Speaker Role

- To familiarize yourself with the platform by:
  - viewing the videos
  - going through the presentation guide
  - attending the training should you have any queries
  - ensuring you login to the platform at the start of the Symposium to update your profile (as outlined in slides 6 – 9).
- To ensure the Zoom app is downloaded on your laptop
- Login 30 minutes before your session starts to practice with your co-speakers
- To deliver your presentation – accepting prompts to unmute your microphone, start your video and sharing your screen.
- Be part of the live Q&A

<u>Please ensure everything from the checklist in the following two slides is adhered to</u>

Speaker Checklist: Pre-event

ELIMINATE DISTRACTIONS

Isolate yourself from distractions. It's important to have a designated area free from outside noises and distractions. Switch your mobile phone to silent mode and keep it close to you should the technical team need to contact you.
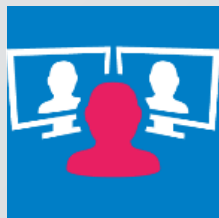
BE PREPARED WITH YOUR PRESENTATION

Keep your final presentation ready and minimized so when you share your screen, you are prepared with the presentation. Familiarize yourself with the flow of the program and your presentation timing and duration.

EMBEDDED VIDEOS

If you have videos embedded within your presentation, while sharing your screen you must ensure to click on share computer sound as well. We highly recommend to keep these videos saved in the same folder as the presentation to avoid any technical issues.

TEST YOUR INTERNET CONNECTION

Make sure you are in an area with good quality internet connection with a minimum 1 mbps. CLICK HERE to test your connection.

Speaker Checklist: Pre-event

TEST YOUR CAMERA & MIC
Please test your camera and mic quality

LIGHTING
Make sure to have adequate amount of light during your presentation.

TIMER
Please use your mobile phone as a timer to make sure your presentation will not go over the allocated time as per the program.

SLIDE RATIO
It is a must to prepare your presentation slides in **16:9** ratio on PowerPoint Format. Please check this in PowerPoint mode in the section Design tab > Slide Size > Widescreen (16:9).
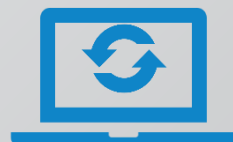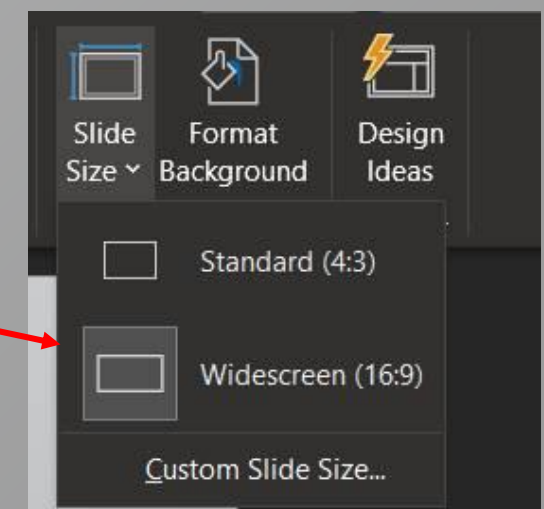
SYSTEM UPDATES
Please ensure that there are no system updates running on your laptop/desktop during your presentation.

Technical Support

Before going live:
- Technical support will be present during the practice session 30 minutes before to:
    - Test audio and video
    - Support speakers with applying the virtual backdrop if necessary.
    - Go through the session flow and any other queries you may have.

During the live session:
- The technical team will:
    - Send you prompts to unmute your microphone and start your video when it is your turn to present and during the live Q&A.
    - Stop your video and mute your microphone after your presentation is complete.

Logging on to the Platform

- You will be receiving the speaker joining instructions with an autologin link.

- In case you are requested to sign in, please use the email ID and password which will be sent in the joining instructions.

Logging on to the Platform

- Once you login, you will be redirected onto the platform, wherein you will have to "Allow" Use of your microphone and "Allow" Use of your camera.
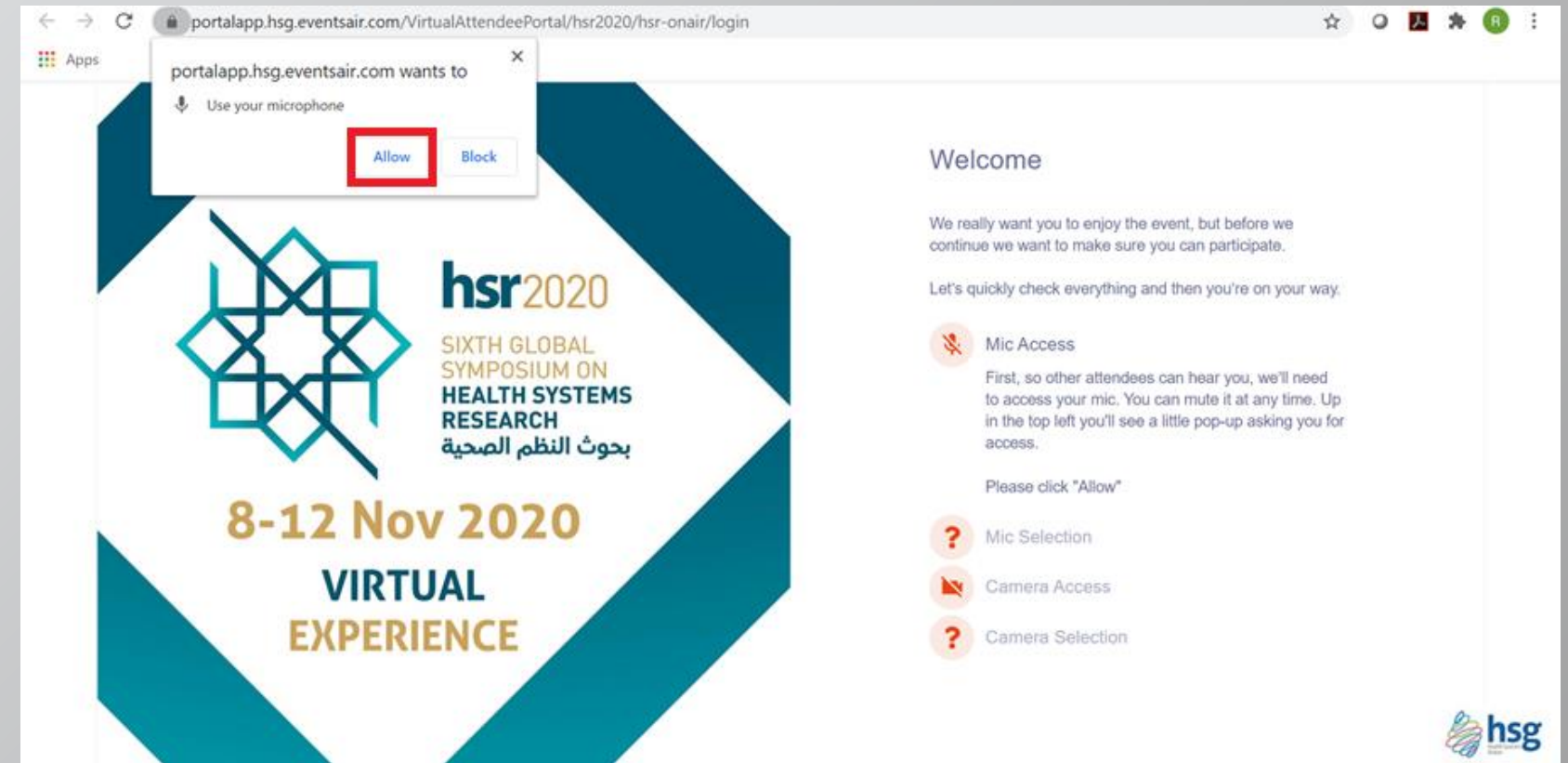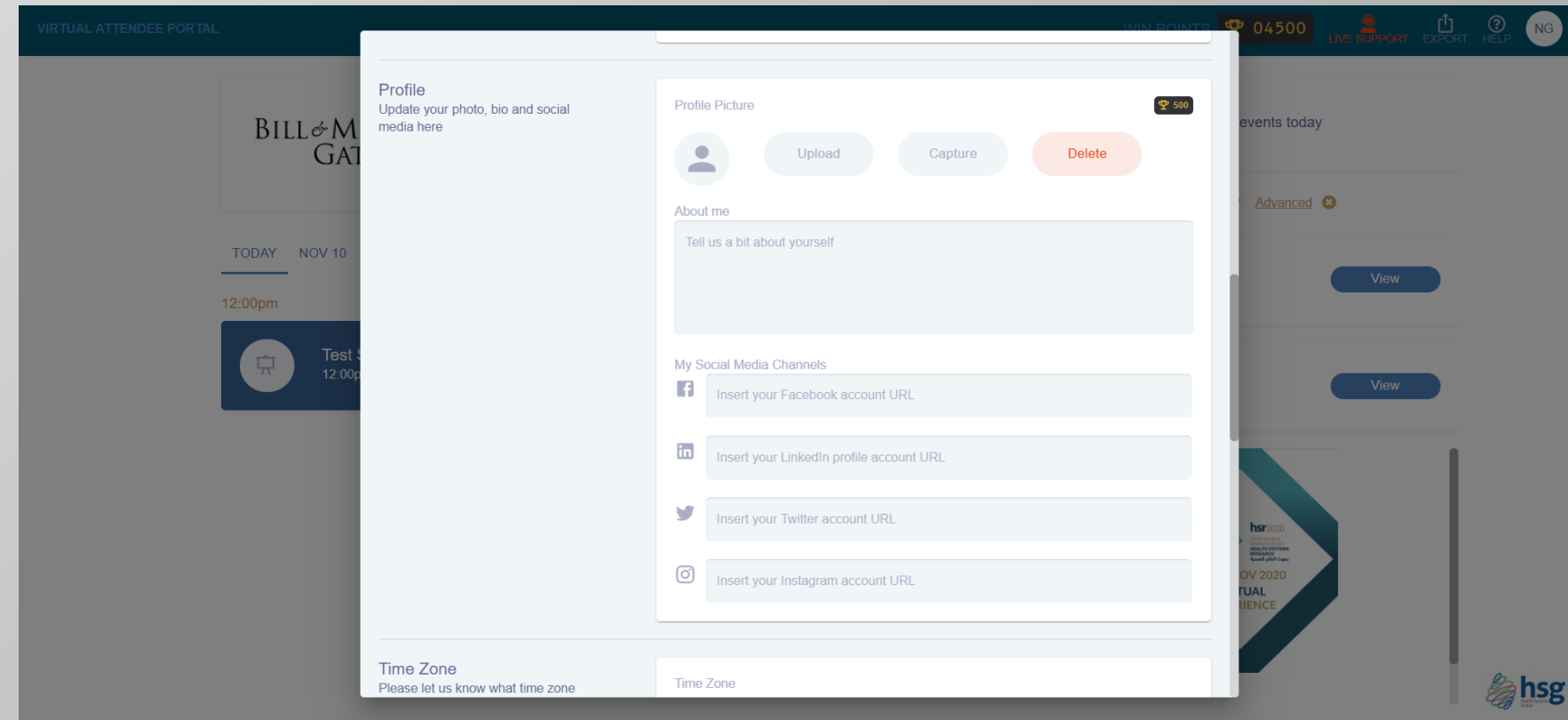
- Upon allowing to use your camera, you will have to select the camera.
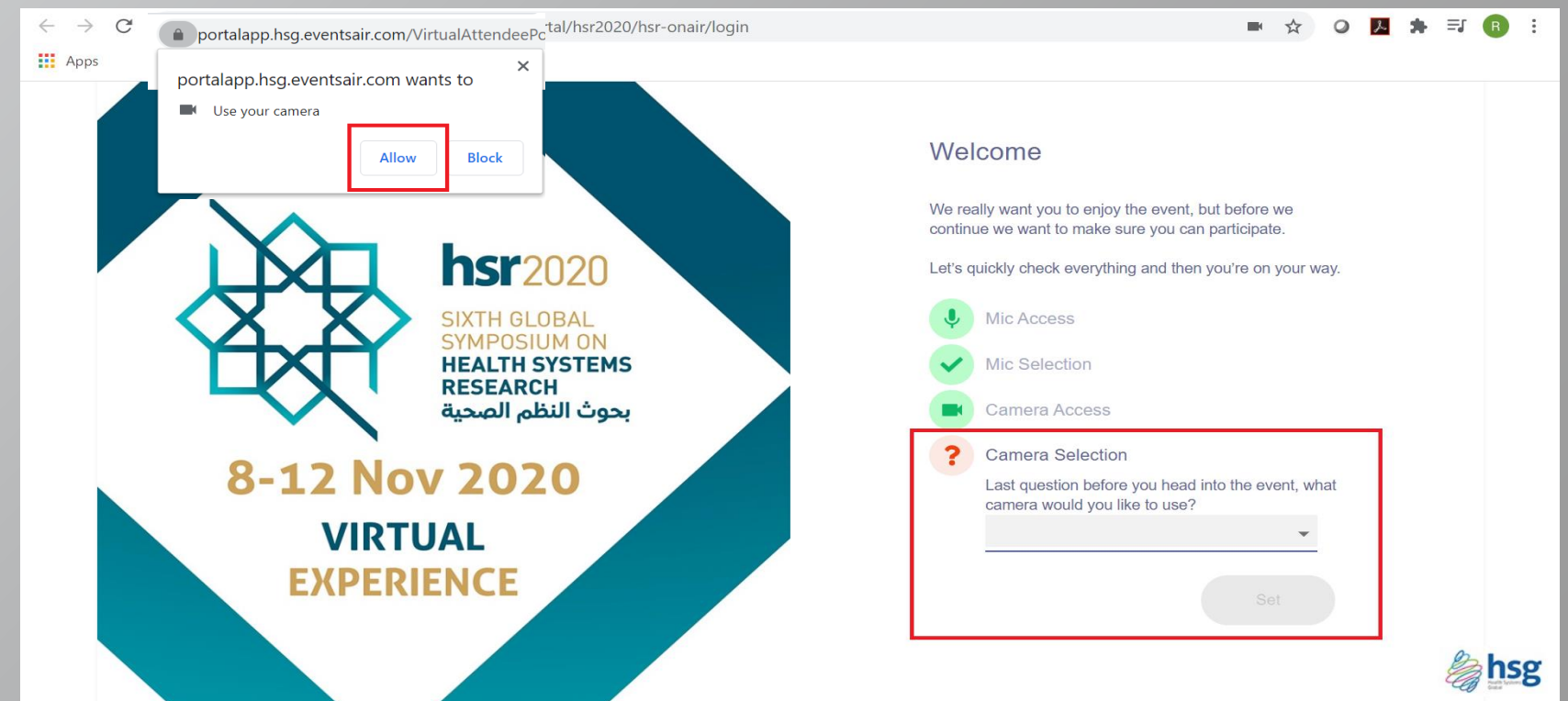
Welcome Page 🏠

- On the Welcome page you will be asked to verify your details.
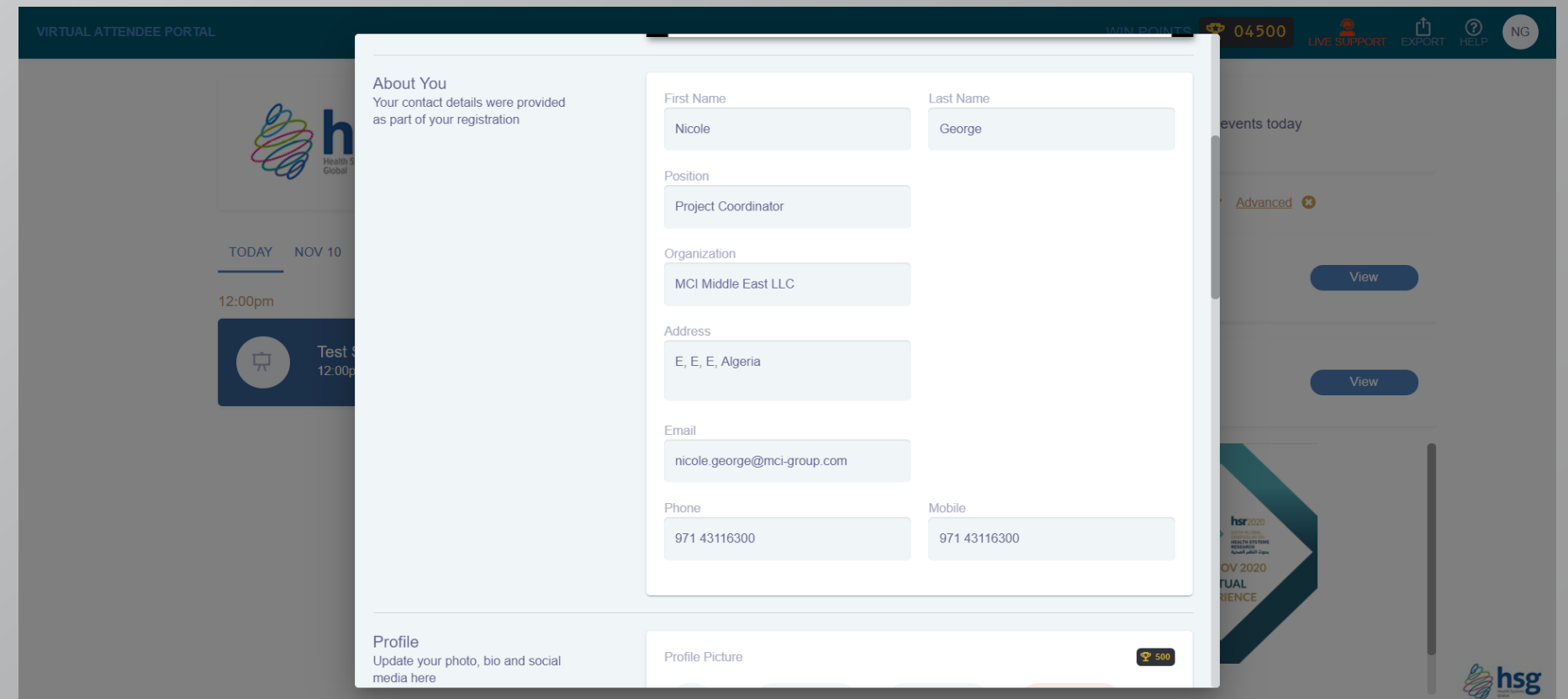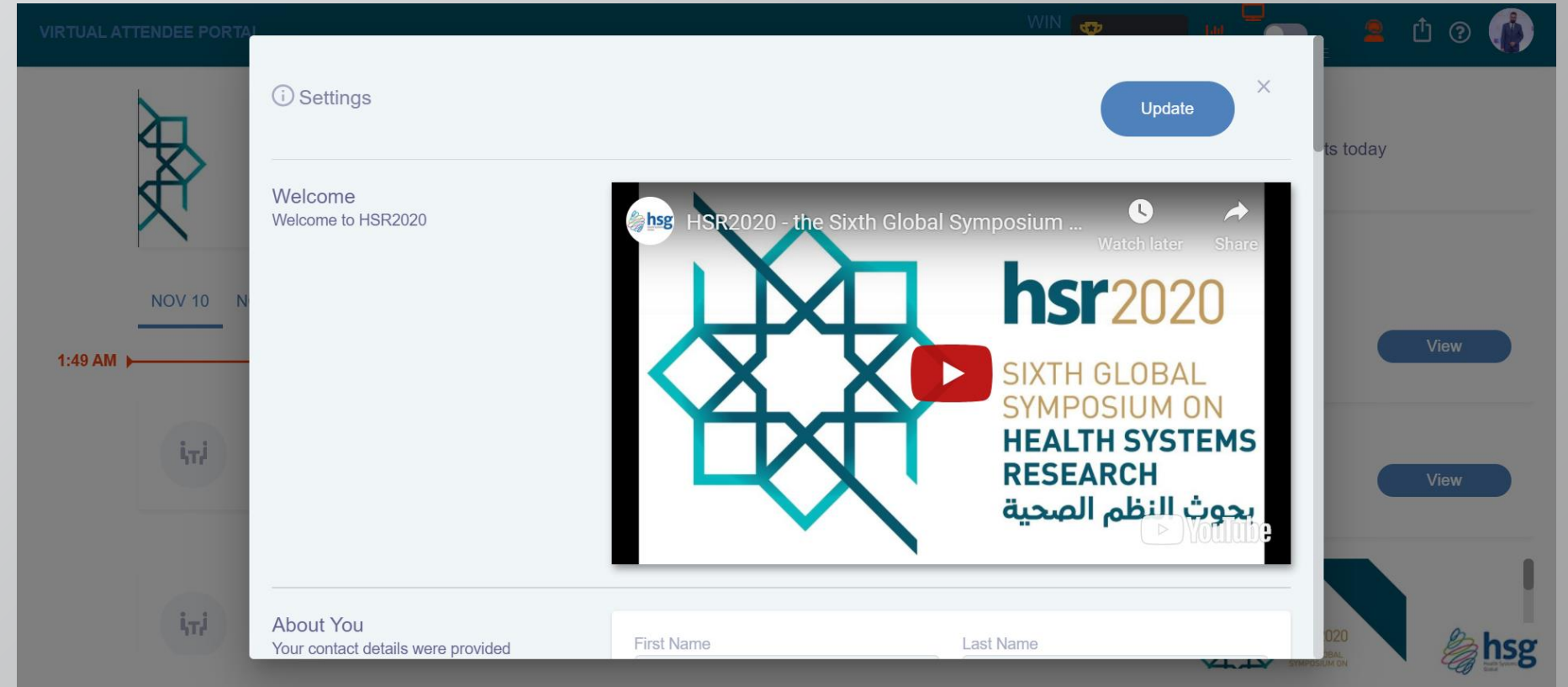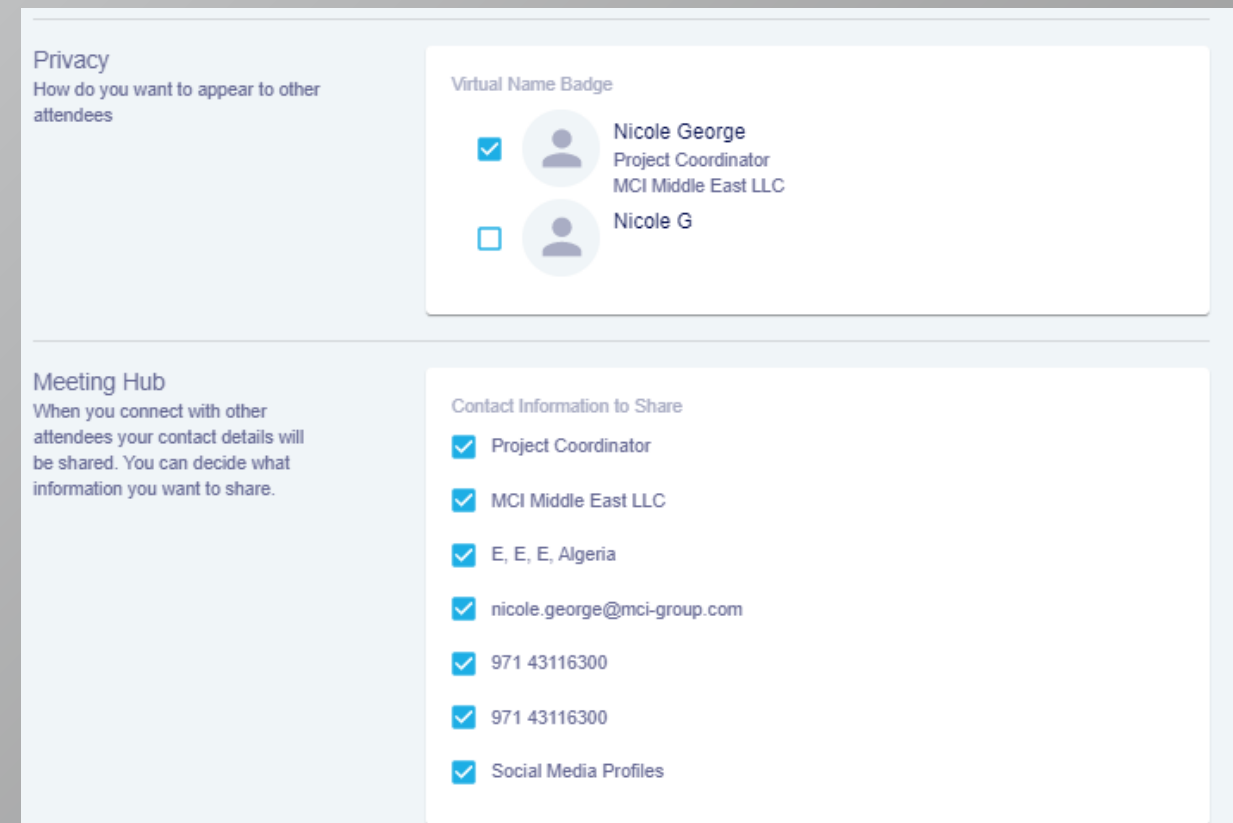
Update Your Profile

- In the profile section, you will be required to upload a photo and update any missing information.

- In the privacy settings, you will have the choice to select your preferred display name.

- In the Meeting Hub, you will have a choice to select your details (email id, organization name etc.) that would be shared with other participants when you connect with them or vice versa. After this you will be taken to the home screen.

Home screen upon Login (Agenda & Timeline)

- Click the relevant event date to view the agenda for that day.

- You may also filter and search the session name that you are presenting in

- You will be able to identify the session you are speaking in by seeing the red icon next to the session name. (for regular attendees, the icon is grey)
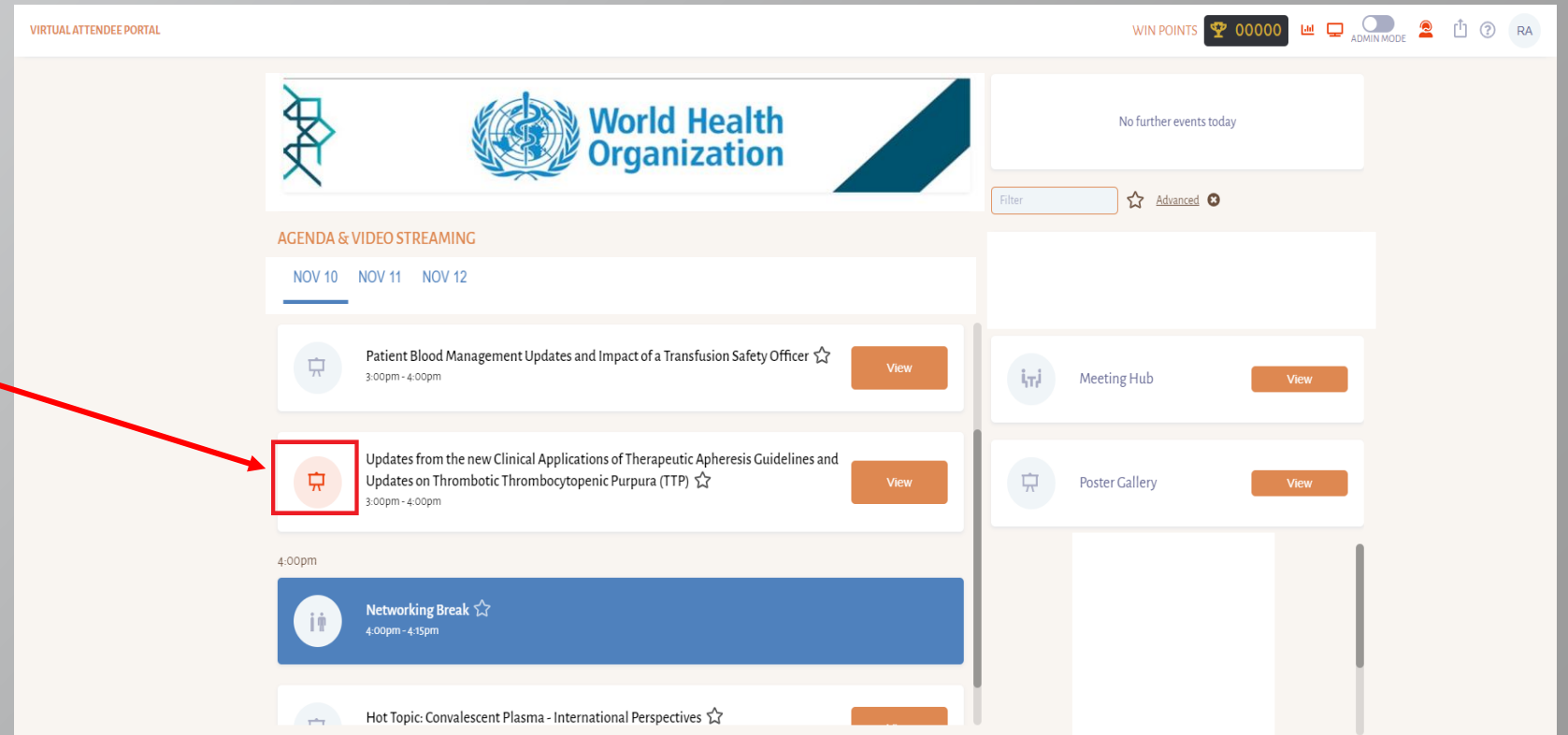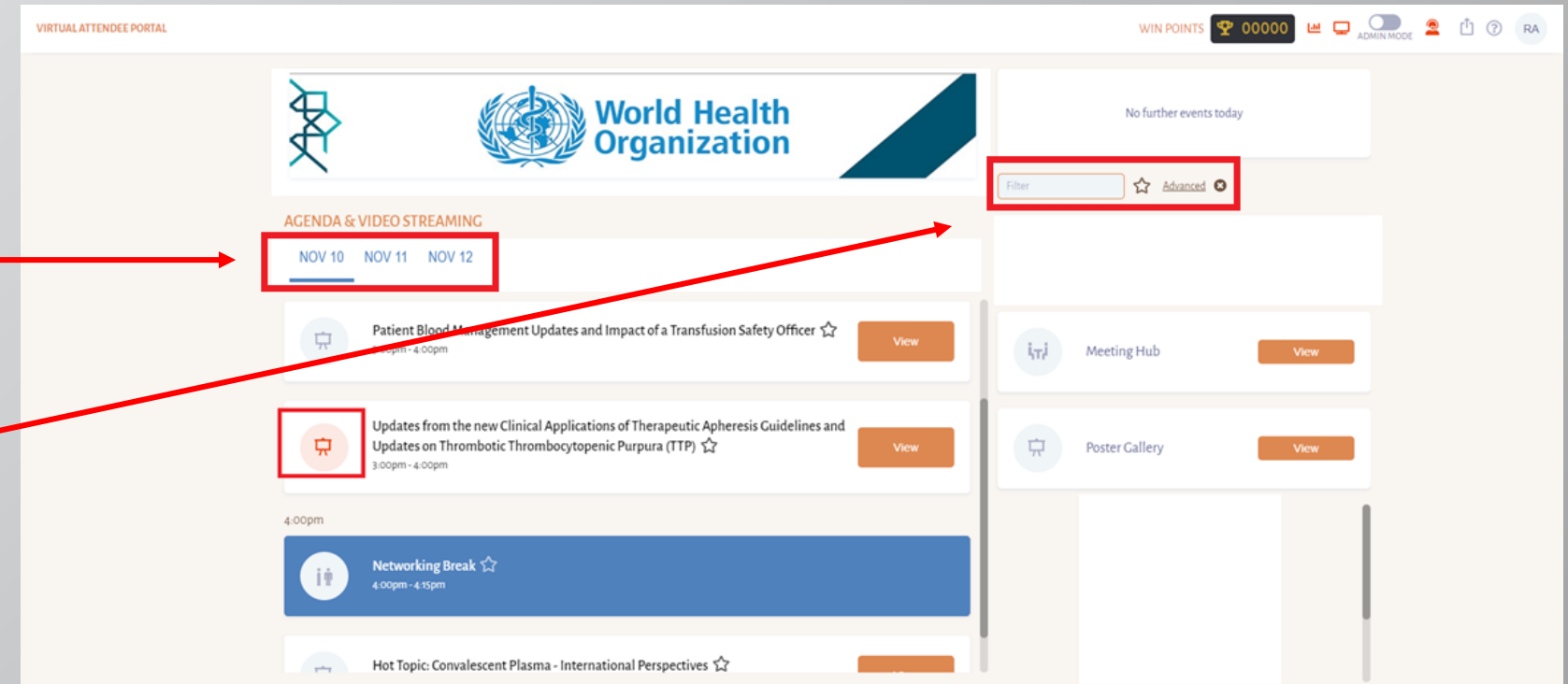
Joining Your Session as a Speaker 🖥️

- All sessions that are in progress will have a message 'Live Now' underneath the session name. To join your session, please click on "Join"

Joining Your Session as a Speaker 🖼️

- After clicking on "Join", you will see an option on the top which says "Join as Panelist"
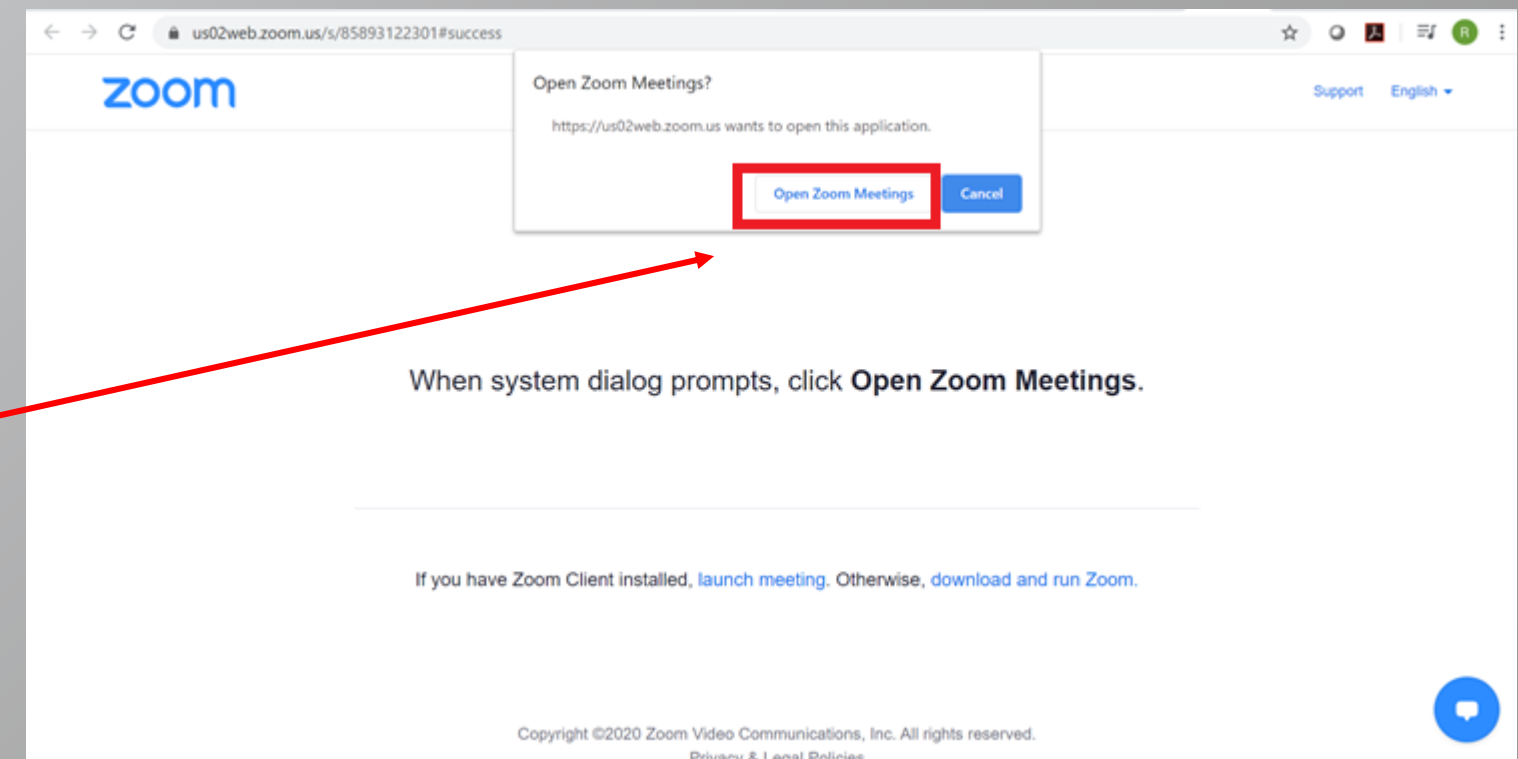
Joining Your Session as a Speaker

- After clicking on "Join as Panelist", if you do not have Zoom downloaded on your laptop, please click on "download & run Zoom"
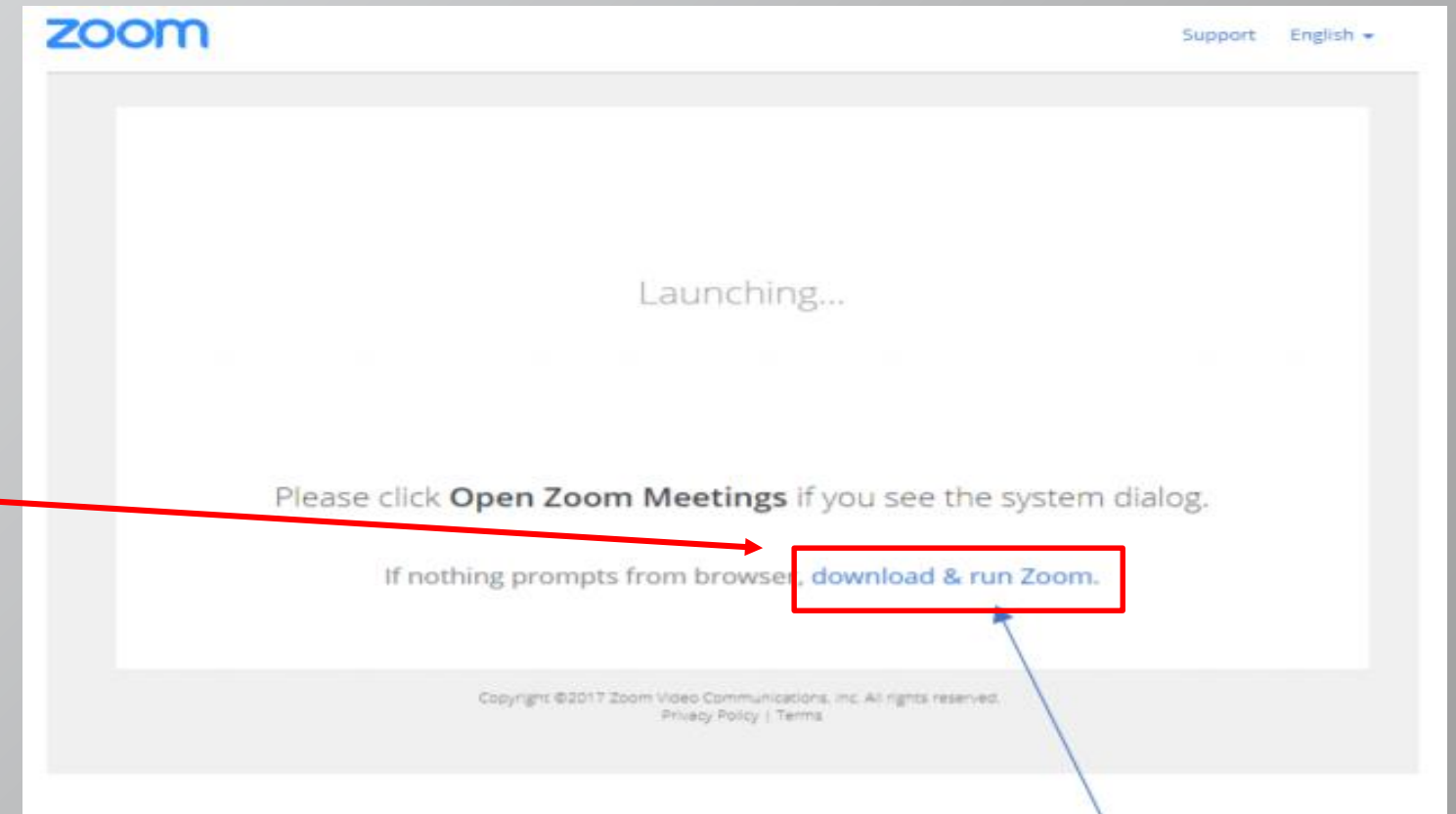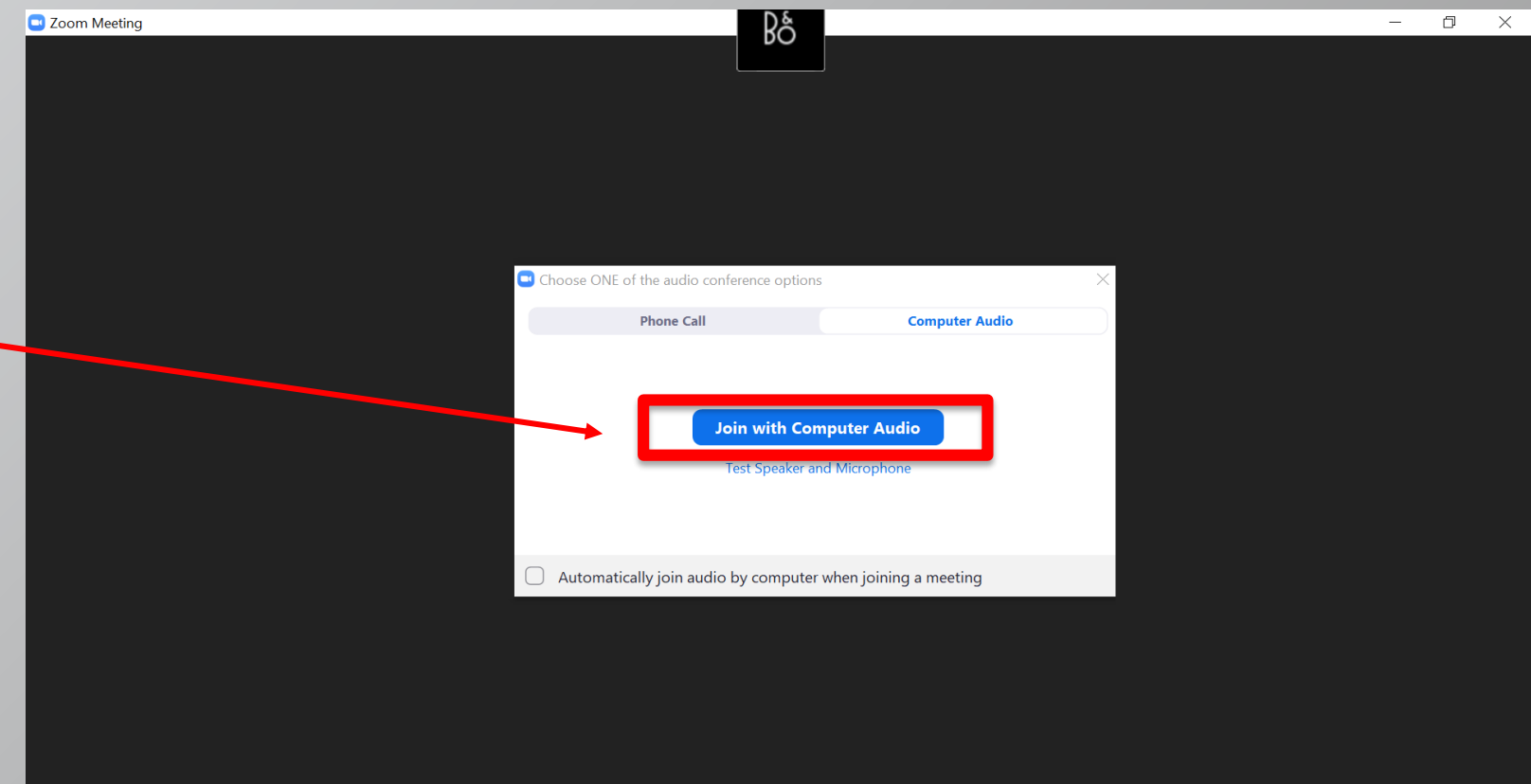
- If you already have Zoom installed, then after clicking on "Join as Panelist" a window will open on your browser and a prompt will appear, wherein you will have to click on "Open Zoom Meetings"
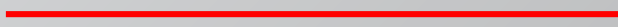
Joining Your Session as a Speaker

- After clicking on "Open Zoom Meetings", another prompt will appear and you will need to click on "Join with Computer Audio"

Pre-Session Practice Mode (30 Minutes Before)

- Once logged in (30 minutes before your session for complete session testing), you will be directed to 'practice mode' to test your audio, video, and presentation before going live (broadcast).

- The speaker controls will appear at the bottom of your screen.

- There will be a run through of the session flow during the final briefing.
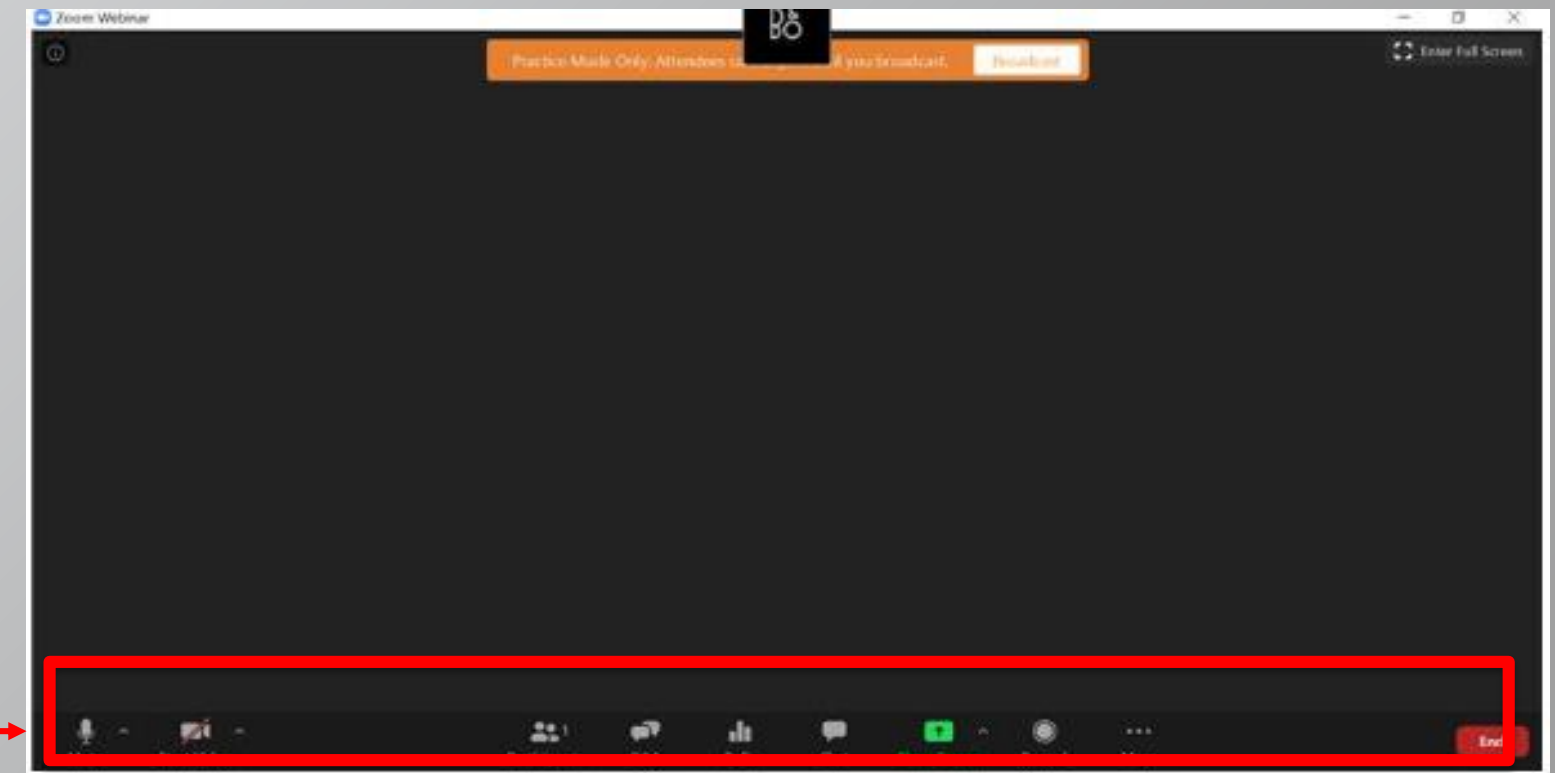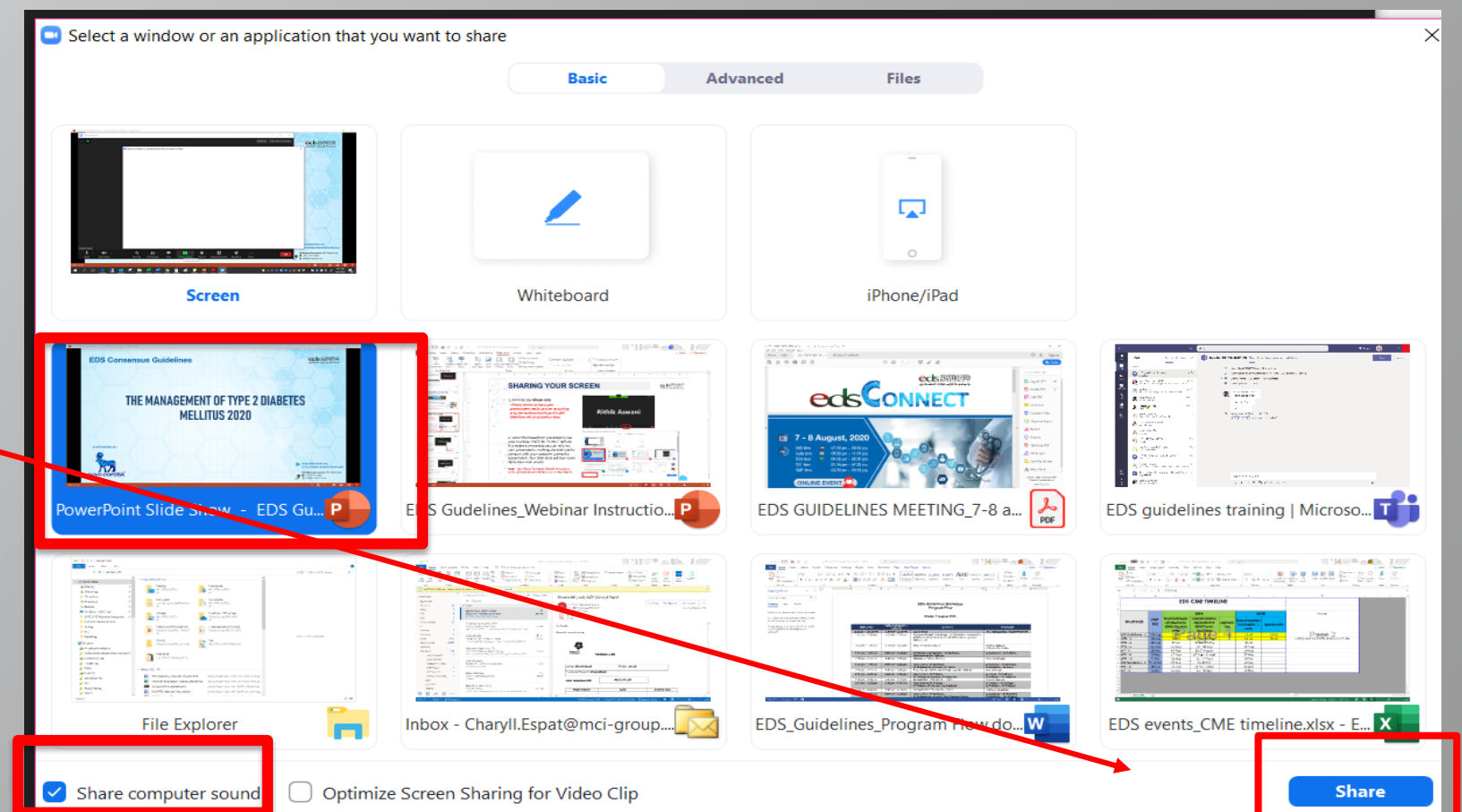
Pre-Session Practice Mode (30 Minutes Before)

- Click on the Share Screen button

*Please ensure to keep your presentation ready as soon as you log in and have it in full slideshow not on presenter view.

- Select the PowerPoint presentation you wish to display (NOT the "screen" option), this makes sure participants can only see your presentation, nothing else that may be going on with your computer during the presentation. Your slide deck will then come up as your main screen
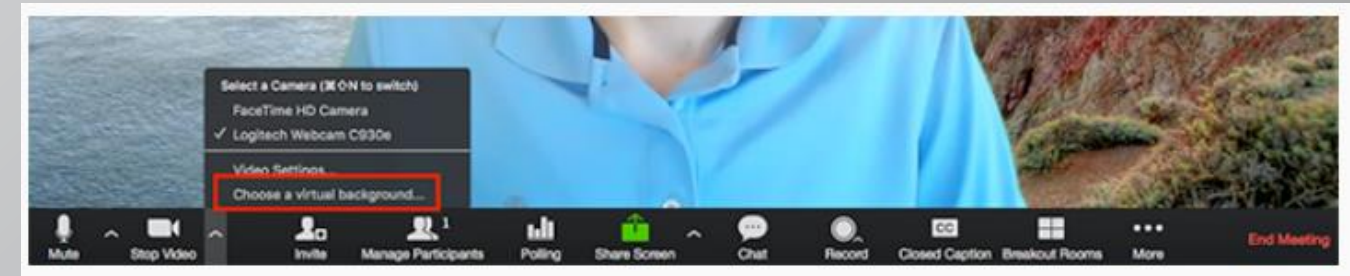
Note: tick "Share Computer Sound" should you have videos/audio embedded in your presentation

Pre-Session Practice Mode (30 Minutes Before) Adding Virtual Background

1. Click the upward arrow (^) next to Start/Stop Video.
2. Click Choose a virtual background.
3. If prompted, click Download to download the package for virtual background without a green screen.

To enable smart virtual background, download the smart virtual background package. You only need to download it once.

Cancel   Download

4. Click on an image to select the desired virtual background or add your own image by clicking + and choosing if you want to upload an image or a video.

Notes:
- *Ensure that you are using a solid background color.*
- *After you select an option, that virtual background will display during your meetings*
- *To disable Virtual Background, choose the option None.*

Please check if your system supports by clicking the below link
https://support.zoom.us/hc/en-us/articles/360043484511
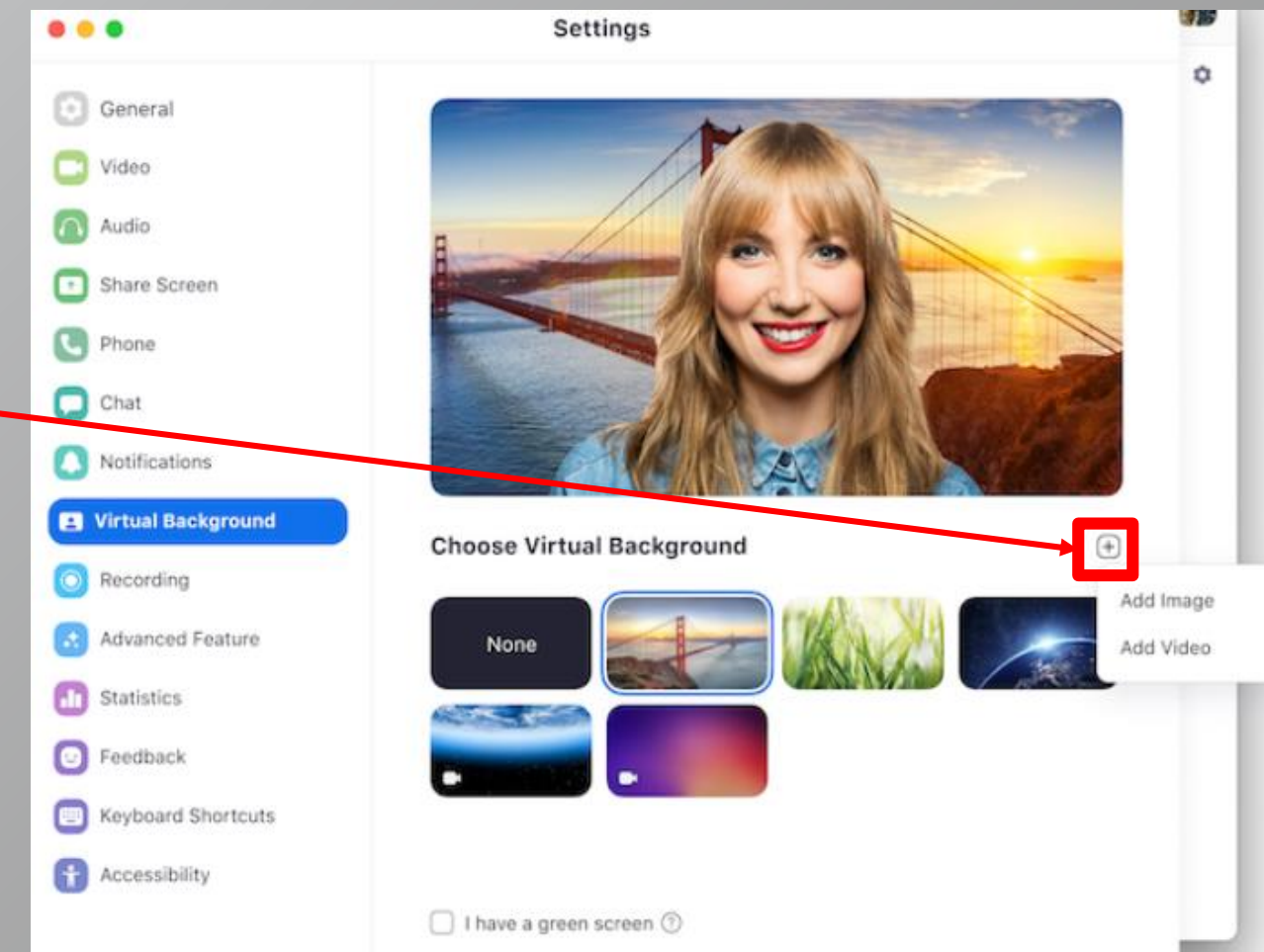
During the Live Session (Immediately after practice mode)

1. All speakers in the session will be muted, and all videos will be turned off once the session broadcast has begun. Only the moderator will be unmuted to welcome participants and introduce the session/ first speaker.

2. Once the moderator has introduced the first speaker, the speaker will receive a prompt (as shown below) from the technical support person to unmute their microphone and start the video and share the screen. The tech support person will mute the moderator after they have introduced the speaker.
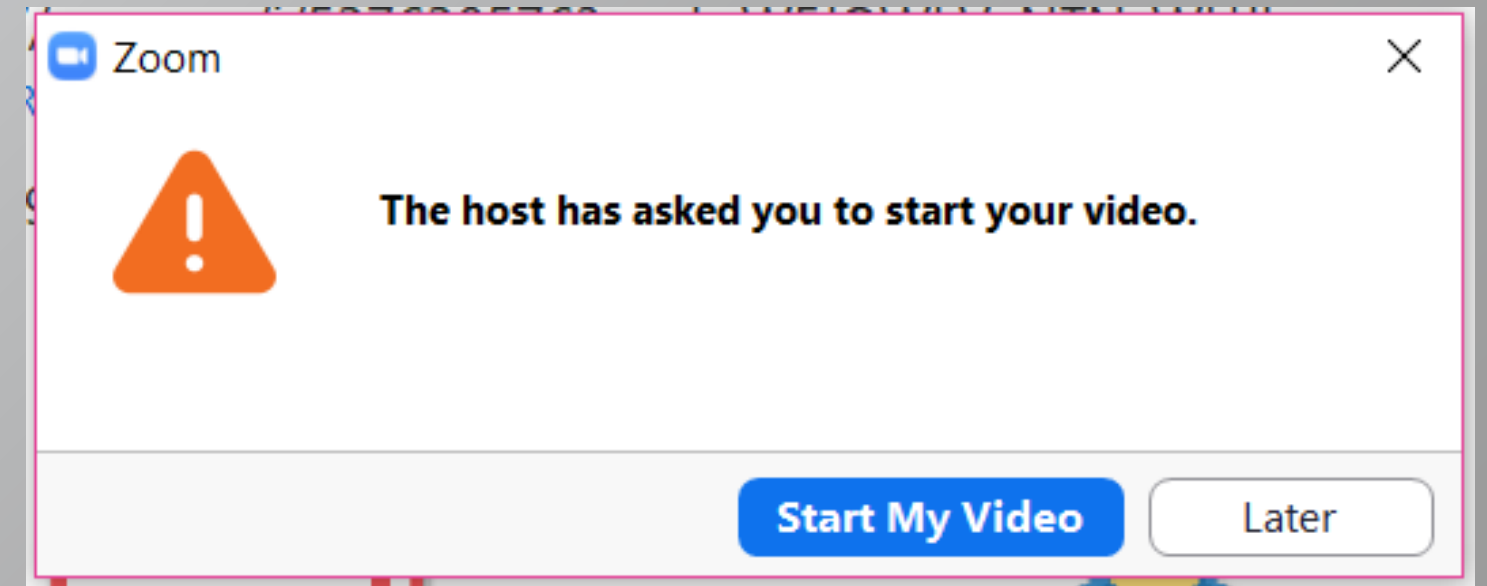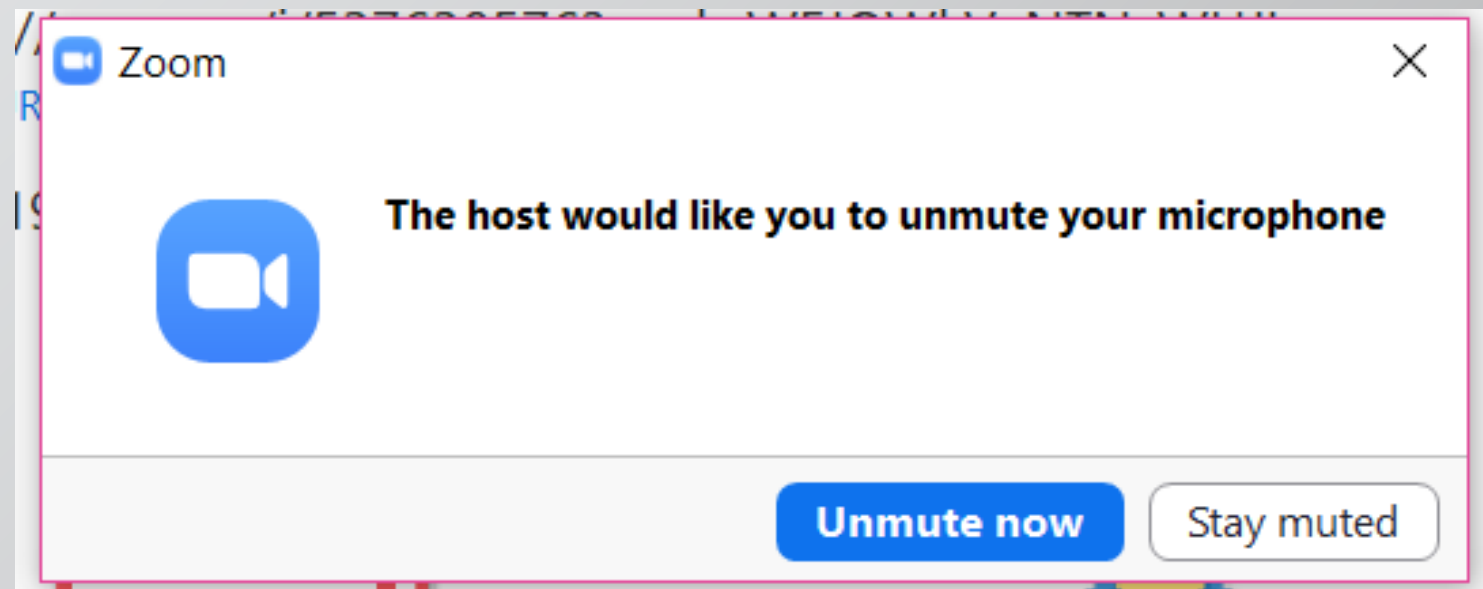
* *Always monitor your video and audio status during the session*
* *All Speakers & Moderators are requested to keep their phones with them during the event for easy communication*

During the Live Session
(Immediately after practice mode)

3. This will be done based on the order of presentation during the session. (Program flow after the 1st speaker completes their presentation). The moderator will then be brought in by the technical session in charge to introduce the next speaker. This process will repeat until the final presentation is made.

4. After the final presentation, the moderator and all speakers will be brought back live for the Q&A. All speakers are required to remain in the meeting room till the end of the session.

* *Always monitor your video and audio status during the session*
* *All Speakers & Moderators are requested to keep their phones with them during the event for easy communication*

Back to Agenda & Timeline ↩

- After the session is complete, Click on "Back to Agenda & Timeline" (marked in red) to view the agenda

Q&A Process

- The questions submitted by the audience will be checked by the moderator/session chair assigned to the session.

- The questions will appear on the left side on the platform (marked in red in the screenshot).

- During Live Q&A that is scheduled towards the end of the session, the moderator will ask relevant questions that were posted to the respective speakers
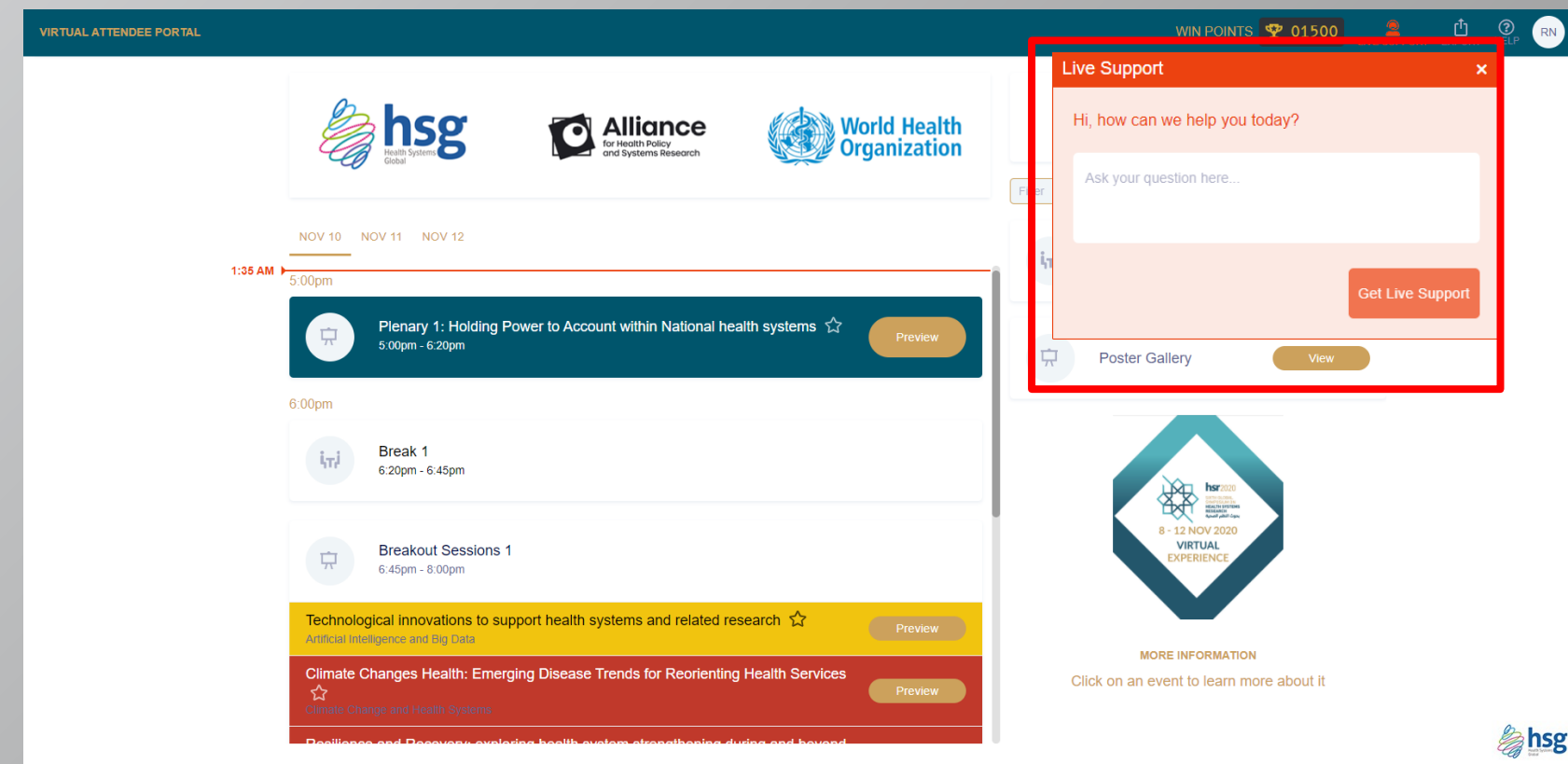
Live Support 👤

How to access live support

STEP 1
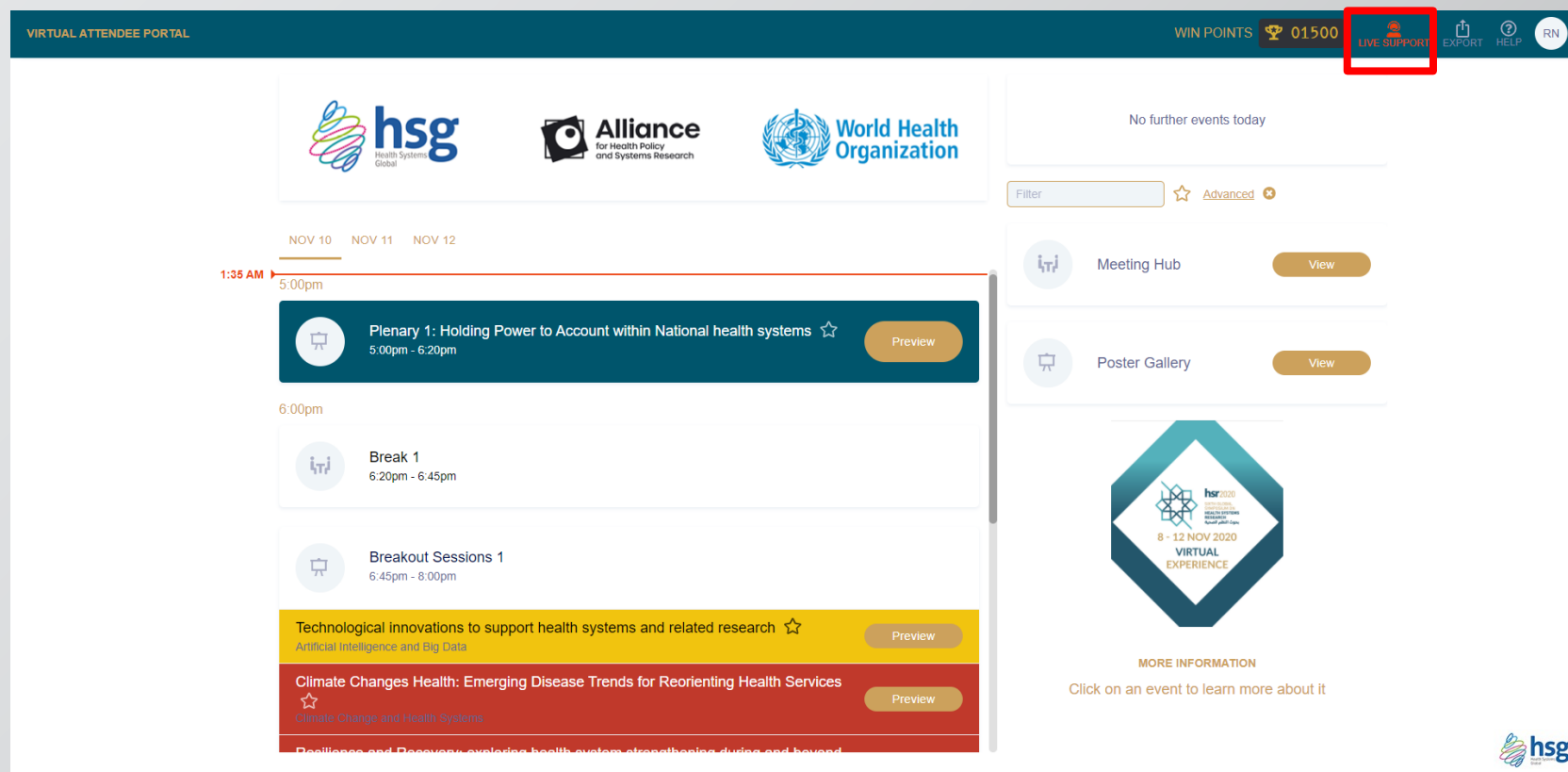
STEP 2

- Click on the icon "Live Support" [LIVE SUPPORT] to seek live support during the event timings

- After clicking on the icon "Live Support" [LIVE SUPPORT] please drop in your queries and click on "Get Live Support"