A Very Quick Guide to Using DialedIn For FDLA (and how to win a $200 gift card)

This year FDLA is using DialedIn and Zoom for audience engagement. **To hear and see each other**, we will use Zoom. **To see presenter slides**, we will use DialedIn, unless presenters want to use Zoom screenshare.

**Log in to DialedIn:** Your account has been created. Log in at fdla.dialedin.io. Do not have the login info? Just do a Forgot Password at fdla.dialedin.io. No luck? Send us an email at shoukatali@dialedin.io.

**How do I go to a meeting room?**
When you log in to fdla.dialedin.io, you will see "Currently Running" presentations. Choose one. Click "Join Meeting" button under it. This will open the presentation and also open the Zoom meeting room.

- MEETING PASSCODE: 1234
- MINIMIZE ZOOM WINDOW. You may first have to double click it.
- You can X out of a presentation any time. This won’t close Zoom.

**To present your slides using DialedIn:**
0) The lead author opens the presentation (and so does everyone else)
1) Start presenting as you would present a regular PowerPoint, using **left and right (or up and down) keyboard keys** to navigate.
2) Your audience will be automatically taken to the slide you go to.
3) If you want to show your desktop screen instead of presenting slides, just use Zoom screenshare.
4) **If you have co-presenters**, the system will treat them as attendees. You drive the slides and they speak when they need to.
5) Consider conducting **three Attention Boosters** for a 25-minute presentation. These will take **only 90 seconds**! More info below.
6) **To add a poll to a slide**, use InstaQ. See this quick [40-sec video](#).
This longer [2.5 min video](#) shows the full power of InstaQ.

**When attending a presentation:**
1) Your slides will be automatically moved by the presenter. You can review a previous slide but you cannot move ahead of the presenter. **Use left, right, up and down keyboard keys** to navigate.
2) Clicking on the thumbnail of a Currently Running prez will open it without connecting you to the Zoom.
3) **An Attention Booster quiz** may appear on your screen every now and then. You get more points if you respond sooner and correctly. **$200 prize for the highest scorer, summed over all conf presentations.**

**Want to attend a different presentation?** Close the current one, and click on **Join Meeting** for the new presentation. We will automatically **open the new presentation & new Zoom session.**

**FOR PRESENTERS ONLY**

**Attention Boosters.** These are 30-sec quizzes created automatically by DialedIn. We hide a keyword from the slide and prompt attendees to enter the keyword in 30 sec. Automatically graded. Synonyms/misspellings accepted. [30-sec video](#).

**Maybe 2 minutes** after you start, consider clicking on "R-U-There" on your slide to trigger an Attention Booster.

**A few minutes later**, consider clicking on **R-U-There** again. Before you present, select three slides where you will fire Attention Boosters (these slides will have **some but not too much** text).

**Upload a presentation.** Log in to fdla.dialedin.io, and use the search tool at the top right to find your presentation (use your name), and then click on “Upload Presentation.” We will email you after processing it.