SPEAKER BRIEFING
(Oral or Plenary Session)

Dear Speaker,

Thank you for speaking at the virtual EUBCE conference taking place on 9-12 May 2022. Please read the technical briefing carefully as it includes all the key information you need to know for your participation.

Session Streaming

All the sessions of EUBCE will take place on **Zoom**, with real time interaction between presenters and audience. While the meeting is taking place, the technical operator will broadcast the session live to the audience on the event platform. The attendees will be watching the live streaming on the EUBCE platform.

Please make sure to have Zoom installed on your PC. To download the software please click here https://zoom.us/download

On the day of the event, we will meet in the Zoom webinar room **15 minutes before the start time of the session to test connection and audio settings.**

During the session, please ensure to:

- Have access to a quiet area with no background noises
- Connect your computer to the internet via an ethernet cable or connect wireless to a high-speed Wi-Fi (> 5Mbps upload and download - https://www.speedtest.net/)
- Use a quality headset with microphone to improve the sound quality for the audience
- Turn off all the Windows notifications and close all the applications open on your desktop
- Turn off all other tabs in your web browser

Some tips for looking great behind your webcam:

- Put your webcam at eye level
- Make sure there are no windows behind you
- Feel free to add some lights in front of you
- Use an external microphone
- Create a nice background (or select the EUBCE background)
- Look into the camera
- Dress code: smart (preferably no black clothing)

Please note that the sessions will be recorded and made available to all conference registered participants.

Slides

Presentations are livestreamed from speaker's computer: desktop broadcasting with screen sharing. It means that speakers must perform live in the scheduled session and 'PPT' documents do not have to be uploaded or sent to the event organizer in advance.

The EUBCE platform

You should have received the personal link to access the platform at https://virtual.eubce.com by email. If you have not received it, please send an email to registration@etaflorence.it

To enter the event platform, you will not have to register again. You will only need to use your personal access link.

Should you have technical problems to log in on the day of the event, please contact ETA-Florence team at +390555002280.

We highly recommend using Google Chrome as web browser. If you don't have it already installed on your PC, you can easily download it from the internet.

Social media templates

Please see below social media post template which you can share along with your speaker card if you wish.

Twitter

Proud to speak at the EUBCE on 9 -12 May

Join us at EUBCE and register

Linkedin

Proud to speak at the EUBCE on 9 -12 May

Register now and join us at EUBCE

Preparation Before the Event

Important Note: On Mac computers, you may need to update your security settings if you wish to share your screen during your presentation. You can do this through **System Preferences** > **Security & Privacy** > **Privacy** > **Screen Recording**. Check the option for zoom.us.
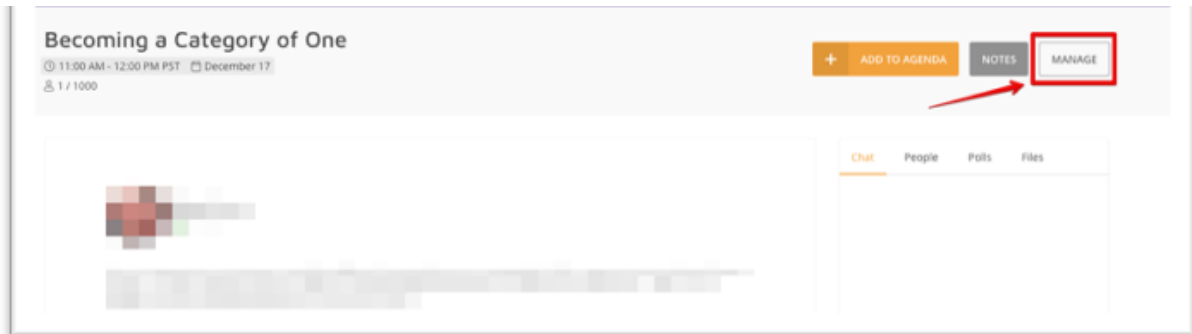
For more information, see: https://support.zoom.us/hc/en-us/articles/360016688031
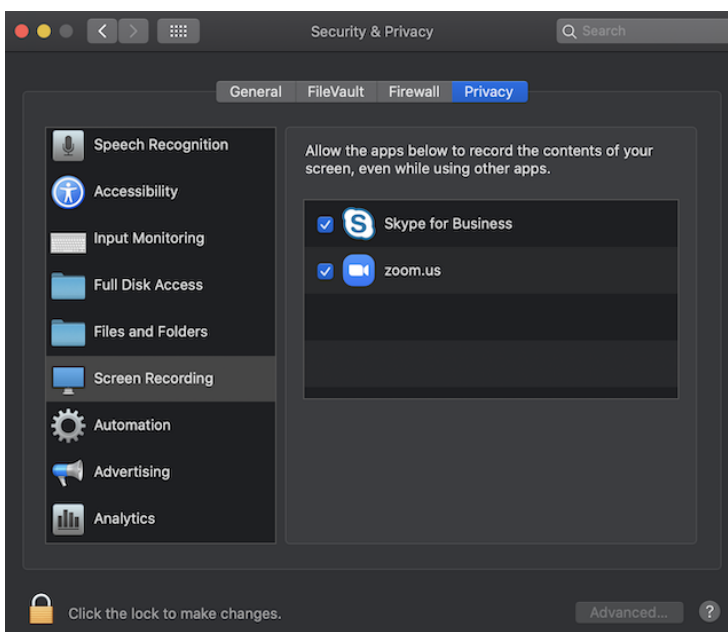
How to Present

- **Visit your session page on the agenda on the platform** https://virtual.eubce.com. Click the **Manage** button in the upper right.

Click **Join Meeting** button.

This will launch the Zoom meeting application and enter you into the Zoom room webinar

- Check how your name is listed. Click **More** and then **Rename** it if it is not correct.

- When logging into the webinar, a hard-wired Internet connection (DSL, LAN, T1, etc.) is preferred. Avoid a wireless Internet connection if possible (In case use the 5Ghz Wi-Fi bandwidth).

- Remember to turn off (or at least silence) your cell phone.

- When the zoom webinar starts, your audio will be muted and remain muted until it's time for you to start your presentation. While muted, you can communicate with EUBCE staff and other panelists via the Chat window. Be sure send these "backstage" chat messages to "All panelists" so they're not visible to attendees.

- When presenting, speak clearly and directly into your microphone or telephone.

- It's a good idea to have both a digital and hard copy of your presentation but try to avoid paper rustling.

- You are advised to have your file open on your computer and to be prepared to share your screen for the presentation to be shown. We suggest you share your screen when NOT in presenter mode. Use the presenter mode (full screen) after having shared your screen.

- After your presentation please stop your screen share to let the following speaker share the screen.

Attendee Questions

EUBCE sessions might conclude with Q&A. Q&A will be shown on the platform and not on the zoom client.

Zoom controls

Panelists are full participants in a webinar. They can view and send video, screen share, annotate, etc.

The panelist controls will appear at the bottom of your screen if you are not currently screen sharing.


NOTE: the controls will auto-hide, so you may have to 'mouse-over' the bottom of your screen to get them to show.

- Mute/Un-mute: This allows you to mute and un-mute your microphone.

- Audio Controls (via the ^ arrow next to mute/un-mute): The audio controls allow you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio options in the Zoom settings.

- Start/Stop Video: This allows you to start and stop your own video.

- Video Controls (via the ^ arrow next to Start/Stop Video): If you have multiple cameras on your computer, you can select which Zoom is using, access the full video controls, and select a Virtual Background.

- Participants: This opens the Participants window. The Participants panel will be on right side of your screen. The host, co-hosts, and panelists will be listed in one tab and the attendees will be listed in another.

- Share Screen: Click on this to start a screen share. You will be able to select the desktop or application you want to share. Learn more about screen sharing.

- Chat: Access the chat window to chat with the host or the other panelists. Read more about webinar chat.

- More: Clicking on More will give you access to additional options.

- Leave Meeting: Click this to leave the webinar. Only the host can end the webinar.

When you are screen sharing, the controls will appear in a move-able bar. It is typically at the top of your screen, but you can drag it around as needed.
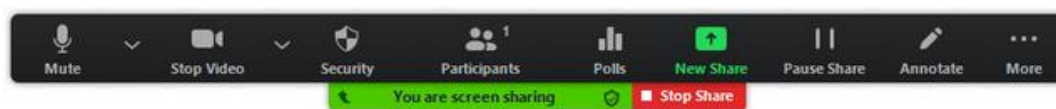
Select the PowerPoint presentation you wish to display (NOT the "screen" option), this makes sure participants can only see your presentation, nothing else that may be going on with your computer during the presentation. Your slide deck will then come up as your main screen.

- New Share: You can click on New Share to start a new screen share without first stopping your current screen share. It will replace the screen that you are currently sharing, as you can only share one screen at a time.

- Pause Share: This will pause your current share and not show any changes to your screen until you choose Resume Share.

- Annotate: This will allow you to annotate on your shared screen. It will open up the annotation options.

- Remote Control: Click this to give the host, co-host or another panelist remote control of your shared screen.

- More: In addition to the Invite and Recording options, the options for Chat, video and audio settings, and leaving the meeting move under More. There are also new settings specific to screen sharing.
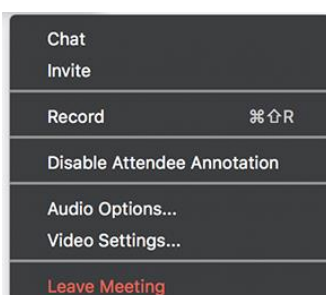
  o *Disable/Enable Attendee Annotation*: If you want to prevent the attendees from being able to annotate on your screen share, select this option.

- o *Hide Video Panel*: When you are screen sharing, the video will be in a move-able window. If you want to hide the video panel, select this option.

- o *Optimize for full-screen video clip*: If you are sharing a video clip in full screen(not your live camera feed), we recommend checking this option.

- Stop Share: Select this to stop your screen share.