

Joining a Session in the Live Event Platform

Speaker Ready Room: Joining and Presenting Your Session

Contents:

- How to join your webinar
- Webinar systems check
- How to toggle mic and camera on/off.
- How to upload presentation slides and videos.
- How to share your screen to present.

How to join your webinar (aka Session)

1. Login to the live event platform using your Attendee Service Center login (on your registration confirmation email)
2. Go to the Networking Portal menu item and click Speaker Ready Room.
3. Click the Presenting Sessions menu item. A list of sessions in which you are speaking will appear.
4. Click the green Join button to enter the webinar room to prepare to present.

Note: Join button appears 60 minutes before the start time of the webinar. You cannot join sooner than 60 minutes.

The screenshot displays the live event platform interface. At the top, there is a navigation bar with menu items: VEM Nav Logo, LOBBY, EXPO HALL, EDUCATION&ACTIVITY PORTAL, NETWORKING PORTAL, GAME ROOM, WELLNESS LOUNGE, EBAG, HELP DESK, and SARA. Below the navigation bar, there are various sponsor banners including ALTRA, CDM Smith, ContiFederal, BURNS & MCDONNELL, Cardio, RS&H, wood, JUVARE, and FLUOR. The main content area shows a 3D rendering of an expo hall with a large 'EXPO HALL' sign. A pink dashed line highlights the 'Speaker Ready Room' button in the top navigation bar. Below the expo hall rendering, there is a 'Speaker Ready Room' section with a microphone icon and a 'JETC' logo. In the bottom right corner, there is a 'Speaker Lounge' window showing a list of sessions for March 11, 2021, March 23, 2021, March 24, 2021, and March 25, 2021. The sessions include 'Attendee Orientation & Training', 'Opening General Session - Fireside Chat w Air Force Chief', 'Activity Break - Virtual Escape Room', 'General Session - Fireside Chat w Navy Chief', 'Networking Event: Cooking Demonstration and Trivia', and 'General Session - Fireside Chat w USACE Chief'. A 'Task button legend' is located in the bottom left corner, providing instructions for different session statuses.

Task button legend:

1. Too early to join: Webinar will open 60 minutes before
2. Ready to join: Join Webinar
3. Webinar is over: Webinar Ended
4. Watch recording: On Demand

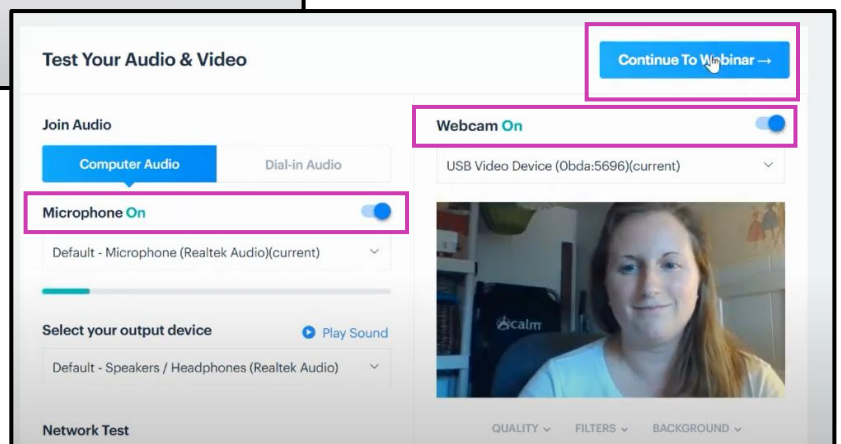
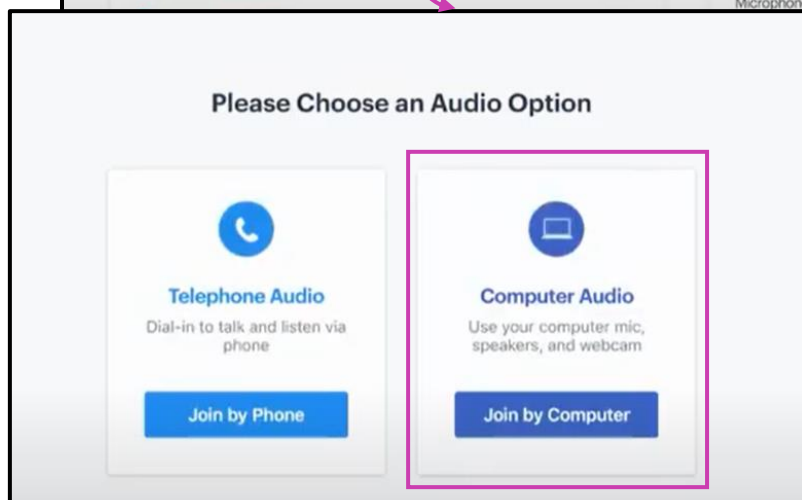
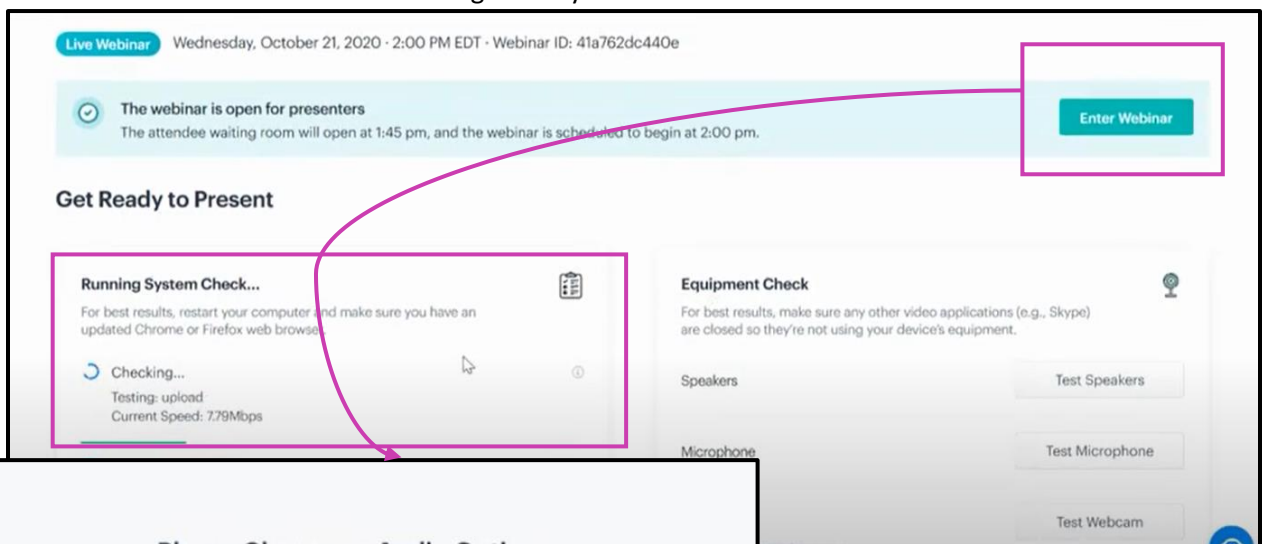
Speaker Lounge

Date	Time	Session Name	Status
March 11, 2021	03:00 PM - 04:00 PM EST	Attendee Orientation & Training	On Demand
March 23, 2021	11:00 AM - 11:45 AM EST	Opening General Session - Fireside Chat w Air Force Chief	Session will open 60 minutes prior to start of session
March 24, 2021	04:00 PM - 05:00 PM EST	Activity Break - Virtual Escape Room	
March 24, 2021	11:00 AM - 11:30 AM EST	General Session - Fireside Chat w Navy Chief	Session will open 60 minutes prior to start of session
March 24, 2021	04:00 PM - 05:30 PM EST	Networking Event: Cooking Demonstration and Trivia	
March 25, 2021	11:00 AM - 11:30 AM EST	General Session - Fireside Chat w USACE Chief	Session will open 60 minutes prior to start of session

Joining a Session in the Live Event Platform

Webinar Systems Check

1. Click the green Join button in the Speaker Ready Room. A new window will open and how you're in the webinar platform (Big Marker)
2. Test your audio output, microphone and webcam while the system check is performed.
3. Click the Enter Webinar button.
4. Select your Audio Option. We recommed computer audio BUT...do click on Telephone audio and write down the phone number and credentials. This is useful should you lose your internet connection, you can call in!
5. Turn ON your Mic and/or Webcam. Make sure you select the correct device to use.
6. Click Continue to Webinar.
7. You have entered the Webinar Room –get ready for showtime



Joining a Session in the Live Event Platform

How to toggle mic and camera on/off

1. When you join your webinar, you will activate your mic and camera. Green icons = On.
2. To turn the camera on and off, simply click the Camera icon again (it turns on automatically).
3. To mute and unmute the mic, simply click the Mic icon.

Note: To dial in using a phone, click Settings, and then Dial-In Audio.

The image shows a Zoom meeting interface. The top bar displays "Virtual Capital Week" hosted by SAME. The main content area shows a slide with the text "2021 VIRTUAL CAPITAL WEEK MARCH 22-26 PRESENTED BY SAME". A video feed of Belle Febraro is visible. The bottom right shows a chat window. A settings window titled "Test Your Audio & Video" is overlaid on the bottom half of the screen. In this window, the "Join Audio" section has "Dial-in Audio" selected. Below this, the dial-in information is provided: "Dial: 1 (312) 248-9348", "ID Number: 872628#", and "Passcode: 203974#". A "Network Test" section shows download and upload speeds. The "Apply New Settings" button is highlighted in blue.

Joining a Session in the Live Event Platform

Uploading presentation slides and videos

- SAME staff will upload your presentations and videos. Make sure to provide your SAME support staff with the most current version by the deadline requested.
- Videos should be in MP4 files if possible. Youtube links are also an option but are not preferred.

How to share your screen to present

- If you choose to share your screen during your session, select the Screen button on the top navigation bar and select the screen you wish to use.

