

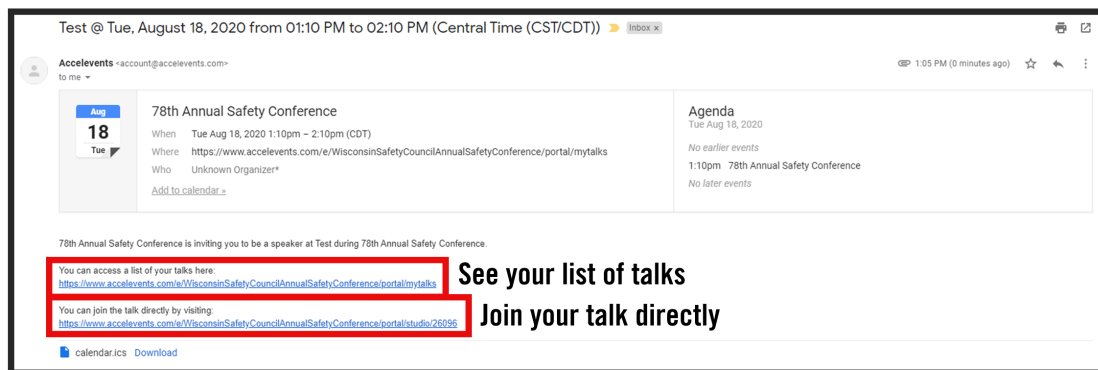
I'm a Speaker in a Session, What do I do?



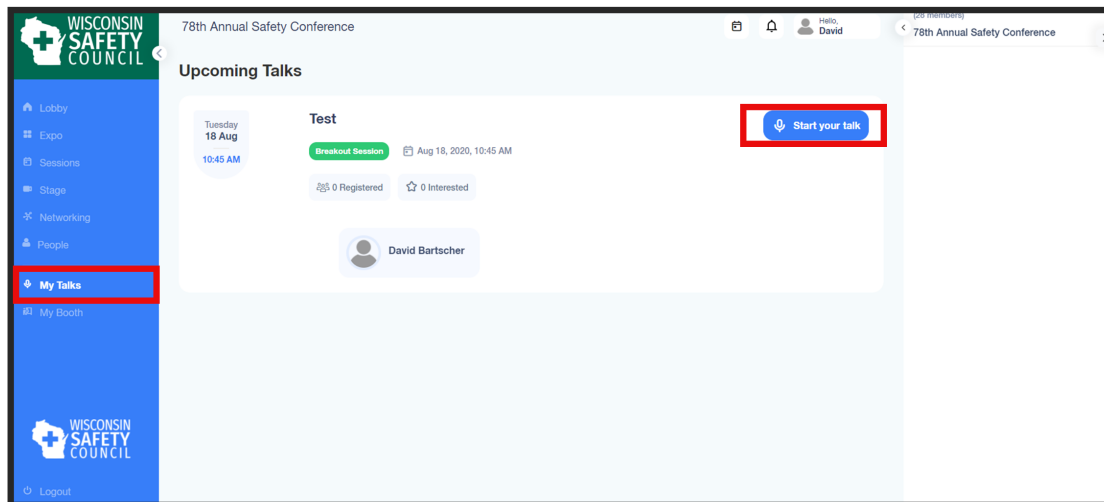
***NOTE: Use Chrome as your browser
when accessing event***



STEP 1: Access Email Invitation



STEP 2: Access the Link, Start your Talk



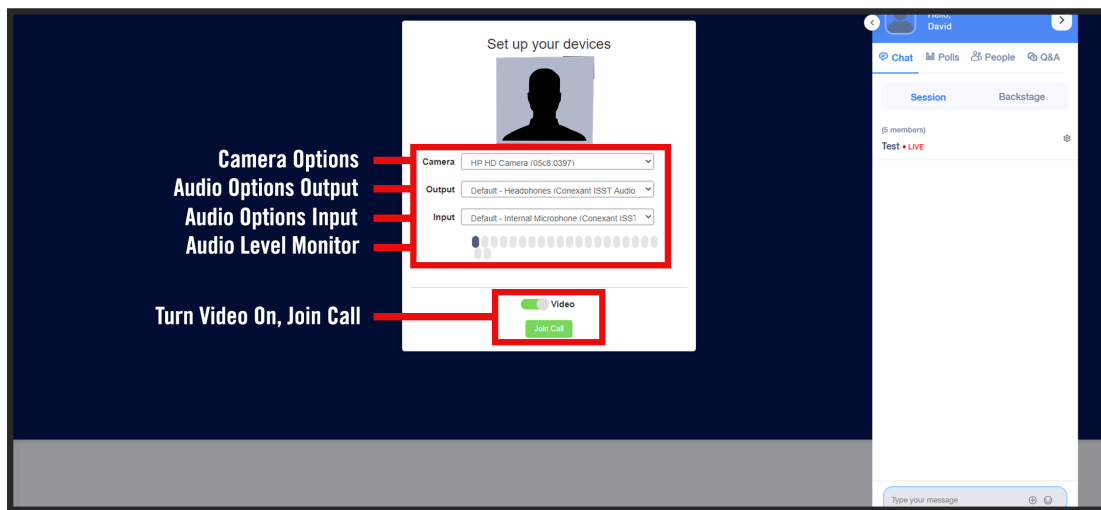
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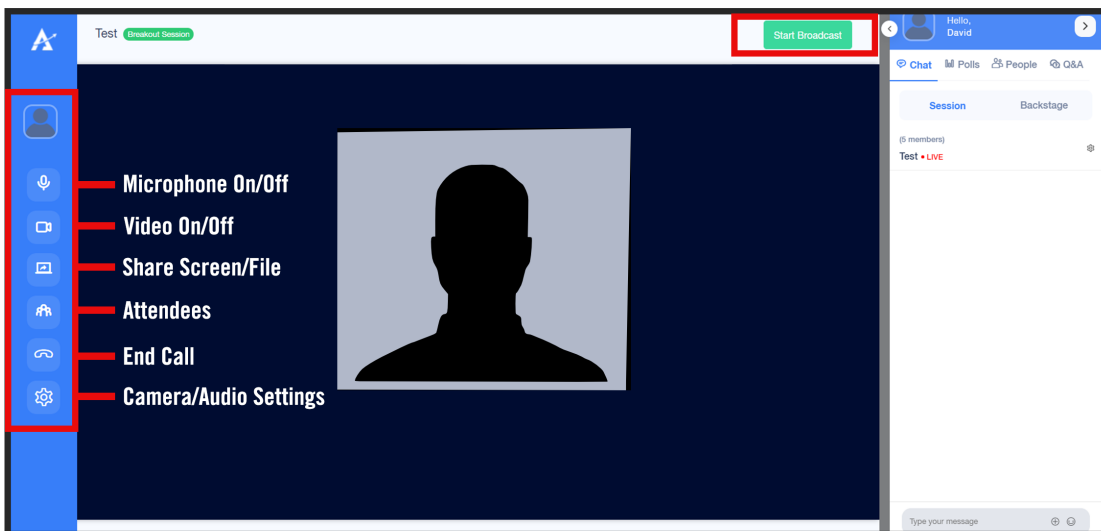
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STEP 3: Set Up Your Devices



STEP 4: Start Broadcast



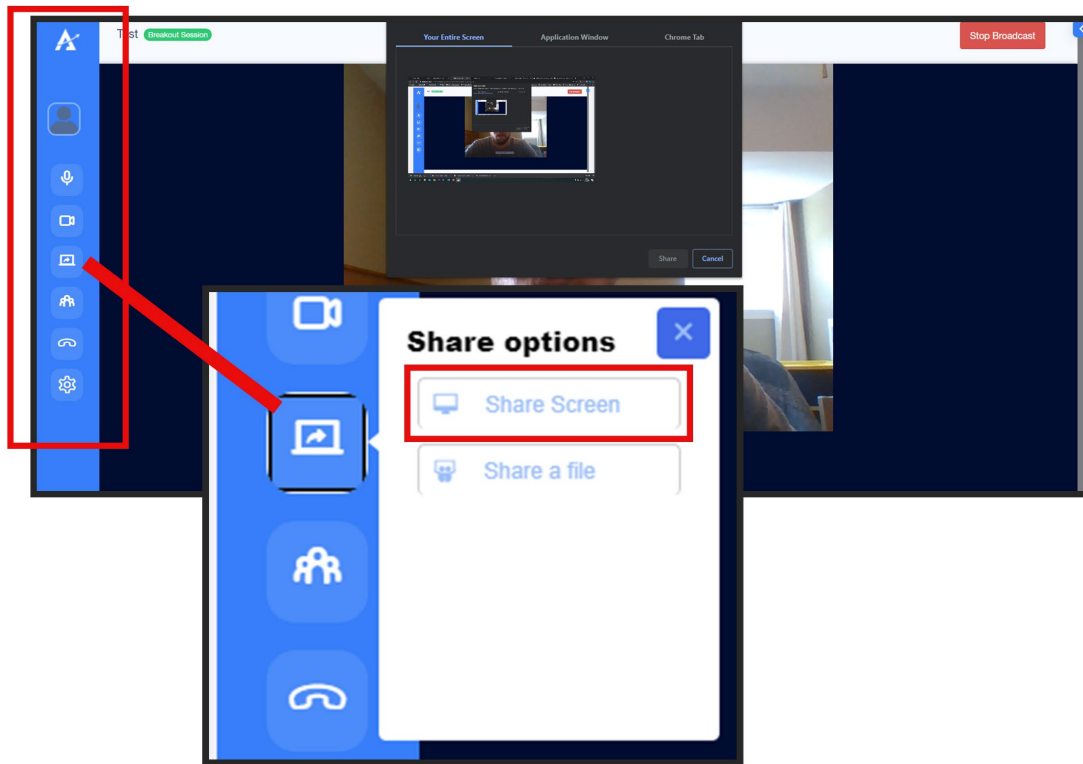
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STEP 5: Share PowerPoint (If Applicable)



- 1) Click Share Screen Button (Left of Screen)
- 2) Click Share Screen (Under Share Options)

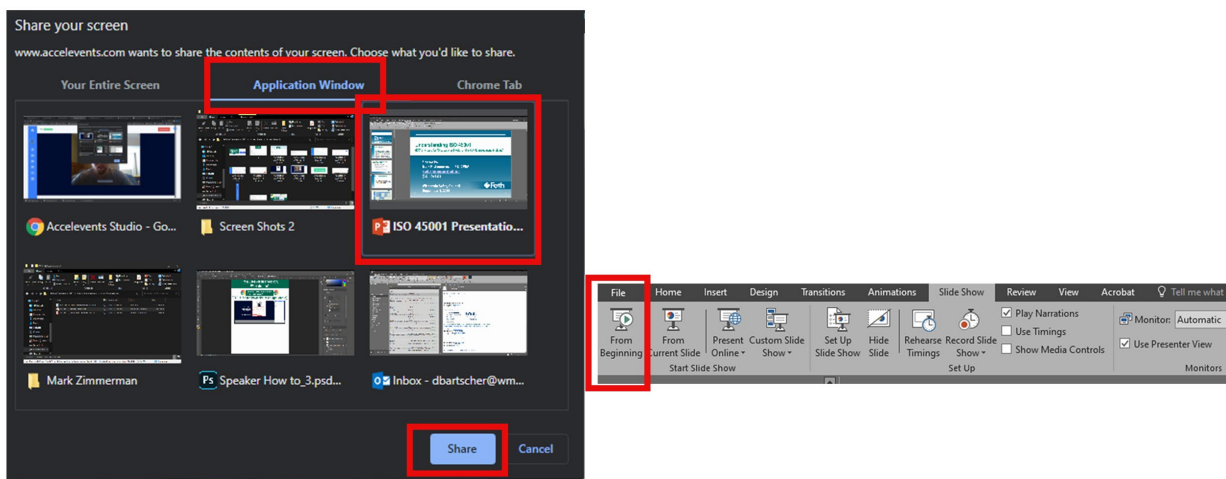
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STEP 5 (Cont'd): Share PowerPoint



3) Click Application Window

**4) Click on PowerPoint File (Make sure file is opened
on your computer)**

5) Click Share

6) Once you are in PPT, play slideshow from beginning

***Make sure your PowerPoint window is Maximized**



7) PLEASE NOTE**

****In order to see PPT presentation and event platform, two monitors/screens will be required.
If you are on one screen, you will not be able to see the platform until after the PowerPoint
presentation is done.****

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Additional Information:

- If possible, please connect to the internet via ethernet for better streaming quality.
- Please arrive at least 15 minutes early to your live presentation to give you time to set up your presentation and address any issues prior to your start time.
- Please introduce yourself at the beginning of your live presentation, there will be no moderators in the live breakout sessions to make your introduction.
- If you are planning on using two monitors/screens during your presentation, please make sure to be looking into the camera lens as often as you are able to. It is okay to look at your second screen to see the event platform periodically, but we don't want a side profile of your face for the whole presentation.
- **Poll Questions:**
 - If you submitted poll questions, our staff will populate them during the session.
 - No need to address the poll questions during your presentation.
- **Pre-Recorded Presentations:**
 - If you agreed for a live Q&A after your pre-recorded session, your live Q&A will be in a different virtual session room which can be found in the “My Talks” section. Please sit in on your pre-recorded session as well to monitor chat and Q&A sections. You can either address them right away or wait for your live Q&A.
 - If you agreed to answer questions via the chat function, make sure to monitor the chat and Q&A section of your virtual breakout session and answer questions in real time during the pre-recorded video.

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Additional Resources:

<https://support.accelevents.com/en/articles/3992320-i-m-a-speaker-in-a-session-what-do-i-do>

<https://support.accelevents.com/en/articles/4103751-the-accelevents-studio>

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