio/Video Quality Standards

- **Audio:** Clear, echo-free, professional quality. Please ensure you are in a quiet environment. Avoid background noise such as TV, conversations, or other background sounds
  - **Video:** 1080p resolution, stable framing, good lighting placed in front of you.
  - **Background:** Professional appearance, minimal distractions
  - **Presentation:** Screen sharing must be clear and readable
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#### Recording & Content Usage

- All sessions will be recorded for conference archives and post-event sharing
  - By participating, you grant permission for your recorded session to be distributed on conference channels
  - Speakers are required to **share their final presentation slides** as a backup before the event. This ensures we can:
    - Provide a contingency if technical issues occur during the live session
    - Make materials available to attendees and the broader audience after the event (e.g., conference website)
    - By sharing your slides, you grant permission for them to be published as part of the conference resources for attendees and the broader audience
  - Any concerns about proprietary or sensitive content should be raised **before final submission of materials.**
  - If you have provided us with a pre-recorded video, you grant permission for them to be published as part of the conference resources for attendees and the broader audience
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#### Branding & Visual Guidelines

##### Presentation Template

- **Required:** Use provided PowerPoint template
- **Customization:** You may customize colors and fonts within brand guidelines
- **Sponsor Recognition:** Do not remove or modify sponsor elements

## Visual Standards

- **Font Size:** Use clear, readable fonts. As a general guideline, body text should be easily legible.
- **Contrast:** High contrast for readability
- **Images:** High resolution, properly licensed
- **Code Examples:** Large, readable fonts with syntax highlighting
- **Diagrams:** Clear, simple, and easy to understand
- **Slides:** Avoid overcrowding slides — prioritize clarity over density.

## Social Media Guidelines

- **Hashtags:** Use **#AWSCDOceania2026** in all posts
  - **Content:** Share behind-the-scenes, preparation, and excitement.
  - **Speaker Photo:** A high-quality photo of yourself is required for our Social Media posts & speaker announcements
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## Technical Setup Process

### Phase 1: Initial Setup (Before Technical setup & testing call)

1. **Install OBS Studio** - Download and install latest version
2. **Hardware Check** - Verify all equipment meets requirements
3. **Network Test** - Test internet speed and stability
4. **Initial Contact** - Technical team will reach out for setup call

### Phase 2: Configuration (Technical setup & testing call)

1. **OBS Configuration** - Technical team helps configure scenes
2. **Audio/Video Testing** - Quality check and optimization
3. **Screen Sharing Setup** - Configure presentation sharing
4. **Backup Planning** - Set up contingency options

**Important:** After this technical setup call, please do not modify your technical setup unless approved by the technical team. This ensures everything tested will work reliably on event day. This ensures everything you've tested will work reliably on the day of the event.

**Slide Backup:** Share your final presentation slides as a backup immediately after this call. This allows the technical team to prepare for any contingency and ensures materials can later be shared with the audience.

### Phase 3: Rehearsal (Self-Guided)

1. **Presentation Practice** - Practice your session using your actual setup
2. **Issue Resolution** - Address any technical problems as needed.
3. **Troubleshooting** - Reach out to our technical team in case of any assistance needed with the issue. The earlier the better!

**Note:** Rehearsals are the speaker's responsibility. Our technical team can assist if you have any issues with the setup.

### Phase 4: Final Preparation (Day before the Event day)

1. **Final Check** - Confirm all systems working
  2. **Backup Verification** - Test contingency plans
  3. **Day-of Briefing** - Final instructions and procedures
  4. **Emergency Contacts** - Receive day-of support information
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## Day-of-Conference Procedures

### Pre-Session Checklist (At least 60 minutes before)

- Pre-check your tech: test your microphone, camera, internet connection (make sure it's stable), and presentation slides before joining.
- Choose a quiet, noise-free space with good lighting so you can be seen and heard clearly.
- Keep your phone on silent or Do Not Disturb mode during your session to minimize disruptions.
- Confirm presentation materials are ready
- Close unnecessary applications and notifications that might consume system resources or hamper your presentations.
- Have water and any needed materials ready
- Keep a phone or backup device handy in case you need to reconnect quickly.
- Double-check your session start time — all times are in **NZST (UTC +12)**; adjust to your local time zone if needed.

### Session Check-in (30 minutes before)

- Join **"The Green Room - Voice"** for technical check
- Confirm audio/video quality with technical team
- Test screen sharing and presentation
- Review session timing and Q&A procedures

- Confirm backup plans and emergency contacts

#### During Your Session

- Start strong with engaging introduction
- Stick to allocated time (30 minutes)
- Sign off the session and leave the audience with a strong, positive closing message.

#### Post-Session (15 minutes after)

- Stay available for any issues or follow-up
  - Thank the audience and promote social media engagement
  - Provide additional resources or links as promised during your session
  - Complete post-session feedback form
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### Audience Engagement

#### Interactive Elements

- **Social Media:** Encourage live-tweeting and social sharing
- **Resources:** Provide additional resources for complex topics

#### Engagement Techniques

- **Interactive Demos:** Ask audience to follow along when possible
  - **Real-world Examples:** Use relatable scenarios and case studies
  - **Call to Action:** Give audience clear next steps
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### Resources & Tools

#### Presentation Resources

- **PowerPoint Template:** [Link to template]
  - **OBS Setup Guide:** Here is the download for Windows and Mac (which supports macOS 12.0 and newer): [🌐 Download | OBS](#) Here is the Mac permissions guide [🌐 macOS Permissions Guide | OBS](#) There will be a pack in the Discord who need it to just run a script to install the scenes if you are new to OBS Studio or streaming in general.
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## ? Frequently Asked Questions

### General Questions

**Q: Can I use my existing presentation from another conference?** A: You may use existing content, but it should be significantly updated and tailored for our audience. We prefer fresh, original content when possible.

**Q: What if I need to cancel or can't present?** A: Please notify us immediately. We have backup speakers and procedures, but early notice is essential.

**Q: Can I promote my company/product during my session?** A: Brief references to your company or products are acceptable where relevant; however, sessions should remain primarily educational and not promotional in nature

### Technical Questions

**Q: What if my internet connection fails during the session?** A: We have backup procedures including backup speakers and technical support. You'll receive detailed contingency plans.

**Q: Do I need professional broadcasting equipment?** A: Professional equipment is preferred but not required. We'll help you optimize your existing setup during technical rehearsals.

**Q: Can I use my phone as a backup?** A: A computer with a stable wired internet connection is strongly recommended. A mobile device may be used only as an emergency backup, but it is not ideal for delivering presentations

### Content Questions

**Q: How technical should my presentation be?** A: Match your content to your stated audience level. Clearly indicate beginner/intermediate/advanced in your session description.

**Q: Can I include live demos?** A: Yes! Live demos are encouraged. However, we strongly recommend having a pre-recorded version available as a backup in case of technical issues

**Q: What if I run over time?** A: Please plan carefully to stay within your allocated time to ensure a smooth conference schedule.

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## Next Steps

### Immediate Actions (Within 48 hours)

1. **Confirm Participation** - Reply to acceptance email
2. **Review This Guide** - Read through all sections carefully

3. **Join Discord** - Accept Discord invitation and introduce yourself
4. **Schedule Technical Setup** - Respond to technical team outreach
5. **Begin Preparation** - Start working on presentation content

#### Week 1 Actions

1. **Technical Setup Call** - Complete initial technical assessment
2. **Content Outline** - Submit presentation outline for feedback
3. **Bio and Photo** - Provide speaker bio and professional photo
4. **Social Media** - Begin promoting your participation

#### Ongoing Preparation

1. **Content Development** - Create and refine presentation
2. **Technical Testing** - Regular testing of setup and equipment
3. **Rehearsal Participation** - Attend all scheduled rehearsals
4. **Community Engagement** - Participate in speaker Discord channels

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#### Questions or Concerns?

Don't hesitate to reach out if you have any questions, concerns, or need support:

- **General Questions:** [awsugnz@gmail.com](mailto:awsugnz@gmail.com)
- **Technical Issues:** Michael Rewiri-Thorsen [mike@mikefromnz.com](mailto:mike@mikefromnz.com) best to contact me in Discord for quicker replies. My username: mikefromnz
- **Discord Channel:** Join channel using the link <https://discord.com/channels/1157469922633466058/1478255544702730320> and select “Community Presenter” role.

We're here to help you succeed and deliver an amazing presentation!

**Welcome to the AWS Oceania Virtual Community Day 2026 speaker community! We can't wait to see your presentation! 🚀**

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