Speaker Information Sheet

Please read this document carefully. Failure to read and understand the below instructions could affect the quality of your session and the audience experience.

Hyperlinks / access to the platform

You will receive an email, containing all the information you need to access the session(s) you are speaking in.

For every session you are speaking in, <u>the access link will be unique</u> and will provide specific access rights, to that particular session.

You will have also been sent an email including a hyperlink which will give you access to all of the platform and all sessions for which you are **not** speaking in and you should have already received this.

<u>Please keep these links safe, in order and please have them to hand well in advance of the time you will be accessing the platform.</u>

Please ensure that you log onto every session you are speaking in, <u>30 minutes before</u> to ensure that your equipment is working and to meet your speakers.

Roles & Responsibilities

IET staff members will assist with checking speakers video equipment, playing media files, speaker prompts via **speaker chat** to turn mics / cameras <u>on</u> / **off** and assisting with any technical issues. For interactive poster sessions, staff will be moving speakers from the green room to the session room, to the stage.

The chair will be leading each session and all staff and speakers will be following their instruction for playing videos, and moderating Q&A sessions.

The speakers (apart from the interactive poster sessions) will be in control of turning their own cameras / mics **on** / **off**, running presentations for Round Tables (if applicable), speaking about their poster (if applicable) and answering questions from the audience, when asked by a chair person.

The format and running order of the session may vary (details of the three different formats can be found at the end of this document)

The most important thing to remember in an Oral, RIF or Round Table session is:

- <u>When your camera and mic are **off**, no one can see or hear you (not even IET staff)</u>

- <u>When your camera and mic are **on**, everyone, including the audience, can see and hear you</u>

Session Formats

1. **Oral & RIF Sessions**
   - All speakers & chair to access session 30 mins prior to start time, for equipment checks / run through
   - All speakers & chair to have **speaker chat** open
   - "**GO LIVE**" Prompt in **speaker chat**
   - Chair turns **on** their camera and mic & introduces the session: Goes through housekeeping and introduces first presentation…
   - Chair turns camera and mic **off**
   - IET staff to play first presentation video
   - Once finished chair to turn mic & camera **on**, and EITHER invite speaker to stage for Q&A, OR, to introduce the next speaker presentation
   - At the chairs request, speaker to turn their camera and mic **on (or later, at the end of the session, if applicable)**
   - Once you appear on screen you are LIVE.
   - Chair to ask questions received from the audience (max. 5 minutes per speaker)
   - Once finished, please turn your mic and camera **off**
   - Throughout the session, IET staff will help with prompts via **speaker chat** when you need to turn cameras and mics **on**, and when to turn them **off however please pay attention to what's going on in the session as much as possible, this will aide the smooth running of the session**
   - **IMPORTANT**: As mentioned in your training, please do not touch anything while the video presentation is live as you will be able to pause or move the video/slides.

2. **Interactive Poster Sessions**
   - All speakers and content on the poster platform will be moved around by staff / the AV team, in the correct order.
   - You do not need to worry about turning your camera on / off.
   - The green room / poster session room can only take up to 10 people at a time, Please only join poster session at your allocated time. You may not be let into the session straight away – please be patient whilst we get through the presentations.

   Running order:
   1. First 6 speakers & chair to access the "green room" 30 mins prior to start time, for equipment checks
   2. After 10 minutes, 6 speakers & chair are moved to the poster session room where they will wait to be put "on stage" in presentation order, by an AV technician.
   3. The chair will be put on stage <u>first</u>, to introduce session and first speaker
   4. AV technician moves first poster presenter and slides to stage (title slide followed by summary slide)
   5. Speaker will talk about poster for two minutes after which time, chair will re-join stage to take questions from audience (viewable in the speaker chat box)
   6. After 5 mins of Q&A, chair introduces next speaker
   7. Speakers will be brought onto stage and repeat the process > 2 min presentation > next Q&A and so on
   8. Meanwhile, the other 6 speakers will access the green room for their checks and will carry on being brought to the stage, in order.

If the chair drops out during the Q&A, IET staff will step in and start another question. If a speaker drops out, please <u>re-join the green room as soon as you can</u> using the same link that you first entered it with or refer to the technical issues section at the end of this document.

3. Round Tables

All presentations are delivered live, by the speakers who are in control of their own slide deck.

- All speakers & chair to access session 30 mins prior to start time, for equipment checks / run through
- All speakers & chair to have **speaker chat** open
- "**GO LIVE**" Prompt in **speaker chat**
- Chair turns **on** their camera and mic & introduces the session: Goes through housekeeping and introduces first presentation…
- Chair turns camera and mic **off**
- Speaker turns camera and mic **on**
- IET staff will bring the slides to screen, speaker will then take control and click through their own presentations
- The session will then proceed as per the running orders the chairs have submitted to us, including any polls and results held during the session
- All speakers and chair will turn cameras **on** towards the end for the panel discussion

Technical Issues

1. Access issues:

If you have any issues accessing a session with your speaker link, please follow these steps:

- Close all other applications running on your machine
- Check your wi-fi connection (if possible, use an ethernet cable / sit closer to your router)
- If you can access the session but can't see and / or hear, check the settings button in the bottom left corner to ensure the system is looking for the correct devices for mic, camera and audio

If the above steps do not work, please close the browser down completely, start a new browsing sessions and attempt to re-enter from afresh, using the speaker link provided in your email.

If you have carried out all of the above steps but still cannot access the platform at all, please email cired@theiet.org and include your name, which session you are trying to enter, and a contact telephone number.

If you end up missing your slot through technical issues, every effort will be made throughout the session to bring you back in and to re-order the session to allow you to complete your presentation / Q&A. This will only be if we manage to resolve the tech issue, we have enough time and it does not cause too much disruption to the rest of the session.

2. Issues during live sessions:

If you have a question or an issue during a presentation / video, please use the **speaker chat** area.

If you're on stage / have your mic and camera **on**, you can either use the **speaker chat** or you can verbally explain if you're experiencing an issue (remembering the entire audience will also be listening!) Please bear in mind that staff / technical help can ONLY communicate back to you, via the **speaker chat** box.

If there are any technical issues that cannot be resolved quickly, we will stop the session and a technical issues slide will be displayed. In this instance, please remain calm, do not attempt to press any buttons on the platform, refer to the **speaker chat** and await further instruction.