



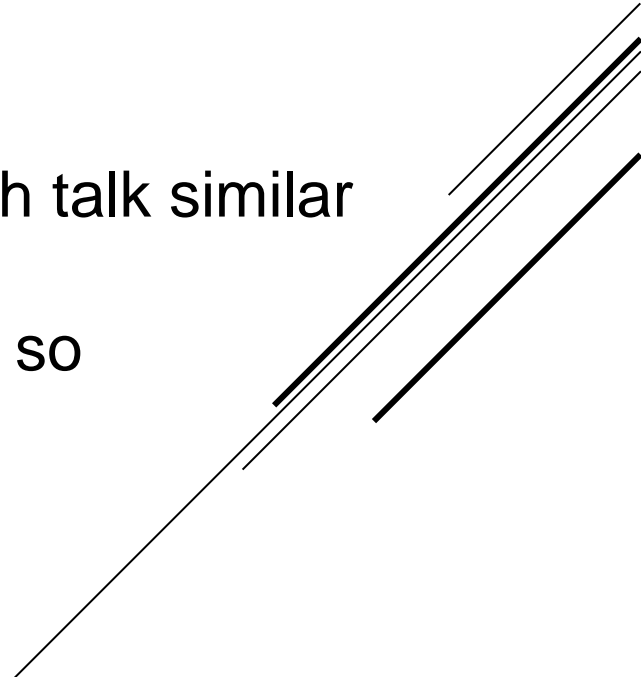
SESSION CHAIR GUIDE

For Bravura CONNECT

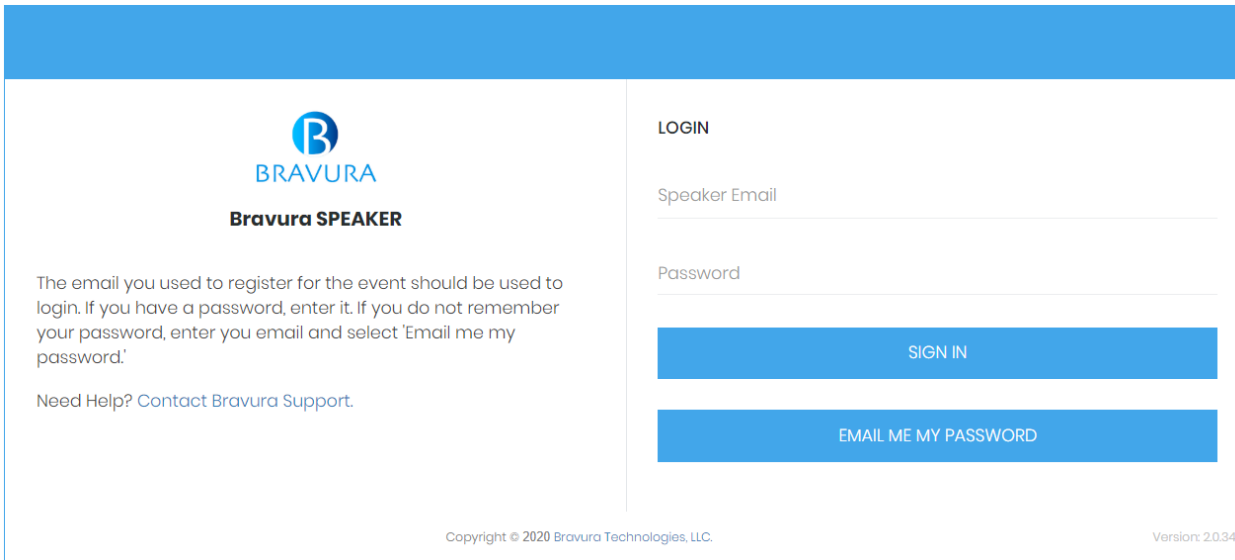
CHAIR PORTAL OVERVIEW

For the session chair, the speaker portal is used to manage talks and sessions. While you are in the portal, you can:

- View and manage your sessions
- Setup your profile
- Join virtual sessions as a chair
- View post event transcripts and recordings
- Introduce the session, the session speakers, and conclude each talk similar to a live meeting
- If you choose, answer Q&A if the speaker is not logged in to do so



SPEAKER/CHAIR PORTAL OVERVIEW



The screenshot shows the Bravura SPEAKER portal login interface. On the left, there is a blue header with the Bravura logo and the text "Bravura SPEAKER". Below this, a paragraph explains that the email used for registration should be used for login, and provides instructions for password recovery. A link to "Need Help? Contact Bravura Support." is also present. On the right, there is a "LOGIN" section with two input fields: "Speaker Email" and "Password". Below these fields are two blue buttons: "SIGN IN" and "EMAIL ME MY PASSWORD". At the bottom of the page, there is a copyright notice "Copyright © 2020 Bravura Technologies, LLC." and a version number "Version: 2.0.34".

BRVURA
Bravura SPEAKER

The email you used to register for the event should be used to login. If you have a password, enter it. If you do not remember your password, enter you email and select 'Email me my password.'

Need Help? Contact Bravura Support.

LOGIN

Speaker Email

Password

SIGN IN

EMAIL ME MY PASSWORD

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You will receive a link to this portal from the event organizer with your password.

Log in using your registered email address, and the password communicated to you by the event organizer or use the Email me my password button after entering their email address

SETTING UP YOUR PROFILE

BRVURA

karen.clooney@meetingsguru.com

My Sessions

My Profile

User Guide

Need Help?

My Profile

Save

Remove

Information listed below (except email) will be available to event attendees:

First Name : Karen	Middle Name : C
Last Name : Clooney	Email : karen.clooney@meetingsguru.com
Title : Founder	Organization : Meetings Guru
Phone : 17343531150	Website : www.meetingsguru.com

Upload a profile photo and edit your personal information in the 'My Profile' section

All information uploaded will be visible to meeting attendees, except for your email

TIPS FOR SESSION CHAIRS

Please read these suggestions, there are several tips here that will help you with your virtual session.

- **Test audio and camera ahead**
- Speakers can join the session 60 minutes ahead of the scheduled time. Attendees can join 15 minutes ahead. The attendees will be kept in a waiting area prior to the session start time. Feel free to familiarize yourself with the chair options ahead of time!
- Create a script for your speaker introductions and try to practice (especially speaker names) before the live session.
- **Mute yourself after introducing the speaker so there won't be an echo when playing videos.**
- Have good lighting when presenting on camera, preferably lighting your face. Eliminate any potential sources of background noise (mute phone, watch, pop-ups, email notifications).
- Upload the VGS virtual background for your on-camera time.
- If the speaker does not attend the session live, you can answer Q&A if you choose to do so after his/her presentation concludes.

Speakers presenting in virtual sessions must use Chrome or Firefox browsers

PRESENTING A LIVE SESSION

The screenshot shows a session details page. At the top, there is a blue header with the word "Session" on the left and "(GMT-06:00) Central Time (US & Canada)" on the right. Below the header, there are two tabs: "Details" (which is selected) and "Documents". The main content area displays the session title "Benefits of Developing an Incentive Pay Program for CI", followed by the date "Friday, June 5, 2020", the time "11:00 PM - 2:00 AM", and the time zone "(GMT-06:00) Central Time (US & Canada)". At the bottom of the content area is a blue button with a camera icon and the text "Join Virtual Session". A green arrow points to this button from the left. A dark blue box with white text is positioned to the right of the session details, with a dark blue arrow pointing upwards from the box to the time zone information in the header.

NOTE: The session date and time on this screen may not be in your time zone. The event time zone will be displayed in upper, right-hand corner.

From the My Sessions screen, choose the session you will lead, then click 'Join Virtual Session'.

Take a moment to familiarize yourself with the control panel prior to the session. See following pages for details on the Control Panel.

Speakers can join the session 60 minutes ahead of the scheduled time. Attendees can join 15 minutes ahead. The attendees will be kept in a waiting area prior to the session start time. Feel free to familiarize yourself with the dashboard icons during your 60 minutes!

LIVE SESSION: YOUR CONTROL PANEL

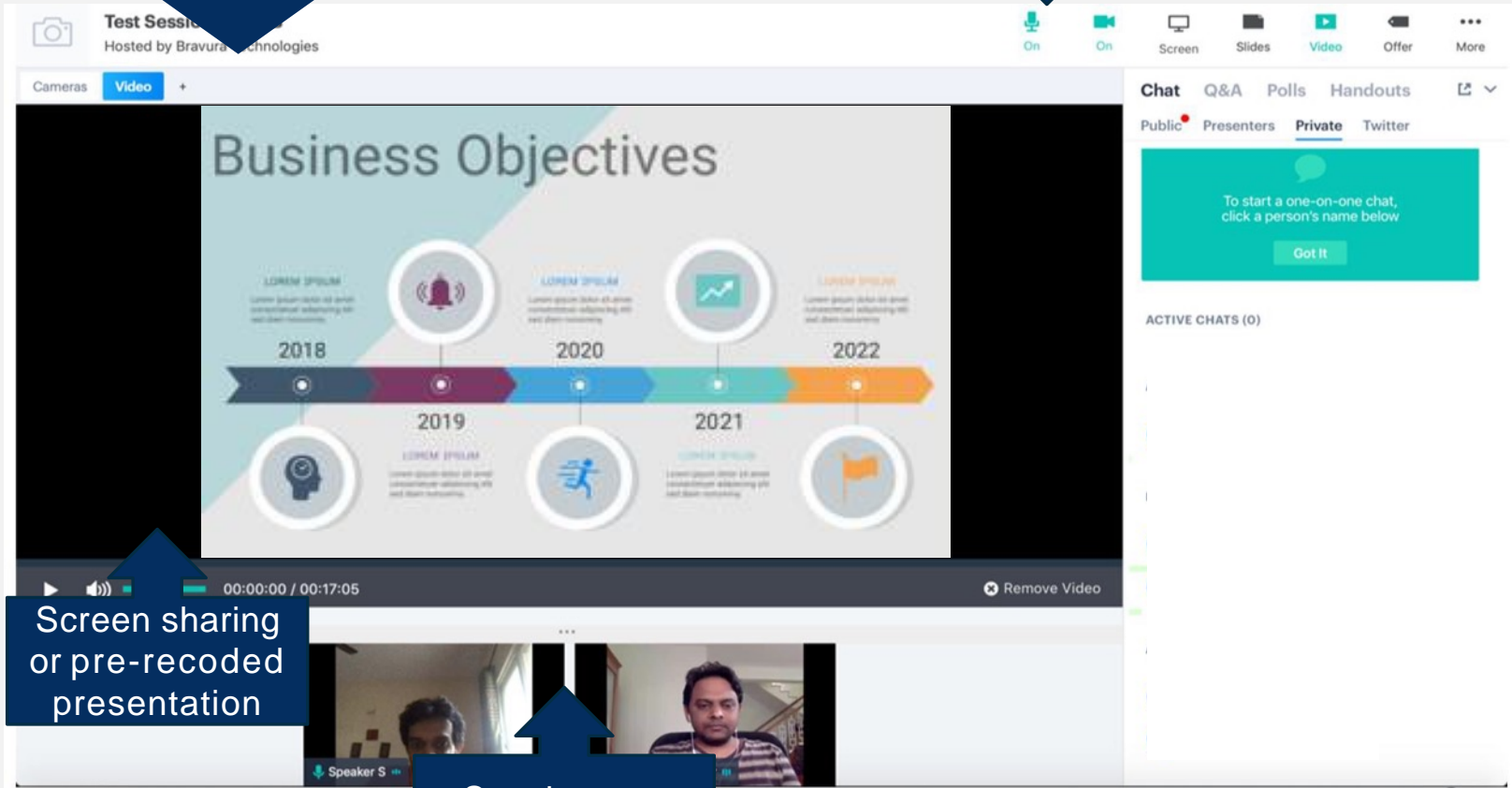
Use this panel to easily switch between Camera and Video during your session. You will not use the Slides button.

Audio: Turn your computer audio mic on and off
Camera: Turns on/off YOUR video feed

Slides: Share PowerPoint presentations. Presentations shared from here will be pre-loaded.

More: Exit the session after the last speaker and stop the recording. This will close the session for all attendees

Countdown Clock / X: Shows remaining time in the presentation



Screen sharing or pre-recorded presentation

Speakers on camera

LIVE SESSION: YOUR CONTROL PANEL

The screenshot displays a Zoom meeting interface. At the top, the meeting title is "Test Session 0609 B" hosted by "Bravura Technologies". The top toolbar includes icons for "On" (microphone), "On" (video), "Screen", "Slides", "Video", "Offer", and "More". Below the toolbar, the "Cameras" section shows "Video" is selected. The main content area displays a slide titled "Business Objectives" with a timeline from 2018 to 2022. The slide features six circular icons representing different objectives: a bell for 2018, a bar chart for 2020, a flag for 2022, a head with a gear for 2019, a person running for 2021, and a flag for 2022. The bottom of the slide shows a play button, a volume icon, a progress bar at 00:00:00 / 00:17:05, and a "Remove Video" button. On the right side, a dark blue overlay contains the following text:

Chat: Allow attendees to post comments

Q&A: Allow attendees to post questions the speaker can respond to. Please note: If the speaker does not attend the session live, you can answer Q&A if you choose to do so.

At the bottom of the interface, two video thumbnails are visible. The first is labeled "Speaker S" and the second is labeled "Sudhamshu Speaker".

LIVE SESSION: LEADING UP TO THE SESSION START

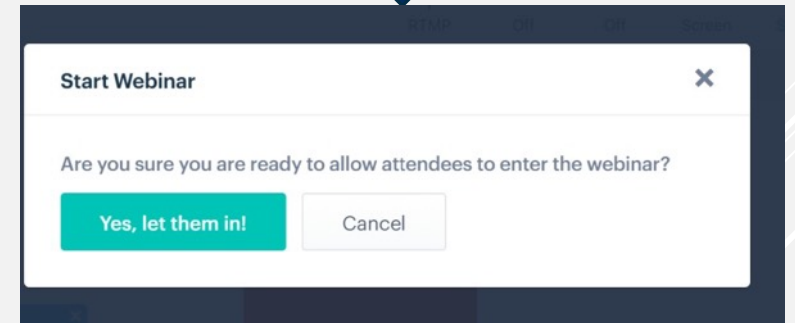
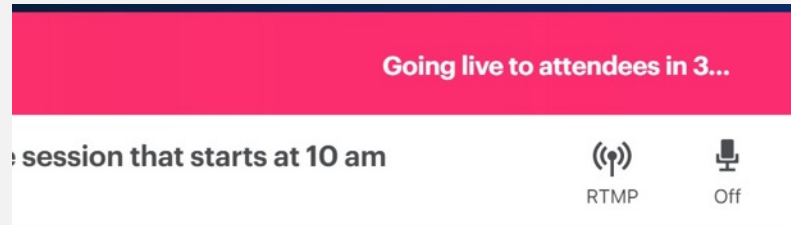
Speaker view of waiting room 60 minutes prior to session

Speakers can join the session 60 minutes ahead of the scheduled time. Attendees can join 15 minutes ahead. The attendees will be kept in a waiting area prior to the session start time. They cannot see what you are doing while you familiarize yourself with the control panel.

Session chair starts the recorded talk at the scheduled time.

Backstage: Presenters Only
Waiting room opened

Attendee view of waiting room until start time



Speaker will be given a 60 second countdown before their recording goes live!

The webinar will begin momentarily...

0 days: 00 hours: 10 minutes: 26 seconds

SPEAKERS DO NOT NEED TO START THE SESSION; IT WILL START AUTOMATICALLY AT THE SCHEDULED START TIME.

LIVE SESSION: LEADING UP TO THE SESSION START

Pre-recorded videos will be uploaded ahead of the session start time. All pre-recorded talks for the session will be included here in chronological order. The session chair will have access to all files during a session with multiple speakers.

The image shows a webinar control interface with several callouts:

- Callout 1:** A blue box with the text "You do not need to start the session. It starts automatically!" with a blue arrow pointing to a "Start Webinar" button in the control bar.
- Callout 2:** A blue box with the text "We will not be using this feature for VGS." with a blue arrow pointing to a "Launch A Blank Whiteboard" link in the "Presentation Slides" panel.
- Callout 3:** A blue box with the text "This is where the speaker has uploaded his/her talk" with a blue arrow pointing to a "Browse Files" button in the "Add a Video" panel.

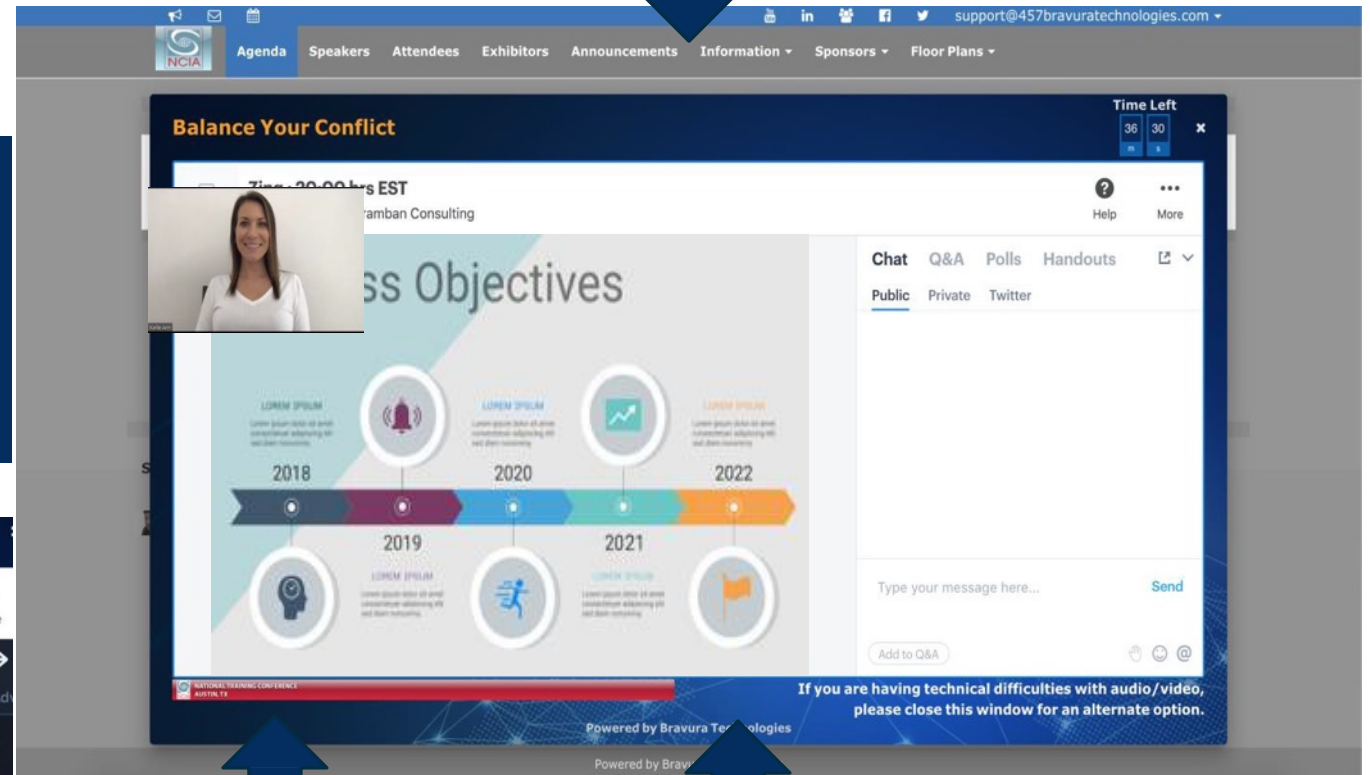
The interface includes a control bar with "Scheduled Start: 47 min, 00 sec" and a "Start Webinar" button. Below it are icons for RTMP, Off, Off, Screen, Slides, Video, Offer, and More. The "Presentation Slides" panel has an "Add New File" section with a "Drag & Drop Files Here" area (PDF strongly recommended • Limit 100MB) and a "Browse Files" button. The "Add a Video" panel has an "Add an MP4 Video" section with a progress bar for "Uploading file 9%" and another "Drag & Drop Files Here" area (MP4 files only • Limit 4GB) with a "Browse Files" button.

LIVE SESSION

Attendee view of live session

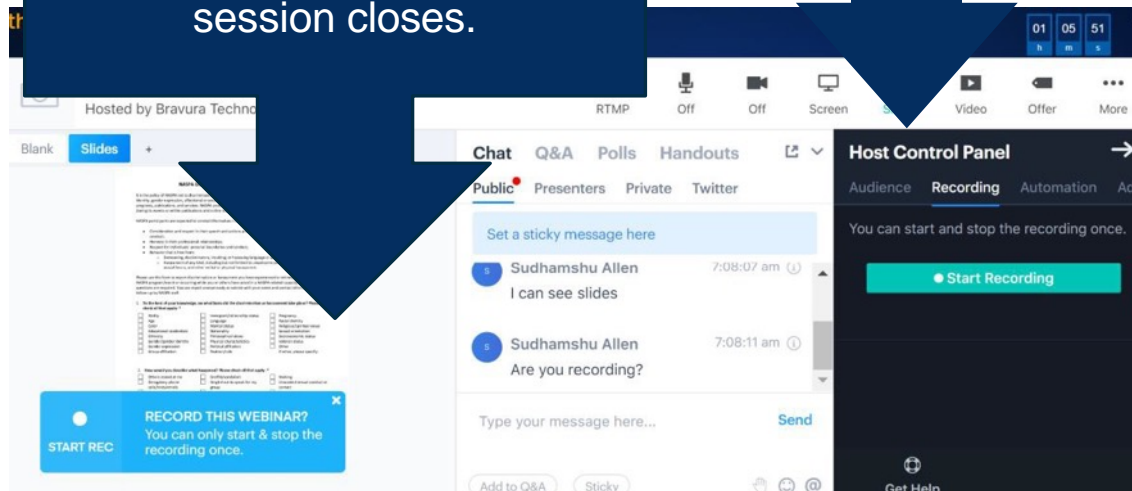
Session Chair should start recording at the open of the session and stop recording at the end. Sessions are available for viewing 24 hours after the session closes.

Session Chairs can determine if speakers are present for their presentation in the Host Control Panel. Choose Audience, then scroll to bottom for attendee list.

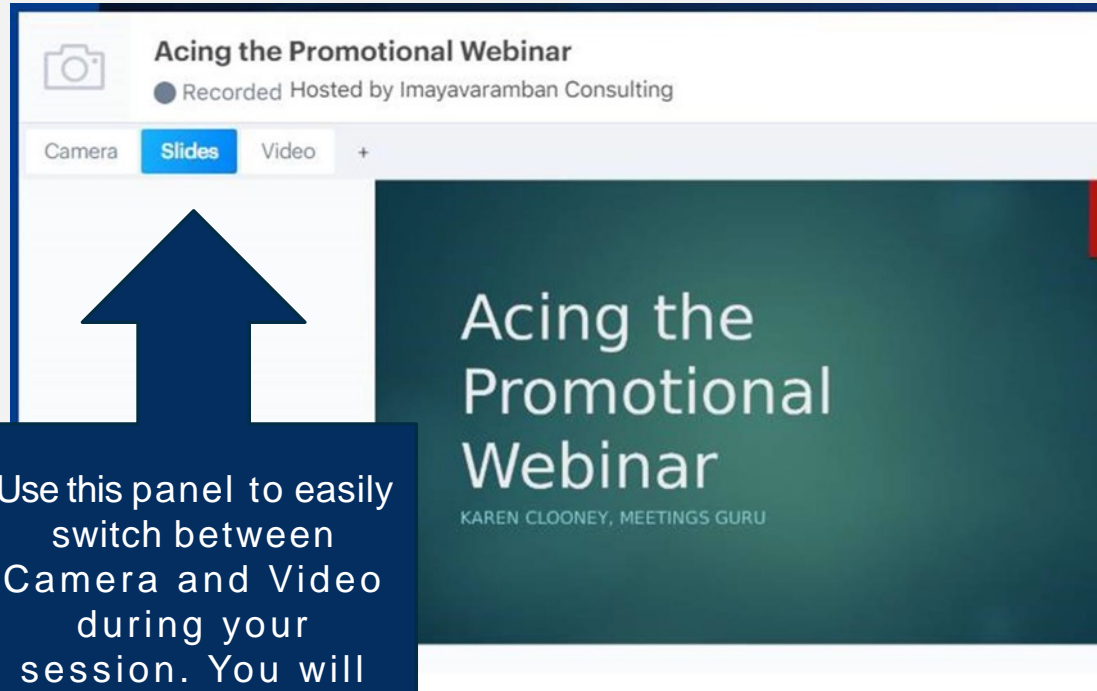


Attendees view sponsor banners

Screen sharing or pre-recorded presentation



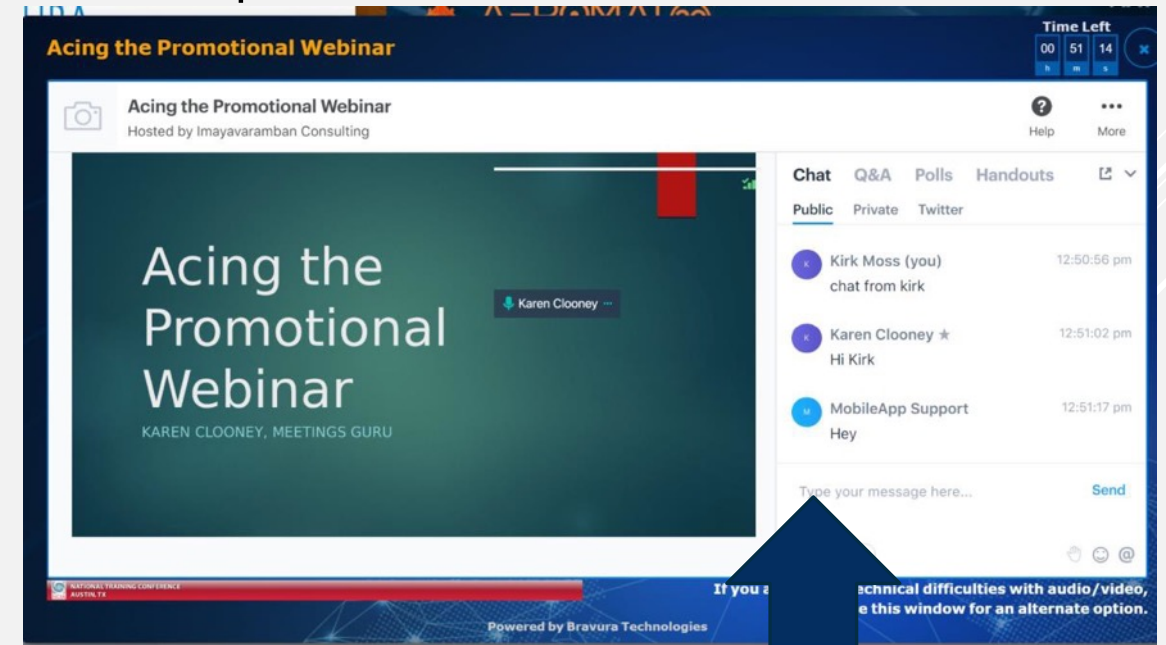
LIVE SESSION: YOUR CONTROL PANEL



Use this panel to easily switch between Camera and Video during your session. You will not use the Slides button.

Chat allows session participants to chat privately or publicly.

There is a Presenter chat option that is only visible to the speakers and can be used to communicate with your co-speakers.



Attendee view of chat

COMPLETED SESSION

Completed Virtual Session

▶ View Recorded Virtual Live Session

🗨 View Q&A Transcripts for Virtual Live Session

📄 Summary

👤 Attendees List

Summary

Host started webinar : 2:30 PM (Eastern Time (US & Canada))
 Host ended webinar : 4:28 PM (Eastern Time (US & Canada))
 Session duration: 108 minutes
 Webinar duration : 118 minutes
 Registered : 3
 Attended : 3
 Average time in room : 45.5 minutes
 Average time engaged : 44.0 minutes

Question & Answer

Question(s) asked : 5

Question(s) answered : 1

Asked By	Answered By	Question	Answer
Nelson Nelson	Bravura Speaker	How are you?	good!
Karen Lopez		Favorite candy?	
Remesh Smith		Test	
Bravura Speaker		hi remesh	

After your session is complete, **STOP RECORDING** then, come back to access a recording of the virtual session and a transcript of the Q&A of the session. Recordings are typically available 24 hours after a session ends and will be available until May 2021 with your login information via this link:

<https://speaker.bravuratechnologies.com/login/33500421>



*Questions about registration or portal password?
Contact: customerservice@ceramics.org*

*Questions about your presentation?
Contact: mstoltz@ceramics.org*