SPEAKER PORTAL OVERVIEW

You will receive a link to this portal from the event organizer with your password. If you did not receive a password, leave it empty.

Log in using your registered email address, and the password communicated to you by the event organizer or use the Email me my password button after entering their email address.

The speaker portal is used to manage a speaker’s sessions. Once you are in the portal, you can:

- View and manage your sessions
- Set up your speaker profile
- Join virtual sessions as a speaker/presenter/moderator
- Pre-record virtual sessions
- Set up documents and videos for your sessions, available to event attendees

Some options described may not be available for your event.
HOW TO GET HELP

Reach out to us for Support!

Live Chat during Business hours and event hours!
SETTING UP YOUR PROFILE

All information is not required. Only add what you want attendees to view.

Upload a profile photo and edit your personal information in the ‘My Profile’ section.

All information uploaded will be visible to meeting attendees, except for your email.

You can also enter keywords that will qualify you for search.

Meeting attendees can search for speakers and it uses the name, affiliation, bio and keywords.
SHARE DOCUMENTS WITH ATTENDEES

Documents can be uploaded for each of your sessions.

Select the desired session, and navigate to the ‘Documents’ tab.

These documents are available to attendees before, and after your session and not just during your session.

Use this area to upload documents for your session.

Select ‘Upload document’ to upload a document from your computer to be available to attendees.

Add a link to or video or website.
Each document or link requires a **Name**

Files can be in any format but are limited to 25 MB each. If you have a large file, **create a link to it and use the Add Link feature.**

If you are recording outside of our console, note that MP4 files should be H264 video codec and AAC audio codec.
ON DEMAND SESSIONS

An ‘On Demand’ session is not live, you can upload content (documents) and add one video to the session. Content will be automatically available to attendees at the start time of the session and can be viewed any time after that while the virtual meeting platform is available. You do not need to join an On Demand session during the session start time. Just ensure you have uploaded content that attendees can view prior to the session start time.

To add a video/presentation:
Use the pre-recording option to record yourself presenting. Or upload a video. (Instructions here) Uploaded or recorded videos have to be approved by the event organizer before being displayed to attendees.
Select the desired session and select **Record Now** to start your recording. This will launch a virtual meeting where you will see yourself on camera. You can share your screen to run your presentation.

- If you see an error that indicates the recording room is not available, please reach out to support.

Recording options may only be available if the admin has enabled access.

Check the ‘Tips for virtual speaker’ section on this guide for some useful tips.
**RECORD A PRESENTATION**

**READ ALL STEPS OR PRINT OUT PRIOR TO PRE-RECORDING**

Select the **Record Now** option when you are ready to start recording.

This will launch a Zoom meeting.

Join the meeting as if you would join any virtual meeting, if prompted to install, Install Zoom.

Once you are in the meeting, enable your camera and mic and ensure they work.

Share your screen if you plan to show a presentation during your pre-recording.

**Select the Record Icon from the Zoom Control Panel**

When you select the icon, be sure to select ‘Record to the cloud’.

When you are done, **stop recording and end the meeting**. Clicking end the meeting will automatically send your recording to the cloud. You will not receive an onscreen notification.

The recording will then be available in the Speaker Portal within an hour. You will not receive an email, so please be sure to check the speaker portal.

You may select Record multiple times, each of your recordings will be available in the Speaker console. **Delete the ones you do not need.**

***If you are presenting a Zoom Webinar, download the video prior to your session and share the pre-recorded video using screen share during your session***
RECORDING OUTSIDE OUR PLATFORM

If you choose to use another platform to record, you can use any technology that gives you a MP4 file. The instructions here use ZOOM for recording.

Install and launch a free Zoom meeting
Once you are in the meeting, enable your camera and mic and ensure they work
Share your screen if you plan to show a presentation during your pre-recording

Select the Record Icon from the Zoom Control Panel

When you are done, stop recording and end the meeting. You will receive an onscreen notification.

The recording will then be available on your computer. It will be saved as a MP4 file. Review this recording and upload to the Speaker Portal or download it and save it on your PC, to use when needed.

You may select Record multiple times, and keep/upload only the final one.

For Upload: format MP4 file, file size is limited to 500 MB.

If your file exceeds this size, we recommend you record using our console, Or compress your file.
ON DEMAND MEETINGS WITH ATTENDEES

This feature is not available for all events. If it has been enabled for your event, you will see the option to set time periods when you are available to meet virtually with attendees for your On Demand sessions.

On the Speaker console:

Select I am available if you are available to Meet Now during this time.

Note the Time Zone.
ON DEMAND MEETINGS WITH ATTENDEES

During the event dates, login to the CONNECT platform and select the My Schedule option.
Select the appointment for the current time slot. And Select Join Virtual Meeting.

OR

Select your presentation or session and click on Meet Speaker Now!

Remember each slot is 30 or 60 minutes so you will need to exit and join your next configured appointment.
ON DEMAND MEETINGS WITH ATTENDEES

Stay on your meeting for the entire duration, this is like a Zoom call. Attendees will be able to pop in at any time!

Attendees will see Meet Speaker Now! And be able to join you on the virtual meeting.

Attendees will see an error when you set yourself to available but did not join the meeting.

Attendees will see a disabled option during the times when you set yourself to not available.