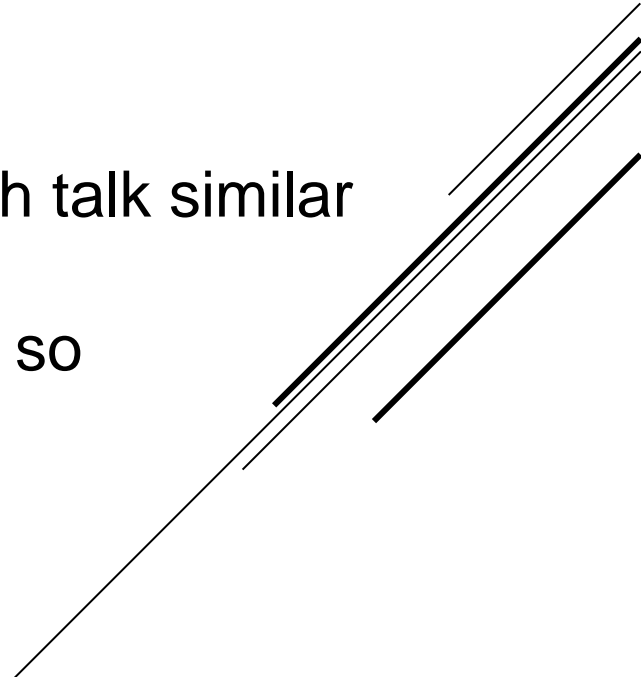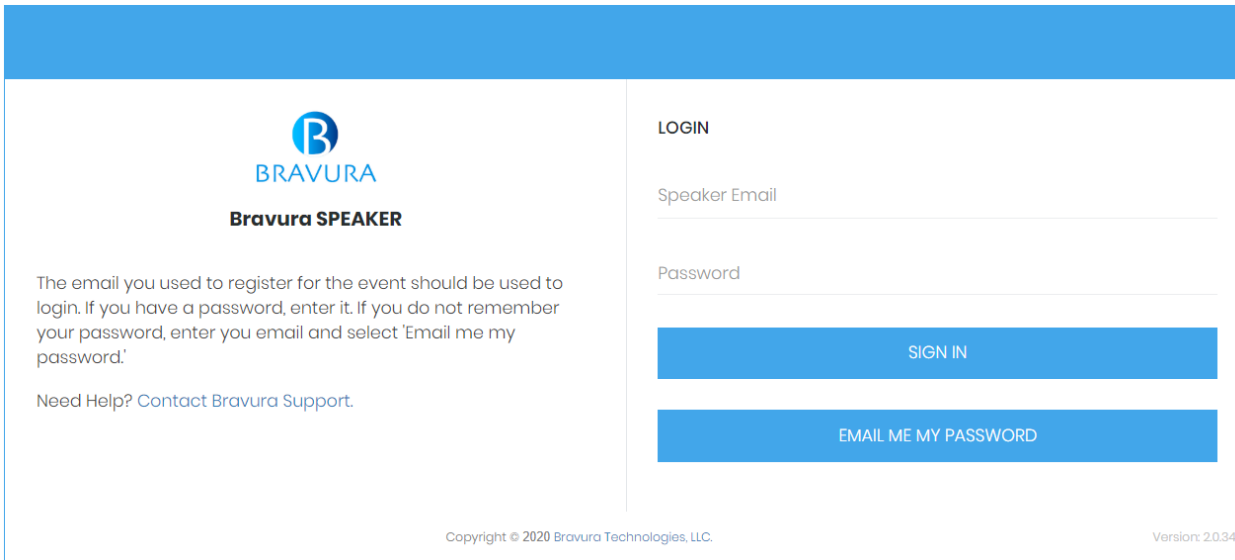# SESSION CHAIR GUIDE

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

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

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

Session (GMT-06:00) Central Time (US & Canada)

Details   Documents

Benefits of Developing an Incentive Pay Program for Cl

📅 Friday, June 5, 2020

🕐 11:00 PM - 2:00 AM

🌐 (GMT-06:00) Central Time (US & Canada)

📹 Join Virtual Session

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 ions during your 60 minutes!
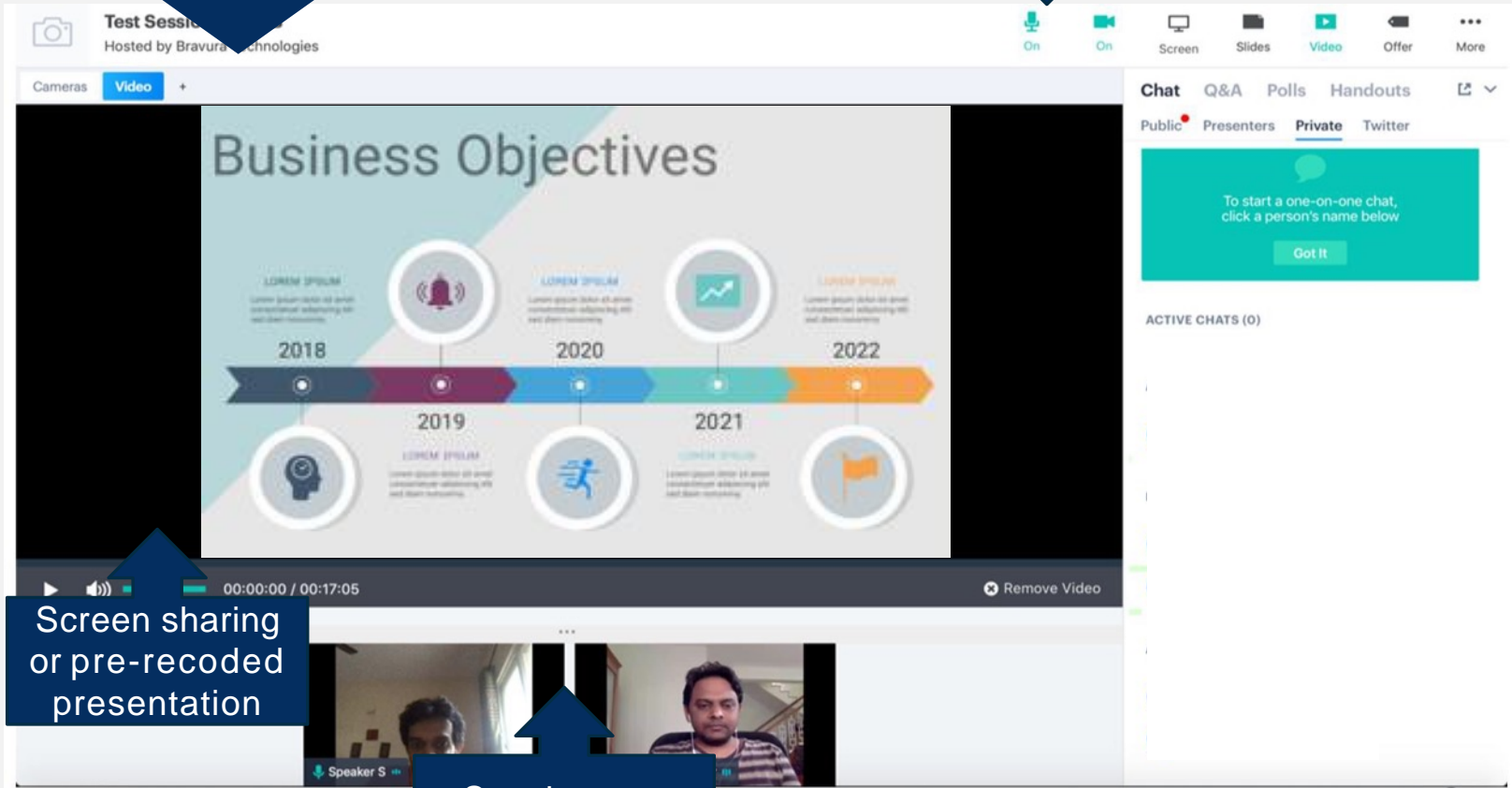
LIVE SESSION: YOUR CONTROL PANEL

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-recoded presentation

Speakers on camera

LIVE SESSION: YOUR CONTROL PANEL

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.

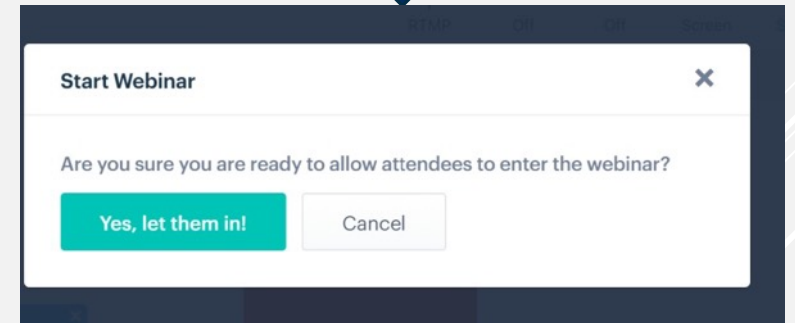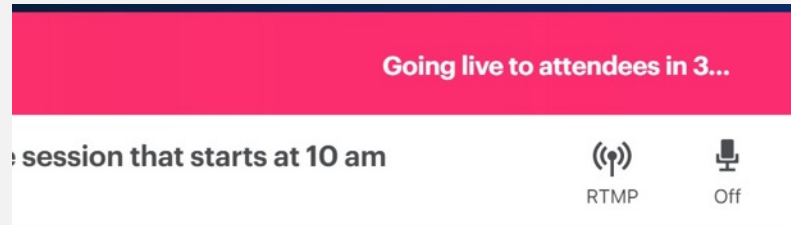# LIVE SESSION: LEADING UP TO THE SESSION START

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

Start Webinar ✕

Are you sure you are ready to allow attendees to enter the webinar?

Yes, let them in!   Cancel

Going live to attendees in 3...

e session that starts at 10 am   ((•))   🎤
RTMP   Off

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.

You do not need to start the session. It starts automatically!

Scheduled Start: 47 min, 00 sec | **Start Webinar**

| RTMP | Off | Off | Screen | Slides | Video | Offer | More |

Presentation Slides

Add New File

↓

Drag & Drop Files Here

PDF strongly recommended • Limit 100MB

Browse Files

Launch A Blank Whiteboard

We will not be using this feature for VGS.

Add a Video ✕

Add an MP4 Video

Uploading file 9%

↓

Drag & Drop Files Here

MP4 files only • Limit 4GB

Browse Files

This is where the speaker has uploaded his/her talk

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.
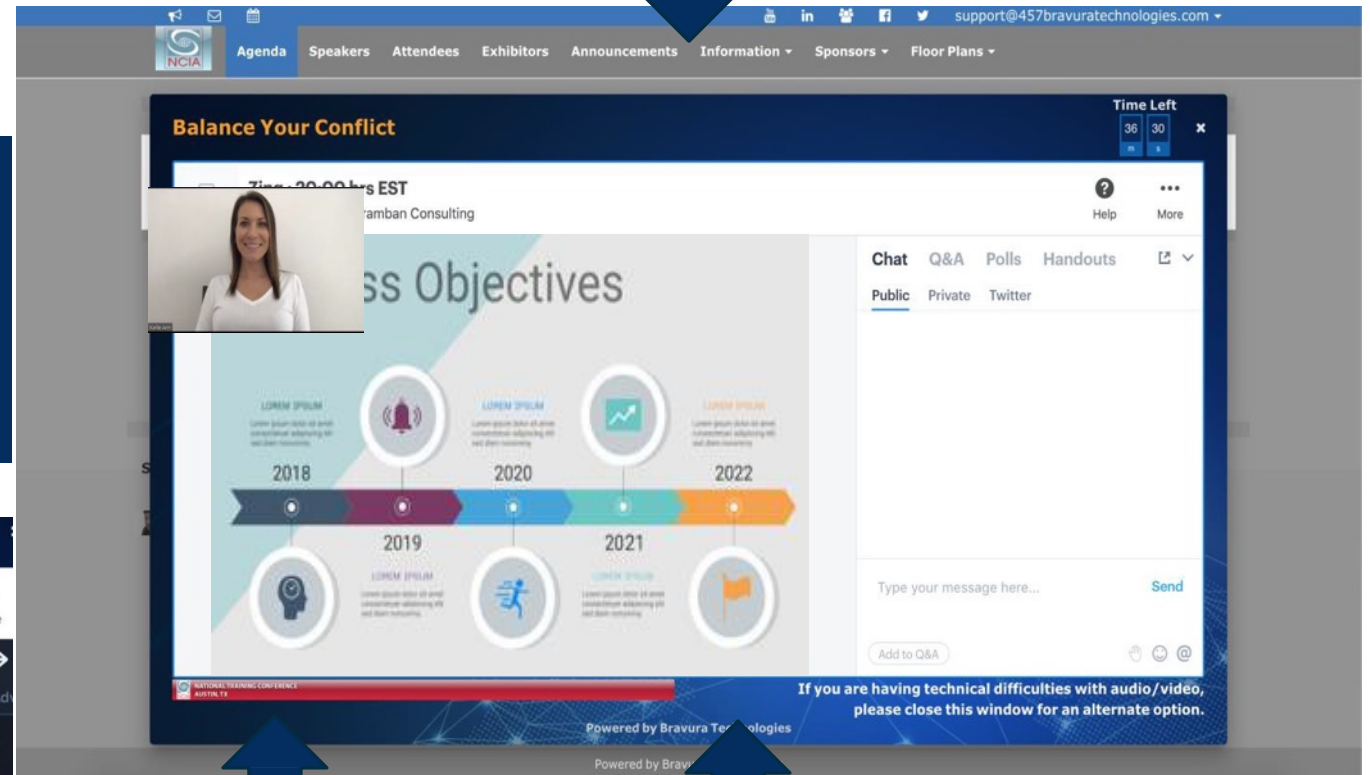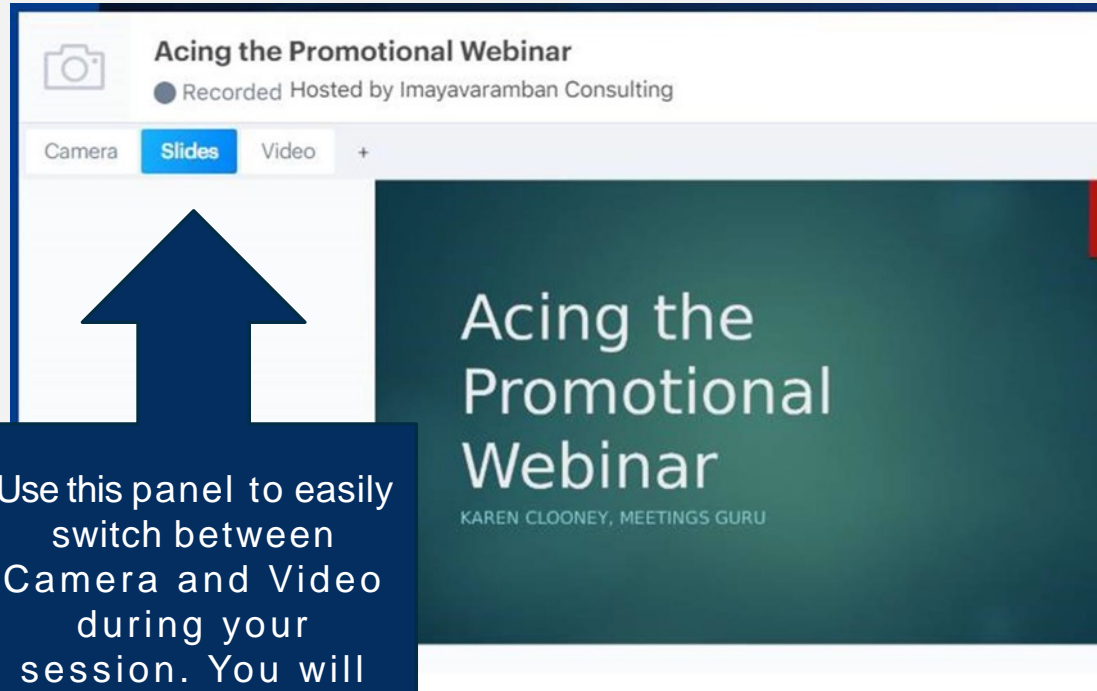
Attendees view sponsor banners

Screen sharing or pre-recoded presentation
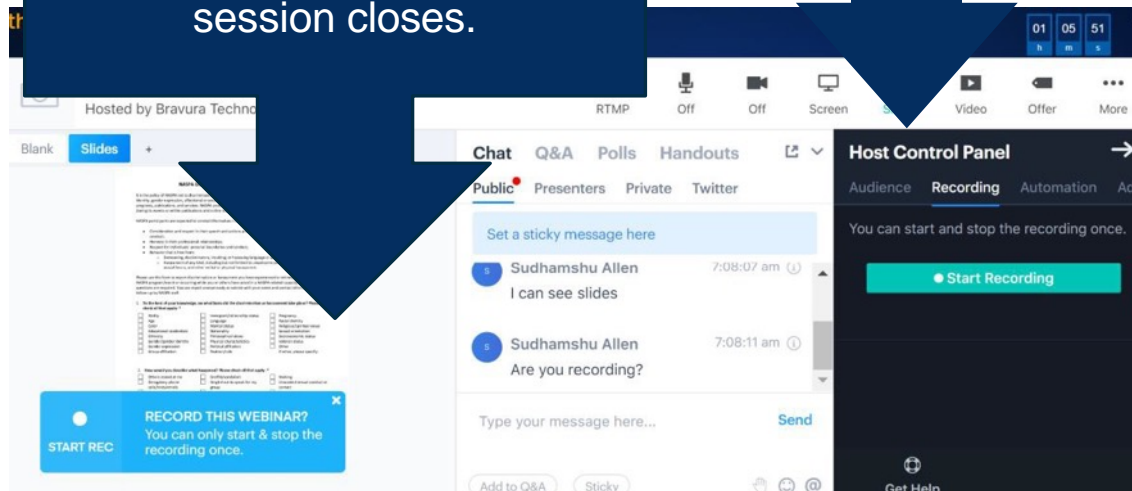
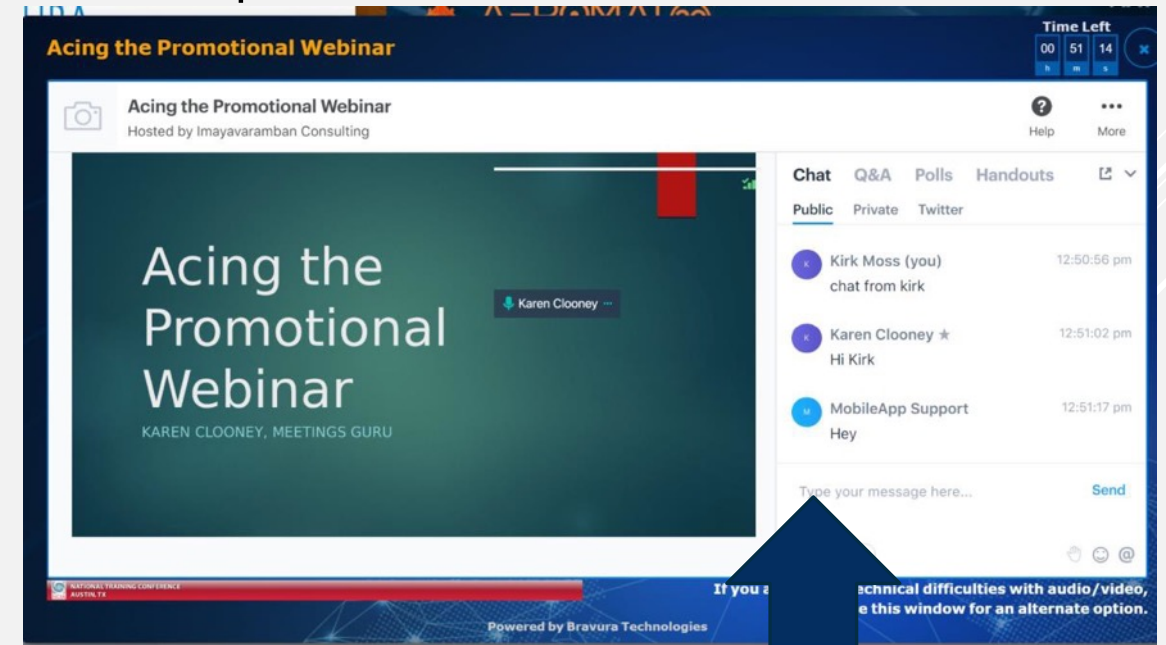# LIVE SESSION: YOUR CONTROL PANEL

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