

# LET'S GET DIGITAL

**Speakers' Guidebook**



**TIPS FOR EVENT  
PREPARATION**

Ensure you are able & ready to deliver great content

**TIPS FOR DURING THE EVENT**

What you should do & things to keep track of

**TIPS FOR POST-EVENT**

How you can still get value from the event



## DOWNLOAD THE EVENT APPLICATION

Download in the AppStore or PlayStore, login with your event credentials & start your event experience!

## COMPLETE YOUR PROFILE

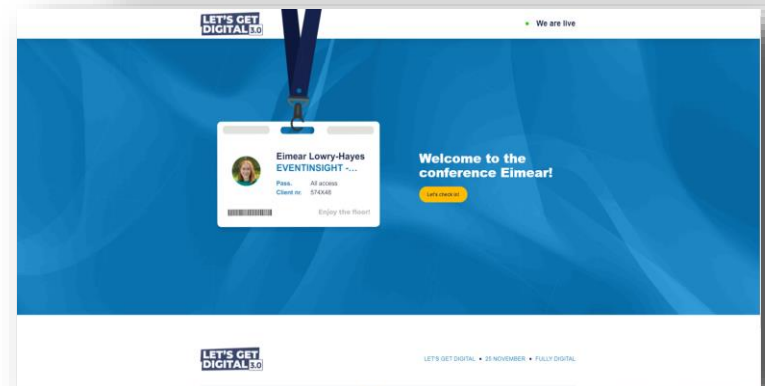
Add your profile photo, contact information, bio & interests! The sessions you are speaking at will already be linked to your profile.

## GET PLANNING

Check out other program items, create your personal programme & maybe even schedule some appointments.

## GET INTERACTIVE

Chat with attendees, make connections & more!



### UPDATE YOUR GOOGLE CHROME

All speakers should attend the event via Google Chrome. Ensure this browser is **fully updated** on the device that you will be attending the event from.

### ENSURE A STABLE INTERNET CONNECTION

Make sure you have a reliable & strong internet connection. You can check your internet speed at <https://fast.com/>.

### TEST YOUR MICROPHONE & CAMERA

If the microphone & camera work on the device you are using for the event, do not change your settings again.



### USE THE SPEAKER TESTING SUITE...

- ★ **Receive an email invite to your 'virtual room'**

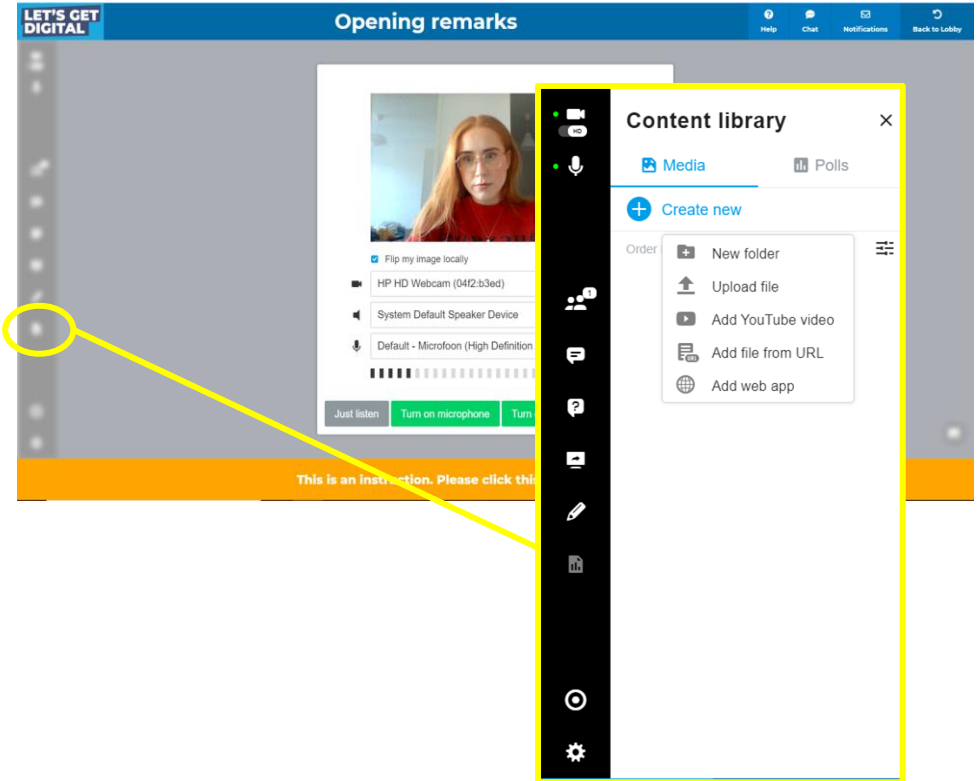
This contains a link whereby you can visit & test out your 'virtual room'.

- ★ **Log in to your virtual room**

To access your room, you must log in with your personal event credentials. Once logged in, you can familiarise yourself with your room.

- ★ **Prepare your content in advance**

Already have your content ready? Then upload it in your content library. Upload a range of media or videos & even create polls!



### CHECK-IN & GET GOING

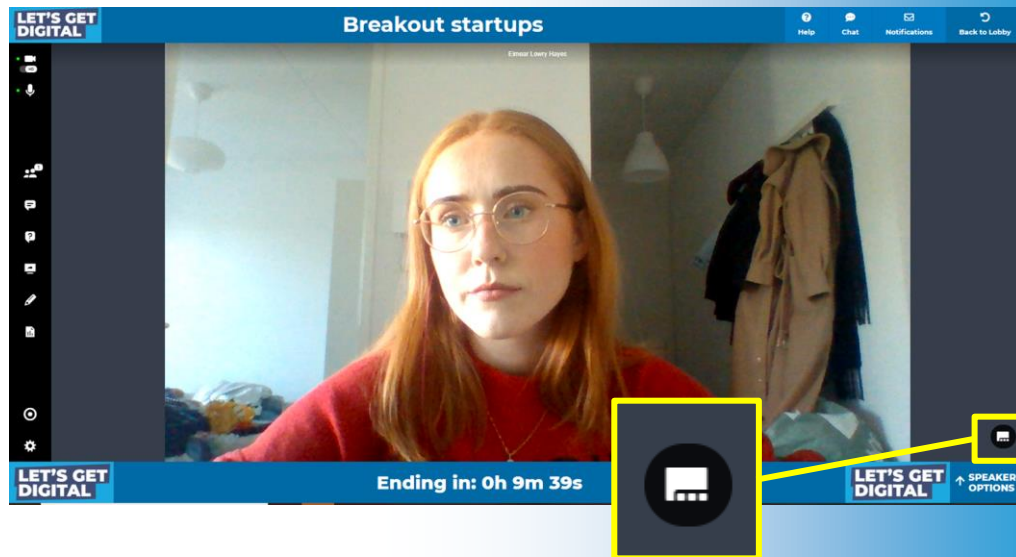
Click on event link or roomlink & enter your login details (received in email)

### ENTER YOUR VIRTUAL ROOM

Do this **at least 20 minutes in advance** of your session start-time. Other participants can enter your room 2 minutes before your official start time.

### SET YOUR LAYOUT

Via the bottom right of your virtual room. You can also enforce a desired layout for your session participants if you like.



### RECORD YOUR SESSION

Via the record icon in the left bar. This is your responsibility!

### DRIVE INTERACTION

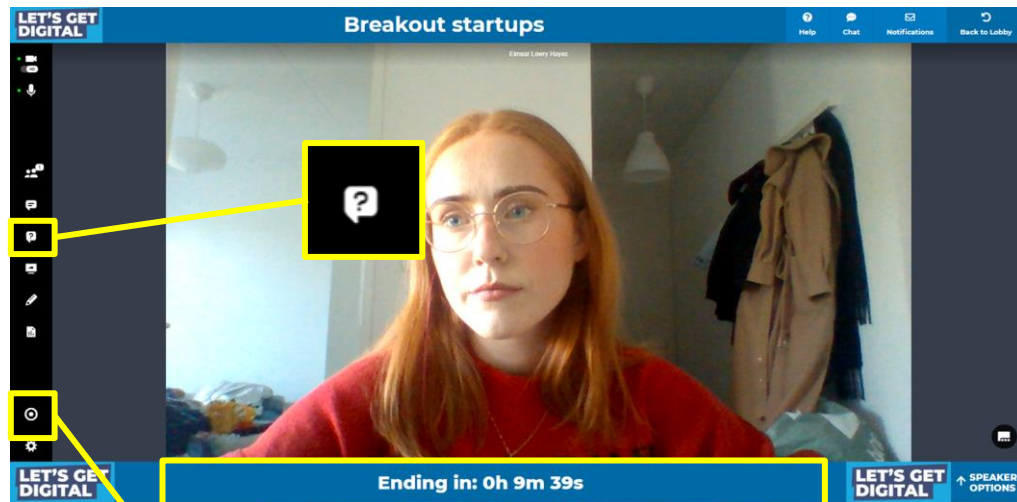
Answer questions live, allow guests on-stage

### KEEP AN EYE ON TIME

Watch the timer at the bottom of your screen to stay on track

### FOLLOW UP

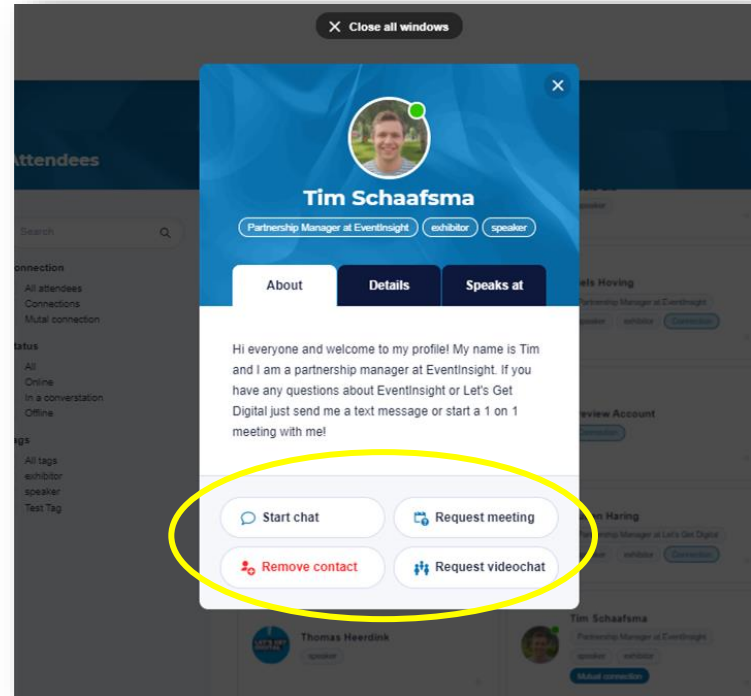
Contact participants who had unanswered questions after your session via message or video chat (see next page).



### ... FOLLOW UP!

#### How can I speak with my participants after my session has ended?

- Note the name(s) of participants who questioned/commented in your session
- Search their name(s) in the attendees list
- Continue the discussion via;
  - ◆ 1-on-1 messages (Start chat)
  - ◆ Instant video chat
  - ◆ Schedule an appointment
  - ◆ Add to connection





### CONTINUE GETTING VALUE

Use the event mobile application for 3 months after the event has ended.

- ★ **Continue conversations with your participants & others**
  - ★ **Make even more connections**
  - ★ **Downloads handouts & brochures**
- 
- ★ **WANT TO WATCH RECORDED SESSIONS FROM THE EVENT?**  
Check with your event organiser to get access to recordings!



# LET'S GET DIGITAL

*Digital that feels like physical*

AMONG OUR TRUSTED CLIENTS:



UNIVERSITY OF AMSTERDAM



Crain Communications Inc