

# SPEAKER GUIDE

For Bravura CONNECT

General Speaker Functions

Virtual Event: Speaker or Moderator



BRAVURA

# SPEAKER PORTAL OVERVIEW

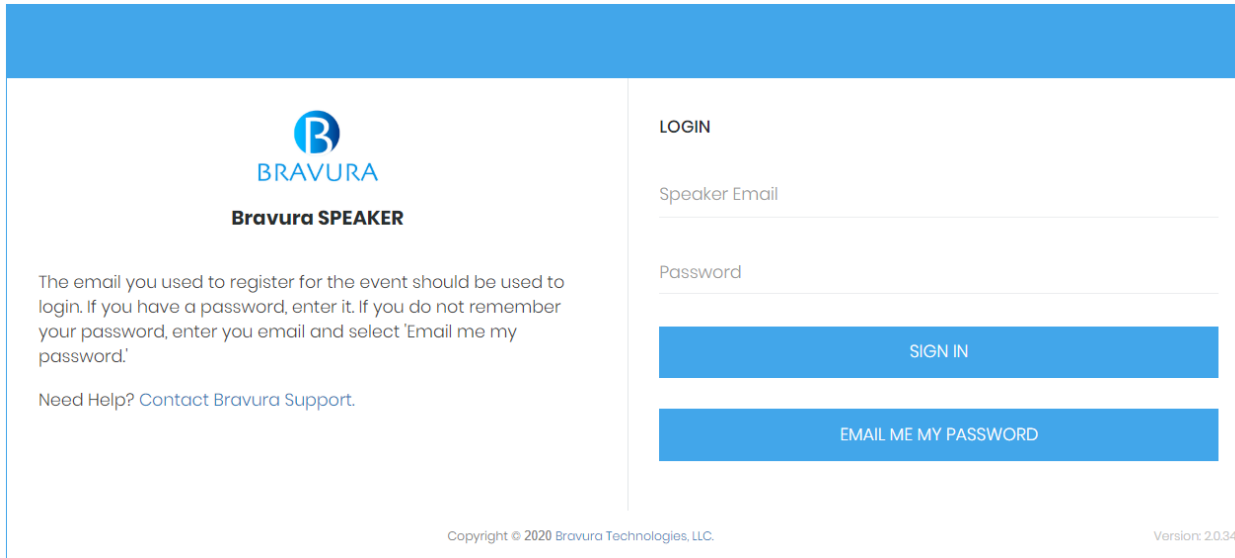
**The speaker portal is used to manage a speaker's sessions.**

**Once you are in the portal, you can:**

- View and manage your sessions
- Setup your speaker profile
- Join virtual sessions as a speaker/presenter/moderator
- Pre-record virtual sessions
- View your recordings
- View post event transcripts and recordings
- Setup documents and videos for your sessions, available to event attendees
- Setup and manage LIVE Polling
- Connect with attendees before, during and after your session

***Some options described may not be available for your event.***

# SPEAKER 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 "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 for 2020 Bravura Technologies, LLC and a version number of 20.34.

**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. If you did not receive a password, leave it empty**

**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

**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 : 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.

You can also enter keywords that will qualify you for search.

Meeting attendees can search for speakers and it uses the name, affiliation, bio and keywords

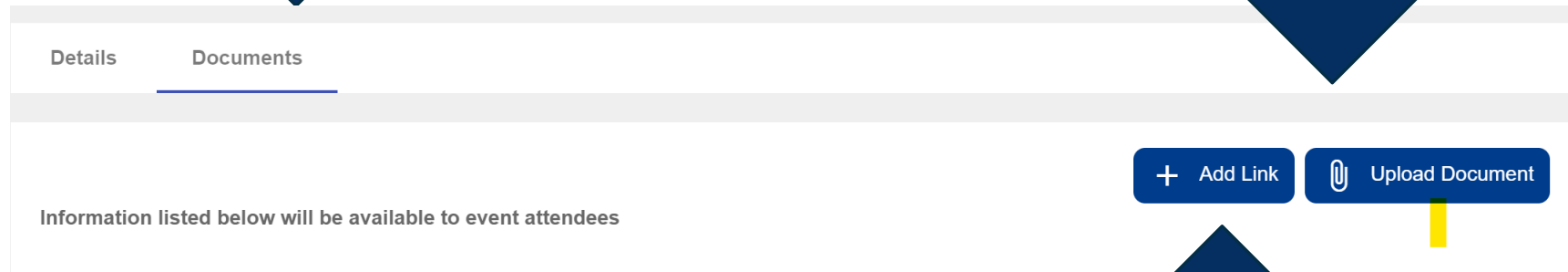
# SHARE DOCUMENTS WITH ATTENDEES

Documents can be uploaded for each of your sessions.

Select the desired session, and navigate to the 'Documents' tab

**These documents are available to attendees before, and after your session and not just during your session.**

Use this area to upload documents for your session. Each document or link requires a **'Name'**



Select 'Upload document' to upload a document from your computer to be available to attendees



Add a link to or video or website



Files can be in any format, including video formats but are limited to 25 MB each. If you have a large file, create a link to it and use the Add Link feature. If you are recording outside of our console, note that MP4 files should be H264 video codec and AAC audio codec.

# VIRTUAL EVENT: SPEAKER

If you are presenting in a virtual event, [CLICK  
HERE](#)

to refer to the Bravura Virtual Speaker Guide for an in-depth look at pre-recording, and presenting in virtual sessions.



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