How to do a Live Virtual Session

Hello!

We're excited to have you on board with us for the **Patient Safety**. Please refer to this guide for your live session and do not hesitate to reach out if you have any further questions.

For this event, we will be using the browser-based tool Streamyard, which means there is no download necessary and you can easily access the platform via Google Chrome or Microsoft Edge for the best user-friendly experience.

Technical requirements
- A laptop or a desktop
- Webcam, microphone, and external headphones to prevent audio echoes
- Stable internet connection. We recommend using a wired internet connection. You want to make sure you have an upload speed of 4Mbps. Please test your connection here
- A recent version of Chrome, Firefox, and Opera. Unfortunately, other browsers, like Safari do not support the technology yet. We recommend Chrome for best experience.

If you have the above requirements, you are good to go!

Presentation guidelines
- Kindly download the speaker presentation template available here
- Font size 36+
- Please ensure that the presentation slide deck is 16:9
- Include impactful images, key facts and figures
- Include short notes nearby that will jog your memory
- Please do not embed videos into the presentation, if you wish to have a video then we recommend the below:
  - Size 1280 x 720.
  - Max file size is 100MB.
  - Max video length is 5 minutes.
  - Send the video through this link https://forms.gle/zCUg3Yps9D1U7BRMA 3 days prior to the recording or live session date
 - Adhere to the time allocated for your session

Before your recording session

- Schedule your time and date slot for recording
- Platform gear test link: Please make sure that you carry out a system check to ensure your microphone and webcam is working prior to the session by clicking on this link - https://test.webrtc.org
- Should you feel that the gear test link is enough and that you would not require a technical rehearsal, please do let us know.
- During the rehearsals, we will test your webcam, microphone, and slide sharing. This will also include time to discuss the program flow and give speakers the opportunity to ask any questions.
- As the date of the live session approaches, you will receive a link to join the session
- Device a backup plan if you or your co-presenters experience technical failures
- Familiarise yourself with tools on the platform

## During your live session

1. Step 1
   - Click on the link that was provided to you and you will be taken to the broadcast studio. There is no need to download or install anything.
     - Allow Streamyard to access your mic and camera
     - Make sure you have the correct mic and camera selected
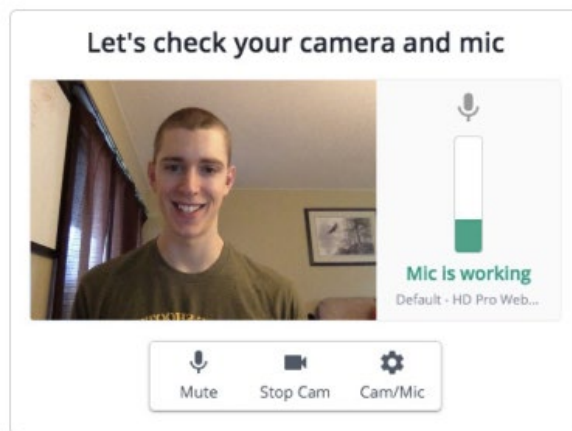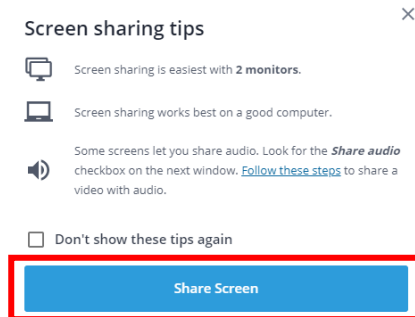

   - Enter a display name and enter the broadcast studio

2. Step 2 – Presentation sharing
   - Please read the guide below if you have a presentation to share
     - In the broadcast studio, there's a toolbar at the bottom of the screen. Click the "share screen" button.
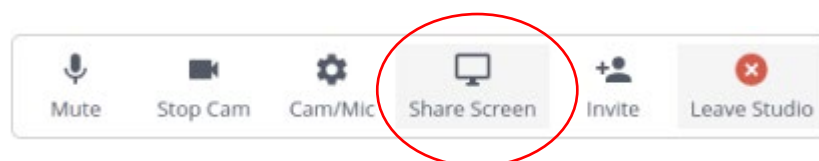
- The screen sharing tips will pop up on screen. Click the blue "share screen" button.

- Another popup will appear with three options:
  - Your entire screen: Shares your entire desktop
  - Application Window: Lets you choose one application at a time; great for sharing a PowerPoint or keynote.
  - Chrome tab: Lets you share ANY file from your computer in a chrome tab. Open a new tab, drag the file into Chrome from your computer desktop or folder. Your cursor displays a little ' + ' sign if the action is successful.
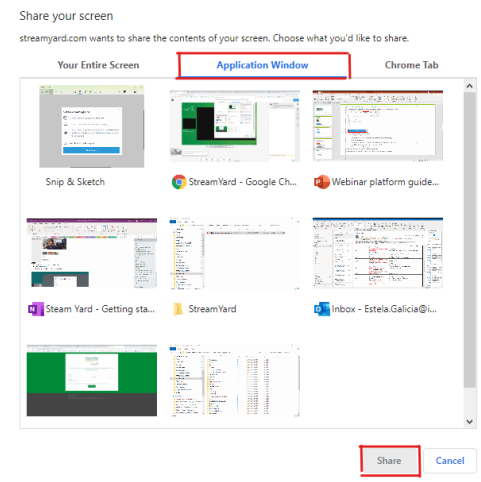
  - Then click 'share', and your screen will be added to your show.
  - When you are done presenting, click the title that lights up blue to **remove** the screen share.

- Tech support is available before the show for questions or concerns and during the session
- Be aware of the chat widget for audience questions
- **Please join us 30 minutes prior the session starting to allow for a quick rehearsal to make sure you are set-up correctly**

Tips

- Greet and start the presentation as if you have a live audience
- To connect with the audience – smile, show enthusiasm and look at the camera
- Choose a well-lit and quiet space
- Disable any notifications to avoid external sounds or pop-up alerts
- Make sure that your device is plugged into a power source
- Plan, prepare and practice
- Ensure that you test any equipment that you will be using prior to the session
- Close any unnecessary applications running in the background
- If you are sharing slides, have them open before the webinar begins
- Having 2 screens helps when you are slide sharing

Important dates and deadlines

As our speakers commit to this event from all over the globe, we would like to give you the opportunity to decide whether you would like to self-record your session and comeback for the Q&A during the session airing.

Please let us know if you wish to pre-record your session or have a live session **6 weeks prior to the session schedule.**

- Self-recorded video due date: 14 days prior to the session schedule

Have any questions? Contact us 😊

Please reach out to us should you have any queries by sending an email to Speaker@informa.com