CLEAN GROWTH UK presents

THE FUTURE OF FOOD

10.00 - 12.00 GMT
25 February 2021

The Future of Food 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 StreamYard online platform for an enjoyable speaker experience.

Joining Details

The event will be broadcast through StreamYard virtual event platform from 10:00 – 12:00 on Thursday 25 February 2020. StreamYard is a live video production tool in your browser. There are no downloads and you don't need anything other than a computer with a mic and camera to get going.

1. You will be sent a link that will take you to directly into the broadcast studio for your talk. Please join us **15 minutes prior** to the start of your Session.

2. Allow StreamYard to access your camera and mic.

3. Make sure you have the correct camera and mic selected.

Let's check your camera and mic

Mic is working

4. Enter a display name. Use your actual name followed by organisation name in brackets e.g Carole Quinn (Legacy Events)
5. Then enter the studio and wait for host instructions in chat.

Mute   Stop Cam   Cam/Mic

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The host will be informed that you've arrived. You won't be part of the broadcast until the host decides to add you in. The page will update to let you know when you've been added. Then everyone will be able to see and hear you and you can begin your session.

Before the Event

Set up your profile

Take a moment to read this guide and book in a rehearsal with one of our organisers. Upload your bio and photo via this link https://legacy-events.com/cgukfood/. 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 StreamYard 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

Book a technical rehearsal with us so that we can show you how StreamYard works. Book at https://meetings.hubspot.com/carole-quinn

Socialise

Please do share details of the event with your network. The event hashtag is #CGUKFood and the booking link is https://hopin.com/events/clean-growth-uk-presents-the-future-of-food. 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 Food. Join the discussion at https://www.linkedin.com/events/thefutureoffood-avirtualevent6737456322863755264/

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Showing a presentation

1. In the broadcast studio, there's a toolbar at the bottom of the screen. Click the **"Share Screen"** button.
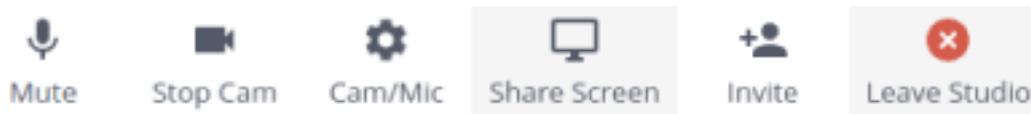
2. The screen sharing tips will pop up on screen. Click the blue "Share Screen" button.

3. Another popup will appear with three options:
    o **Your Entire Screen**: Shares your entire desktop screen
    o **Application Window**: Lets you choose one application at a time (great for sharing a powerpoint).
    o **Chrome Tab**: Lets you share ANY file from your computer in a Chrome Tab. Open a new tab, drag the file into Chrome from your computer desktop or folder. Your cursor displays a little '+' sign if the action is successful. This is the best way to share audio.
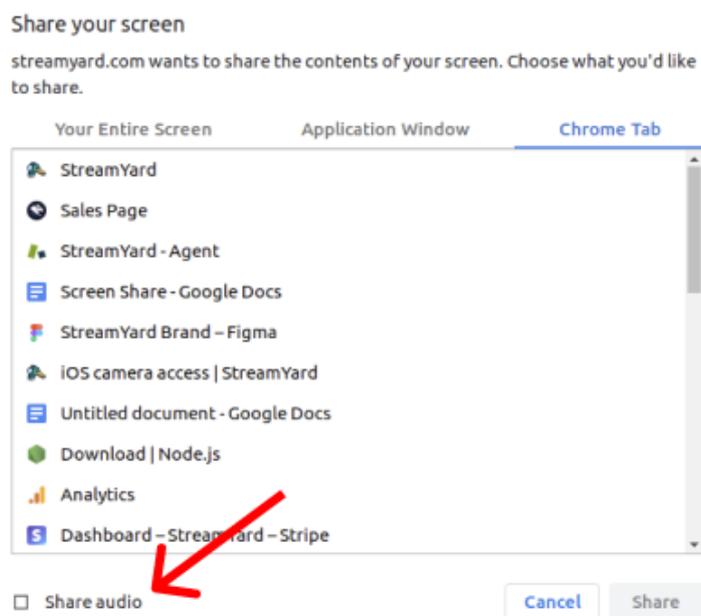
NOTE: To share audio from your screen you MUST click the **"Share Audio"** button.

4. Then click Share, and your screen will be added to your session for the audience to see.

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.

- 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.

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