

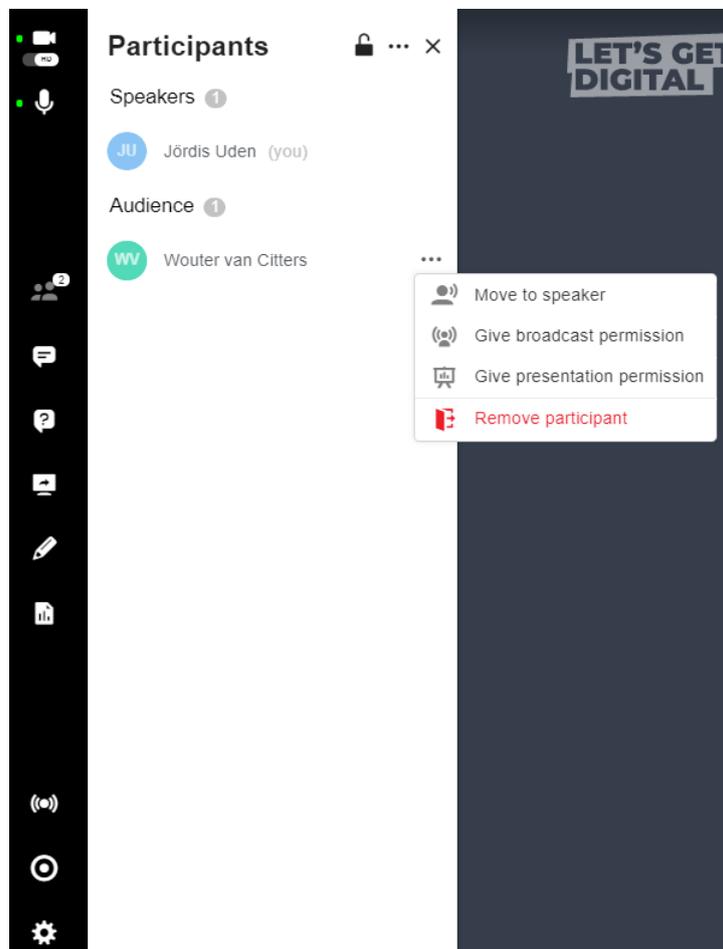
## Speaker instructions – speaker sessions

Enter your own session in the platform.

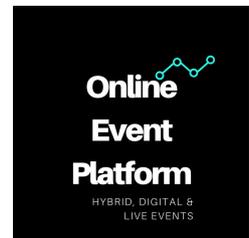
Samba Live is integrated into the platform. Samba Live is the most commonly used option for webinars, panel discussion etc. We will discuss the features in more detail.

### 1. Participant overview

#### The menu section



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.

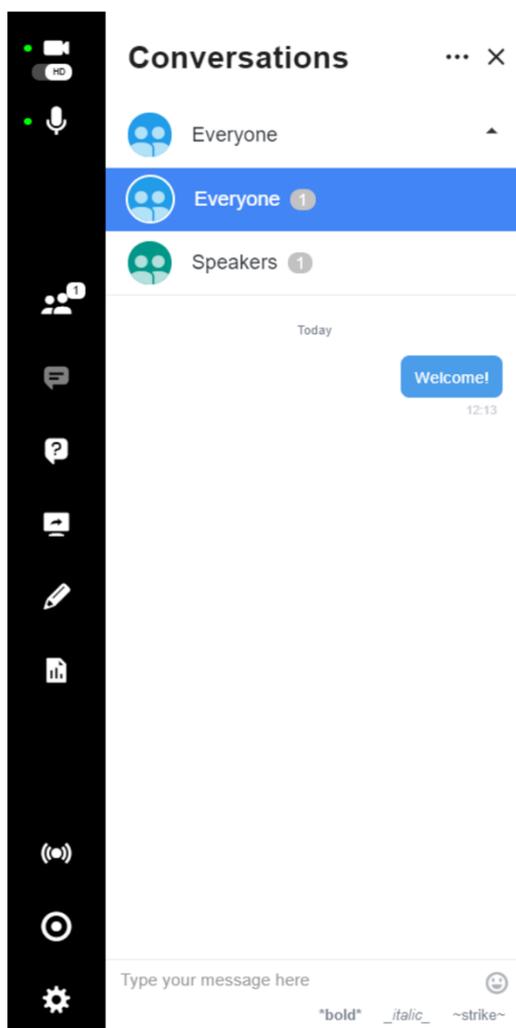


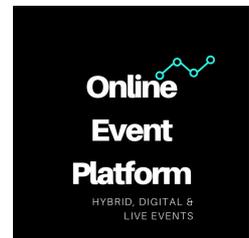
- Broadcast icon: Users can request to broadcast by clicking the icon in the top-left corner.

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

## 2. 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.

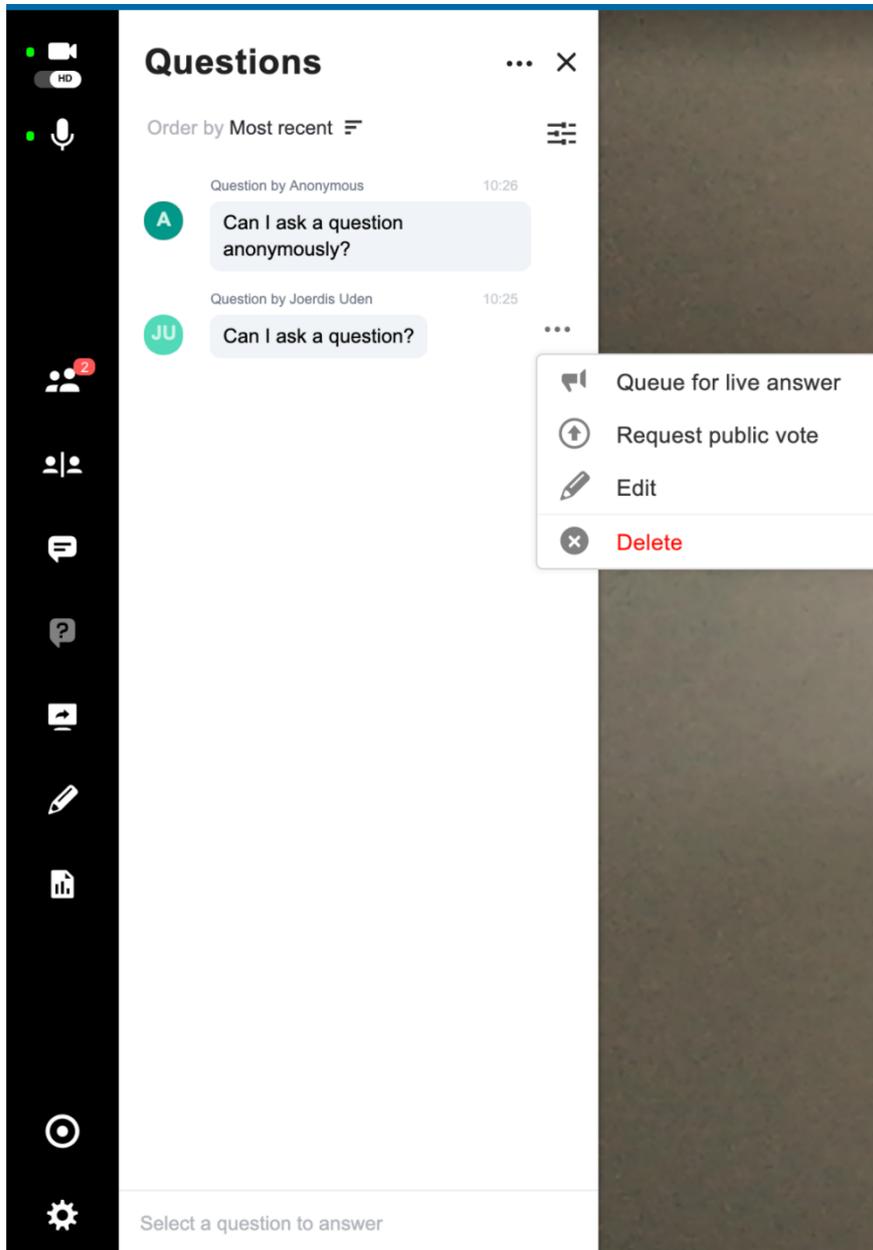




### **3. Questions & Answers (Q&A's)**

Click [here](#) 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.

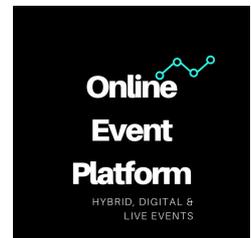


### Action buttons



- 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.

#### 4. Screenshot

Click [here](#) to the explanation video about screen sharing.

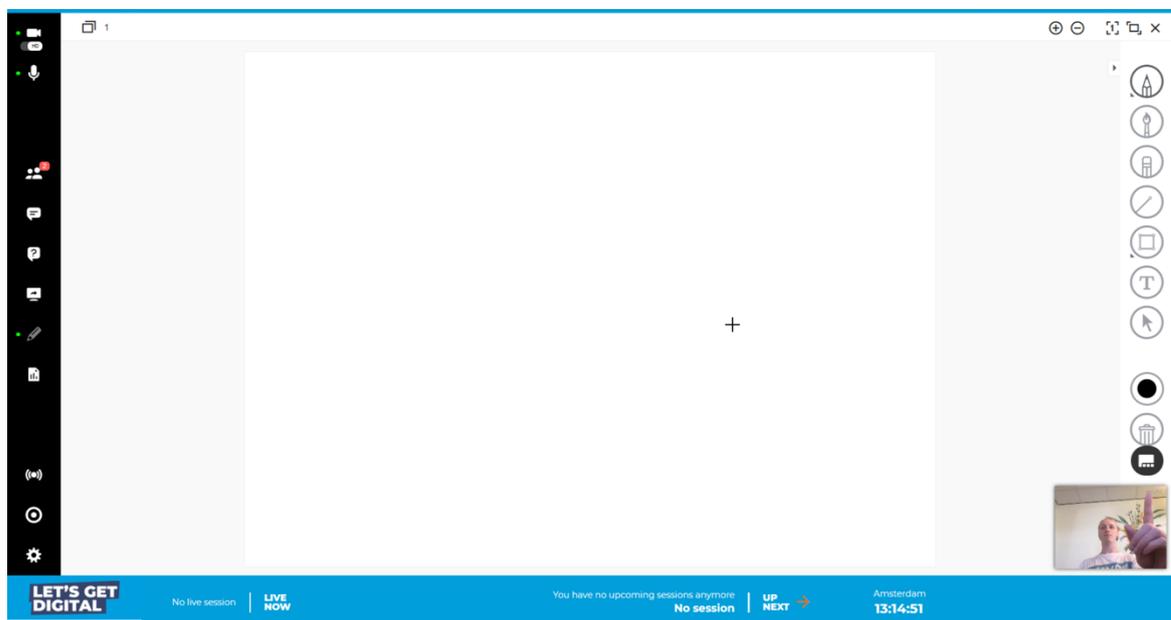
By selecting the 'Screen Share' button the speaker is able to share the content visible on their screen. The options for screen sharing are sharing the entire screen, sharing an application window or sharing a tab of the browser.

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

#### 5. Whiteboard

Click [here](#) to the explanation video about the white board.

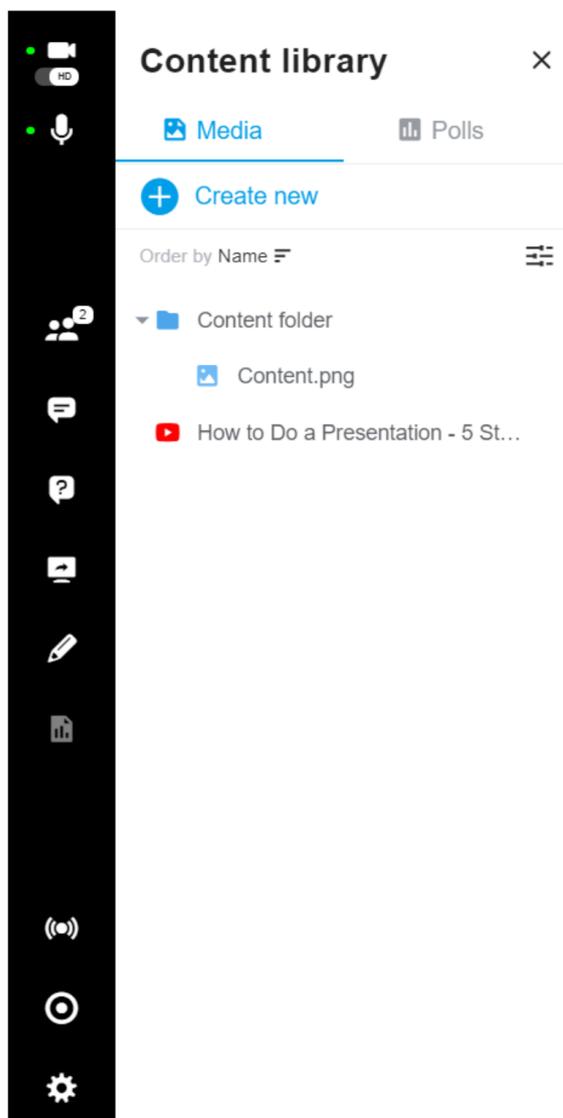
Share thoughts by using the whiteboard. Hosts and participants can both markup presentations and documents right within the session. Click on the whiteboard icon to activate the annotation tool. To the right of the content viewer, see all the annotation tools to choose from.



## 6. Content Library

Click [here](#) 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.



## 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:

Image	Video	Audio	External sources
PNG	MP4 / MPEG4	MP3	YouTube ©
GIF	WEBM		
JPG / JPEG			

The maximal file size is 150 MB.

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

MS Office™, text and PDF

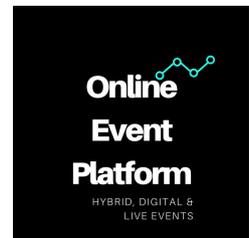
PPT, PPTX

DOC, DOCX

XLS, XLSX

TXT, RTF

PDF



## 7. Polling

Click [here](#) 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.*

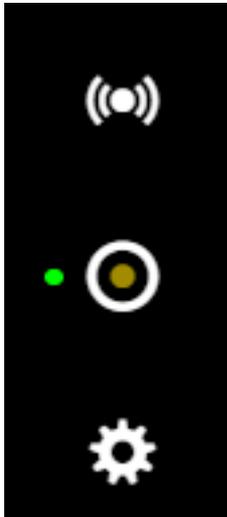
## 8. Shared notes

Click [here](#) 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.

## 9. Recording

Click [here](#) to the explanation video about recording.



### 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.

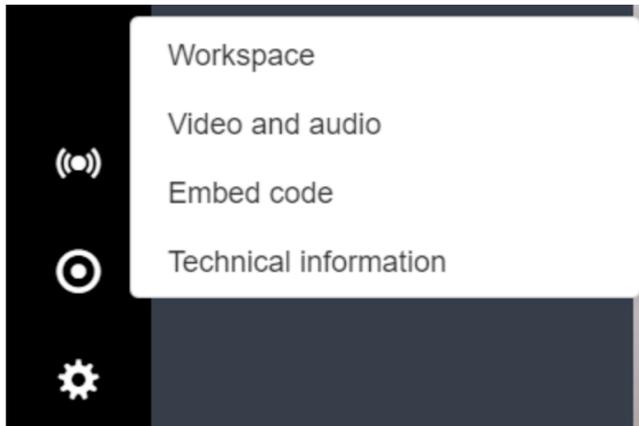


- Recording icon: When recording in the top-left corner of the menu this button will show.

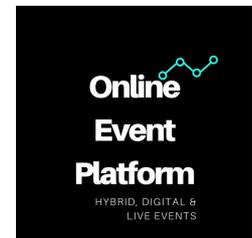
The recording of a session will be saved to share the recording with attendees after the event. The recordings will be posted in the admin panel under 'Recordings'. The organisation will be able to send these to you.

## 10. Settings

Click [here](#) to the explanation video about the settings.



Workspace



Workspace

Video and Audio

Embed

Tech Info



## Workspace

- Enable chat
- Enable private chats
- Enable questions & answers
- Enable request to broadcast
- Enable shared notes
- Enable forced layouts
- Enable live streaming

## Language

Cancel

Apply

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

Workspace

Video and Audio

Embed

Tech Info



## Camera



Flip my image locally

## Speakers and Microphone





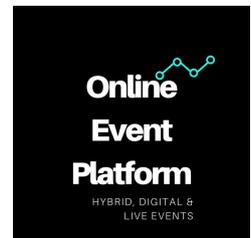


Cancel

Apply

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.

### 11. Multiple speakers

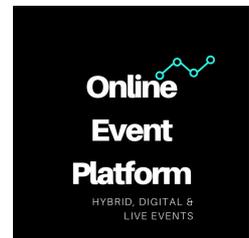


The software also allows two speakers or more in a programme item simultaneously. The speakers can virtually meet in the room 180 minutes before the presentation starts.

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**



## 1. 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 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.