Speaker Ready Room: Joining and presenting webinars

Contents:
- How to join your webinar (simple)
- 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 present, transition through presentation media.
- How to record the webinar.
- How to end the webinar.

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 navigation. A list of sessions in which you are speaking will appear.
4. Click the 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.
Speaker Ready Room: Joining and presenting webinars

Webinar systems check!
1. Click the Join button in the Speaker Ready Room. A new window will open and how you’re in the webinar platform
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 recommend 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

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 off the camera or mute your mic, click the Camera or Mic icon, then select the action.
3. NEVER select “Turn Cam+Mic Off” – this takes you back to the systems check.
4. To turn the camera back on, click the Camera icon (it turns on automatically).
5. To unmute the mic, click the Mic icon, then Un-Mute.

Note: To dial in using a phone, click the Dial-In button for the phone number.