The Future of Materials Virtual Event – A Guide for Session Presenters

Legacy Events is organising this virtual event on behalf of our client, Clean Growth UK. We have created this guide to help you navigate the Hopin online platform for an enjoyable speaker experience.

Joining Details

The event will be held on the Hopin virtual event platform from 10:00 – 13:00 on Thursday 26 November 2020. You will have been sent a link that will take you to your virtual Session room for your talk. Please join us **15 minutes prior** to the start of your Session.

Before the Event

Get setup in Hopin

Take a moment to read this guide and make sure that you have Claimed Your Ticket and set up your profile, including uploading a profile picture. It's best to do this now.

Test your internet, test your sound and video

Test your internet connection (you want a speed of 5 Mbps or more), video and microphone. For the best Hopin experience, we recommend the **Chrome** or **Firefox** browsers. Please avoid Brave, Safari, and Microsoft Internet Explorer or Edge.

If possible, plug your computer directly into your modem using an ethernet cable. This will give you the strongest signal and most stable internet connection.

Close down your computer and restart fresh before the event to maximise success!

Practice with us

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Book a technical rehearsal with us so that we can show you how Hopin works. Book at
https://meetings.hubspot.com/abena-poku-awuah

Socialise

Please do share details of the event with your network. The event hashtag is #CGUKMaterials and the booking link is https://hopin.to/events/clean-growth-uk-presents-the-future-of-materials. If you tag @LegacyTheTeam in your posts then we can reshare.

We have set up an event on LinkedIn, for discussion about the event and more generally on the subject of Sustainable Product and Packaging Materials. Join the discussion at https://www.linkedin.com/events/thefutureofmaterials-avirtualevent/

On Event Day

Sessions

Go to your Session by pasting your unique link into your internet browser.

You can also enter your Session 5 minutes before it starts, by clicking on the **Sessions** button to the left of your screen and browsing to your talk or workshop.

You'll need to give browser permission for Hopin to use your camera and mic. Click the **Share Audio and Video** button.
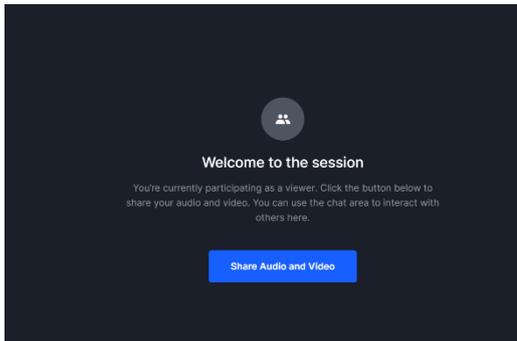
Choose your audio and video devices and click **Apply**.

If you have trouble coming on screen, or nothing seems to be happening, try refreshing the page in your browser (make sure you're using the Google Chrome browser).

Attendees can view your Session without being on screen. The eye symbol tells you how many people are viewing your Session without being on screen.
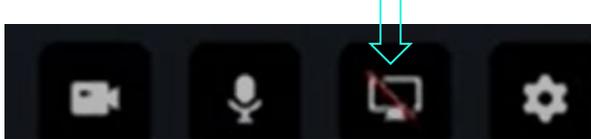
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Click **Sessions** then **Helpdesk** if you are lost or have any questions.

Showing a presentation

To present, switch to presentation mode on your slides.

Click Screenshare.

Choose "Application Window" and select your presentation to share.

Your camera will turn off automatically. This makes your slides full screen.

If you want to share music, choose Chrome Tab and select the window with the music. Remember to tick the box saying "Share Audio" so that the audience can hear your music!

Click the button again to stop sharing.

There is more information about presenting on Hopin with PowerPoint here.

You may need to access Hopin whilst you are presenting. With PowerPoint, you can display the presentation in a window instead of full screen.

1. Click the Slide Show tab.
2. Click the Set Up Slide Show button.
3. In the Set Up Show dialog box, choose Browsed by an Individual (Window)
4. Click OK.
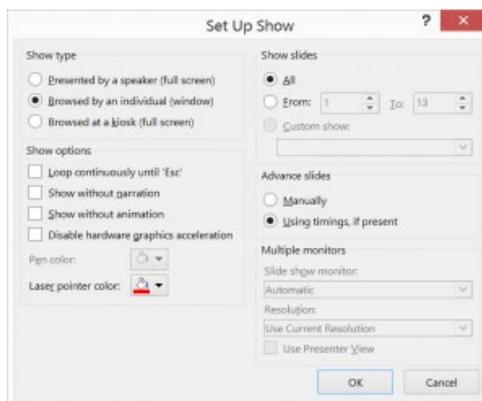
Now, when you go into Slide Show view, PowerPoint opens in a window, instead of full screen, so you can get to other programs, including your browser.

Presenting tips for virtual events

● Practice, Practice, Practice. When presenting online, you cannot see reactions and adjust for human feedback. If possible, record your talk beforehand and take the time to play back and look for areas that worked well and areas that you might want to improve.

● Tell A Story. Do not feel you have to use slides. If you do, keep slides simple — avoid too many words, graphics and animation features. Just like in face-to-face presentations, audiences connect to authenticity, so be yourself!

● Play to the Crowd. Look straight into your camera, not the screen. This takes some practice, but it makes the viewer feel as if you are looking right at them.

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- Sort Your Lighting. Lighting yourself from the front will give the best results. The easiest way to do this is put your computer in front of the window. If that is not possible then use a lamp pointed at your face.

- Look Behind You. Make sure you have an appropriate backdrop for your audience with minimal distractions.

- Stand up if you can. This raises your energy levels and encourages you to stay focused and use good presentation delivery skills, such as breathing from the stomach, vocal variety, and pausing.

- Plug into Your Modem. If possible, plug your computer directly into your modem using an ethernet cable. This will give you the strongest signal and most stable internet connection.

FAQs / Troubleshooting

Q: My share screen button is grey, I cannot click it

A: You are not a moderator for the session you are in. If this is in error, i.e. you are the speaker for that session, contact the event organisers.

Q: My application isn't showing in the options list when I try to screen share.

A: The simplest option is to share your Entire Screen instead. If you are using Windows 10, make sure you are not using Tablet Mode as this will cause your applications to not show up in the list.

Q: How can I see the chat box whilst I'm presenting a PowerPoint?

A: Unless you have two monitors, you will not be able to see the chat box until you finish sharing your screen. You can wait until the end to review the questions.

Q: I clicked the blue Share Audio & Video button but it just says "Waiting"

A: There is a bug which sometimes causes entry to hang. Refresh the page and try again. If it still happens, the room may have reached capacity for how many can be on screen at any one time.

Q: Nothing happens at all when I click the blue Share Audio & Video button.
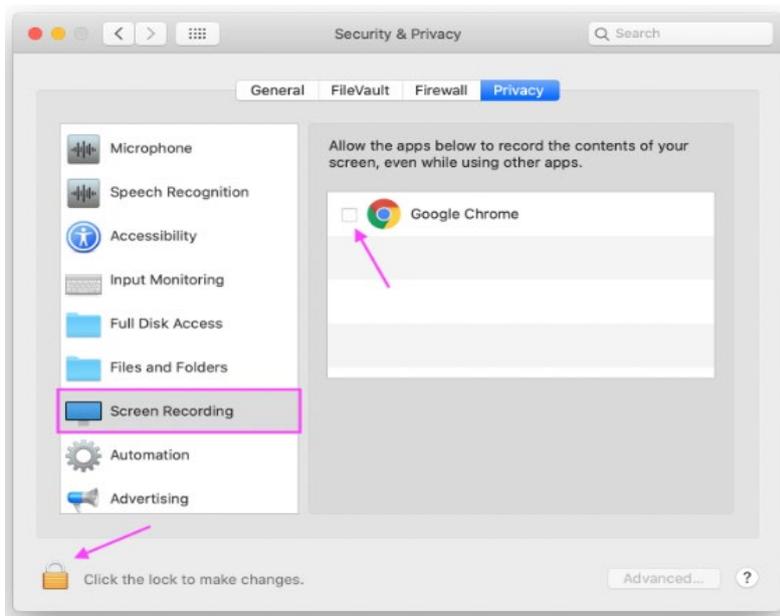
A: First make sure you are using Google Chrome as your browser. If you are, you may have missed a notification box which requested permission to access your devices. Try refreshing the page and look out for that notification.

Q: I'm on a Mac and it won't let me share my screen.

A: You need to adjust your Security settings on your Mac:

1. Go to System Preferences -> Security & Privacy -> Privacy
2. Go to the Screen Recording section and make sure Google Chrome has a tick next to it (you might need to click the padlock to allow changes)

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3. Restart Google Chrome

Q: I can hear an echo when I speak.

A: Your microphone is picking up feedback from your speakers. Use a headset / earphones instead. Also make sure you're using the Chrome browser, as there can be audio issues with other browsers.

Q: I can't see my session on the Sessions page.

A: Sessions are only visible 5 min before the start time (and remain visible until the session has ended).

Q: I see an orange error bar when trying to share my screen, even though I'm using Chrome.

A: Make sure you click the Share button rather than the Cancel button. If you open the share dialogue box but then cancel out of it, it will show you that error message (but don't worry, nothing has actually broken).

Q: How can I tell who is watching my talk?

A: You can see the number of viewers by looking at the eye symbol at the top of your screen. You will only see names of people if they write messages in the chat box or come on screen with you via webcam.

Q: What happens at the end of my Session?

A: You won't be kicked out automatically, so we ask all speakers to be courteous to others and not allow their talks to run over by any longer than 5 minutes.

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