**Speakers instruction – example mail**

****

**Speakers instruction file**

**Preparation**

- Create the PowerPoint presentation.  
- Export the PowerPoint presentation to a PDF file. The file can be maximum 100MB.

*NB: We highly recommend speakers to use the latest version of Google Chrome.*

**Test**

- Test the microphone on your computer/laptop.  
- Test the camera on your computer/laptop.

Test your network speed by clicking on [this link](http://boxcast.speedtestcustom.com/).

The **minimum** requirements for HD video (720p and 30FPS) presenting are 8 Mbps download/2.5 Mbps upload.

The **recommended**requirementsfor HD video (720p and 30FPS) presenting are 8 Mbps download/6 Mbps upload.

# Day of the event

## Setting up

Speakers are allowed to log in earlier than participants. Make sure:

1. The WiFi connection is stable. We highly recommend to connect to a wired (ehternet cable) network.
2. A camera is set up.
3. A microphone is set up.

Speakers can log in 180 minutes before their presentation starts to prepare their presentation.

## Entering a programme item

1. Click on 'Program' in menu of the virtual event platform.
2. Click on the programme item and click on 'Enter room'.
3. A window will open in the programme item.

## Selecting the view

​A picture containing drawing

Description automatically generated

*View icon: Select the view of the screen in the bottom-right corner. The options are:*

* Layout mode.
* Full screen.
* Tiled.
* Thumbnail.

When a speaker changes their layout, the layout will not change for the attendees, unless they use the forced layout.

# Testing suite

In order to make sure everything will work properly during the event it is wise to check if the platform and session services work in advance.

​[This website](https://live.eventinsight.io/check.html) provides insight in some common issues :

The page includes:

* Platform services check.
* Video tests.
* Session services check, including a browser and webcam check.
* Frequently asked questions concerning common issues.

# Logging in

**Logging in the virtual environment**

1. Open the link for the virtual event you have received by mail on your computer (desktop or laptop).
2. Click on 'Let's check-in' on your computer.
3. Via a magic link, your log-in information might be already pre-filled. If not, use the e-mail and code you received by mai.
4. Receive your virtual badge and be welcomed in the digital event environment.

# Virtual room menu

Samba Live is integrated into the platform. Samba Live is the most commonly used option for webinars, panel discussion etc. We will discuss the features in more detail.

1. **Participant overview**

**The menu section**

A screenshot of a cell phone

Description automatically generated

Select the participant overview to view how many attendees are currently in the audience of the session.

**Action buttons**

​ - Lock icon: Select to allow participants to enter the session or make them wait in the lobby.

Speakers have several options:

**Move to speaker** Allow a user to be a speaker too. This offers the possibility to present together.

**Give broadcast permission** Give a user broadcast permission and they will show on screen when they select a webcam. Give a participant, for example, broadcast permission to discuss something through video.

​ - Broadcast icon: Users can request to broadcast by clicking the icon in the top-left corner.

**Give presentation permission** Allows the selected person to add a presentation and manage the sheets.

1. **Breakout rooms**

[Click here](https://eventinsight-consultants.gitbook.io/lgd-speakers/instruction-videos/instruction-videos-1/breakout-rooms) to the explanation video about the breakout rooms.

Breakout rooms are a great way to form sub-groups for group work during a session. Create a breakout room by clicking on the 'Create breakout room' button. Select how many rooms have to be created with a maximum of ten rooms. Add more breakout rooms at a later stage if needed. Assign users automatically or manually.

Afbeelding met schermafbeelding

Automatisch gegenereerde beschrijving

## Action buttons

​ - Add icon: Select a user for a certain breakout room. Deselect users if needed.

It is possible to rename the room or to delete it. Click on the blue 'Start breakout' button at the bottom of the page when the breakout rooms are set. The speaker can stop the breakout session at any given time, which will pull all the users back to the session. The speaker is also authorized to send a broadcast messages to all the users.

## The breakout rooms

When the breakout starts the users will be asked if they would like to listen in, turn on their microphone or turn on their microphone and camera. In the breakout rooms the users can have conversations, share their screen, use a whiteboard and use the content library (these tabs are explained below). Users in the breakout room can invite the speakers to join the room. An invitation will show when a speakers is invited to join a breakout room. Speakers can also join breakout rooms by themselves. Users can leave a breakout room if they want to do so.

When a speaker is invited to enter a breakout room, the speaker may be asked to log into Samba Live. This is due to a setting of Samba Live. It is important that the speaker changes the setting in their browser to make sure Website tracking: Prevent cross-site trackingis turned off.

1. **Conversations/Chats**

In conversations speakers have the options to toggle between two chats. The first chat includes everyone in the session. The 'Speakers' chat only includes the speakers. The attendees are not able to see what is being said in the 'Speakers' chat.

Afbeelding met schermafbeelding

Automatisch gegenereerde beschrijving

1. **Questions & Answers (Q&A’s)**

Click [here](https://eventinsight-consultants.gitbook.io/lgd-speakers/instruction-videos/instruction-videos-1/q-and-a-function)to the explanation video about questions and answers.

In the questions tab attendees can ask questions. The attendees can choose whether they like to ask a question anonymously or not. The questions can be ordered by most recent or most upvotes.

Afbeelding met schermafbeelding

Automatisch gegenereerde beschrijving

**Action buttons**

 - Sorting icon: Questions can be filtered by answered, unanswered or queued for live answer.

**Queue for live answer**Select questions you want to answer. Answer questions live to discuss the answer with your audience. The participants will see which question is currently being answered. This will be displayed as a pop-up on the top left corner for each attendee.

**Request public vote**Start a public voting on questions if you want your audience to decide on the most important questions.

**Edit**Edit the text of the question.

**Delete** By pressing delete the question will be deleted.

1. **Screenshare**

Click [here](https://eventinsight-consultants.gitbook.io/lgd-speakers/instruction-videos/instruction-videos-1/screensharing) to the explanation video about screensharing.

By selecting the 'Screen Share' button the speaker is able to share the content visible on their screen. The options for screen sharing are sharing the entire screen, sharing an application window or sharing a tab of the browser.

*Warning: Screen sharing may interrupt the recording of the session.*

1. **Whiteboard**

Click [here](https://eventinsight-consultants.gitbook.io/lgd-speakers/instruction-videos/instruction-videos-1/whiteboard)to the explanation video about the white board.

Share thoughts by using the whiteboard. Hosts and participants can both markup presentations and documents right within the session. Click on the whiteboard icon to activate the annotation tool. To the right of the content viewer, see all the annotation tools to choose from.

*Afbeelding met schermafbeelding, computer

Automatisch gegenereerde beschrijving*

1. **Content Library**

Click [here](https://eventinsight-consultants.gitbook.io/lgd-speakers/instruction-videos/instruction-videos-1/content-library)to the explanation video about media.

The content library is available during any session. Create folders to organize content efficiently. Upload any of the supported file types or add a YouTube video or stream. Show previously uploaded files to participants by double clicking on the file.

Afbeelding met schermafbeelding

Automatisch gegenereerde beschrijving

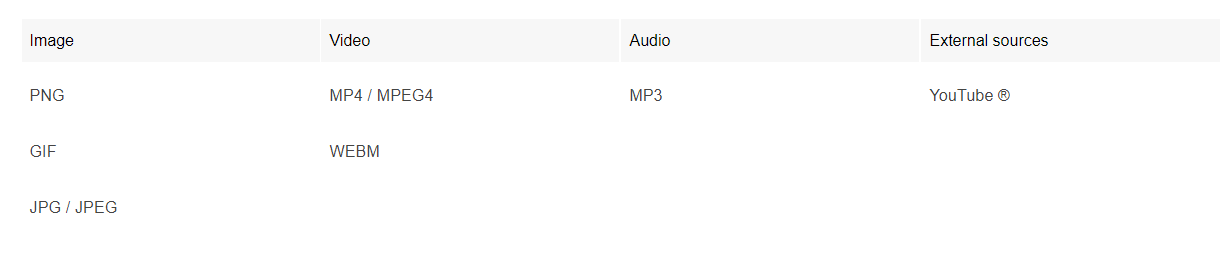
## Action buttons

 - Sorting icon: Files can be sorted by name, modified, extension and size.

Looking for a specific kind of file? Use a filter to filter documents, images, videos or audio files.

## Files types

The supported file types are listed below:



The maximal file size is 150 MB.

The platform’s software Samba Live can convert the following file types:

Afbeelding met schermafbeelding

Automatisch gegenereerde beschrijving

1. **Polling**

Click [here](https://eventinsight-consultants.gitbook.io/lgd-speakers/instruction-videos/instruction-videos-1/polls)to the explanation video about polls.

Engage participants with polls. Create custom polls for the audience during a session. During a session, switch to the content library and create a new poll. Add questions and answers. Choose between single and multiple choice questions. Open a poll and let the attendees pick an answer. Moderators will be able to see the results of the poll in real-time. Share the results of the poll with your audience during or after the poll. Organize the polls in groups when running multiple polls.

**Action buttons**

* - Sorting icon: Polls can be sorted by new, open and closed.*

1. **Shared notes**

Click [here](https://eventinsight-consultants.gitbook.io/lgd-speakers/instruction-videos/instruction-videos-1/shared-notes)to the explanation video about shared notes.

The speaker can make notes in the shared notes tab. These notes can be viewed by the attendees but cannot be edited. Start typing in the shared notes area and wait three seconds for the updates to be auto-saved.

1. **Livestream**

Broadcast online events to YouTube and Facebook Live. Hit the Live stream icon in the toolbar. Set up a steam in YouTube or Facebook and copy the live stream key listed there into the session. Click on 'Start stream' to start the stream on YouTube or Facebook.

An [active AdSense account](https://www.youtube.com/account_monetization?action_adsense_connection=1) linked to your YouTube account is required before the live stream can be embeded to stream on the platform. The requirements for an active AdSense account are 1,000 subscribers and 4,000 public watch hours [Learn more](https://support.google.com/youtube/answer/2474026?hl=en-GB)

1. **Recording**

Click [here](https://eventinsight-consultants.gitbook.io/lgd-speakers/instruction-videos/instruction-videos-1/record-presentation)to the explanation video about recording.

Afbeelding met bal, tekening

Automatisch gegenereerde beschrijving

**Recording overview**  
Record a webinar by clicking the record button at the bottom left-side toolbar. Press it again to stop recording. The button will flash yellow when the recording is starting. When you are recording the button will be red.

Afbeelding met tekening

Automatisch gegenereerde beschrijving - Recording icon: When recording in the top-left corner of the menu this button will show.

The recording of a session will be saved to share the recording with attendees after the event. The organisation will be able to send these to you.

1. **Settings**

Click [here](https://eventinsight-consultants.gitbook.io/lgd-speakers/instruction-videos/instruction-videos-1/workspace-settings)to the explanation video about the settings.

Afbeelding met schermafbeelding, tekening

Automatisch gegenereerde beschrijving

### **Workspace**

Afbeelding met schermafbeelding

Automatisch gegenereerde beschrijving

The workspace shows several features which can be enabled or disabled in the session as displayed in the picture above. At the moment it is not possible to set the language to another language other than English.

**Video and audio**

Afbeelding met schermafbeelding

Automatisch gegenereerde beschrijving

In settings select a camera, speakers and microphone. It is important to set this up before the session and to test whether everything is working properly.

1. **Return everyone to the lobby**

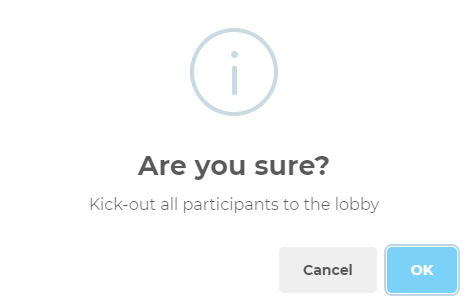
When a programme item is finished, speakers can easily send everyone back to the lobby. This option is only available when participants are present in the room.

**Action buttons**

In the bottom-right corner click on 'Speaker options'.

A button called 'Return everyone to lobby' will show.

A pop-up message will ask the speaker if they are sure they would like to kick-out all participants back to the lobby.



1. **Multiple speakers**

The software also allows two speakers or more in a programme item simultaneously. The speakers can virtually meet in the room 180 minutes before the presentation starts.

As soon as a person is related to a programme item they have the rights a speaker has for that certain programme item.

The speakers do not need to be at the same place. They only have to be in the same virtual environment and log in into the programme item. This way moderators or multiple speakers can host a programme item at the same time.

# Technical specifications

### **Bandwith**

**Audio**

Minimum 50 kbps upload/download (100 kbps recommended)

### **Video**

Minimum 100kbps upload/download (200 kbps recommended) Video (HQ and resolution) Minimum 500 kbps upload/download (1 mbps recommended)

### **Screen sharing**

Minimum 800 kbps upload/download (1.5 mbps recommended)

### **Browser support**

The list below gives an overview of the minimum requirements for all components to work. If the browser version is not compatible it may cause parts of the platform to not function properly.

To use one-to-one video chatting, the user is required to give the browser permission to use the camera and/or audio input. Without this permission video cannot be streamed.

**Windows**

Microsoft® Windows 10® Chrome v50 or higher (recommended for best performance), Firefox 49.x or higher

Microsoft® Windows 8.x® Chrome v50 or higher (recommended for best performance), Firefox 49.x or higher

Microsoft® Windows 7® SP1 Chrome v50 or higher (recommended for best performance), Firefox 49.x or higher

**Mac**

Mac OS X v10.8 or higher Chrome v50 or higher (recommended for best performance), Safari 12.1 or higher, Firefox 49.x or higher

Linux Red hat® enterprise linux (RHEL) 5 Chrome v50 or higher (recommended for best performance), Firefox 49.x or higher

**Novell SUSE® 9.x or higher**

Chrome v50 or higher (recommended for best performance), Firefox 49.x or higher

**Ubuntu 10 or later**

Firefox 49.x or higher, Chrome v50 or higher (recommended for best performance), Firefox 49.x or higher

**Solaris**

Solaris 10 Chrome v50 or higher (recommended for best performance), Firefox 49.x or higher

### **VPN**

In some corporate networks, the VPN may provide certain services from the platform to be blocked. Although the platform works via normal protocols, it is it is not possible for the platform to estimate whether this is the case for a specific VPN. It can e.g. prevent the CDN from being blocked by the specific VPN, or must be whitelisted. In order to ensure that the VPN does not block certain things, it is necessary to make sure that the VPN is tested to see if all services are working.