Virtual SPEAKER Guide

14TH PACIFIC RIM CONFERENCE ON CERAMIC AND GLASS TECHNOLOGY
including **Glass & Optical Materials Division Meeting (GOMD 2021)**

December 13 – 16, 2021 | Virtual Conference | ceramics.org/pacrim14

PACRIM/GOMD Virtual Speaker To-Do List – Important!

- Register for the conference by November 30, 2021. Conference registration is mandatory for all speakers and moderators at ACerS conferences.

- Log into the Bravura speaker portal here: Speaker Portal by November 30, 2021 and update your speaker profile.

- Review the speaker training posted in the Presenter's Toolbox on the PACRIM GOMD meeting site.

- Speakers: Prepare your slides/presentation to be ready to make a recording. Poster presenters: Prepare a PDF of your poster for upload.

- **Invited** presentations are 30 minutes in duration. **Contributed** presentations are 20 minutes in duration. Please plan 2-3 minutes of your allotted time for Q&A.

- Complete the recording of your presentation by **December 6**.

Big Marker Webinar System Requirements

Big Marker Webinars

ALL SPEAKERS: IMPORTANT! Please test your computer before beginning this process.

Speakers recording a presentation cannot use Internet Explorer or other browsers. ***Please use Firefox or Chrome to avoid technical issues.***

Perform a System Check before presenting: Big Marker

System requirements: Big Marker

Increase your internet speed: Big Marker

Tips for Your Virtual Presentation

TIPS FOR VIRTUAL SPEAKERS – PRE-RECORDING (RECOMMENDED)

- Bravura provides a mechanism through the Speaker Portal for speakers to record a video presentation. Through the portal, speakers will launch a Zoom meeting and record, saving it to the cloud for access during the session. Talks recorded through the Bravura platform must be completed by **December 6**.

- Speakers are not required to utilize any special software for this recording. Requirements: A PC (not a mobile device), a working camera and microphone, and must meet Zoom system requirements https://support.zoom.us/hc/en-us/articles/201362023. Speakers can test their camera and microphone through the Zoom by clicking on the carat next to the video button to launch video and audio settings.

- The content you see on screen will be the content recorded. It is suggested you ready materials before clicking the record button.

- You may record and preview as many times as you wish to get the desired results. If you create multiple recordings, please delete any unwanted files. The most recently dated file will be played in the session.

Record a PRESENTATION

Record your presentation to be integrated into a live session. Q&A will be conducted live after your presentation with your session moderator. The Bravura speaker portal link: Speaker Portal

- Select the assigned session and select **Record Now** to start your recording. This will launch a virtual meeting where you will see yourself on camera. You can share your screen to run your presentation.

- If you see an error that indicates the recording room is not available, please reach out to support.

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.

🎥 Record Now

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 durir live session. If you do not see your recording, check back later.

Recorded At	Size	
Jun 11, 2020, 11:00:05 AM	2 MB	Download

Recordings will be available within an hour of your recording session on this same screen.

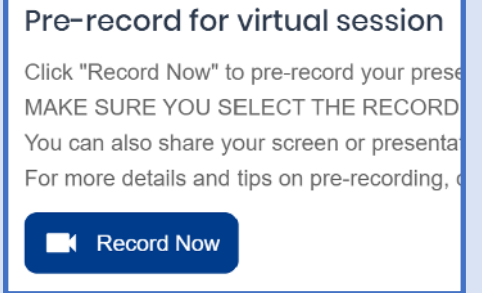Download the recording to review it. Delete it if you do not want to use it

Check the 'Tips for virtual speaker' section on this guide for some useful tips.
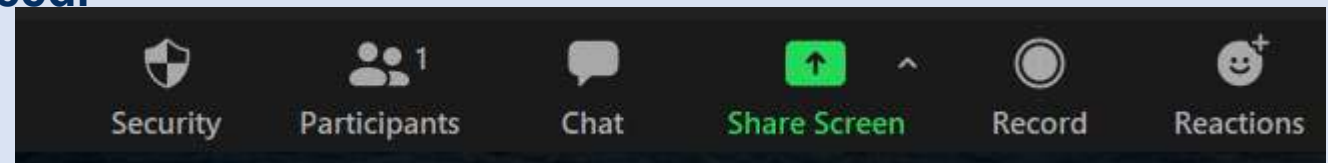
Record a PRESENTATION

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

- This will launch 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 if you plan to show a presentation during your pre-recording

- **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, <u>stop recording</u> and <u>end the meeting</u>.** Clicking end the meeting will automatically send your recording to the cloud. You will not receive an onscreen notification.

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

- You may select Record multiple times, each of your recordings will be available in the Speaker console. **Delete the ones you do not need.**

Pre-record for virtual session

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MAKE SURE YOU SELECT THE RECORD
You can also share your screen or presenta
For more details and tips on pre-recording,

📹 Record Now

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

RECORDING OUTSIDE BRAVURA PLATFORM

If you choose to use another platform to record, you may use any technology that produces a <u>MP4</u> file. The instructions here use ZOOM for recording.

▶ Install and launch a free Zoom meeting

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

▶ Share your screen if you plan to show a slide presentation during your recording

▶ **Select the Record Icon from the Zoom Control Panel**

▶ **When you are done, <u>stop recording</u> and <u>end the meeting</u>.** You will receive an onscreen notification.

▶ The recording will then be available on your computer. It will be saved as a MP4 file. **Review this recording** and upload to the Speaker Portal.

▶ You may record multiple times, however, retain/upload only the final one**.**

▶ **For Upload: format MP4 file, file size is limited to 500 MB.**

▶ **If your file exceeds this size, we recommend**

▶ **you record using our console, or compress your file.**

▶ **Upload the MP4 per the instructions in the box at right.**

> **If you are recording outside of the Bravura console, note that MP4 files should be H264 video codec and AAC audio codec.**

> Don't forget to press **Record**!
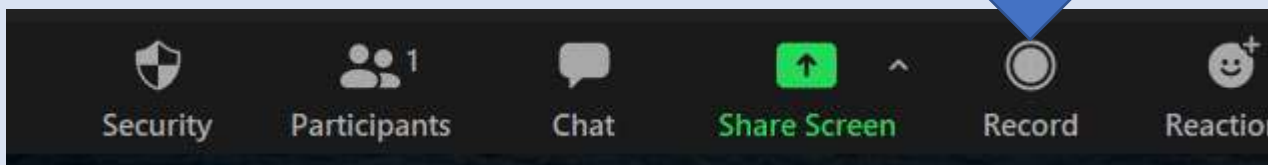
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[▶️ Record Now]

If you have recorded outside our platform, pleas... ...pload your recording.

[☁ Upload Recording]

> Upload mp4 file here!

You do not have any recordings available at this time.

Security | Participants 1 | Chat | Share Screen | Record | Reaction

TIPS FOR VIRTUAL SPEAKERS – PRESENTING LIVE

- The following section refers to the speaker experience during a LIVE Big Marker session.

- Speakers who are looking to present live require reliable internet connectivity with sufficient bandwidth, due to the large amount of video and content being shared. We suggest you pre-record a portion of your presentation, if possible.

- Speaker internet connectivity, mic and camera availability, is the responsibility of the Speaker.

In Big Marker you may share a video using the 'Share Screen' option. If you are going to run through your slides, we suggest you save them as a PDF application to eliminate pop ups from showing.

- Develop visual rather than text-heavy slides

- You are not required to share your camera at all times, you can introduce yourself and disable the camera while you make the presentation.

- **Videos must be MP4. We do not recommend use of YouTube videos.**

- **For a video overview of the live speaker experience, click here**

TIPS FOR POSTER PRESENTERS

Upload your poster PDF before December 6 at this link: Upload Poster

On-Demand Posters (available for viewing throughout the conference)

The recommendation is for clear, simple graphics and well-organized text.

Size is not relevant as through the conference platform, viewers will be able to zoom in on the poster details if desired.

Viewers are not able to copy or save your poster presentation.

WHAT HAPPENS NEXT?

You have recorded your talk and submitted it to your speaker portal. Now what?

- You will log back into the speaker portal on the **day and time of your session**. Note: please arrive at least 30 minutes prior to your session start time to verify your equipment is working properly and to communicate with your session moderator and other session speakers.

- After your video is played during the session, you will turn on your camera and microphone and answer questions live posed by your session moderator (and as asked by the audience).

- When your talk is complete, you can exit the speaker portal and log back into the main conference site.

- Note: If you are presenting your content live, you will present during your allotted time and then answer questions with your session moderator (vs. our playing of your video as described above). If you have technical issues with your computer or internet, there is no backup plan and your talk will not be rescheduled (which is why we suggest you provide a video). For a video overview of the live speaker experience, click here

If you have questions about your presentation, contact Marilyn Stoltz at mstoltz@ceramics.org

If you have technical questions about the Bravura platform or your specific technology, please contact support@bravuratechnologies.com