

Speaker FAQs in Acelevents

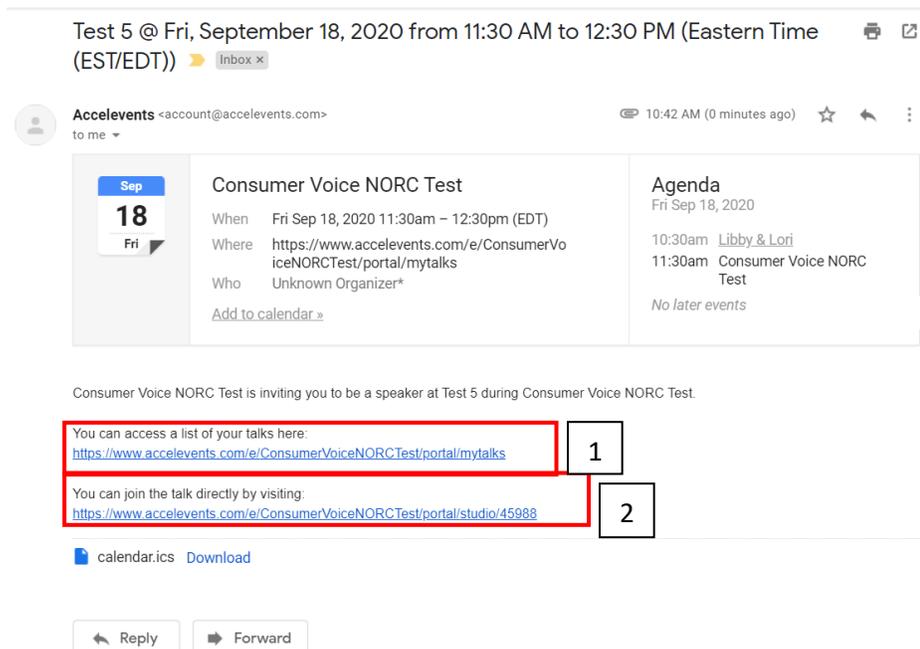


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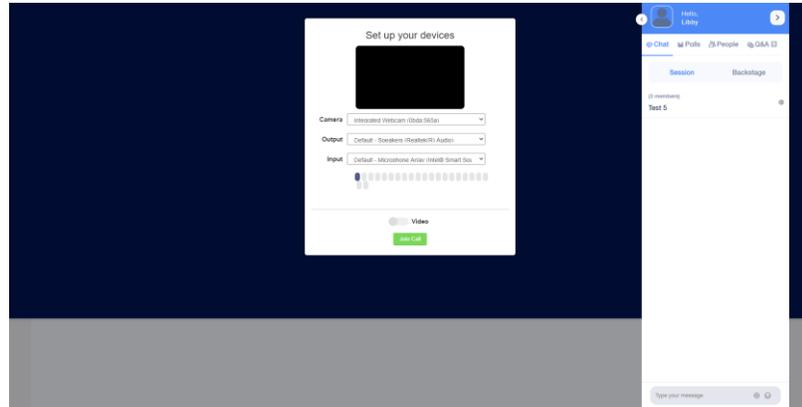
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Prepare your space

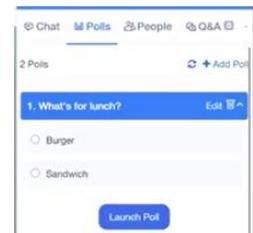
- The best browser to use for Acelevents is Google Chrome. Make sure your browser is up-to-date to get the best experience.
- When you are made a speaker, you will receive an email that looks similar to this:



- Joining as a speaker will not be possible unless you have a webcam and a microphone, including those built-in to your computer.

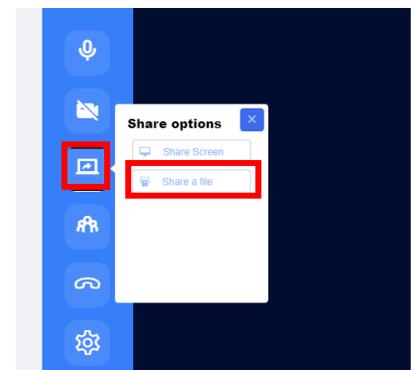


- It is possible to **prepare polls** ahead of time within the studio. During the presentation, when you would like to launch the poll, just click the launch poll button.
 - It is possible to either hide the results from attendees or make them visible.
 - Note that during your session, the polls appear to attendees on a delay. Be sure to give ample time for attendees to respond to the poll.
- To **send a chat** within the platform to the other speakers or CV staff, you will have to send them a private direct message. This can be done easily by selecting “Backstage” on the chat and then choosing the person you would like to send a direct message to.
 - Note: Avoid sending a chat message under the “Everyone” tab, because that will be visible to all attendees.
- Following the session, **return to the Virtual Event Hub** by following this link: <https://www.accelevents.com/e/2020ConsumerVoiceAnnualConference/portal>



Sharing your screen or PowerPoint file

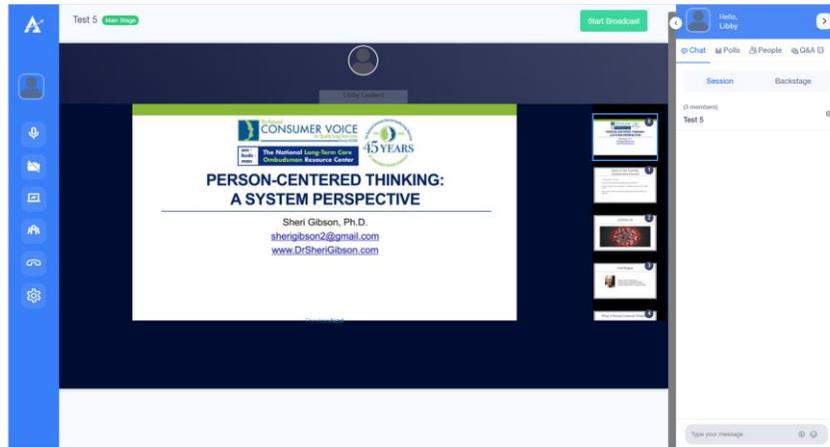
- To limit logistical issues and time between speakers, in each session, one person (either the facilitator or a Consumer Voice staff member) will be responsible for controlling the PowerPoint. If you are the selected person, see the instructions and tips below.
 - If you will not be controlling the PowerPoint, someone else will share it for you, and you will instruct them to advance each slide during your presentation.
- If you would like to **share a PowerPoint** during your presentation, select the share screen button and then choose “Share a file”. We highly recommend choosing “Share a file” rather than “Sharing your screen” to limit technical issues.



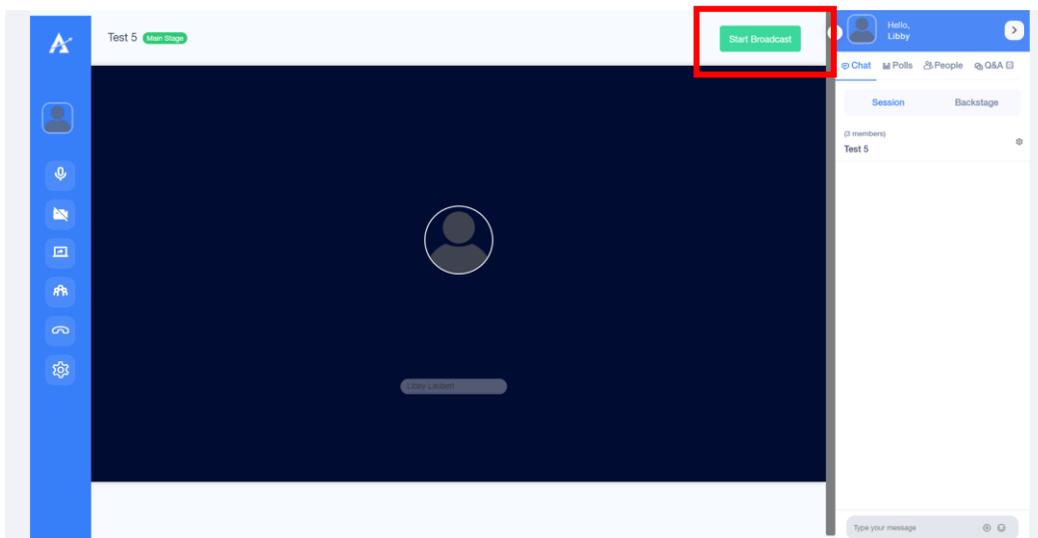
- After doing this, in the bottom right of the file window it will say “Custom Files.” To see PowerPoint files, you will need to switch this to “All Files.” **Avoid using embedded videos, animation, or audio clips** in your PowerPoints, they will not work.



- Watch [this video walkthrough](#) for a step-by-step tutorial
- The PowerPoint will display full screen to attendees, but for you, there will be a list of the slides for you to click to advance the presentation.



Starting the broadcast

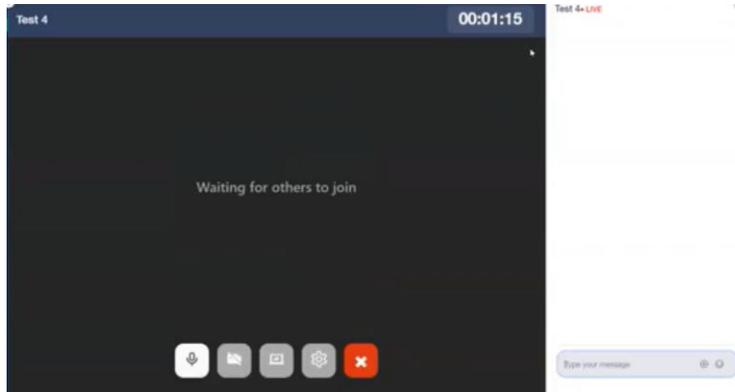


- Either the facilitator or Consumer Voice staff person will be responsible for starting the Broadcast at the beginning of the session.
- For the broadcast to begin for participants, two things must happen:
 1. You must hit “Start Broadcast” and,

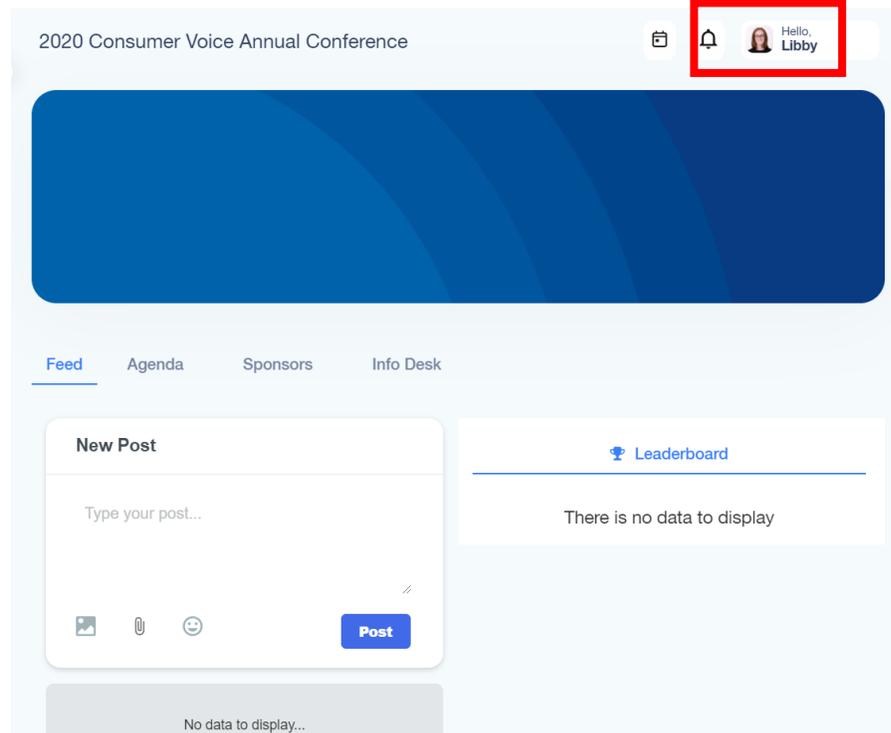
2. It must be the session start time. For example, if you hit “Start Broadcast” at 11:55 but the session is scheduled to start at 12:00, attendees will not be able to see the session until 12:00.

Workshops

- Unlike main stage and breakout sessions, workshops do not have a backstage area. Instead, workshops will look the same for both speakers and attendees. Think of these as more of a “Zoom meeting” rather than a “Zoom webinar” like the Main Stage and Breakout sessions are.
- When you are added as a speaker of a workshop, you will receive an email but there will only be a link for the “My Talks” page and will not include a backstage studio link.
- Only 16 people are permitted on camera during a Workshop.
- Your camera will be shown immediately upon entering the Workshop, but you can turn it off after you’ve entered.



Set up your attendee profile



2020 Consumer Voice Annual Conference

Calendar, Notifications, Hello, Libby

Feed | Agenda | Sponsors | Info Desk

New Post

Type your post...

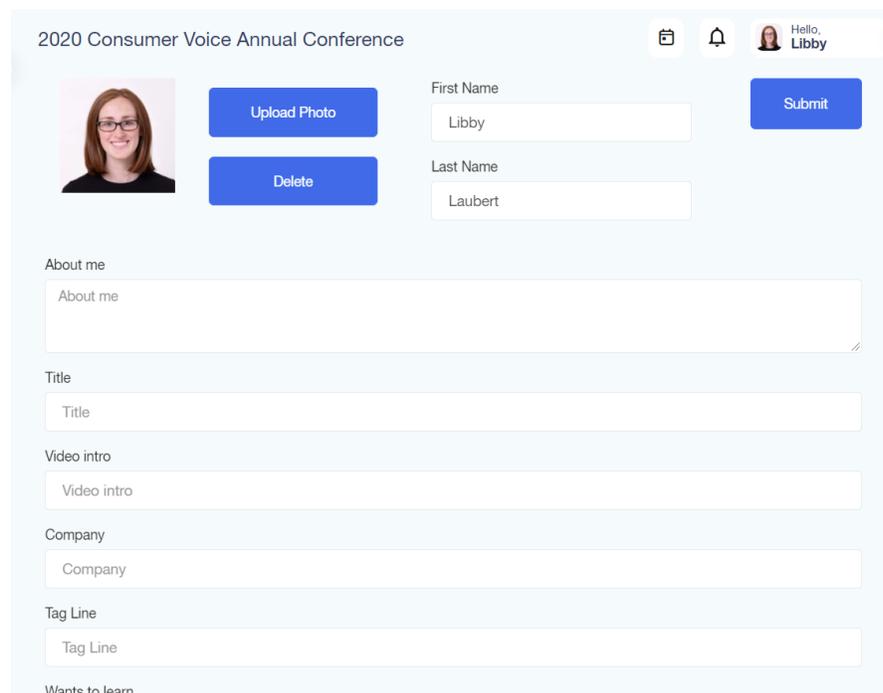
Post

Leaderboard

There is no data to display

No data to display...

Click this button in the upper right corner of the Virtual Event Hub to make changes to your profile



2020 Consumer Voice Annual Conference

Calendar, Notifications, Hello, Libby

Upload Photo | Delete

First Name: Libby

Last Name: Laubert

Submit

About me

Title

Video intro

Company

Tag Line

Wants to learn

In this screen, you will be able to upload a photo, change your display name to your preference, and add information for your fellow attendees to get to know you.

As a speaker, the most important thing to do on this screen will be to add a profile photo. During your session, if you are not showing your camera, your profile photo will show instead. To ensure that attendees aren't looking at a grey circle, add a photo of yourself.

Frequently Asked Questions (FAQs)

Q: When my session is finished, how do I return to the virtual event hub?

A: There is no button within the backstage studio which will take you directly back to the Virtual Event Hub. To return to watch other sessions, follow this link:

<https://www.accelevents.com/e/2020ConsumerVoiceAnnualConference/portal>

Q: How will my session recordings appear in the agenda following the session?

A: Recordings of the sessions appear almost instantly following the session end time. On the agenda, in the same place the “Start my Talk” button would have been prior to the session, there will be a “View Recording” button in its place. On the attendee side, where there was once a “Register” button, the “View Recording” will appear.

Q: Can you share videos during a presentation?

A: No. You will not be able to share any videos. The audio will not carry over to the platform, and the attendees will not be able to hear anything.

Q: What are the differences between admins and speakers?

A: They have the same functions, except admins can access any session whereas speakers must be listed in the speaker list on a particular session in order to access it. Consumer Voice staff and some facilitators will have admin access.

Q: Will the studio be accessible before the event?

A: Once speakers are added, you can access your studio immediately. This will let you test your camera and your microphone.

Q: Should I turn on my camera while I am presenting?

A: While you are speaking, you may turn your camera on. However, when you are not speaking, make sure to turn your camera off. If someone else is speaking, and your camera is turned on but theirs is not, your camera will still be visible. And, as always, be sure to mute your audio when another speaker is speaking.

Q: Will clicking “Start your talk” in the “My Talks” page begin broadcasting the session?

A: No. “Start your talk” will only give you access to the studio. The broadcast will only go live when the “Start Broadcast” button is clicked.

Q: Will attendees be able to see us practicing in the studio by entering before the start time?

A: The attendees can enter the session 10 minutes prior to the start time. However, they will not see the speakers in the studio until the “Start Broadcast” button is clicked, as long as it’s at or after the session start time. When they are waiting for the broadcast to begin, there will be a countdown to the session start time.

Q: If I am going to register as an attendee, will I need to use the same email as my speaker account?

A: Yes, this way you will be able to access both the conference sessions and your “My Talks” page without having to log out of one account and into another.

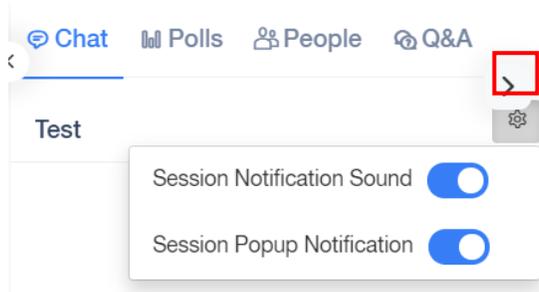
Q: Will attendees be able to enter the backstage studio if they have the link?

A: Even if they have the link, attendees will not be able to access this backstage area. They must be a speaker on the session.

Q: Will I be notified if someone sends a chat message in the session?

A: To get notifications of chat messages, you must turn them on. This can be done by clicking on the settings button in the chat on the side of the screen, and then turning on notifications.

- You may want to turn off the notification sound to avoid disruption to your presentation



Q: Will the chat remain open following the presentation?

A: The chat, polls, and Q&A will all be available even after the session ends. This will allow attendees to continue discussing your presentation, and you will be able to continue answering any questions.

Find additional information in these Accelevents guides

- [Creating Polls for your Virtual Event](#)
- [I'm a Speaker in a Session, what do I do?!](#)
 - This article includes very helpful troubleshooting tips
- [The Accelevents Studio](#)
 - This article details what each part of the backstage studio does