

aanmelder.nl

SPEAKERS MANUAL

Eventplatform



Tips

Make sure you have a stable internet connection

- ◆ Make sure you are in a place with a stable and strong internet connection. You can test the speed through [this link](#).

Test your microphone and camera

Test your microphone and camera settings on your computer.

Use 2 screens (laptop & extra screen)

This way you can keep an eye on the Event Platform on one screen and place your presentation on the other screen.

Make sure to have a calm background

Accept use of camera & microphone & watch the popups on your screen!

We recommend using Google Chrome or Firefox as browser. **Do you use a mac?**

Mac users who do not yet have Chrome or Firefox must install it first and then follow the steps below to get the camera, microphone and screen sharing working: System preferences > Security & Privacy > Screen recording > check Google Chrome or Firefox.

Logging into the platform

You can log in to the EventPlatform via the link in the invitation email. This is a personal link, so do not forward it to others! You will then end up on a page with your name. Here you click enter.

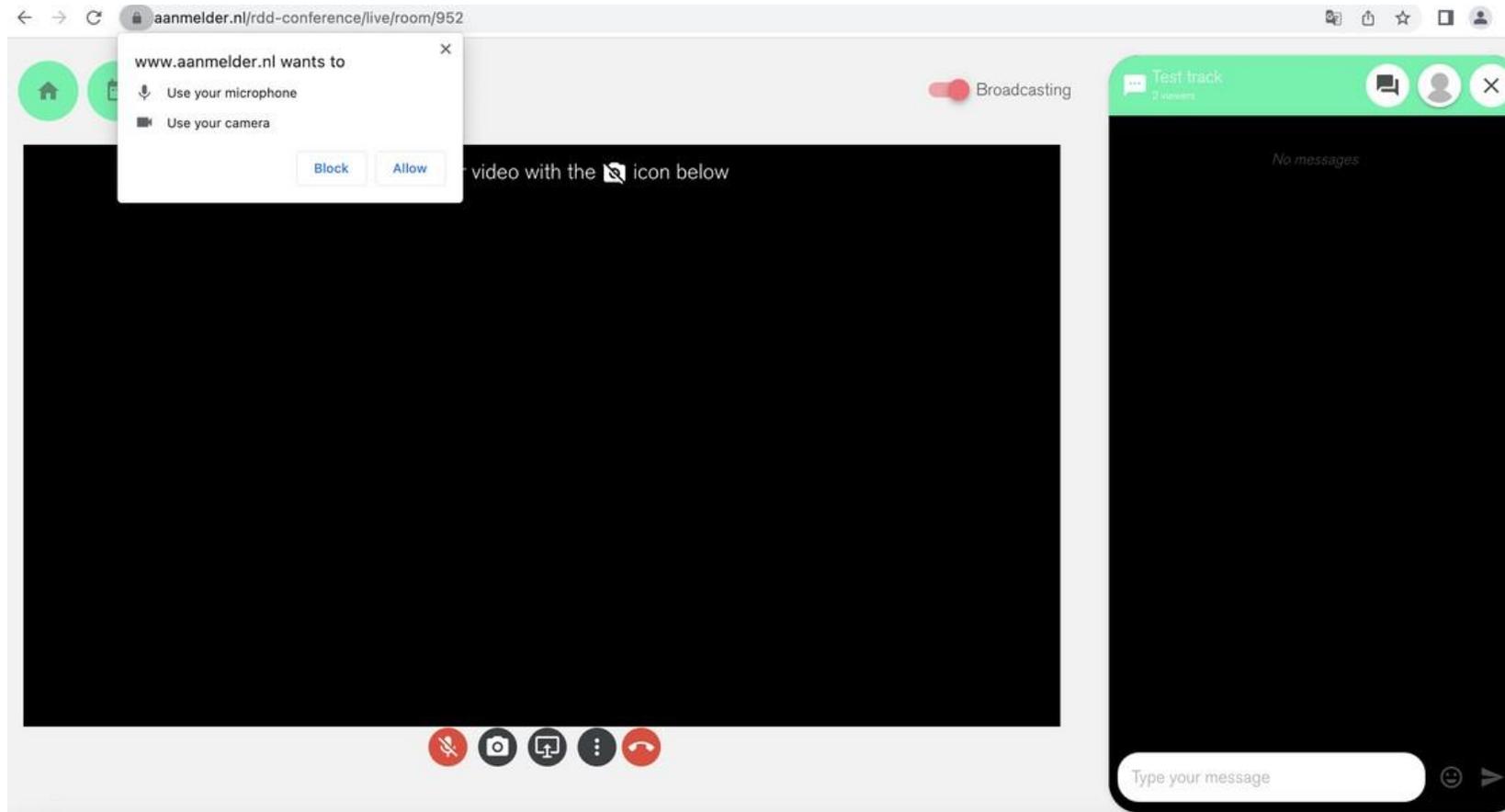
You then end up in the lobby.

Has the event started? Then look up your own session at current sessions.

Has the event yet to start? Then search for your event at upcoming sessions. Click Join this session.

The screenshot shows the EventPlatform lobby interface. On the left, there is a navigation menu with a back arrow, a home icon labeled 'Lobby', and a calendar icon labeled 'Schedule'. The main content area has a dark header with '> Schedule' and '13:46'. Below the header, there are three tabs: 'PAST SESSIONS', 'CURRENT SESSIONS', and 'UPCOMING SESSIONS', with 'UPCOMING SESSIONS' being the active tab. The main content area is divided into sections: 'Opening Session & Keynotes', 'Keynotes', and 'High Level Roundtable'. The 'Opening Session & Keynotes' section is expanded, showing details for 'Setting the stage': Start time: 16/06/2022, 09:00; End time: 16/06/2022, 09:45; Speakers: Chris Zeven Bergen, Mark Harbers, Ahmed Aboutaleb, Peter Glas. A 'JOIN THIS SESSION' button is visible below the session details.

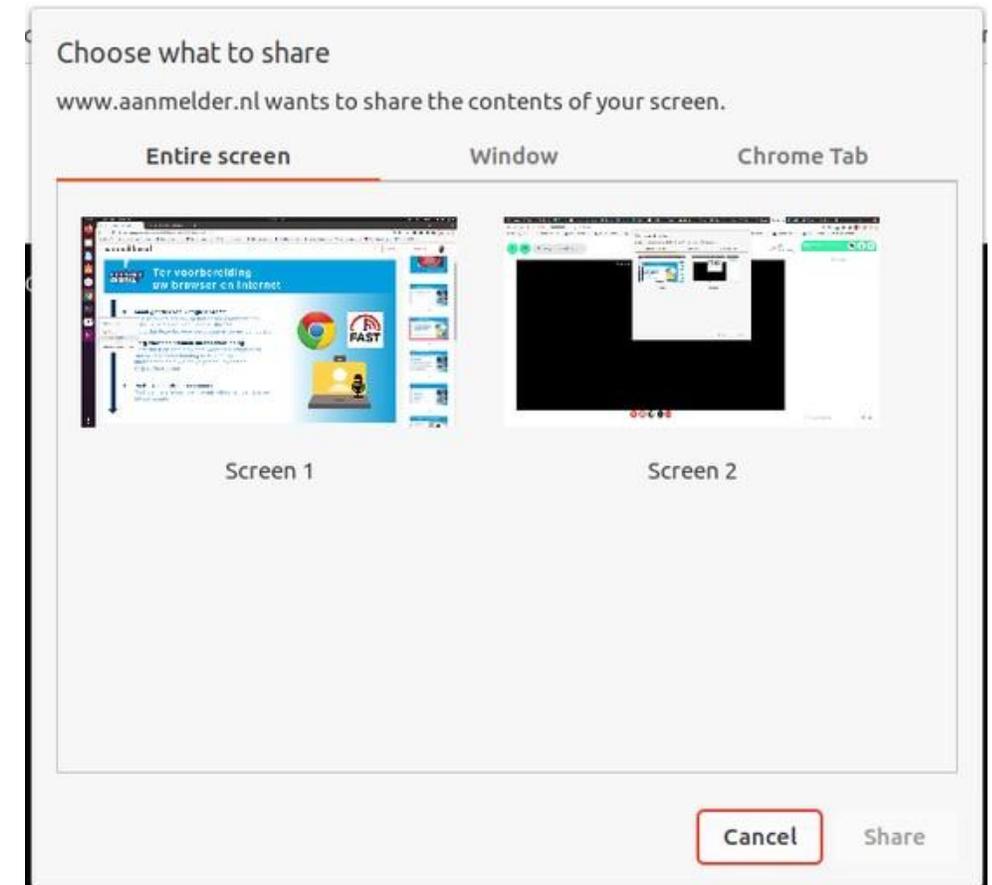
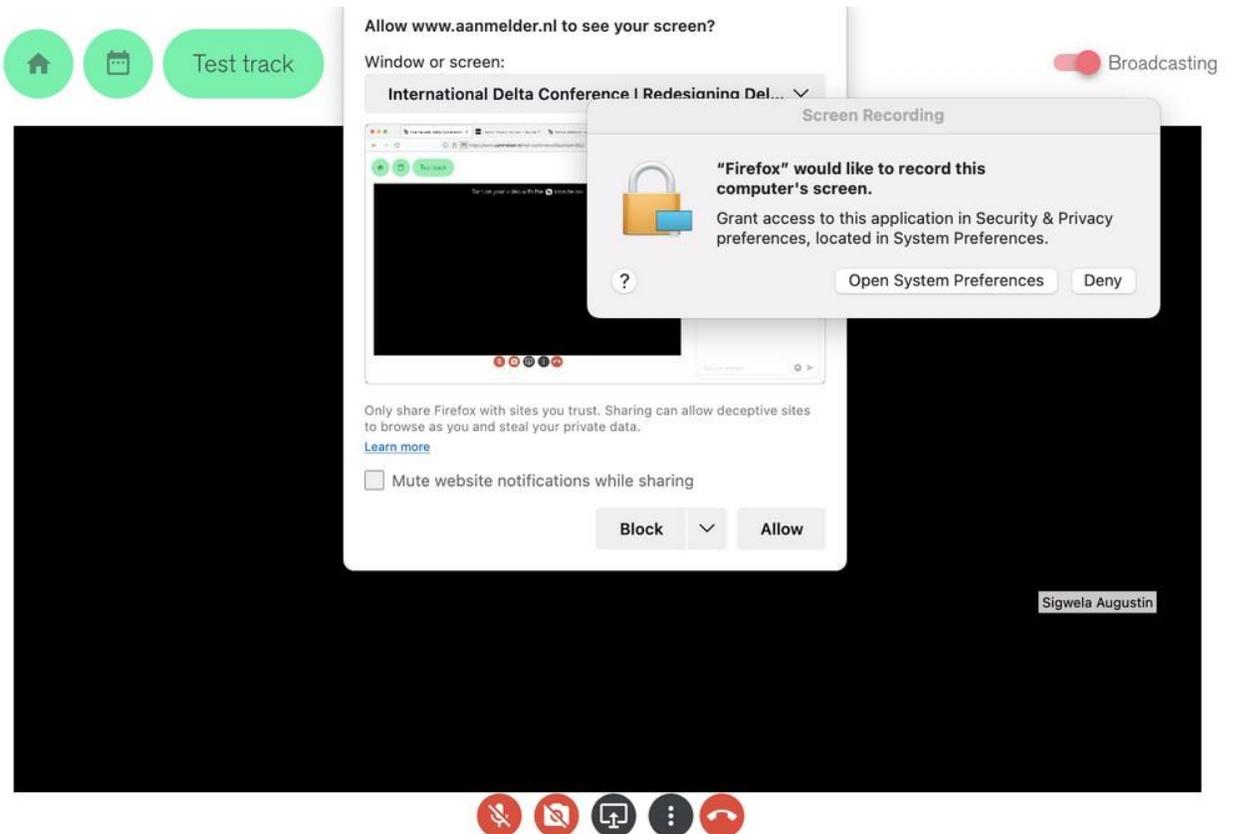
Upon entering, you see that the camera and the sound are not immediately switched on. Turn it on by clicking on the icon. You may get a pop-up on your screen. Then click on Allow.



Presentation? Share your presentation by clicking on the following button:

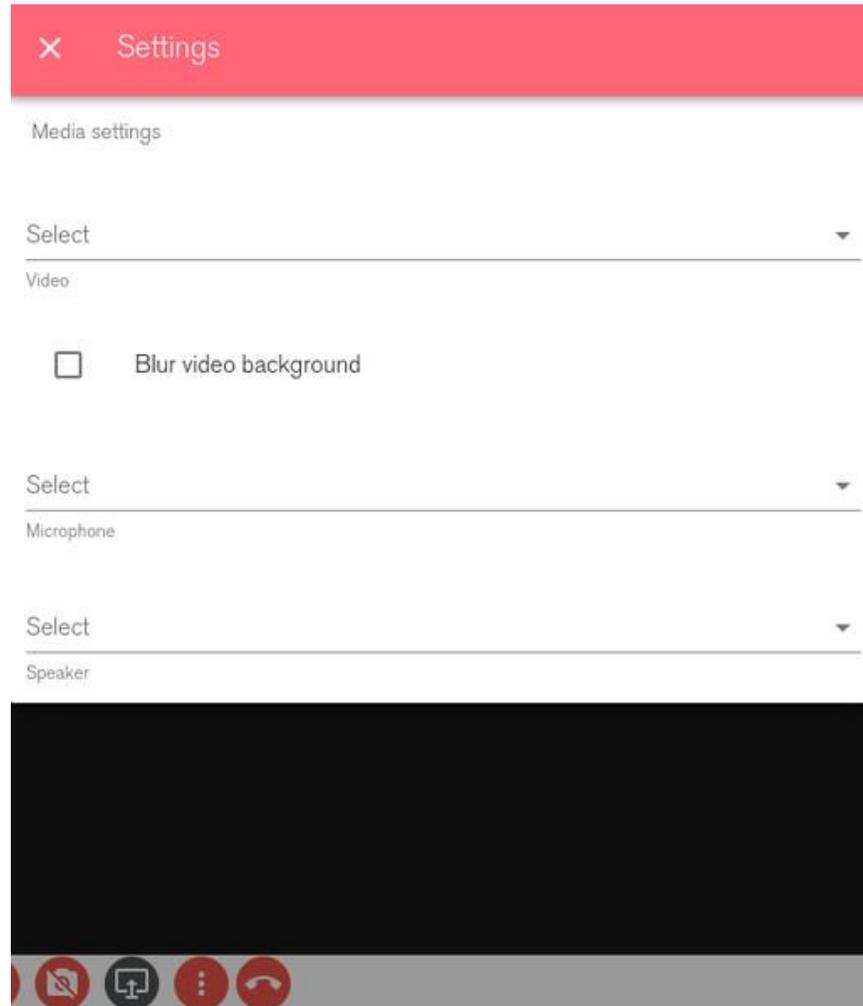


You will then see the screen below. Here you can choose which screen you want to share. You may also get another pop-up here 'Give permission to share your screen'. Click open system preferences to accept.



NOTE! When using Windows in combination with Google Chrome, you have the option to choose multiple screens. This option is not available in some browsers.

At settings (⋮) you can select the correct microphone, video & speaker. You can also blur the background so that it does not distract from the presentation.



The end result

You will see the chat to the right of your presentation. Here the participants can comment on the presentation. You can also send someone 1 on 1 messages by clicking on their name.

The screenshot displays a Zoom meeting interface. The main window shows a video call titled "Personal Branding and First Impressions" with two women sitting in chairs and talking. The woman on the left has long brown hair and is wearing a dark blue top. The woman on the right has long dark hair and is wearing a light blue striped shirt. Both have professional microphones in front of them. The background is a white brick wall with some greenery. To the right of the video is a chat window titled "CHAT". The chat history shows the following messages:

- @Anthony**: Welcome to the presentations! We will start in 10 minutes. Enjoy the event!
- Me**: Will the sessions be recorded?
- @Anthony**: Yes, we are recording the sessions, so you can watch them later.
- Me**: Thank you!

At the bottom of the chat window is a text input field and a send button. Below the video call, there is a toolbar with icons for mute, video, screen share, more options, and end call.