VIRTUAL SPEAKER GUIDE

Ask your Event Organizer if you are presenting using Zoom or BigMarker so you can refer to the correct section in this guide

BRAVURA

TYPES OF SESSIONS

For a video overview for speakers in virtual or on demand sessions, Click Here

The types of session is on the list under My Sessions, the sessions where you are assigned as a speaker or moderator.

Networking: You can join the virtual session 15 minutes before the session start from the SPEAKER console. You, and all attendees can be on camera and speak to each other. Chat is available as well. More information

On Demand: These are not live sessions, so you upload content that is automatically available to attendees on the CONNECT platform at the scheduled start time of the session. More information

Live/Webinar: You can join the virtual session 60 minutes before the session start from the SPEAKER console. You, and other speakers will be on camera but attendees are not on mic and camera. Attendees interact via Q&A, Live Polling and Chat. See following pages for more information.

Live webinars can be conducted via Zoom or BigMarker.

SPEAKER INSTRUCTIONS

For a video overview for speakers in live or on demand sessions, <u>Click Here</u>

Tips for a successful virtual presentation:

▶ Test audio and camera ahead

▶ Speakers can join the session 15-60 minutes ahead of the scheduled time. Attendees can join 5 minutes ahead on the CONNECT platform. In a BigMarker webinar session they will be placed in a waiting room. In a Zoom webinar they will only be able to join if the webinar has started broadcasting so the host can start the broadcast 5 minutes ahead to let attendees in.

▶ Familiarize yourself with the speaker options ahead of time by scheduling a practice session!

▶ Pre-create a starting poll to engage your audience as they join your session

▶ Have an additional panelist to respond to Q&A while you present, or if you do not have a co-presenter, let the attendees know that you will review questions periodically

▶ Create a script for your presentation and try to practice your presentation before the live session

▶ Mute yourself when playing videos so there won't be an echo

▶ Have good lighting if presenting on camera, preferably light on your face

▶ Eliminate any potential sources of background noise

▶ Pre-record your session so you can minimize disruptions and also engage with your audience and respond to Q&A real time.

▶ In BigMarker you can upload videos in advance to the webinar platform, an hour before your session starts, rather than sharing your screen so additional pages or notifications do not pop up.

▶ In Zoom you can share a pre-recorded video using the 'Share Screen' option, you can share just the PowerPoint or PDF application or video to eliminate pop ups from showing.

▶ Develop visual rather than text-heavy slides

▶ You do not have to share your camera at all times, you can introduce yourself and disable the camera when you are playing a video or pre-recorded session

▶ Make sure you're prepared and ready to go at least 10 minutes before the webinar

NETWORKING SESSIONS

A networking session is always set up using Zoom. A networking session is different from webinars:

1. The attendees are also able to join with camera and mic enabled.
2. All participants (attendees and speakers) joining from CONNECT Online can share their screen
3. All participants have the same access: mic, camera, chat and share screen
4. There is no Q&A or Polls in a networking session
5. Networking sessions are not automatically recorded
6. Attendees can join 5 minutes before the start time from CONNECT
7. Live polls and Q&A are not available for networking sessions

If you are a speaker or presenter in a networking session, you may choose to join the session from CONNECT. The only reason you might join from the SPEAKER console is if you want host access. The event organizer has to set you up as a moderator and then you are able to join as host. The host can

1. Disable other users' mic and camera
2. Start and stop recording

Speakers can join networking session <u>15 minutes </u>before the start of the session from the SPEAKER console

ON DEMAND SESSIONS

An 'On Demand' session is not live, you can upload content (documents) and add one video to the session.

Content will be automatically available to attendees at the start time of the session and can be viewed any time after that while the virtual meeting platform is available.

You do not need to join an On Demand session during the session start time. Just ensure you have uploaded content that attendees can view prior to the session start time.

Pre-record for virtual session

Click "Record Now" to record your presentation. This will launch a Zoom meeting. Share your screen, and turn on camera and mic.
MAKE SURE YOU SELECT THE RECORD TO CLOUD OPTION WHEN YOU ARE READY TO RECORD.
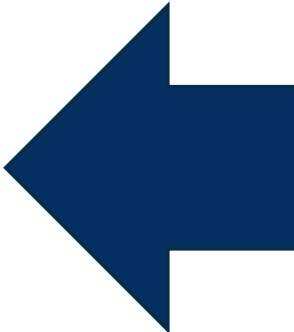Your video will be available within a few minutes of the recording.
For more details and tips on pre-recording, check the User Guide.

▶️ Record Now

If you have recorded outside our platform, please use the button below to upload your recording. Upload an MP4 file and the file size is limited to 500 MB.

☁️ Upload Video

You do not have any recordings available at this time.

To add a video/presentation:
Use the pre-recording option to record yourself presenting. Or upload a video. (Instructions here)
Uploaded or recorded videos have to be approved by the event organizer before being displayed to attendees.

BRAVURA VIRTUAL OPTIONS

BigMarker

For a video overview for speakers in BigMarker, Click Here

For a video overview for moderators in BigMarker, Click Here

Moderators and Speakers presenting in live virtual sessions must use Chrome or Firefox browsers

Perform a System Check before presenting: BigMarker

System requirements: BigMarker

Increase your internet speed: BigMarker

Zoom Webinars

For a video overview for speakers and moderators in Zoom, Click Here

Moderators and Speakers presenting in live virtual sessions cannot use Internet Explorer.

Perform a System Check before presenting: Zoom

System requirements: Zoom
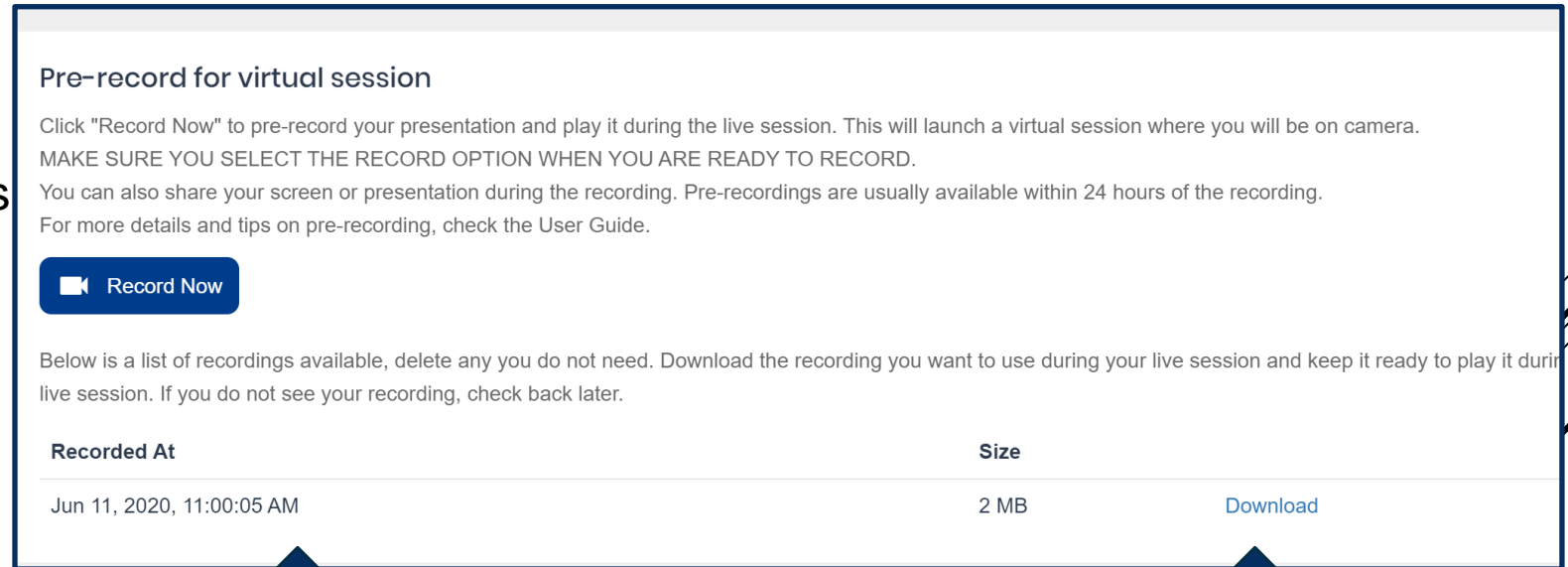
Increase your internet speed: Zoom

RECORD A PRESENTATION

Pre-record your presentation to use during a live session. This gives you more control over the live presentation, and you will be able to respond to Q&A without interruption and engage with attendees as the recorded presentation is playing. You will be able to pause and play and stop your recording during the live session.

Or you may be recording a video for an On Demand session that attendees can play as needed.

▶ Select the desired session and select **Record Now** to start your recording. This will launch a virtual meeting where you will see yourself on camera. You can share your screen to run your presentation.

▶ If you see an error that indicates the recording room is not available, please reach out to support.

Pre-record for virtual session

Click "Record Now" to pre-record your presentation and play it during the live session. This will launch a virtual session where you will be on camera. MAKE SURE YOU SELECT THE RECORD OPTION WHEN YOU ARE READY TO RECORD.
You can also share your screen or presentation during the recording. Pre-recordings are usually available within 24 hours of the recording.
For more details and tips on pre-recording, check the User Guide.

▶️ Record Now

Below is a list of recordings available, delete any you do not need. Download the recording you want to use during your live session and keep it ready to play it durin live session. If you do not see your recording, check back later.

Recorded At	Size	
Jun 11, 2020, 11:00:05 AM	2 MB	Download

Recordings will be available within an hour of your recording session on this same screen.

Download the recording to review it. Delete it if you do not want to use it

Recording options may only be available if the admin has enabled access.

Check the 'Tips for virtual speaker' section on this guide for some useful tips.

RECORD A PRESENTATION

Select the **Record Now** option when you are ready to start recording

This will launch a Zoom meeting

Join the meeting as if you would join any virtual meeting, if prompted to install, Install Zoom

Once you are in the meeting, enable your camera and mic and ensure they work

Share your screen if you plan to show a presentation during your pre-recording

Select the Record Icon from the Zoom Control Panel

When you select the icon, be sure to select '**Record to the cloud'**

When you are done, <u>stop recording</u> and <u>end the meeting.</u> Clicking end the meeting will automatically send your recording to the cloud. You will not receive an onscreen notification.

The recording will then be available in the Speaker Portal within an hour. You will **not receive an email**, so please be sure to check the speaker portal.

You may select Record multiple times, each of your recordings will be available in the Speaker console. **Delete the ones you do not need.**

If you are presenting a Zoom Webinar, download the video prior to your session and share the pre-recorded video using screen share during your session

Pre-record for virtual session

Click "Record Now" to pre-record your prese
MAKE SURE YOU SELECT THE RECORD
You can also share your screen or presenta
For more details and tips on pre-recording,

Record Now

Don't forget to press **Record** and select the **cloud** option!

Security   Participants 1   Chat   Share Screen   Record   Reactions
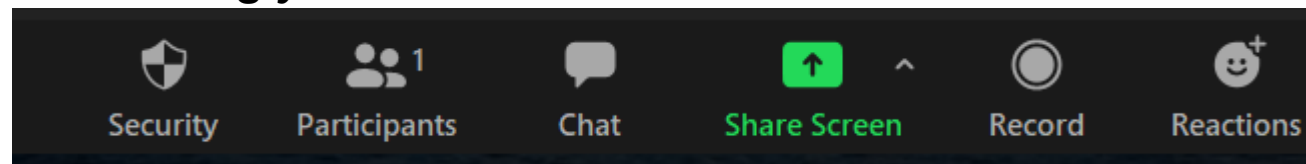
PRE-RECORDING SUGGESTIONS

1) Bravura highly encourages presenters to pre-record at least a portion of their session. Pre-recording facilitates a smoother session flow by eliminating unforeseen disruptions and reducing speaker anxiety. Pre-recorded presentations will be available during the event irrespective of the speaker circumstances.

If you are planning to be on a live session (Zoom or BigMarker), you will still be able to interact with your audience at varying levels. Depending on interests, speakers can have access to a gamut of backstage speaker controls that allow them to come on video live, start and stop their pre-recorded videos, respond to specific Q&A, set up polls, etc.

2) Bravura provides a mechanism through the Speaker Portal for speakers to pre-record that utilizes Zoom. Through the portal, speakers will launch a Zoom meeting and record, saving it to the cloud for access during the session.

3) Speakers do not have to utilize any special software for this recording: they need a PC, a working camera and microphone, and need to meet Zoom system requirements https://support.zoom.us/hc/en-us/articles/201362023. Speakers can test their camera and microphone through the Zoom by clicking on the carat next to the video button to launch video and audio settings.

4) The content you see on screen will be the content recorded. It is suggested you ready materials before hitting the record button.

5) You can record and preview as many times as you wish to get the desired results.

RECORDING OUTSIDE OUR PLATFORM

If you choose to use another platform to record, you can use any technology that gives you a MP4 file. The instructions here use ZOOM for recording.

Install and launch a free Zoom meeting

Once you are in the meeting, enable your camera and mic and ensure they work

Share your screen if you plan to show a presentation during your pre-recording

Select the Record Icon from the Zoom Control Panel

When you are done, <u>stop recording</u> and <u>end the meeting</u>. You will receive an onscreen notification.

The recording will then be available on your computer. It will be saved as a MP4 file. **Review this recording** and upload to the Speaker Portal or download it and save it on your PC, to use when needed.

You may select Record multiple times, and keep/upload only the final one.

For Upload: format MP4 file, file size is limited to 500 MB.

If your file exceeds this size, we recommend

you record using our console, Or compress your file.

If you are recording outside of our console, note that MP4 files should be H264 video codec and AAC audio codec.

Don't forget to press **Record**!

Pre-record for virtual session

Click "Record Now" to pre-record your presentation and play it during the live session. This will launch a virtual session whe
MAKE SURE YOU SELECT THE RECORD OPTION WHEN YOU ARE READY TO RECORD.

You can also share your screen or presentation during the recording. Pre-recordings are usually available within 24 hours o
For more details and tips on pre-recording, check the User Guide.

▶ Record Now

If you have recorded outside our platform, pleas   pload your recording.

☁ Upload Recording

Upload mp4 file here!

You do not have any recordings available at this time.

Security   Participants 1   Chat   Share Screen   Record   Reaction

UPLOAD YOUR SLIDES

Session

Pre-record for virtual session

Click "Record Now" to record your presentation. This will launch a Zoom meeting. Share your screen, and turn on camera and MAKE SURE YOU SELECT THE RECORD TO CLOUD OPTION WHEN YOU ARE READY TO RECORD.
Your video will be available within a few minutes of the recording.
For more details and tips on pre-recording, check the User Guide.

■ Record Now

If you have recorded outside our platform, please use the button below to upload your recording. Upload an MP4 file and the fi

⬆ Upload Video

You do not have any recordings available at this time.

Presentation

Please use this button below to upload a presentation that you want to share with accessible to Attendees. File size is limited to 25 MB.

⬆ Upload In Person Slides
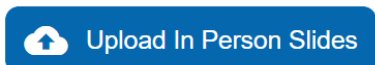
Select the session on the SPEAKER console and scroll down to below the 'pre-record' section and you will see the option to upload a presentation. This file will not be available to attendees. You may upload your presentation here, to share with the AV team onsite or with the event staff, so they can run it for you.
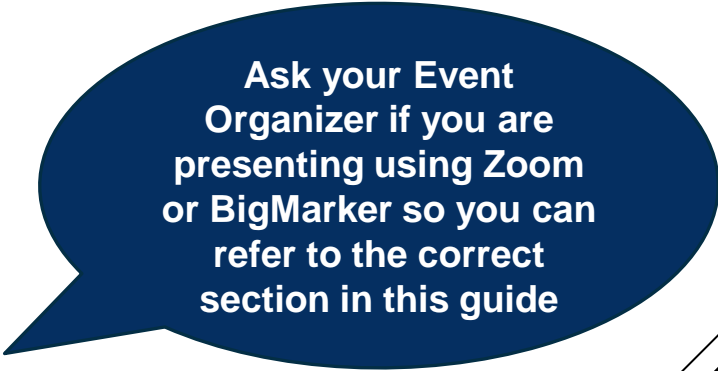
PRESENTING LIVE: BIGMARKER

The following section refers to the speaker experience during a LIVE Big Marker session.

Speakers who are looking to present live require reliable internet connectivity with sufficient bandwidth, due to the large amount of video and content being shared. We suggest you pre-record a portion of your presentation, if possible.

Speaker internet connectivity, mic and camera availability, is the responsibility of the Speaker/Event Organizer.

For a video overview of the live speaker experience, Click Here

Ask your Event Organizer if you are presenting using Zoom or BigMarker so you can refer to the correct section in this guide

Test your internet speed **here**.
The optimum speed for hosts who want to share microphones, web cams, desktops, and presentations is 10Mbps+. If possible, a wired connection is much more stable and will help prevent dropped connections and interference.
Tips and Tricks
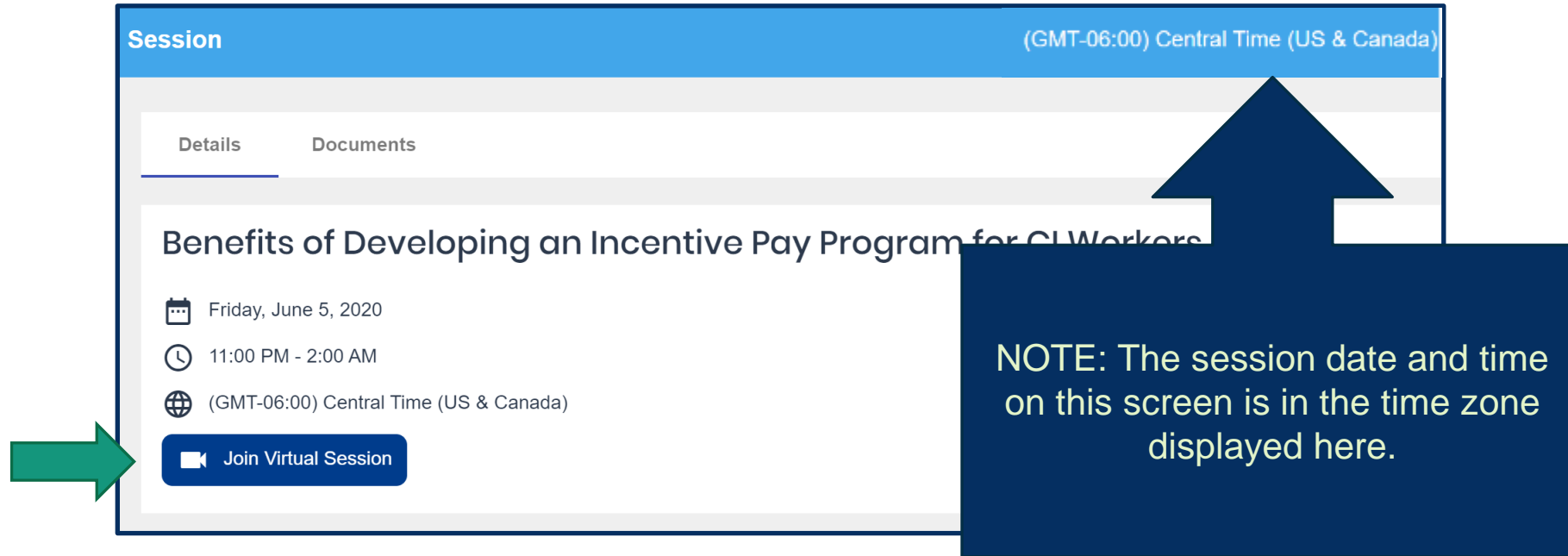
BIGMARKER PRACTICE SESSION

Reach out to your event organizer to schedule a practice session. The session will have to be created as a new practice session. Any video uploaded, polls created, and information updated on your practice session is not available in your live session when using BigMarker.

Ensure that you are using the same PC and network for your practice session as you will be for your live session so that the hardware and connectivity when you practice will be as close to the when you are live.

JOIN VIRTUAL SESSION: BIGMARKER

Session | (GMT-06:00) Central Time (US & Canada)

Details | Documents

Benefits of Developing an Incentive Pay Program for CI Workers

- Friday, June 5, 2020
- 11:00 PM - 2:00 AM
- (GMT-06:00) Central Time (US & Canada)

Join Virtual Session

NOTE: The session date and time on this screen is in the time zone displayed here.

Select to 'Join Virtual Session' to launch the session as a presenter. This is available 60 minutes before the scheduled start time of the session.

Check the 'Tips for virtual speaker' section on this guide for some useful tips.

Take a moment to familiarize yourself with the control panel prior to the session. See following pages for details on the Control Panel.

Speakers can join the session 60 minutes ahead of the scheduled time. Attendees can join 5 minutes ahead. The attendees will be kept in a waiting area prior to the session start time. Feel free to familiarize yourself with the speaker options during your 60 minutes! Attendees do not see anything until the session start time.

JOIN VIRTUAL SESSION: BIGMARKER

Session   (GMT-06:00) Central Time (US & Canada)

Details   Documents

Benefits of Developing an Incent...

📅 Friday, June 5, 2020

🕐 11:00 PM - 2:00 AM

🌐 (GMT-06:00) Central Time (US & Canada)

🎥 Join Virtual Session

The mic / camera image will allow you to toggle Mic and Camera to ON and the blue button will continue to webinar

Select to 'Join Virtual Session' to launch the session as a presenter. This is available 60 minutes before the scheduled start time of the session.

BIGMARKER: CONTROL PANEL

Audio: Turn your computer audio/mic on and off
Camera: Turns on/off YOUR video feed

Switch between videos, slides and cameras using this tab

Screen sharing or pre-recoded presentation or slides

Share screen

Chat

At any time, you can close out using the X on the top right. You can return later, it will not affect anything. If your video was running, it will continue to run.

Moderator/Host control panel

DO NOT CLICK!
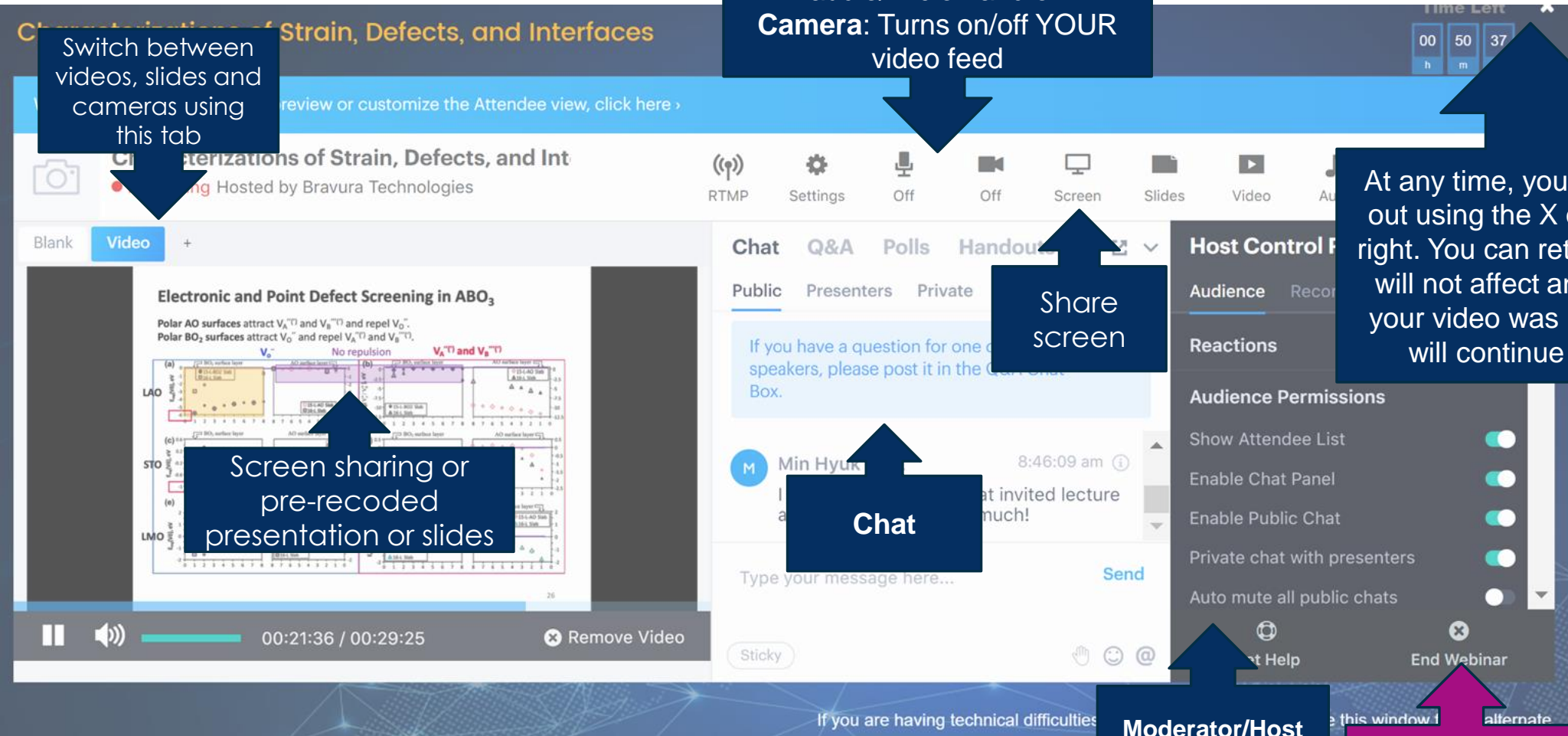
BIGMARKER: CONTROL PANEL

Video: Upload a video to play during the session. **This can be your pre-recorded video.**

Countdown Clock: Shows remaining time in the session

Chat: Allow attendees to post comments

Q&A: Allow attendees to post questions you can respond to

Polls: Post multiple choice question and see real time results

Handouts: Upload any files for attendees to access and download <u>during</u> the live session.

Slides: Share PowerPoint presentations, saved as PDF. Presentations shared from here can be pre-loaded. Animations are not supported

RTMP | Settings | Off | Off | Screen | Slides | Video | Audio | Offer | More

Chat | Q&A | Polls | Handouts

Public | Presenters | Private | Twitter

Host Control Panel

Audience | Recording | Automation | Adva

Chat | Q&A | Polls | Handouts

Public | Presenters | Private | Twitter

Set a sticky message here

If you speak Box.

M Min Hyuk Park

I am expecting your great invited lecture a lot. :) Thank you very much!

Type your message here... | Send

Sticky

Enable Chat Panel

Enable Public Chat

Private chat with presenters

Auto mute all public chats

Get Help | End Webinar

Remove Video

If you are having technical difficulties with audio/video, please close this window for an alternate

BIGMARKER: UPLOADING VIDEOS

If you have a pre-recorded video or slides, upload the video/slides ahead of the session start time by using the **Video/Slides** button on the control panel. We recommend that you use a MP4 video (and not a YouTube or DropBox link to video) or a PowerPoint converted to a PDF and pre-upload the slides or video instead of screensharing. This feature, unique to BigMarker, allows you to play the video from the cloud and not your personal computer. If you were to lose connectivity during the session, your video will continue to play.

Multiple videos and slides can be uploaded. All speakers will have access to all files uploaded in a session. All speakers and moderators can stop/pause videos or move to next/previous slides.

Your event organizer might have already uploaded your video: make sure you check this under Videos!
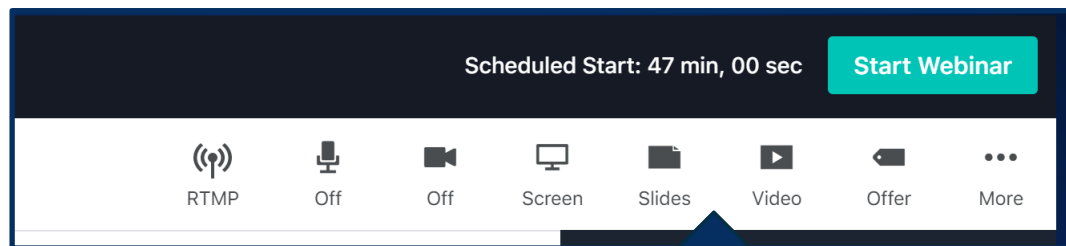
Upload here
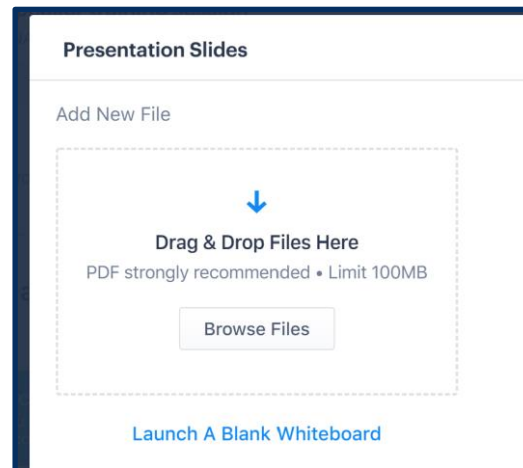
100 MB is the size limit for each slide set
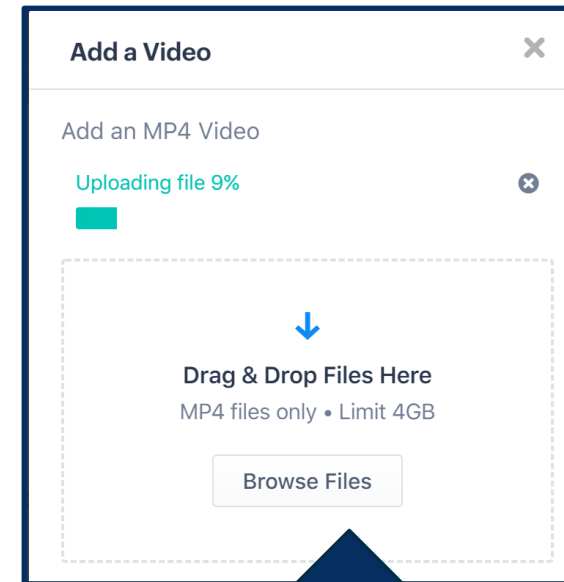
4 GB is the size limit for each video

BIGMARKER: CHAT

Public Chat: All attendees and the speakers and moderators can use chat. Everyone sees the chat comments.
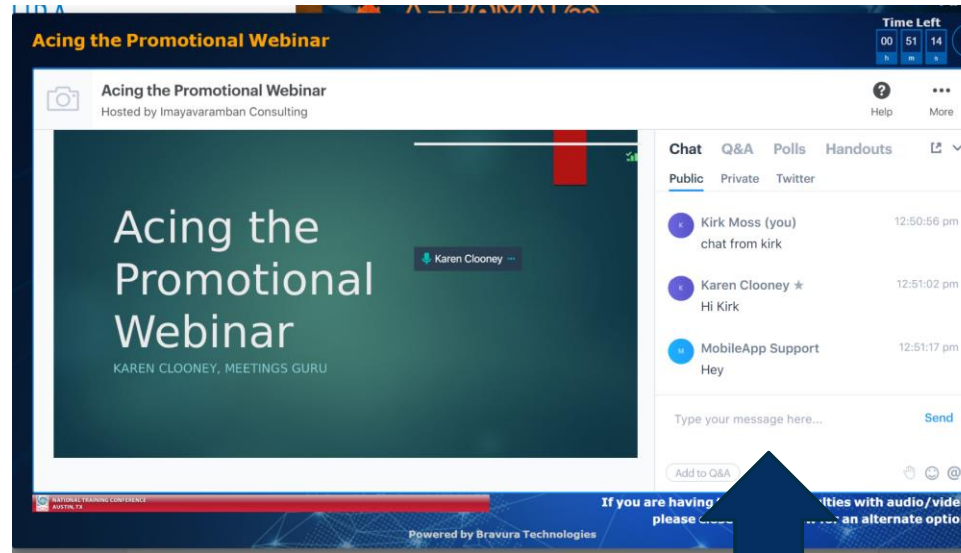
Attendee view of chat

Presenter Chat: Use this to chat between presenters and moderators and support staff. Attendees cannot see this chat!

Public Chat: All attendees and the speakers and moderators can use chat. Everyone sees the chat comments. If this is distracting, it is OK to ask your moderator to turn off public chat before the session starts and encourage attendees to use Q&A for questions!

Click <u>HERE</u> for further instructions on Chat.

BIGMARKER: HANDOUTS AND Q&A

Q&A: only the speakers and moderators will see the questions posted on Q&A. The speaker/moderator can choose to 'publish' a question so all attendees can see it and then upvote. However, typically the Q&A is posted by the attendee and viewed by the speaker and the speaker or moderator should read the question out loud before responding to it.

You can archive a question after you have responded to it. You can publish a question so other attendees can upvote.

Click <u>HERE</u> for further instructions on Q&A.
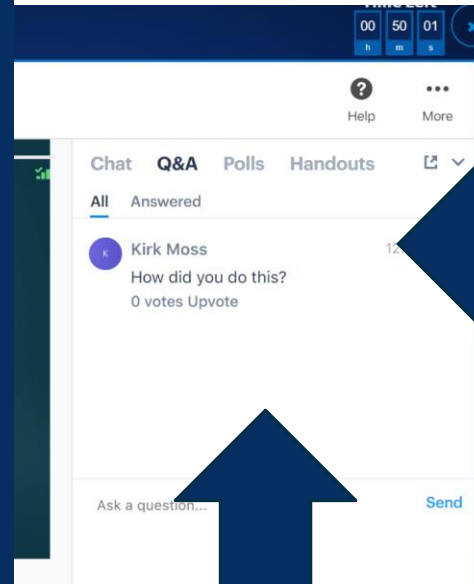
Attendee view of Q&A

Attendees can view and download handouts uploaded by the speakers. Clicking the eye will open the handout over the presentation screen. Downloads open in a separate window.

These handouts are available to attendees <u>only</u> during your live session. To share handouts with all attendees, use the Documents tab on the speaker console, on your session details.

BIGMARKER: POLLS

For a video overview of how to create and publish polls and run a pre-recorded video during your live session, Click Here

Speakers can create polls that attendees can participate in. **You can pre-create polls and publish them during your presentation, one by one.**

Click HERE for further instructions on Polls.

Attendee view of poll

Poll results - available to speakers

BIGMARKER: SESSION START

Speaker view of waiting room 60 minutes prior to session

Backstage: Presenters Only
Waiting room opened

Speakers can join the session 60 minutes ahead of the scheduled time. Attendees can join 5 minutes ahead.

The attendees will be kept in a waiting area prior to the session start time. They cannot see what you are doing while you familiarize yourself with the control panel.

****SPEAKERS DO NOT NEED TO START THE BROADCAST/WEBINAR, IT WILL START AUTOMATICALLY AT THE SCHEDULED START TIME.***

Going live to attendees in 3...

e session that starts at 10 am

((·))
RTMP

🎤
Off

Speaker will be given a 15 second countdown before going live!

You do not need to start the webinar. It starts automatically!

Scheduled Start: 47 min, 00 sec   **Start Webinar**

((·))
RTMP

🎤
Off

🎥
Off

🖥
Screen

📄
Slides

▶
Video

◀
Offer

•••
More

BIGMARKER: RECORDING

Your session will be set to auto-record, IGNORE/close this prompt.

Recording can also be started or stopped here, <u>once stopped it cannot be restarted</u>.

SESSION PRESENTERS VS MODERATORS IN BIGMARKER

The event admin can set you up as a moderator. Moderators join the session using the SPEAKER console just like a presenter but will see the <u>host control panel</u> in addition to everything a presenter sees.
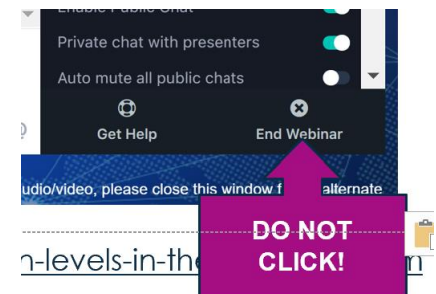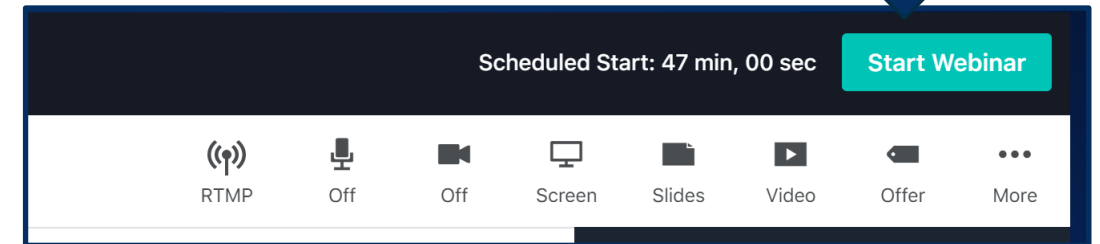
NOTE: there can be multiple moderators.

A moderator can do everything a speaker does and also:

-start or end a session recording (if not set to auto record)

-enable/disable attendee list

-enable/disable public chat or Q&A

-enable/disable INDIVIDUAL speaker mics/webcams

-remove attendees from the webinar

-mute and/or block any mics/webcams

-end a webinar (this kicks everyone out! DON'T USE THIS

                unless session has ended☺)

You do not need to start the webinar. It starts automatically!

Scheduled Start: 47 min, 00 sec   **Start Webinar**

| RTMP | Off | Off | Screen | Slides | Video | Offer | More |

Enable Public Chat
Private chat with presenters
Auto mute all public chats

Get Help   End Webinar

udio/video, please close this window f   alternate

DO NOT CLICK!

For a video overview for moderators, Click Here

https://bigmarker.zendesk.com/hc/en-us/articles/210136873-Permission-levels-in-the-webinar-room for more information on moderators vs presenters

PRESENTING LIVE: ZOOM WEBINAR

The following section refers to the speaker experience during a LIVE Zoom WEBINAR session.

Speakers who are looking to present live require reliable internet connectivity with sufficient bandwidth, due to the large amount of video and content being shared. We suggest you pre-record a portion of your presentation, if possible.

Speaker internet connectivity, mic and camera availability, is the responsibility of the Speaker/Event Organizer.

For a video overview of the speaker experience in Zoom, Click Here

Ask your Event Organizer if you are presenting using Zoom or BigMarker so you can refer to the correct section in this guide

Test your internet speed **here** using our system check.

The optimum speed for hosts who want to share microphones, web cams, desktops, and presentations is 10Mbps+. If possible, a wired connection is much more stable and will help prevent dropped connections and interference.
Tips and Tricks

JOIN VIRTUAL SESSION: ZOOM WEBINAR
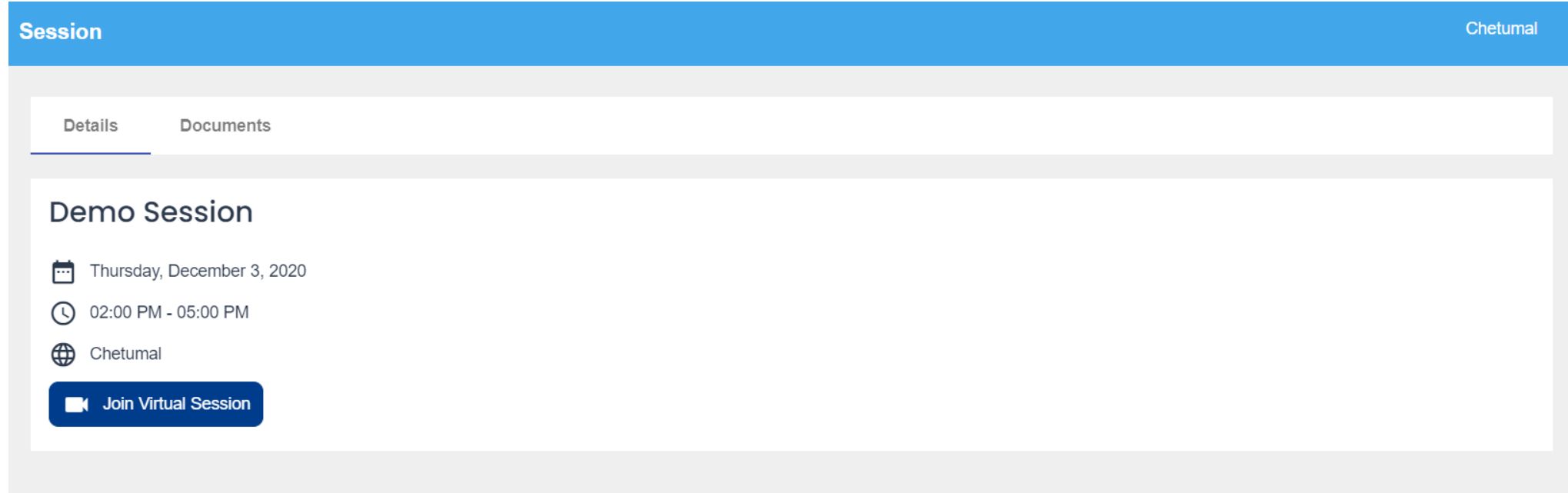
Select to 'Join Virtual Session' to launch the session as a presenter. This is available 60 minutes before the scheduled start time of the session.

Check the 'Tips for virtual speaker' section on this guide for some useful tips.

Take a moment to familiarize yourself with the control panel prior to the session. See following pages for details on the Control Panel.

Speakers can join the session 60 minutes ahead of the scheduled time. Attendees can join 5 minutes ahead. Feel free to familiarize yourself with the speaker options during your 60 minutes! In a Zoom webinar, attendees will only be able to join if the webinar has started broadcasting so the host should start the broadcast 5 minutes ahead to let attendees in. There is no waiting room in ZOOM.

ZOOM PRACTICE SESSION

Session   Eastern Time (US & Canada)

Details   Documents

General Session

📅 Thursday, December 17, 2020

🕐 12:00 PM - 04:00 PM

🌐 Eastern Time (US & Canada)

🎥 Join Virtual Session   ➕🎥 Join Practice Session

Click to Join a Practice Session to get familiar with the Zoom webinar platform without joining your actual Webinar session

TIPS:
- Any polls created in practice session will carry of to live, so we recommend creating in practice if you want to keep it, or delete after you have practiced if you do not want to keep it
- In practice mode you will have host access, but you may not have this in the live session
- Practice sessions are only available until the day before the event start date
- See the next page for information on your control panel. This will be the same for your practice session and live session.

ZOOM WEBINAR: CONTROL PANEL
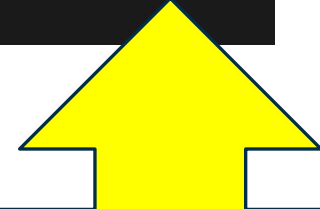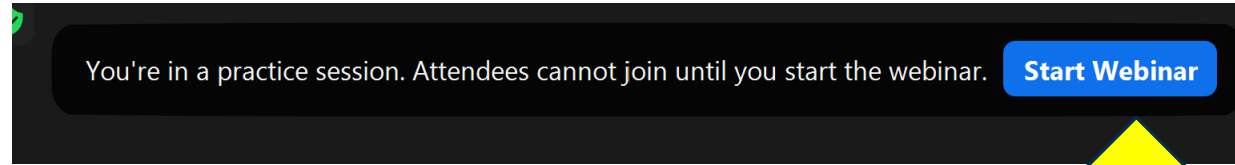
You're in a practice session. Attendees cannot join until you start the webinar. **Start Webinar**

Attendees will not be able to join the session until you click the Broadcast/Start Webinar button. Be sure to click this 6 minutes before the scheduled start. This also starts the recording.

Unmute: Turn your computer audio/mic on and off
Start Video: Turns on/off YOUR video feed

Respond to Q/A

Respond to Chats

Enable Closed Captioning

See the attendee list

Post a poll

Share screen

All webinars are set to auto-record.

ZOOM WEBINAR: MANAGING Q&A
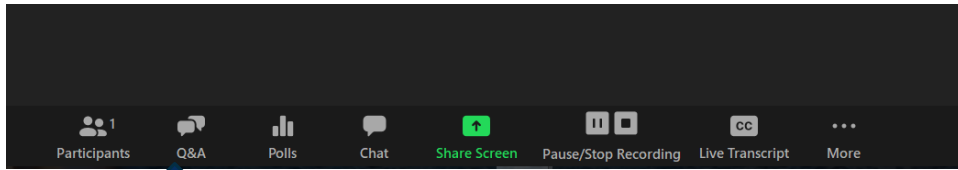
Hover over a question to show the 'Dismiss' option to move a question to the 'Dismissed' tab

Click Here to View Q&A

Lisa Robins 11:31 AM

Thanks for the help!

✕ Dismiss

Answer live   Type answer

Open (2)   Answered (1)   Dismissed

Anonymous Attendee 11:26 AM

How can I schedule a meeting?

Answer live   Type answer

Click to Answer a Question Live, or Type answer to respond to a question, this will move the question to the 'Answered' tab

Click **HERE** for further instructions on Q&A.

All panelists (Speakers and moderators) can view Q&A

ZOOM WEBINAR: MANAGING CHAT
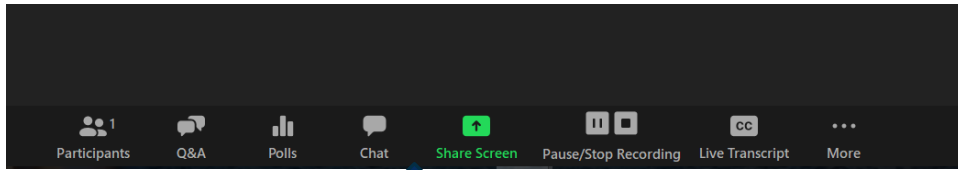
Click Here to View Chat options
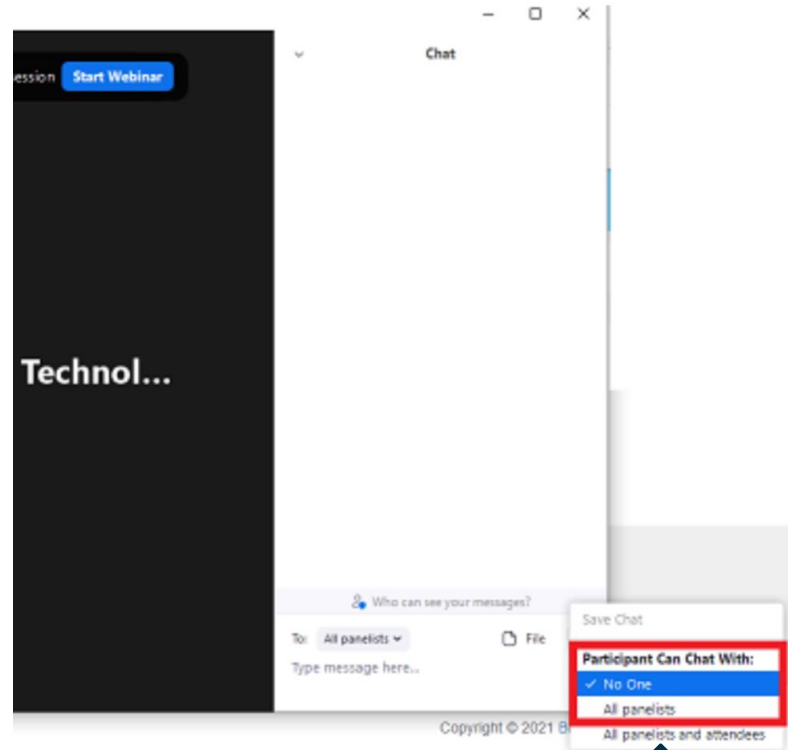
At the bottom of the in-meeting Zoom Group Chat window, click More, and then choose an option to Allow attendees to chat with specific groups or to disable chat for attendees.

ZOOM WEBINAR: POLLS
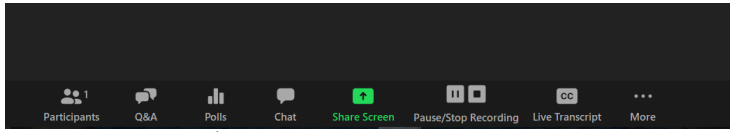
Select to Create a Poll

Select 'Add a Question' from the pop-up menu to add a new poll

Add a Question

Fill in the below form and then click 'Add a Question' to add another poll question, or click save to add this to your Zoom webinar

Add a Poll

Enter a title for this poll.

☐ Anonymous? ⓘ

1. Type your question here.

● Single Choice   ○ Multiple Choice

Participants Q&A Polls Chat Share Screen Pause/Stop Recording Live Transcript More

Polls

Polling 1:   Edit

1. Test

○ A

○ B

☐ Allow Panelists to vote   **Launch Polling**

Select 'Launch Polling' to publish the poll

Click HERE for further instructions on polling.

Only the host can edit or add polls during a meeting.
You can create a max of 25 polls for a single meeting, with each poll having a max of 10 questions.

ZOOM WEBINAR: CAPTIONS
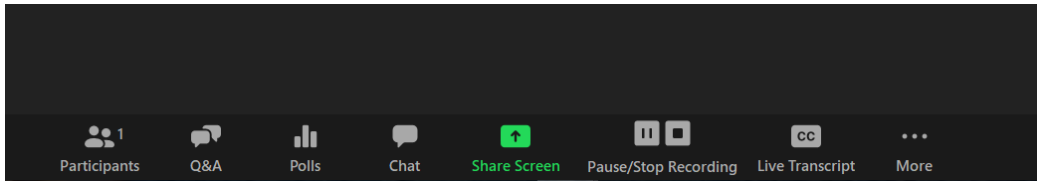
Select to enable or disable Closed captions
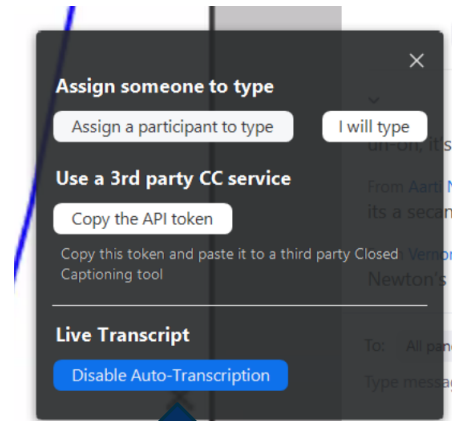
Select to enable or disable Auto Transcription for the session.
Attendees can also choose to disable the display on their end.

SESSION PRESENTERS VS MODERATORS IN ZOOM

The event admin can set you up as a moderator. Moderators join the session using the SPEAKER console just like a presenter, but they have HOST access. Roles are assigned by the event organizer. Speakers cannot join the session until a moderator (host) has joined.

The first moderator who joins is designated as the host. They can pass on host control to another participant or set up co-hosts. In Zoom webinars, there can only be ONE host.

Only the host can start and stop the webinar.

As a co-host or host, you can do everything a speaker does and also:

-create and edit polls

-enable and disable chat

-enable closed caption

-mute/unmute others

-start, pause or end cloud recording

-set up live stream features
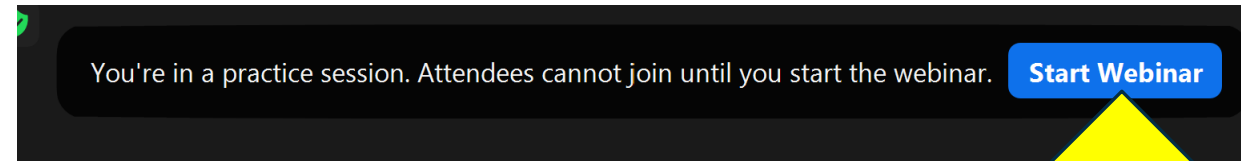
You're in a practice session. Attendees cannot join until you start the webinar. **Start Webinar**

Attendees will not be able to join the session until you click the Broadcast/Start Webinar button. Be sure to click this 6 minutes before the scheduled start. This also starts the recording.

https://support.zoom.us/hc/en-us/articles/360000252726-Roles-in-a-webinar for more information on hosts vs panelists

ON DEMAND MEETINGS WITH ATTENDEES

This feature is not available for all events. If it has been enabled for your event, you will see the option to set time periods when you are available to meet virtually with attendees for your On Demand sessions. Click <u>here</u> to view a training video on this feature.

On the <u>Speaker console</u>:

Note the Time Zone

My Sessions

My Profile

On Demand Attendee Meetings

? User Guide

ⓘ Need Help?

On Demand attendee meetings   Eastern Time (US & Canada)

These are time periods when attendees can meet with you on a video call. Click on the button "I am available" to confirm that you will be available to meet with attendees, virtually. If you do not click on this button, attendees will not see you as available to meet. Once you set yourself to be available, make sure you join the meeting on your 'My Schedule' within the CONNECT platform and stay on the meeting for the entire time period.

Fri, Oct 23, 2020 12:00 PM - 12:30 PM   I am available

Fri, Oct 23, 2020 12:30 PM - 01:00 PM   I am available

Select I am available if you are available to Meet Now during this time

ON DEMAND MEETINGS WITH ATTENDEES

During the event dates, login to the <u>CONNECT platform</u> and select the My Schedule option

Select the appointment for the current time slot. And Select Join Virtual Meeting.

OR

Select your presentation or session and click on <u>Meet Speaker Now!</u>

Remember each slot is 30 or 60 minutes so you will need to exit and join your next configured appointment
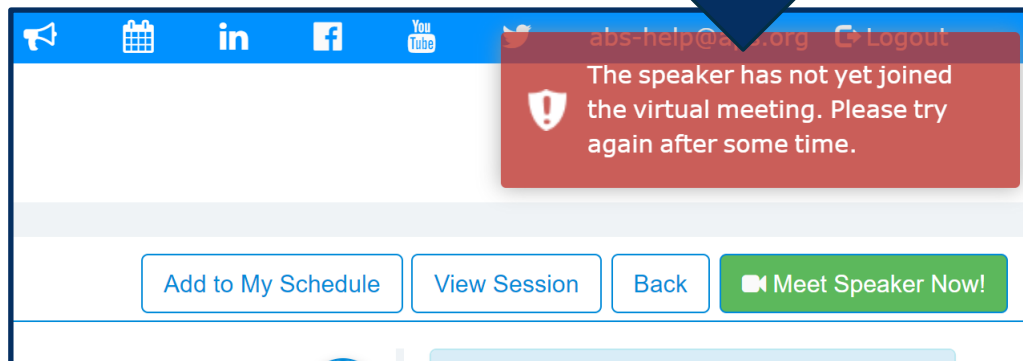
ON DEMAND MEETINGS WITH ATTENDEES

Stay on your meeting for the entire duration, this is like a Zoom call. Attendees will be able to pop in at any time!

Poster Details | Add to My Schedule | View Session | Back | 📹 Meet Speaker Now!

Poster Topic   F01:8: Symbolic Tools in ECSK Theory
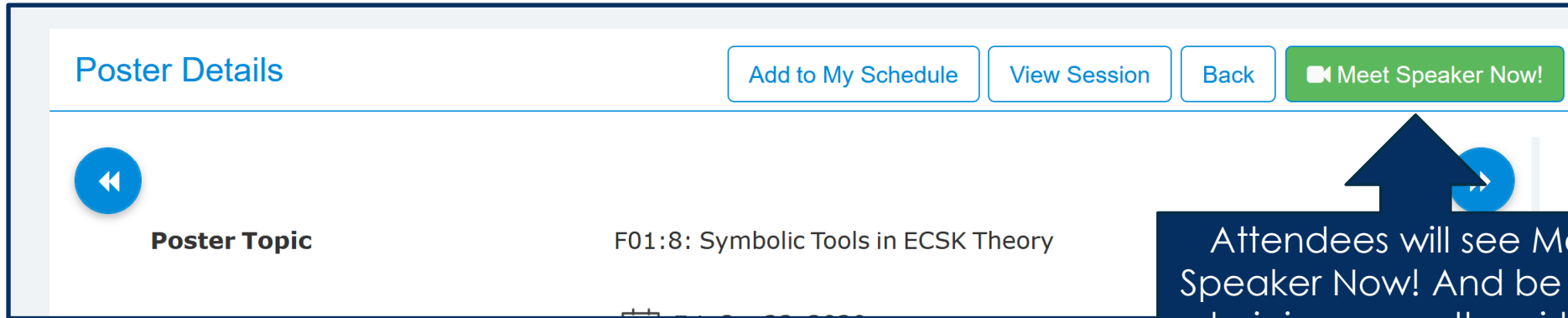
Attendees will see Meet Speaker Now! And be able to join you on the virtual meeting

Attendees will see an error when you set yourself to available but did not join the meeting

abs-help@aps.org   Logout
The speaker has not yet joined the virtual meeting. Please try again after some time.

Add to My Schedule | View Session | Back | 📹 Meet Speaker Now!

Attendees will see a disabled option during the times when you set yourself to not available

Add to My Schedule | View Session | Back | 📹 Meet Speaker Now!

Message Board
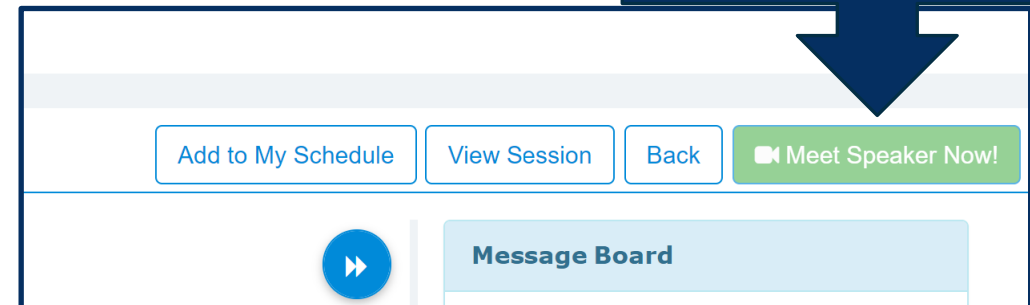
HYBRID WEBINARS

The following section refers to the speaker experience during a Hybrid WEBINAR session. The hybrid model has presenters and moderators participating in both in person and virtual modes, and attendees participating both in person and virtually.

Zoom or BigMarker cannot be solely used for a hybrid session since in person attendees will not be in the zoom meeting. Bravura uses Zoom for the AV and virtual speakers and uses its own AWS streaming component for virtual attendees.

In a hybrid webinar:
- **In person attendees can use the Bravura app to chat and submit Q&A and Live Polls. They will watch the live session from the room/location. This is Bravura's Q&A, chat, live poll modules (not Zoom).**
- **Virtual attendees can use CONNECT Online to watch the streaming session, and to chat and submit Q&A and Live Polls. Zoom is not used by virtual attendees.**
- **In person speakers will present live. A moderator/AV staff will be able to use the SPEAKER console to view the chat and Q&A and run the Live Polls.**
- **Virtual speakers will join via ZOOM but they will not use the ZOOM Q&A or chat or live polls. Again, a moderator/AV staff will be able to use the SPEAKER console to view the chat and Q&A and run the Live Polls.**

HYBRID WEBINARS: Q&A

Questions from in person and virtual attendees

Session

Eastern Time (US & Canada)

Details   Documents   **Q & A**   Chat   Speakers

Open questions   Published Q&A   All questions

↻ Refresh

B   **Bravura Support** to All Speakers
Will the next event be virtual as well?

Feb 22, 2022, 9:30:58 AM   ✕

↩ Answer   ✈ Publish

Answer to respond here or respond live
Publish to make the question viewable by attendees

B   **Bravura Support** to All Speakers
What is the weather like where you are?

Feb 22, 2022, 9:30:12 AM   ✕

↩ Answer   ✈ Publish

B

Feb 21, 2022, 11:25:16 AM   ✕

HYBRID WEBINARS: Q&A

Who asked the question…

Answer ✕

B **Bravura Support** Feb 22, 2022, 9:30:58 AM

Will the next event be virtual as well?

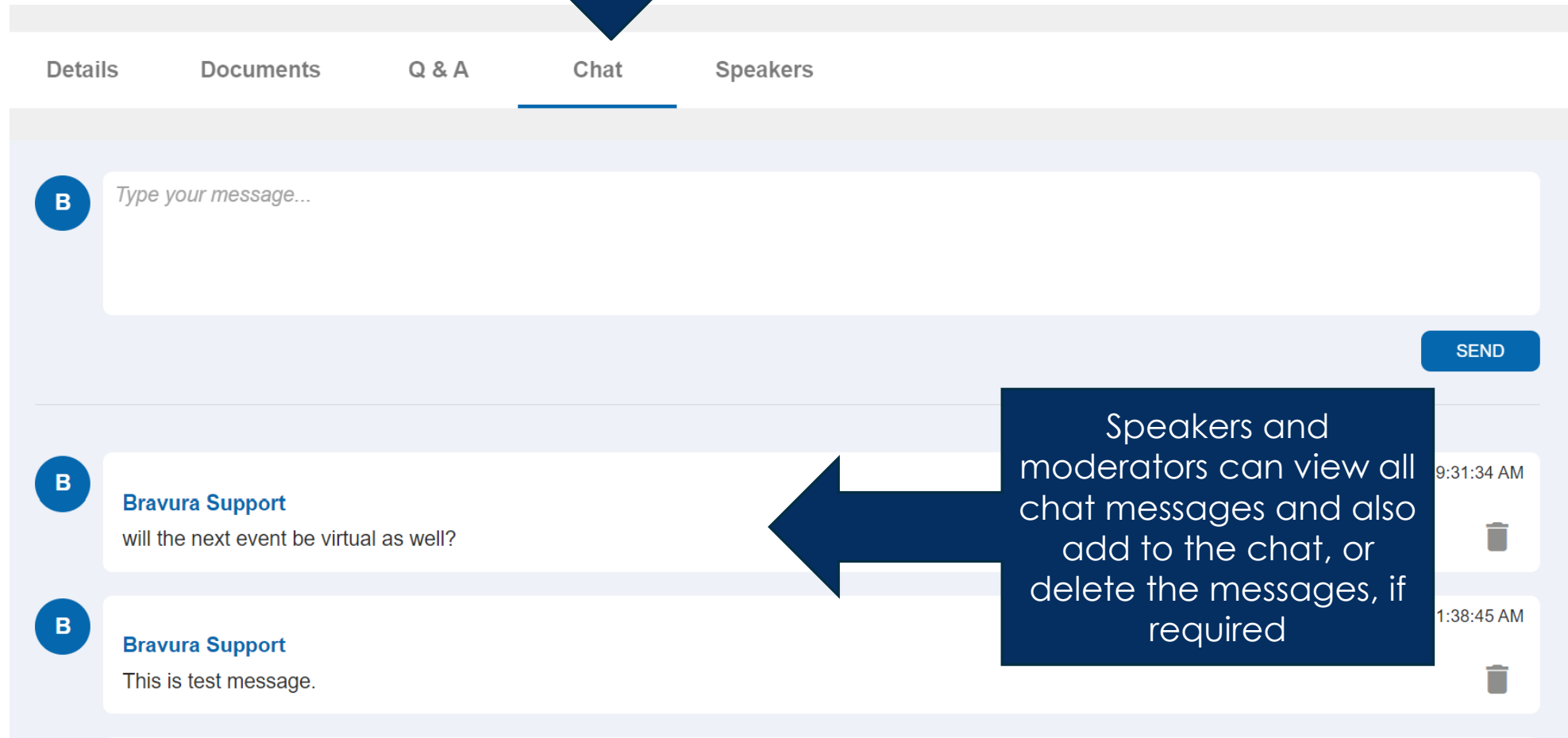Type answer here

☐ ANSWER LIVE

✓ Submit

Answer Live indicates that the speaker will respond to this orally. Alternatively, the speaker can type in a response here which will publish the response for attendees to view.
Once responded, the question will be removed from the **Open questions** section.

HYBRID WEBINARS: CHAT

View chat

Details   Documents   Q & A   **Chat**   Speakers

B   *Type your message...*

SEND

B

Bravura Support

will the next event be virtual as well?

9:31:34 AM

B

Bravura Support

This is test message.

1:38:45 AM

Speakers and moderators can view all chat messages and also add to the chat, or delete the messages, if required