Tech-Check Procedures
For Live and Semi-live Presentations

Prior to the event, the technician will perform a tech-check with all of the presenters who will be broadcasting live or semi-live. The tech check will be scheduled in half hour group sessions.

Speakers will schedule individual appointments via a shared calendar platform to reserve a time to review their settings with a technician.

Speakers will log into the screen-share meeting link provided by the Technician. Speakers will practice controlling their slides,sharing their webcam, etc.

The technician will explain the process for day-of setup, the waiting room, and the text chat communication that will occur throughout the stream. They may also provide tips and pointers to speakers for lighting, controlling audio quality, volume, etc.

Recording Your Presentation
For Semi-live Presentations

Pre-Recording content to be shared during a Live Stream is one of the best ways to gain control over a Live Presentation. Use the tips below to be sure to record correctly. You can record your presentation using Zoom, OBS, or a recording software of your choice

Position the camera you will be speaking into at eye level. This will allow for a more personal interaction with the attendees.

Be sure all lights are located behind the camera and are lighting your face.

Speak slowly and clearly.

Rewatch the recording before submitting to be sure you are satisfied with the video. Make sure there is no unwanted background noise, the lighting is acceptable, and the camera is at eye level.

Submit the video via your Speaker Portal. Files should be .mp4 files and have a resolution of 720p or 1080p. Name the file after the presentation.

Day of Event Procedures
For Speakers with Pre-Recorded Content

Speakers log in to the meeting link at their specified time, usually 30 minutes before they present. The meeting link will be provided to speakers approximately one week in advance.

The Technician will share your pre-recorded content while speakers wait in a meeting link on standby. For live Q&A following your presentation, the speaker(s) will be broadcast at the appropriate time.

Check your Internet connection before beginning. Plug computers into a hard internet line with an ethernet cable, if possible. Ask other people sharing your WiFi to limit heavy internet usage. This will ensure a strong connection throughout the stream.

A moderator in your session will share the questions asked during your presentation. Please note that there is a small delay from live speaking to when the audience hears it in the platform, so be patient!

Day Of Event Procedures
For Speakers Presenting Live

Speakers log in to the meeting link at their specified time, usually 30 minutes before they present. The meeting link will be provided to speakers approximately a week before the event.

Speakers will share content or slides from their computer within the platform. Note - There will be a 15 second delay.

Check your Internet connection before beginning. Plug computers into a hard internet line with an ethernet cable, if possible. Ask other people sharing your WiFi to limit heavy internet usage. This will ensure a strong connection throughout the stream.

A moderator in your session will share the questions asked during your presentation. Please note that there is a small delay from live speaking to when the audience hears it in the platform, so be patient!