

SPEAKER GUIDE

For Bravura CONNECT

Overview

Speaker profile set up

Share Documents with Attendees

Virtual features

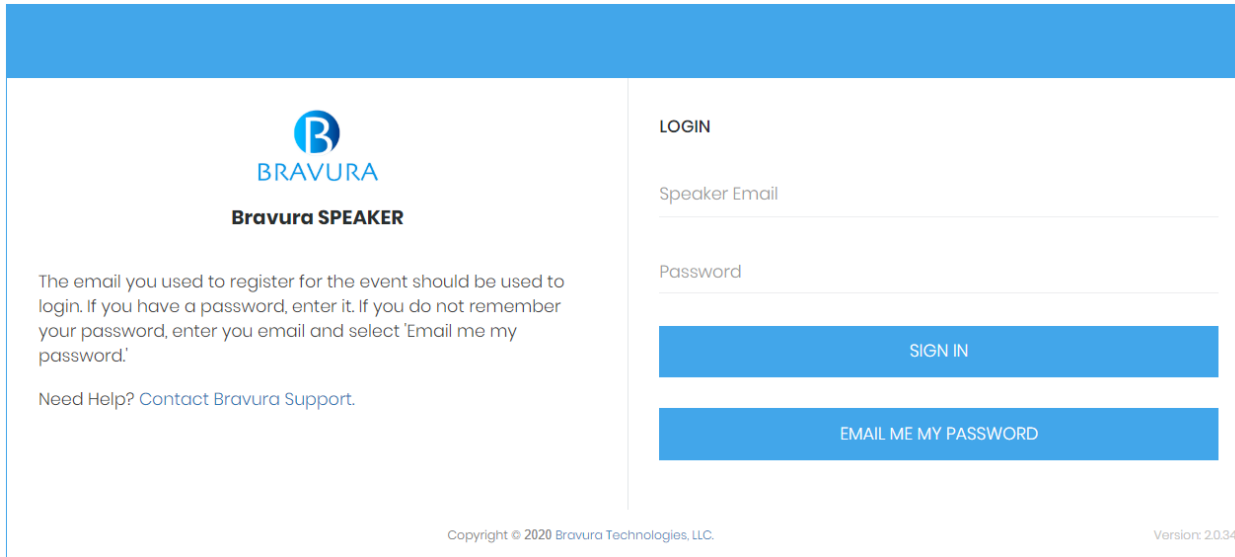
Live Polls

Q&A



BRAVURA

SPEAKER PORTAL OVERVIEW



The screenshot shows the Bravura Speaker Portal login interface. On the left, there is a logo for Bravura and the text 'Bravura SPEAKER'. Below the logo, there is a paragraph of text: 'The email you used to register for the event should be used to login. If you have a password, enter it. If you do not remember your password, enter you email and select 'Email me my password.' Below this text is a link: 'Need Help? Contact Bravura Support.' On the right side, there is a 'LOGIN' section with two input fields: 'Speaker Email' and 'Password'. Below these fields are two blue buttons: 'SIGN IN' and 'EMAIL ME MY PASSWORD'. At the bottom of the page, there is a copyright notice: 'Copyright © 2020 Bravura Technologies, LLC.' and a version number: 'Version: 20.34'.

You will receive a link to this portal from the event organizer with your password. If you did not receive a password, leave it empty

Log in using your registered email address, and the password communicated to you by the event organizer or use the Email me my password button after entering their email address

The speaker portal is used to manage a speaker's sessions.

Once you are in the portal, you can:

- View and manage your sessions
- Set up your speaker profile
- Join virtual sessions as a speaker/presenter/moderator
- Pre-record virtual sessions
- Set up documents and videos for your sessions, available to event attendees

Some options described may not be available for your event.

HOW TO GET HELP

The screenshot shows a web application interface. On the left is a blue sidebar with three menu items: 'My Sessions', 'My Profile', and 'User Guide'. The 'User Guide' item is highlighted with a green arrow pointing to a green callout box that says 'Reach out to us for Support!'. The main content area is titled 'Session' and shows a 'Documents' tab. It contains a table with columns for 'Name', 'Document', and 'Description'. Above the table are buttons for '+ Add Link' and 'Upload Document'. A green callout box on the right says 'Live Chat during Business hours and event hours!' with a green arrow pointing to a blue 'Chat' button at the bottom right. The footer contains the text 'Copyright © 2021 Bravura Technologies, LLC.' and the time 'Eastern Time (US & Canada)'.

My Sessions

My Profile

User Guide

Session

Eastern Time (US & Canada)

Details Documents

+ Add Link Upload Document

Information listed below will be available to event attendees

Name	Document	Description
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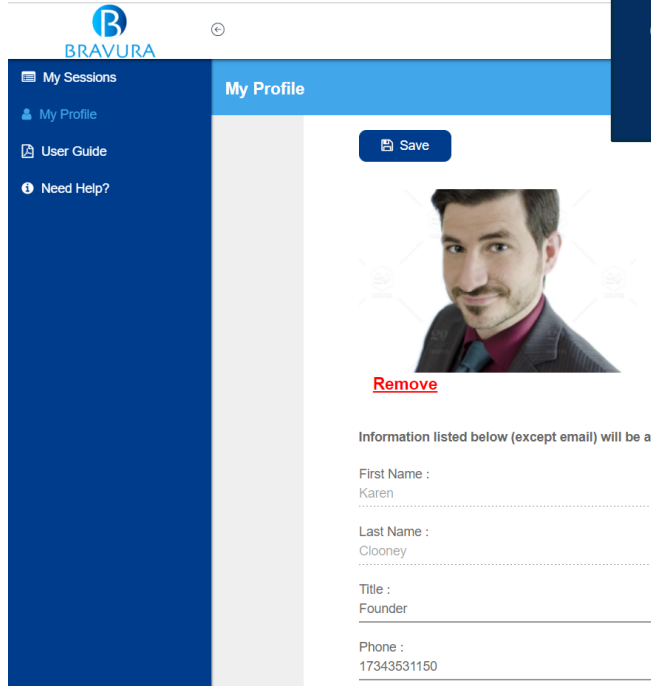
Reach out to us for Support!

Live Chat during Business hours and event hours!

Chat

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SETTING UP YOUR PROFILE



All information is not required. Only add what you want attendees to view.



Change your speaker login password. This does not change your password for the virtual meeting platform or the app



My Profile

Tags Save Change Password

Select searchable tags



Upload a profile photo and edit your personal information in the 'My Profile' section

All information uploaded will be visible to meeting attendees, except for your email.

You can also enter keywords and select tags that will qualify you for search.

Meeting attendees can search for speakers and it uses the name, affiliation, bio and keywords

SHARE DOCUMENTS WITH ATTENDEES

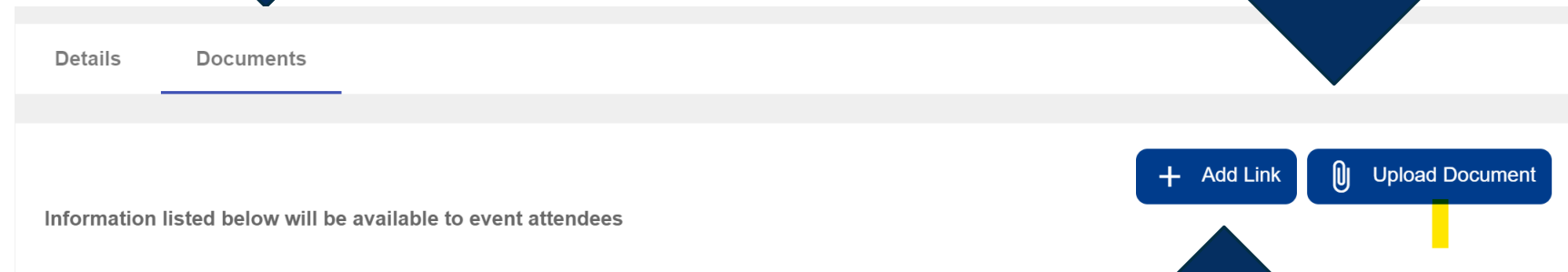
Documents can be uploaded for each of your sessions.

Select the desired session, and navigate to the 'Documents' tab

These documents are available to attendees before, and after your session and not just during your session.

Use this area to upload documents for your session.

Select 'Upload document' to upload a document from your computer to be available to attendees



Add a link to or video or website

ADD DOCUMENTS

Each document or link requires
a **'Name'**

Upload Document

Name (max 100 characters) *

Document* (file name should not have special characters or hyphens and should be less than 50 characters.)

Choose File No file chosen

Description (max 1000 characters)

Save

Add Document

Name (max 100 characters) *

Link (max 255 characters, use https:// or http://) *

Description (max 1000 characters)

Add a link to
or video or
website

Save

Files can be in any format, including video formats but are limited to 25 MB each. If you have a large file, create a link to it and use the Add Link feature.

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

VIRTUAL SPEAKER GUIDE

For Bravura CONNECT

If you are presenting in a virtual event, refer to the Bravura Virtual Speaker Guide for an in-depth look at pre-recording, and presenting in virtual sessions.



BRAVURA

LIVE POLLS

Select the Live Poll tab on the session details

Session

Eastern Time (US & Canada)

Details

Documents

Live Poll

Polling Session 3/7 A

+ Add New

View Question

View Results

Export Results

Add a new question

Excel export of all voting results

Selection Type

Order

Single

1



Multiple

2



LIVE POLLS: VIEW QUESTION

Session

Eastern Time (US & Canada)

The screenshot displays a web interface for a live poll. At the top, there are tabs for 'Details', 'Documents', and 'Live Poll'. Below the tabs are three buttons: '+ Add New', 'View Question', and 'View Results'. A blue callout box with an upward arrow points to the 'View Question' button, containing the text: 'Select View Question to view the first question and navigate to the next one'. The main content area is titled 'Polling Session 3/7 A' and shows 'Question 1 : What is your favorite number'. The results are displayed as a horizontal bar chart with three categories: '1 : 1' (blue bar), '2 : 2' (orange bar), and '3 : 3' (green bar). Below the chart are two buttons: 'Publish Question' and 'Publish Result'. A red double-right arrow button is located at the bottom right of the poll area. A blue callout box with an upward arrow points to this button, containing the text: 'Next question'.

Details Documents **Live Poll**

+ Add New View Question View Results

Question

What is your

What is your

Question 1 : What is your favorite number

Question 1 : 1

Results 2 : 2

3 : 3

Publish Question

Publish Result

Next question

LIVE POLLS: VIEW RESULTS

Session

The screenshot shows a web interface for a live poll. At the top, there are tabs for 'Details', 'Documents', and 'Live Poll'. Below the tabs, there are four buttons: '+ Add New', 'View Question', 'View Results', and 'Export Results'. A callout box points to the 'View Results' button with the text: 'Select View Results to view the first set of results and navigate to the next one'. The main content area displays 'Question 1 : What is your favorite number'. On the left, there are buttons for 'Question', 'Results', 'Publish Question', and 'Publish Result'. A large blue donut chart shows 100% for option '1-2'. A legend on the right shows three options: '1 - 2 (100%)' in blue, '2 - 0' in orange, and '3 - 0' in green. A callout box points to the chart with the text: 'Results can be viewed as a bar graph or pie chart'. At the bottom, there are radio buttons for 'Pie Chart' (selected) and 'Bar Chart'. A red 'Next' button is visible on the right, with a callout box pointing to it that says 'Next question'.

Canada

Details Documents Live Poll

+ Add New View Question View Results Export Results

Question

What is your favorite number

What is your favorite laptop b

Question Results Publish Question Publish Result

100 1:2

1 - 2 (100%) 2 - 0 3 - 0

Pie Chart Bar Chart

Next question

LIVE POLLS: ADD A QUESTION

Session

Eas

Details Documents Live Poll

Polling Session 3/7 A - Add Question

Question *
Favorite morning drink

Selection Type *
Single

Graph Type *
Pie chart

Option *
Orange Juice

+ Add Option

Options:

Description	Order
Coffee	1
Tea	2

Determines if the user can select one or multiple options

Question

Add an option

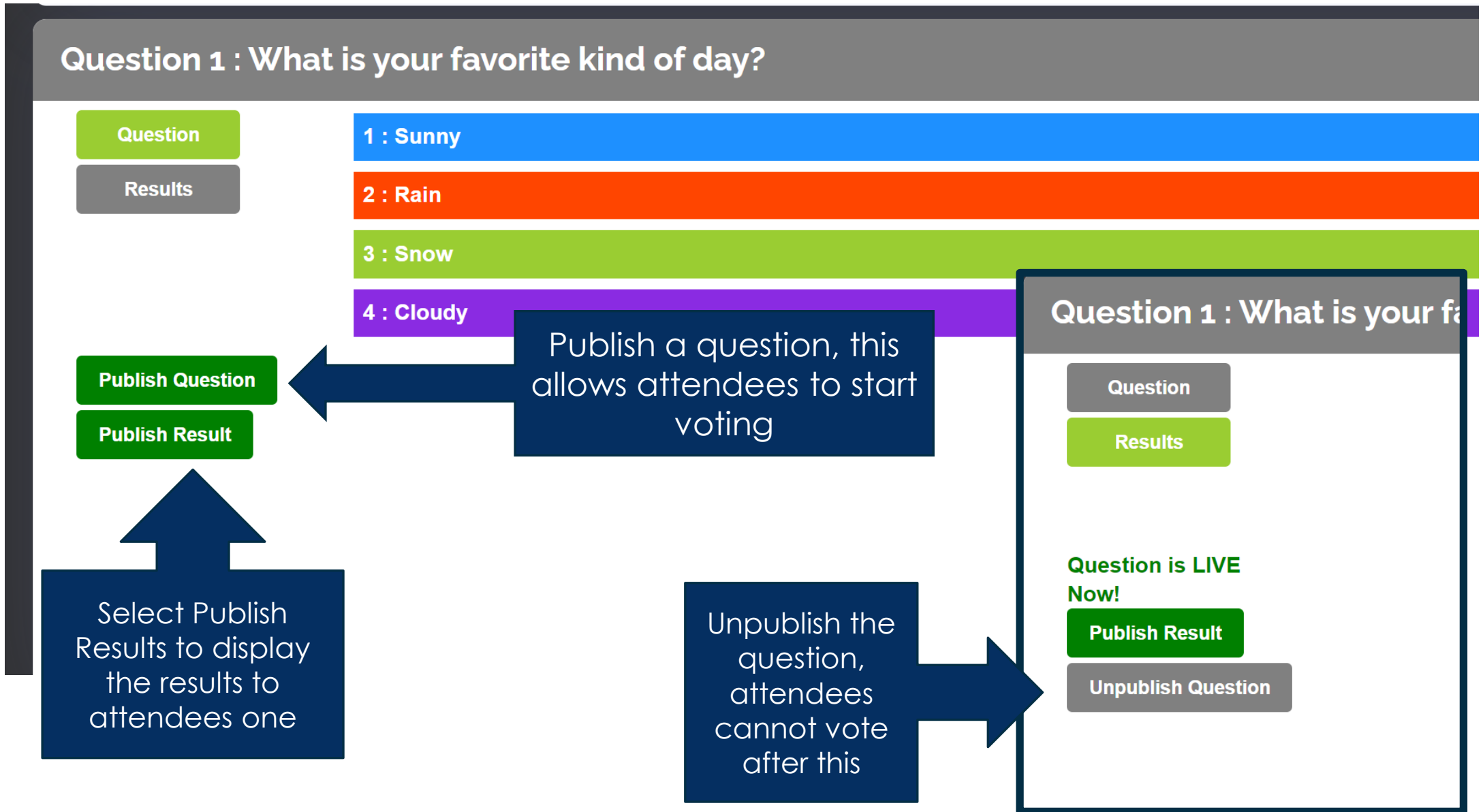
+ Add Option

Options:

List of options

Results display type

LIVE POLLS: PUBLISH A QUESTION



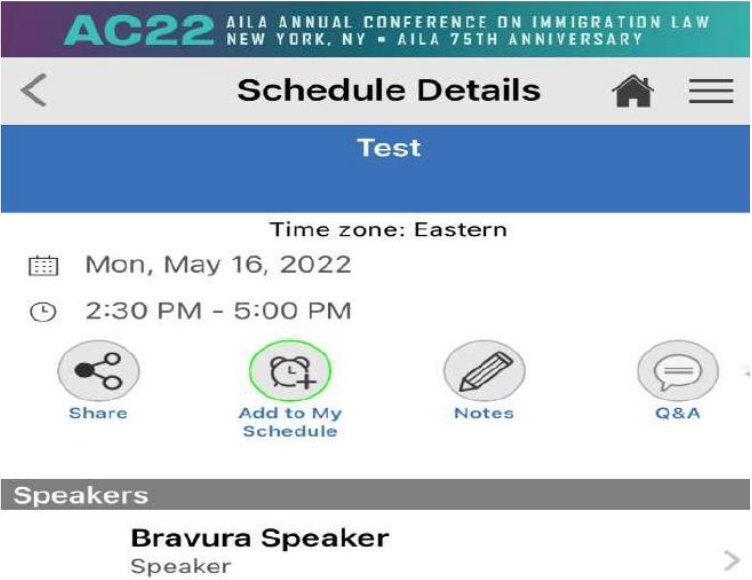
LIVE POLLS: ON APP

Speakers can publish questions and view and publish Live Poll results using the app. [Click here](#) for a quick video on how the experience is for a speaker who has logged in to the CONNECT app.

Any speaker for a session can publish live poll questions for that session. [Questions have to be created using the SPEAKER console and not using the app.](#)

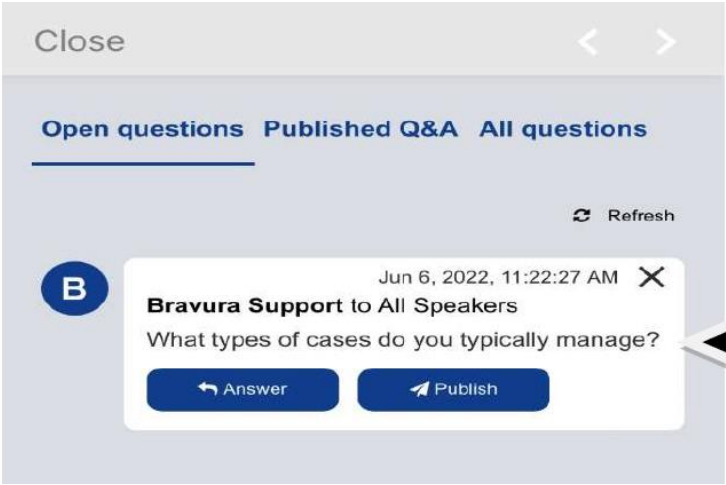
Attendees can vote on published questions using the app. [Click here](#) for a quick video on how the experience is for an attendee using the CONNECT app.

Q&A ON APP

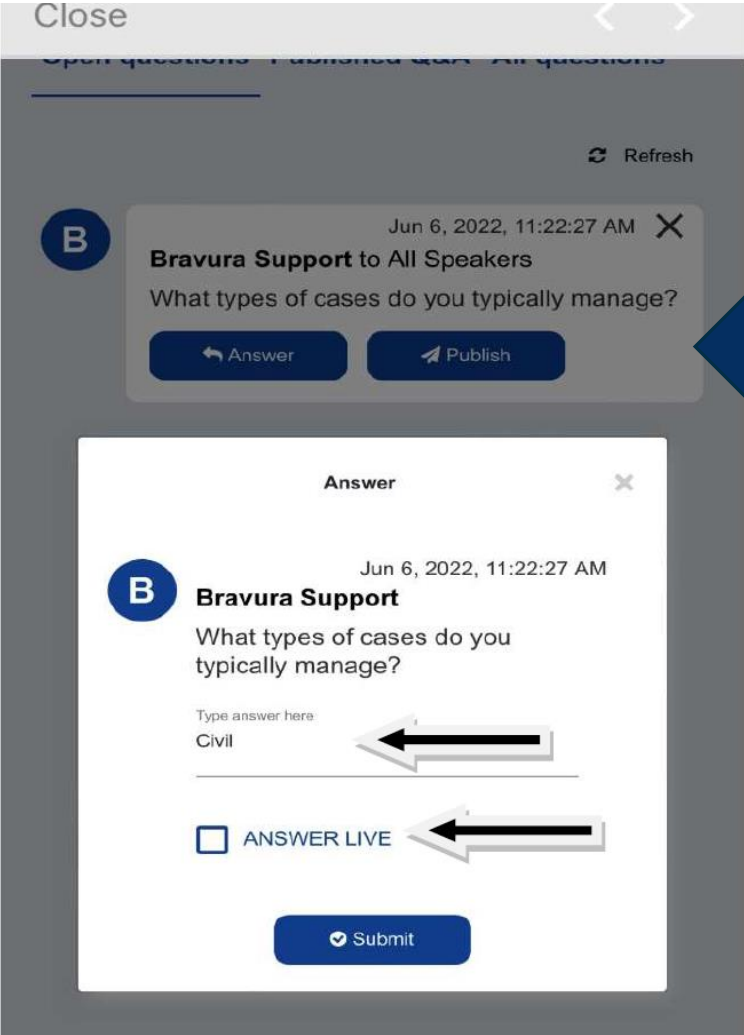


Attendees and speakers access Q&A from the app

Speakers will see all unanswered questions in the Open Questions view on the app



Q&A ON APP



Speakers can choose to answer questions 'live', which means they won't be typing a response. Or they can answer by typing in a response.

Responses will only be displayed to the attendee who asked the question and to all speakers. Published questions and responses will be displayed to all app users.

