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EDITION

SPEAKER BRIEF



PACKET CONTENTS

This packet contains information that you can use as a guide to navigate through the services available to you.

- ✓ Welcome Speaker!
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- ✓ VEM™ Login
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- ✓ System Check
- ✓ Equipment Check
- ✓ Your Webinar Part 1
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- ✓ Uploading Video
- ✓ Uploading Audio
- ✓ Presenting
- ✓ Starting & Ending Your Webinar
- ✓ Recording The Webinar
- ✓ Communication
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- ✓ Polls
- ✓ Handouts
- ✓ Host Control Panel (HCP)



Virtual Event Management (VEM™) is designed to give you a full event experience in a virtual platform, enjoyed from the comfort and safety of your home.

WELCOME SPEAKER!

a complete guide to your virtual event



TIPS FOR A SUCCESSFUL VIRTUAL PRESENTATION

- ✓ Keep your content simple. Sometimes less is more!
- ✓ Find ways to engage your audience by making your presentation interactive.
- ✓ Look into the camera to connect to your audience.
- ✓ Minimize gestures.
- ✓ Be prepared by practicing your presentation with your technology in advance.
- ✓ Attend your scheduled training(s) to be familiar with the interface before your scheduled webinar.

Congratulations! You are presenting your content at a Virtual Event! This packet shall serve as your comprehensive guide for accessing and presenting your content. Please take time to read this so that you can make the most out of the features available to you.

Setting up your space can be both challenging and super fun! Here's a cheat sheet to guide you in preparing an effective backdrop for your presentation.

READY YOUR STAGE

setting up your personal stage

THE LOCATION

- ✓ Choose a place that is quiet and free from distractions.
- ✓ Choose a professional background that is free of clutter and other things that may distract your audience.

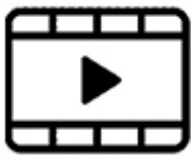
LIGHTING AND NOISE

- ✓ Disable sound notifications on all your devices, especially on the device that you will be using during the presentation.
- ✓ Ensure that there is plenty of light in your room. Natural light is always best.
- ✓ Be seated near the light. Keep lighting in front of you, not behind you.
- ✓ Avoid bright lighting behind you.

YOU, THE PRESENTER

- ✓ Look and speak directly to the camera.
- ✓ Be sure that your camera is eye-level or slightly above eye-level.
- ✓ The camera should frame your face, neck, and shoulders.
- ✓ Dress professionally. Maintain a clean and wrinkle free look.
- ✓ Always have water at arm's reach to keep you hydrated during your presentation.
- ✓ Go to the restroom before your presentation starts!





Watch a Demo Video

TECHNICAL SPECIFICATIONS

tips to ensure an optimal setup

Avoid delays and dropped connections. Keep these details in mind for a seamless virtual experience.



DEVICE SPEC LIST

HARDWARE

- ✓ 2.0GHZ Processor or faster
- ✓ 2GB RAM or greater

OPERATING SYSTEM

- ✓ Windows 10 for Best Experience
- ✓ Mac OS X 10.6 or later
- ✓ IOS 10 or greater

BROWSER

- ✓ PREFERRED: Latest version of Chrome or Firefox
- ✓ SUPPORTED: Latest version of Safari or Edge
- ✓ NOT RECOMMENDED: Internet Explorer

OTHER RECOMMENDED DEVICES

- ✓ Earphones or headsets with built in microphones
- ✓ External microphones for better sound



CONNECTIVITY REQUIREMENTS

INTERNET SPEED

- ✓ Minimum: 20mbps

VPN

- ✓ Must be switched off

BROWSER

- ✓ Latest Google Chrome

FIREWALL

- ✓ Open TCP ports 80 and 443
- ✓ Open UDP ports 1025-65535

OTHER RECOMMENDATIONS

- ✓ Plug your computer directly into your router (using an ethernet cord), if possible, to ensure the best possible signal strength or ensure minimal usage of Wi-Fi by others on the same network



MEDIA SPECIFICATIONS

VIDEO

- ✓ FILE FORMAT: .mp4 files only
- ✓ FILE SIZE: less than 4GB YouTube links may also be used
- ✓ BEST: 1280 x 1080p at 30FPS
- ✓ BETTER: 1280 x 720p at 30FPS
- ✓ GOOD: 640 x 480p at 30 frames per second (FPS)

AUDIO

- ✓ FILE FORMAT: .mp3 or .wav
- ✓ FILE SIZE: Limit to 100mb

HANDOUTS

- ✓ FILE FORMAT: pdf, .doc, .docx, .odp, .ppt, .pptx, .odt, .jpg, .jpeg, .png, .xls, .xlsx or .mp4
- ✓ FILE SIZE: Limit to 100mb

PRESENTATION

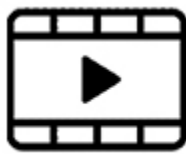
- ✓ FILE FORMAT: .pdf
- ✓ FILE SIZE: Limit to 100mb

QUICK TIPS

- ✓ As a speaker, you have access to the Webinar Room a.k.a the "stage" 1 hour before the webinar begins. Make sure to log in early to give you time to fix any issues.

- ✓ To prevent sound feedback, use a headset or earphones (when possible), keep your speaker volume to 35, and keep your mic on mute when it's not your turn to speak.





Watch a Demo Video

VEM™ LOGIN

sign in via VEM™ to access your webinars

As a speaker, you may access your content through different channels. Log in through VEM™ for a unique event experience.



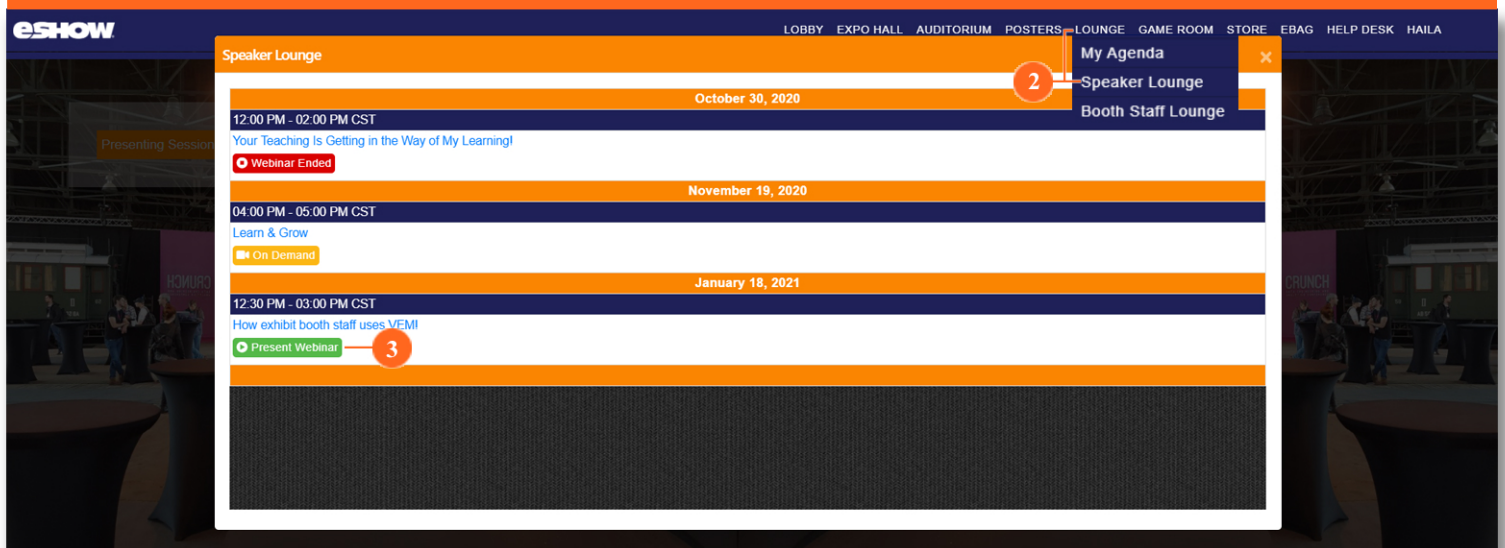
Simply key in your credentials in the **SIGN IN BOX** and click on the **SIGN IN** button to access your event!

QUICK TIP

Did you forget your password? Don't worry! Just click on **FORGOT PASSWORD?*** and follow the simple password recovery steps.



WHERE TO FIND YOUR WEBINARS IN VEM™



FEATURES FOR YOU TO ENJOY:



Active Webinars. Use to join the webinar 60 minutes before it starts.



Recorded Sessions. Watch the recording of your webinar.



Completed Webinars. Nothing to see here! Just letting you know that the webinar has ended. If there is an ON DEMAND video, this button will be replaced by it.

ACCESSING THE SPEAKER LOUNGE

- 1 Signing in to **VEM™** takes you to the event lobby.
- 2 Mouse-over **LOUNGE** on the Toolbar and click **SPEAKER LOUNGE**.
- 3 Click on the **Presenting Sessions** navigation (not shown), then scroll through the list of your webinars and click on **PRESENT WEBINAR** to join (available 60 minutes before the start time).

SSC LOGIN

sign in via Speaker Service Center (SSC)

As a speaker, you may access your session and/or webinars by logging in to the Speaker Service Center (SSC).

Our Sponsors

Speaker Service Center

Take advantage of the following online features designed to assist you in preparing for your session(s).

- Update Biographical Information
- Update Profile
- Upload Photo
- Upload Handout
- Request AV

PLEASE SIGN IN

Email:

Password:

Sign In

*Forgot Password?

Simply key in your credentials in the **SIGN IN BOX** and click on the **SIGN IN** button to access your event!

QUICK TIP

Did you forget your password? Just click on **FORGOT PASSWORD?*** and follow the simple password recovery steps.

WHERE TO FIND YOUR WEBINARS IN THE SPEAKER SERVICE CENTER

After logging in to SSC, access the virtual presentation management page to see the list of webinars that you will be presenting at.

Thursday, Nov 19, 2020

4:00 PM - 5:00 PM CST

Learn & Grow

Location: Test Room, Hilton
Session Code: 123

SPEAKER(S):
Speaker: Steve Drake.

Webinar Ended View Recording Discussion Chat

Monday, Jan 18, 2021

12:30 PM - 3:00 PM CST

How exhibit booth staff uses VEM!

SPEAKER(S):
Speaker: Steve Drake. Speaker: Haila Nimsze

Webinar will open 60 minutes before Discussion Chat

Monday, Jan 18, 2021

12:30 PM - 3:00 PM CST

How exhibit booth staff uses VEM!

SPEAKER(S):
Speaker: Steve Drake. Speaker: Haila Nimsze

Join Webinar

1 WEBINAR TITLE

Check the title to make sure that you're entering the correct webinar.

2 DATE and TIME

Displays the date and time when the webinar is happening. Make sure to log in **60 minutes before** the displayed time.

3 CALENDAR ICON

Click to add the webinar to your personal calendar.

4 JOIN WEBINAR

When it is still too early to enter the webinar, the button displayed will say **WEBINAR WILL OPEN 60 MINUTES BEFORE**. This button is replaced by a green button that says **JOIN WEBINAR (4a)**. This appears 60 minutes before the webinar starts. Join early to be able to prepare for your presentation.



Watch a Demo Video

After clicking on **JOIN WEBINAR**, the platform conducts a preliminary system check to make sure that your device is in optimal condition for presenting.

SYSTEM CHECK

device optimization

What happens during a **SYSTEM CHECK**?

- 1 Internet upload and download speed tested.
- 2 Operating System (OS) compatibility checked.
- 3 Browser compatibility ensured.

Once you have **PASSED*** the system check, you may then click on the **ENTER WEBINAR (a)** button.

You can do a system check anytime by visiting:
https://www.bigmarker.com/system_check

The webinar is open for presenters
Attendee waiting room for session 1 opens at 9:45 am, and the webinar is scheduled to begin at 10:00 am.

Enter Webinar (a)

Get Ready to Present

System Check Passed*

For best results, restart your computer and make sure you have an updated Chrome or Firefox web browser.

- High internet speed
117.13 mbps download, 147.64 mbps upload - looks good! (1)
- Operating System
Windows - looks good! (2)
- Chrome browser up to date
Chrome v.87.0.4280.141 - looks good! (3)

Equipment Check

For best results, make sure any other video applications (e.g., Skype) are closed so they're not using your device's equipment.

- Speakers
- Microphone
- Webcam

FAILING YOUR SYSTEM CHECK

Your upload speed failed the system check
Your speed (3.88) is below the 5 Mbps limit. Try again from a faster network, or use audio only. Avoid video & screen sharing.

Enter Anyway (b)

Get Ready to Present

System Check Failed**

For best results, restart your computer and make sure you have an updated Chrome or Firefox web browser.

- Slow internet speed
3.88 mbps download, 4.61 mbps upload
Minimum of 5Mbps To Attend, Optimum 15Mbps To Host (1)
- Operating System
Windows - looks good! (2)
- Chrome browser up to date
Chrome v.87.0.4280.141 - looks good! (3)

Equipment Check

For best results, make sure any other video applications (e.g., Skype) are closed so they're not using your device's equipment.

- Speakers
- Microphone
- Webcam

A failed system check means the system detected at least one compatibility issue.

SLOW INTERNET SPEED

What to do: Move closer to or hardwire your device to your router. Ask other people on the network to disconnect.

INCOMPATIBLE OS

What to do: You must update your OS or use another device with an updated OS.

OUTDATED BROWSER

What to do: Update your browser. Use an updated **Chrome Browser** for best results.

QUICK TIP

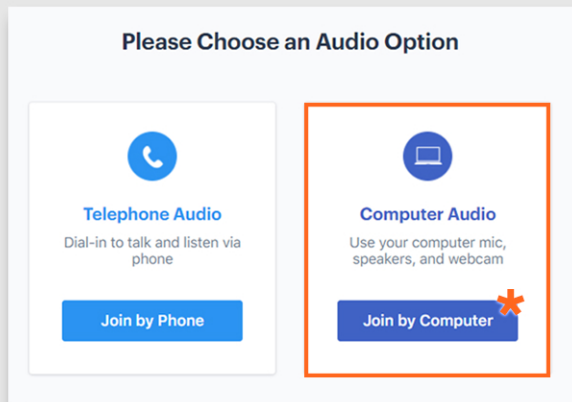
Even with a **FAILED**** system check, you may still enter the webinar by clicking on the **ENTER ANYWAY (b)** button. Be advised that not resolving the issues may cause your device to malfunction during your presentation.



After completing your System Check, the platform then sets up your speakers, microphone, and webcam to work.

EQUIPMENT CHECK

speakers, microphone, webcam



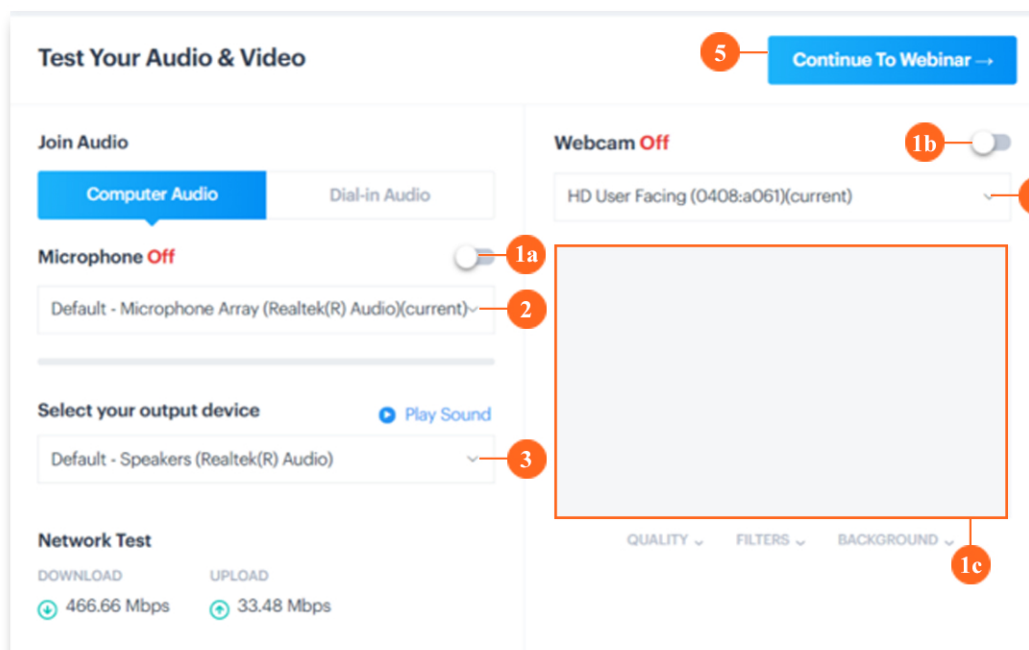
Completing the **System Check** takes you to a window that says **PLEASE CHOOSE AN AUDIO OPTION**.

To proceed, click on the **JOIN BY COMPUTER*** button. Under the **Computer Audio** option.



Watch a Demo Video

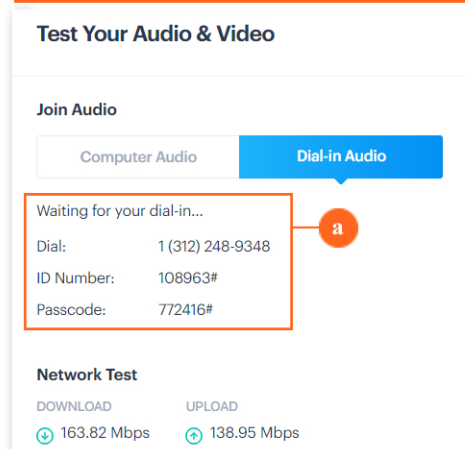
Remember that you may opt to switch to **Join by Phone** anytime during the webinar. See **GETTING YOUR DIAL IN INFORMATION** on the bottom left corner of this page for more information on joining by phone.



EQUIPMENT CONTROLS

- 1 TOGGLE SWITCHES:** click (don't slide) to turn on your **Mic (1a)** and/or **Webcam (1b)**. Video will appear in the **box below (1c)**.
- 2 MIC DROPDOWN:** Pick the mic that you want to use.
- 3 OUTPUT DEVICE DROPDOWN:** Pick the audio output that you want to use.
- 4 WEBCAM DROPDOWN:** Pick the webcam that you want to use.
- 5 CONTINUE TO WEBINAR:** When done with setting up, click on this button to enter your webinar.

GETTING YOUR DIAL IN INFORMATION



On the same **Test Your Audio & Video** window, click on the **DIAL IN** tab.

Your unique **dial-in information displays (a)**.

You will be advised to dial in when necessary. To avoid delays, make sure to take note of this information and use it if you experience audio issues during your webinar.

QUICK TIP

Get your **DIAL-IN** information when you get a **Slow Internet Speed** result during your **System Check** to guarantee a better audio connection.



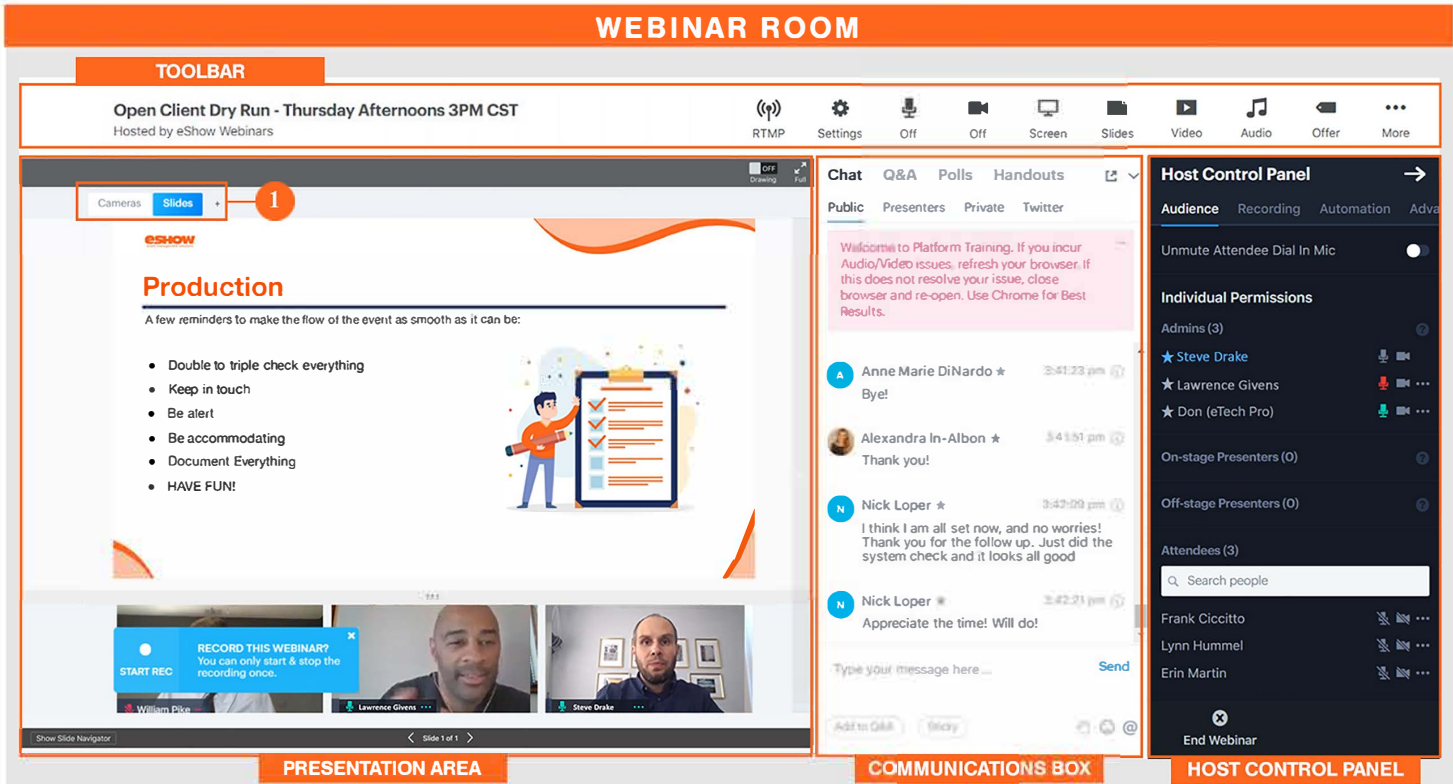


Watch a Demo Video

YOUR WEBINAR

an overview part 1

Excited to enter your first webinar? Let this serve as your guide in navigating through the **WEBINAR ROOM**.



PRESENTATION AREA

COMMUNICATIONS BOX

HOST CONTROL PANEL

TOOLBAR

- WEBINAR TITLE:** Know that you're in the right place. This is the title of the webinar you joined.
- RTMP:** Real Time Messaging Protocol lets you stream with a higher bitrate (better quality) than most standard browsers allow.
- MIC:** Webinar mic control. Turn on / turn off your mic.
- WEBCAM:** Turn on / turn off your webcam.
- SHARE SCREEN:** Click to do Screen Sharing.
- SLIDES:** Upload slides or images to present.
- VIDEO:** Upload videos to play throughout the presentation.
- AUDIO:** Upload audio files to play music and/or audio only content.
- OFFER:** Create and display special offers for participants to qualify for.
- MORE:** Exit and Select Language.*

PRESENTATION AREA

Here is where you can see your uploaded slides, videos, and your camera's video feed.

You may toggle through the different uploaded presentation media by clicking on the buttons on the top portion of this section. See #1 in the **Presentation Area** section of the screenshot above.

This is, more or less, how your attendees see your presentation. This means that whatever happens on your presentation area is what your attendees experience on their screen.*

If you experience Audio/Video issues, refresh or close/re-open the browser. Use Chrome for best results.



*Features and functions of each section will be discussed in more detail on succeeding pages.

YOUR WEBINAR

an overview part 2

Excited to enter your first webinar? Let this serve as your guide in navigating through the **WEBINAR ROOM**.

TOOLBAR

Open Client Dry Run - Thursday Afternoons 3PM CST
Hosted by eShow Webinars

Cameras Slides 1

PRESENTATION AREA

COMMUNICATIONS BOX

HOST CONTROL PANEL

COMMUNICATIONS BOX

This serves as your main communication channel during your webinar.

Use the **PUBLIC Chat Tab** to send messages to everyone in the webinar. This is used to communicate with attendees.

The **PRESENTER Chat Tab** allows communication between individuals with presenter and admin access. This is everyone except attendees.

The **PRIVATE Chat Tab** will let you have a private (one-on-one) conversation with anyone in the webinar.

Other features in this section are Q&A, Polls, Handouts.*



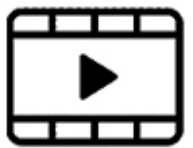
If you experience Audio/Video issues, refresh or close/re-open the browser. Use Chrome for best results.

*Features and functions of each section will be discussed in more detail on succeeding pages.

Be in control. Know how to use your Mic and Camera properly. Here you will learn how to switch off, turn on, and mute your equipment.

webinar controls

MIC & CAMERA



Watch a Demo Video

TOOLBAR



RTMP



Settings



Off



Off



Screen



Slides



Video



Audio



Offer



More



TOGGLING YOUR MIC & CAM ON AND OFF

When entering your webinar, your camera and mic will either be on or off, depending on the settings you chose on the EQUIPMENT CHECK window. Green icons = On.



On

Clicking on the MIC ICON switches your mic from ON to MUTE and vice versa.



On

Clicking on the CAMERA ICON switches your camera from ON to OFF and vice versa.

Pro Tip:

Remember to keep your mic on mute when it's not your turn to speak.

Refreshing your browser will automatically switch OFF your mic and camera.

YOUR MIC: MUTE VS OFF



Mic Muted

Mic on Mute vs Mic Off

When your mic is on MUTE, it is technically still switched on but inactive.

No speaking role? No need to activate your mic during the presentation.



Off

Keep it off to avoid "accidental unmutation" (it's a thing!).

If you experience Audio/Video issues, refresh or close/re-open the browser. Use Chrome for best results.



Settings

Unstable internet connection?

*Use dial in audio instead of computer audio to keep your voice from cutting in and out during your presentation. Click on **SETTINGS** and then on the **DIAL-IN option** to get your Dial-In information.*



Watch a Demo Video

There are many ways to present content! Upload slides, videos, or audio. You can even share your screen!

webinar controls

UPLOADING SLIDES



Open Client Dry Run - Thursday Afternoons 3PM CST
Hosted by eShow Webinars

RTMP Settings Off Off Screen Slides Video Audio Offer More

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

Production
A few reminders to make the flow of the event as smooth as it can be:

- Double to triple check everything
- Keep in touch
- Be alert
- Be accommodating
- Document Everything
- HAVE FUN!

Audio/Video issues, refresh your browser. If this does not resolve your issue, close browser and re-open. Use Chrome for Best Results.

Individual Permissions
Admins (3)
★ Steve Drake
★ Lawrence Givens
★ Don (eTech Pro)

On-stage Presenters (0)
Off-stage Presenters (0)

Attendees (3)
Q Search people

Frank Ciccitto
Lynn Hummel
Erin Martin

End Webinar

RECORD THIS WEBINAR? You can only start & stop the recording once.

START REC

William Pike Lawrence Givens Steve Drake

Show Slide Navigator Slide 1 of 1

UPLOAD SLIDES

Presentation Slides

Add New File

Drag & Drop Files Here PDF strongly recommended • Limit 100MB

Browse Files 1

Launch A Blank Whiteboard

Uploaded Files & Whiteboard 2

- PDF Use_right_b4_people_test_web... PLAY 3
- PDF Dry_Run_Slide_Landing_Page.p... PLAY
- PNG Quick_Buttons_Record_Button.... PLAY
- PNG Screenshot_2020-10-09_0901... PLAY
- PNG Record_Button.png PLAY
- PDF First_Level_Camera_Troublesh... PLAY 4

- 1 BROWSE FILES**
Click on this button to select the file you want to upload. Upload starts automatically.
- 2 UPLOADED FILES**
List of presentation slides that have already been uploaded.
- 3 PLAY**
Clicking on this button will open your file on the presentation window. From there, you can start presenting your uploaded files.
- 4 TRASH**
Click to delete uploaded file.

We recommend that you **upload your slides in PDF** format. The platform automatically converts PPT files. This may cause minor changes in your slide layout. Make sure to limit your presentation slides to 100mb.



Sharing videos is a great way to present. In this platform, you can upload your videos or share content from YouTube!

webinar controls

UPLOADING VIDEO



Open Client Dry Run - Thursday Afternoons 3PM CST
Hosted by eShow Webinars

RTMP Settings Off Off Screen Slides Video Audio Offer More

Production

A few reminders to make the flow of the event as smooth as it can be:

- Double to triple check everything
- Keep in touch
- Be alert
- Be accommodating
- Document Everything
- HAVE FUN!

Individual Permissions

Admins (3)

- ★ Steve Drake
- ★ Lawrence Givens
- ★ Don (eTech Pro)

On-stage Presenters (0)

Off-stage Presenters (0)

Attendees (3)

Search people

Frank Ciccitto

Lynn Hummel

Erin Martin

End Webinar

UPLOAD VIDEO

Add a Video

Add an MP4 Video

Drag & Drop Files HereMP4 files only • Limit 4GB

Browse Files 1

Add a YouTube Video

Paste a YouTube link here

Add Video 2

Video Queue

- Pharrell Williams - Happy (Offi... PLAY
- CAN'T STOP THE FEELING! (Fr... PLAY

Load Video Load & Play Video

There are 2 ways to upload your presentation video, upload a video from your device or share a Youtube link:

1 BROWSE FILES

Click to select your video file. Upload starts automatically.

2 ADD VIDEO

Paste your YouTube link in the box and click on the ADD VIDEO button to upload your presentation.

Make sure that the video you are sharing is **not private**. Otherwise, the link is not going to work.

Your webinar can only play videos in MP4 format. Make sure to limit your file size to 4GB.

- ✓ **FILE FORMAT:** .mp4 files and YouTube Videos
- ✓ **FILE SIZE:** less than 4GB
- ✓ **BEST:** 1280 x 1080p at 30FPS
- ✓ **BETTER:** 1280 x 720p at 30FPS
- ✓ **GOOD:** 640 x 480p at 30 frames per second (FPS)



Use background music or sound effects to make your presentations more fun and exciting!

webinar controls

UPLOADING AUDIO



Watch a Demo Video

UPLOAD AUDIO

- 1 BROWSE FILES**
Click to select file. Upload starts automatically.
- 2 MUSIC PLAYER SWITCH**
Toggle on if you want to display the music player on the presentation area.
- 3 LOADING OPTIONS**
Click to pick what happens when the Audio button on top of the presentation window is clicked.
- 4 PLAY**
Depending on the option you pick on #2, clicking play will **Load** or **Load & Play** your audio file in the presentation area.
- 5 TRASH**
Click to delete uploaded file.



MUSIC PLAYER

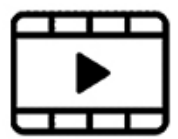
This platform can play audio in MP3 and WAV format. Make sure to limit your file size to 100mb.



Your webinar starts in 3... 2... 1...
Get ready to present!

webinar controls

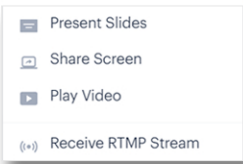
PRESENTING



Watch a Demo Video

WEBINAR ROOM

PRESENTATION AREA CONTROLS

- MEDIA BUTTONS:** There will be buttons that represent all of your previously uploaded material. Click on the button to present your content. As you present media using #2, the associated media button (video, slide, camera) will display. This allows you to easily toggle between previously presented media.
- PLUS (+) MENU:** Hover over the (+) to show your presentation content. Click on a media option to present uploaded files.

- DRAWING TOGGLE:** While presenting your slides, you may switch this on to be able to draw on the slides while presenting.
- FULL SCREEN:** For a larger view of your presentation, click this to switch to full screen view.
- SLIDE NAVIGATOR:** This option appears when you're on your slide presentation. Use this to easily navigate through your slides.

When screen sharing, make sure that you have a stable internet connection with a minimum upload speed of 20mbps.

SCREEN SHARING

- STEP 1:** Click on the **SCREEN SHARING** icon on the toolbar.
- STEP 2:** On the **SHARE YOUR SCREEN** window, click on the TAB of the type of screen you want to share. Then, select from the thumbnails of your screen, application, or chrome tab.
- STEP 3:** Click on the **SHARE** button.

Sharing an **APPLICATION WINDOW** allows you to still see the webinar room while presenting.

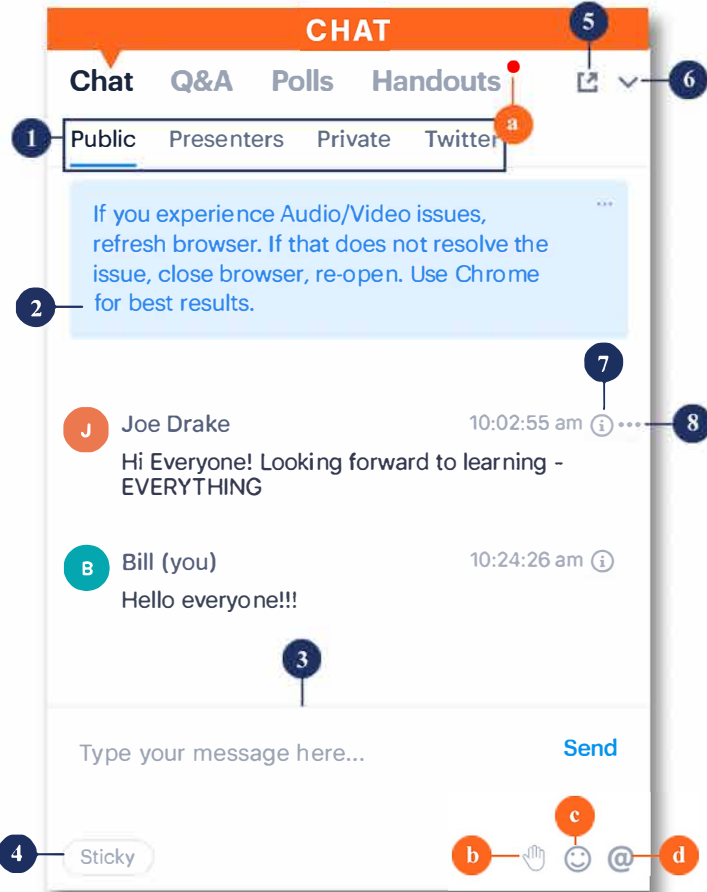
We **do not advise** that you share **Your Entire Screen**. This will display the webinar room on your screen to the audience.





The platform is designed to give you the best webinar experience.

COMMUNICATION

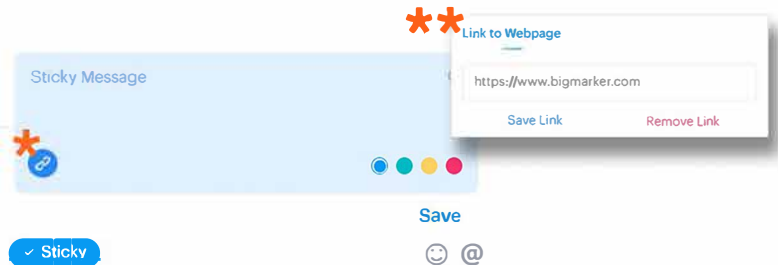


To access the different **SECTIONAL FEATURES**, click on the **Section Tabs** on the top where it says, **CHAT, Q&A, POLLS, HANDOUTS**.

- CHAT TABS:** As a presenter, you will be able to chat with the following roles:
 - ✓ Publicly with attendees
 - ✓ Privately with presenters
 - ✓ Privately with attendees
 - ✓ Tweet with Twitter

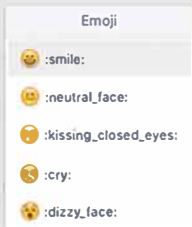
- STICKY NOTE:** Communication that stays at the top of the chat section. Pin important messages and reminders, topics or calls to action - all participants will be sure to read it.

Edit the sticky note by clicking on the **STICKY button (4)**. You can change your text color and add a hyperlink by clicking on the **CHAIN ICON*** to open the **LINK TO WEBPAGE POPUP****.

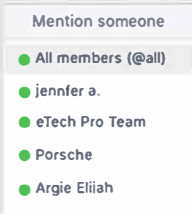


GLOBAL FUNCTIONALITY

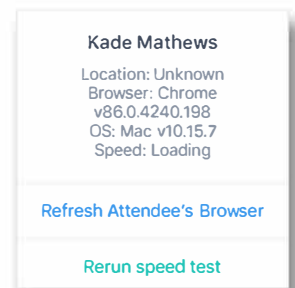
- a NOTIFICATION ICON**
A red dot appears when a new item is available on the tab.
- b RAISE HAND**
To politely catch the presenter's attention.
- c EMOJI**
Because it's more fun with emojis!



- d MENTION SOMEONE**
Use to direct a chat to a specific person.



- CHAT BOX:** Type your message here and click send.
- STICKY BUTTON:** Click to add or edit your sticky message.
- POP OUT ICON:** Use this to be able to move the chat box.
- ARROW ICON:** Click to hide the Communication Box to get a better view of the Presentation Area.
- ICON:** Preview a snapshot of that person's device status such as their download and upload speed and other important information and functions.



- THREE DOTS:** Hover over a message on the chat box to display the **THREE DOTS**. Click on it to open a pop up that will give you options on what to do with the message: Convert to Q&A, Pin to Top, or Delete.



webinar controls

Q & A

Watch a Demo Video

Conduct your Q&As like a pro! Use the webinar's built in feature to better organize your Q&As.

To access the different **SECTIONAL FEATURES**, click on the **Section Tabs** on the top where it says, **CHAT, Q&A, POLLS, HANDOUTS**.

1 **Q&A TABS:** Q&A items in your webinar are sorted in 4 different ways:

- ✓ **NEW (2):** Where all new items can be reviewed.
- ✓ **ANSWERED (8):** For all questions that have been answered.
- ✓ **PUBLISHED:** For all questions that have been published. Remember that Q&A items can only be seen by other attendees after they have been published. Unpublished items can only be seen by the attendee who typed in the question.
- ✓ **ARCHIVE:** You can archive published items that you're not ready to delete yet. Keep in mind that archived items can no longer be seen by your attendees.

2 **NEW QUESTION:** New questions have a green dot beside the sender's name.

3 **THREE DOTS:** To display this button, simply hover over the question. Clicking on this will let you archive or delete the question.

4 **LIKE:** Click to like the question.

5 **PUBLISH:** Click to publish the item so that other attendees can see the question and answer.

6 **ANSWER:** Clicking this opens a text box where you can type your answer to the question.

7 **DELETE:** Click to delete an item.

8 **ANSWER TAB:** Shows a list of all answered questions.

9 **EDIT:** Lets you edit your answer.

10 **Q&A TEXTBOX:** Where questions are typed in and sent to the **NEW Q&A Tab**.

The screenshot shows the Q&A interface with the following callouts:

- 1: Points to the 'New', 'Answered', 'Published', and 'Archive' tabs at the top of the Q&A section.
- 2: Points to a green dot next to the sender's name 'Denise Ponio'.
- 3: Points to the three dots menu icon next to the question.
- 4: Points to the 'Like' button (thumbs up icon).
- 5: Points to the 'Publish' button.
- 6: Points to the 'Answer' button.
- 7: Points to the 'Delete' button.
- 8: Points to the 'Answered' tab in the top navigation bar.
- 9: Points to the 'Edit' button below an answer.
- 10: Points to the 'Ask a question...' text input field at the bottom.



webinar controls POLLS

Want a more interactive presentation? Use the Poll Feature to engage your audience and get their opinions.

- a **QUEUE POLLS TAB:** Where all your polls in queue can be started, edited, or deleted.
- b **OPEN POLLS TAB:** Stores all polls that have already started. This tab shows real time updates on open polls.
- c **CLOSED POLLS TAB:** Stores all completed polls and displays the results of each.

- 1 **NEW POLL BUTTON:** Click to open the **Create Poll Window** (see below).
- 2 **START POLLING:** This opens the **Poll Pop Up Window** (see bottom left for example).
- 3 **EDIT:** Lets you edit your existing polls through the **Create Poll Window**.
- 4 **DELETE:** Deletes the item in the list. All poll windows have this option.
- 5 **CLOSE POLL:** Ends the poll and sends the poll results to the **Closed Polls Tab**.
- 6 **BACK TO QUEUE:** Stops the poll and sends the item back to the **Queue Polls Tab**. Poll may be restarted later on at a more convenient time for you.
- 7 **REOPEN:** Reopens closed polls and sends them back to the **Open Polls Tab**.

HOW TO CREATE A POLL

To create a poll, simply click on the **POLLS** tab and then click on the **NEW POLL Button (1)**. This should open the **CREATE POLL WINDOW**.

- STEP 1:** Type in your poll questions.
- STEP 2:** Add your **Response Options**. You can add up to **6 responses** for your poll question.
- STEP 3:** Select whether your audience can select multiple answers or just one answer.
- STEP 4:** Finally, you may opt to immediately start the poll by clicking on the **START POLLING** button or click the **ADD TO QUEUE** button to queue this poll for use later on in your webinar.

OPTIONAL STEPS

- ✓ You may opt to allow registrants to access your poll on the webinar landing page by clicking on the checkbox.
- ✓ Present this poll to presenter and admins may be ticked or unticked.
- ✓ You may choose when you want the poll to end.

CREATE POLL WINDOW

POLL POP UP WINDOW

A **poll pop up window** appears on the screen of the attendees as soon as the **START POLLING** button is clicked. This can be done on the **CREATE POLL WINDOW** or the **POLLS ON QUEUE** list.



webinar controls

HANDOUTS

Share downloadable content with your audience through the **HANDOUTS** section.

HANDOUTS

Chat Q&A Polls **Handouts**

Offers **Handouts***

HANDOUTS

Share handouts: white papers, e-books, other content

1 — Share a Handout

2

3

Manage Handouts

PDF SPEAKER_INFO_PACKET.pdf
Preview Unshare Delete Download Pin Edit

PDF MODERATOR_INFO_PACKET.pdf
Preview Unshare Delete Download Pin Edit

Upload a handout

4

5

Share a File Share a Link

6

Drag & Drop Files Here
Limit 100MB

Browse Files

7

Handout Name
Please enter the handout name

8

Handout Icon
Choose File No file chosen

9

Share a File Share a Link

Handout Name
Please enter the handout name

Handout Link
Please start with http:// or https://

10

Handout Icon
Choose File No file chosen

10

Upload Upload

* **HANDOUT TAB:** To upload a handout or to see your list of pre-uploaded handouts, click on the **HANDOUTS** tab under the **Handouts Header**.

CORE FEATURES

- 1 **SHARE A HANDOUT:** This appears when there are no handouts currently uploaded. Click to open the **UPLOAD HANDOUT (4)** window.
- 2 **UPLOADED HANDOUTS:** How your handouts look once uploaded. All uploaded handouts may be previewed, unshared, deleted, downloaded, pinned, or edited.
- 3 **MANAGE HANDOUTS:** Click to open the **UPLOAD HANDOUT (4)** window.

HOW TO UPLOAD HANDOUTS

- 4 **UPLOAD HANDOUT WINDOW:** Where you can upload files or share links as handouts, and edit handout details. Accessed by clicking **SHARE A HANDOUT (1)** or **MANAGE HANDOUTS (3)**.
- 5 **SHARE FILE TAB:** For uploading files.
- 6 **BROWSE FILES:** Choose a file to upload from our computer.
- 7 **HANDOUT NAME:** Enter a label for your file name that displays on the handout list.
- 8 **CHOOSE FILE:** Lets you select a thumbnail for your handout. This is optional.
- 9 **SHARE A LINK:** Click to share a link instead of a file.
- 10 **HANDOUT LINK:** Type in the link you want to share.
- 11 **UPLOAD BUTTON:** Click to upload your handout.

QUICK TIPS

- ✓ **FILE FORMAT:** pdf, .doc, .docx, .odp, .ppt, .pptx, .odt, .jpg, .jpeg, .png, .xls, xlsx or .mp4
- ✓ **FILE SIZE:** Limit to 100mb
- ✓ You may also share a link.



