



## **SPEAKER INSTRUCTION**

The comprehensive speaker instruction in English, can be found at:  
<https://www.letsgetdigital.io/docs/speakers.pdf>

This document briefly explains the key points.

In advance

### **UPDATE GOOGLE CHROME**

Use Google Chrome as your browser. Make sure this browser is updated on the device you are using to give your presentation.

### **MAKE SURE YOU HAVE A STABLE INTERNET CONNECTION**

Make sure you have a reliable and strong internet connection. You can check your internet speed at <https://fast.com/>.

### **PRACTICE IN THE SPEAKER TEST ROOM**

You have received an email invitation with speaker instructions. In it is a link, which will allow you to enter the speakers room. From now on, you can practice and familiarize yourself with the features in your speaker room.

### **PREPARE YOUR CONTENT**

Is the content of your presentation ready? Upload it as a pdf file to the content library in your speaker space. Upload a video as well, consider screen sharing, or choose the option to use a poll.

On March 15, 2021

### **ENTER YOUR SPEAKERS' AREA**

Do this 20 minutes before your session begins. Attendees can enter your speaker space 5 minutes before your official start time.

### **SET UP YOUR SCREEN LAYOUT**

In the lower right-hand corner of your speaker's room.

### **DO NOT FORGET TO RECORD YOUR SESSION**

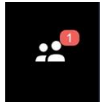
Via the record icon in the left menu bar.

### **KEEP AN EYE ON THE TIME**

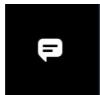
At the end of your session, all participants will be returned to the lobby. Please make sure you have completed your session before the end time.

## EXPLANATION ICONS - SPEAKER'S AREA

The main icons are explained below.



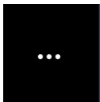
**Participants:** all participants of your session are shown here. In this menu you can also ask participants live in the session.



**Conversations (chat),** this is a public chat. (NOTE: Have you tested the chat in the speakers area? Please remove it before the conference starts otherwise the 'test chat' will remain visible for everyone).



**Q&A:** Here participants can ask questions that are only seen by the speaker. You as the speaker can decide if and when to address the question live in the session.



Under this icon you will find some important options: screensharing, the whiteboard and the content library.

**Content Library:** Upload your presentation as a pdf file (max 100 MB), add a video or other files you may need during your presentation.



### **Record**

You can record the practice session and the real session during the conference by clicking this icon. A red REC block will appear in the upper left corner. The recording of the session on the congress day will be made available to the participants afterwards.



### **Settings**

Under this icon you will find a number of important options, including Workspace. Here you choose which chat functions you want to make available.

If you have any questions regarding these speaker instructions, please contact us at <mailto:info@optometrie.nl>