



**VIRTUAL GLASS SUMMIT**  
AUGUST 3-5, 2020 ▶ [ceramics.org/VGS](http://ceramics.org/VGS)

# SPEAKER GUIDE

*“How do I record my presentation?”*





*Questions about registration or portal password?  
Contact: [customerservice@ceramics.org](mailto:customerservice@ceramics.org)*

*Questions about your presentation?  
Contact: [mstoltz@ceramics.org](mailto:mstoltz@ceramics.org)*



# SPEAKER PORTAL OVERVIEW

*The speaker portal is used to manage a speaker's presentation.*

*Once you are in the portal:*

## Prior to the conference

- IMPORTANT!** Register for the conference at [ceramics.org/VGS](https://ceramics.org/VGS) to obtain login credentials. Please contact [customerservice@ceramics.org](mailto:customerservice@ceramics.org) if you have registered and need password assistance
- Follow the link to the speaker portal provided to you by ACerS staff
- Set up your speaker profile
- Pre-record your virtual presentation
- View your recording for quality control
- Once you are happy with your recording, right click on the download button and email the link to [mstoltz@ceramics.org](mailto:mstoltz@ceramics.org) and [aross@ceramics.org](mailto:aross@ceramics.org)

## During the conference

- Join virtual sessions as a speaker/presenter. Log in available up to one hour prior to your scheduled time
- Answer attendee questions during your presentation via the Q&A feature

## After the conference

- View post event transcripts and recordings until May 2021

# SPEAKER PORTAL LOGIN

**B**  
BRAVURA  
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 ACerS with your password once you register for the conference.

Log in using your registered email address, and the password communicated to you by ACerS

Please note: All times of scheduled talks are in Eastern Daylight Time Zone (GMT-4)

# SETTING UP YOUR PROFILE

BRAVURA

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

- ❑ Develop visual rather than text-heavy slides
- ❑ Create a script for your presentation
- ❑ Practice your presentation before you record
- ❑ Please turn off notifications for all of your devices (i.e. Computer, Phone, Watch, etc.) as the recording will pick up and record all notification reminder sounds.
- ❑ You can stop and start your presentation while recording
- ❑ You can re-record your presentation if you are unhappy with your initial recording
- ❑ We suggest including a final summary slide with your presentation. You can opt to include your contact information on this slide for additional follow-up with conference participants post event.
- ❑ Smile and have fun!

# PRE-RECORD YOUR PRESENTATION

You are required to pre-record your presentation to play during the conference.

- ▶ Select your presentation in the Speaker Portal and select **Record Now** to start your recording. This will launch a virtual session where you will see yourself on camera. We recommend that you introduce yourself on camera at the start of your presentation before you share your screen to display your presentation.

- ▶ If you see an error that indicates the recording room is not available, please try again after an hour.

## Pre-record for virtual session

Click "Record Now" to pre-record your presentation and play it during the live session. This will launch a virtual session where you will be on camera. **MAKE SURE YOU SELECT THE RECORD OPTION WHEN YOU ARE READY TO RECORD.** You can also share your screen or presentation during the recording. Pre-recordings are usually available within 24 hours of the recording. For more details and tips on pre-recording, check the User Guide.



Below is a list of recordings available, delete any you do not need. Download the recording you want to use during your live session and keep it ready to play it during your live session. If you do not see your recording, check back later.

Recorded At	Size	
Jun 11, 2020, 11:00:05 AM	2 MB	<a href="#">Download</a>

Pre-recordings will be available within an hour of your recording sessions on this same screen.

Once you are happy with your recording, right click on this button and select "copy link" and email to [mstoltz@ceramics.org](mailto:mstoltz@ceramics.org) & [aross@ceramics.org](mailto:aross@ceramics.org)

Check the 'Tips for virtual speaker's' section on this guide for some useful tips.

# PRE-RECORD YOUR PRESENTATION

## READ ALL STEPS OR PRINT OUT PRIOR TO PRE-RECORDING

Select the **Record Now** option when you are ready to start recording

This will launch into a Zoom meeting

Join the meeting as if you would join any virtual meeting, if prompted to install, install Zoom

Once you are in the meeting, enable your camera and microphone and ensure they work

Share your screen to display your presentation during your pre-recording (required)

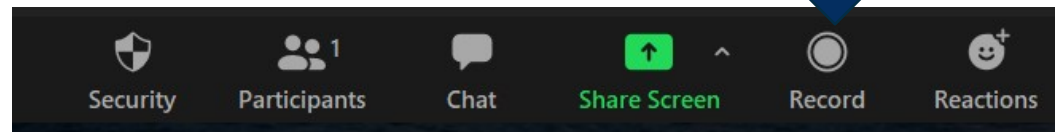
### Select the Record Icon from the Zoom Control Panel

When you select the icon, be sure to select '**Record to the cloud**'

**When you are done, stop recording and end the meeting.** Clicking end the meeting will automatically send your recording to the cloud. You will not receive an onscreen notification.

The recording will then be available in the Speaker Portal within an hour. You will **not receive an email**, so please be sure to check the speaker portal.

Don't forget  
to press  
**Record** and  
select the  
**cloud**  
option!





# DAY OF YOUR PRESENTATION – LIVE CONFERENCE

Speaker view of  
waiting room 60  
minutes prior to  
session



**Backstage: Presenters Only**  
Waiting room opened

Attendee view of  
waiting room until  
start time



The webinar will begin momentarily...

0 days: 00 hours: 10 minutes: 26 seconds

- Speakers can join their presentation up to 60 minutes ahead of the scheduled time. Just as in an in-person conference, we ask that you arrive at least 10 minutes prior to your scheduled presentation.
- Your presentation will be introduced by your session chair and then the recording you made will be played.
- The Q&A function will be active while your presentation plays. Please type the answer to all questions during this time. When the session ends, the Q&A session closes, as well.
- OPTIONAL:** You may include your email at the end of the written Q&A if you are open to people asking questions after the session ends.

**SPEAKERS DO NOT  
NEED TO START THE  
BROADCAST/WEBINAR,  
IT WILL START  
AUTOMATICALLY AT THE  
SCHEDULED START  
TIME.**

# LIVE CONFERENCE PRESENTATION SAMPLE

The screenshot displays a web-based conference interface. At the top, a navigation bar includes links for 'Agenda', 'Speakers', 'Attendees', 'Exhibitors', 'Announcements', 'Information', 'Sponsors', and 'Floor Plans'. The main content area is titled 'Balance Your Conflict' and features a presentation slide with the heading 'Business Objectives'. The slide includes a timeline from 2018 to 2022 with various icons and placeholder text. On the right side, a chat window is open, showing a Q&A section with a question from 'Kirk Moss' and a 'Send' button. A video player is visible at the bottom of the slide area, with a message: 'If you are having trouble viewing audio/video, please close this window and try an alternate option.' The interface is powered by Bravura Technologies.

Attendee view of live session

Pre-recorded presentation

Attendee view of Q&A

# 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, 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 remain available until May 2021.





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