



SHARE VIRTUAL SPEAKER INSTRUCTIONS

Live Broadcast

- Go to virtual.share.org
- Log in to your virtual event profile
 - This is different from your share.org and Speaker Gateway login credentials
- Use the **Schedule** drop down menu and select **Agenda**

SHARE Virtual 2020

Home Schedule 1

Agenda

Speakers

SHARE Virtual 2020

Connect with peers, learn from the experts and enjoy the same benefits of SHARE conferences wherever you are.

Kicking off August 4, join us throughout the entire month and gain invaluable skills and knowledge — all from the safety and comfort of your home, office, or wherever you are! Learn and network with your peers and partners and attend unmatched technical education sessions that you've experienced at previous SHARE events.

	Networking Network and exchange lessons learned with peers and presenters who will become industry contacts to leverage for support throughout the year.		Education Access the latest enterprise IT updates, prominent industry leaders and product highlights on emerging technologies.		Efficiency Gain the knowledge you need to increase your team's efficiency, agility and cost savings.
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Live Broadcast

- From the agenda, click on your session to enter your session meeting page
- As the speaker for the session, you will have a **Manage** button in the top right corner – click the **Manage** button

The screenshot displays the interface for a 'Speaker Demonstration' session. At the top left, the 'SHARE Virtual 2020' logo is visible. The session title 'Speaker Demonstration' is centered, with a time slot of '3:00 PM - 4:00 PM CDT on July 9' and '500 spots left' below it. In the top right corner, there are 'NOTES' and 'MANAGE' buttons; the 'MANAGE' button is highlighted with a green circle. The main content area features a profile for 'Bristol Koch' from the 'SHARE Association' and a 'START LIVE MEETING' button with a 'Starts in: 16 mins' timer. On the right side, there is a chat panel with tabs for 'Chat', 'People', 'Polls', and 'Files'. The chat area shows 'No Messages' and a 'SEND' button at the bottom.



PRE-RECORDED PRESENTATION SESSIONS

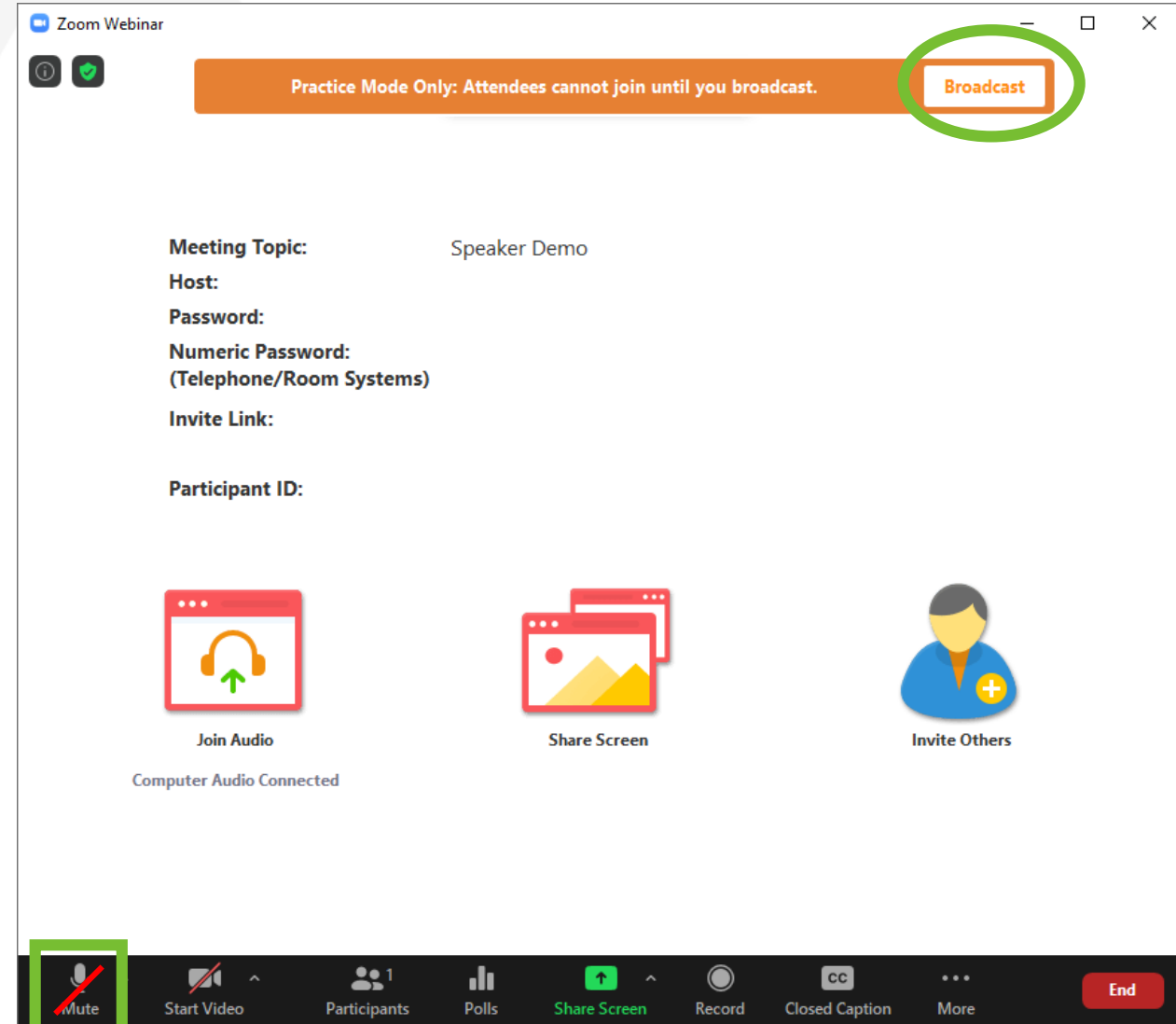
Live Broadcast – Pre-recorded presentation

- Click the **START LIVE MEETING** button
 - This button will be available up to 20mins before the start of your session to enter a “green room”
 - SHARE staff will be available up to 15mins before your session
 - Before the session start time, you, SHARE staff, and any additional speakers can review the session logistics and practice the session
 - Attendees cannot hear or see the green room

The screenshot shows the SHARE Virtual 2020 interface. At the top left is the logo 'SHARE Virtual 2020'. At the top right are links for 'Home', 'Schedule', and a notification bell. The main content area is titled 'Speaker Demonstration' with a subtitle '3:00 PM - 4:00 PM CDT on July 9' and '500 spots left'. Below this are tabs for 'Live Meeting', 'Files', 'Polls', and 'Check-in'. The 'Live Meeting' tab is active and displays a list of bullet points: '20 minutes before the start time: speakers can enter a "green room" where they can be seen/heard by other speakers but not the audience.', '1 minutes before the start time: attendees will be able to join the webinar, but will not see/hear the speakers or presentation until a speaker clicks the "Start Broadcast" button.', and '10 minutes after the end time: the meeting will be automatically ended.' At the bottom of the 'Live Meeting' section, there is a button labeled 'START LIVE MEETING' with a trash icon, which is circled in green.

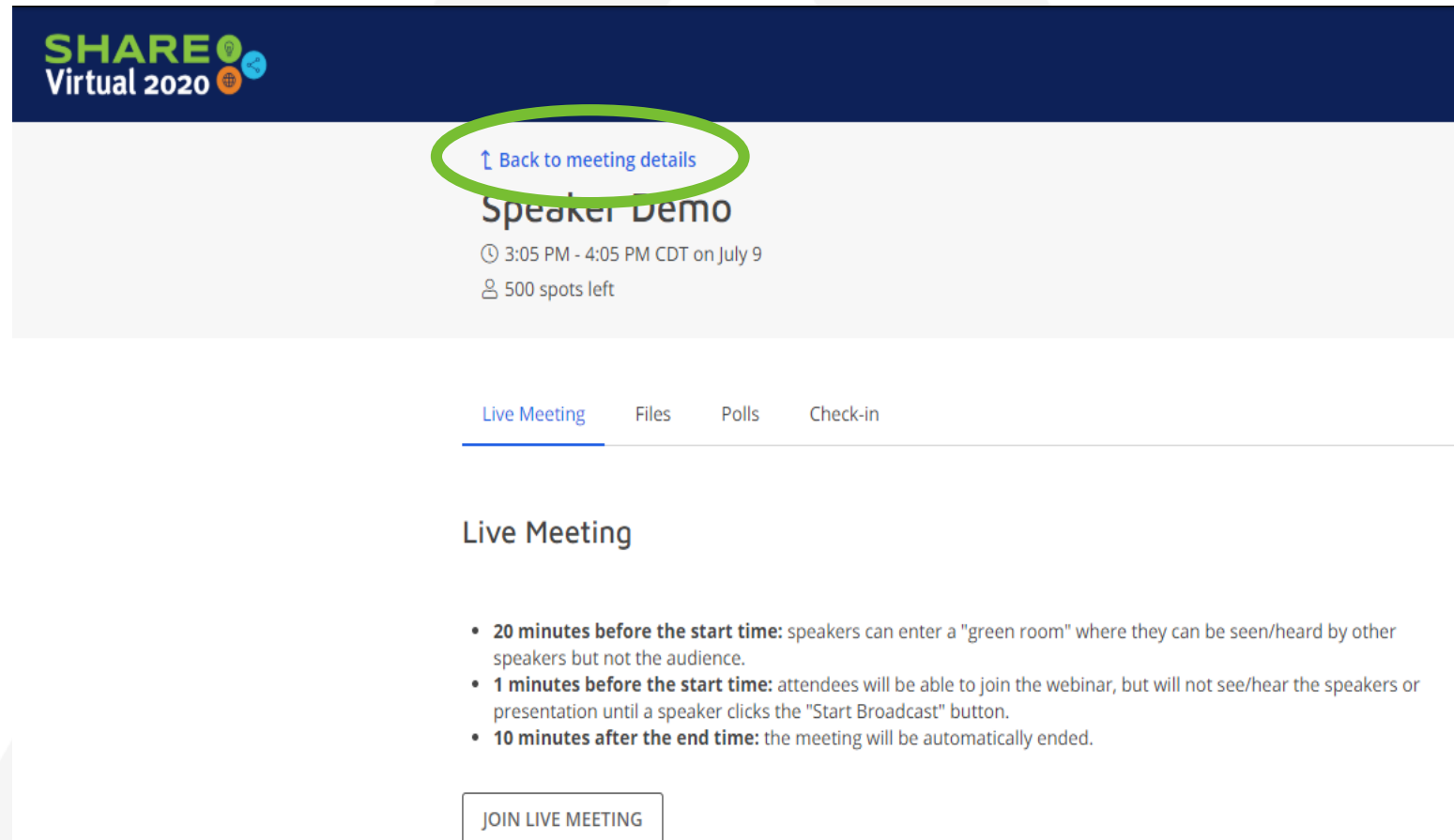
Live Broadcast – Pre-recorded Presentation

- Once you click the **START LIVE SESSION** button, you will be prompted to Open Zoom Meetings
 - Zoom controls will pop open
- Practice mode – when ready, SHARE staff will click the **Broadcast** button to allow attendees to join the meeting
- All attendees will have the option to turn video on and mute/unmute themselves during the meeting



Live Broadcast – Pre-recorded presentation

- Once the SHARE staff starts the recording, speakers can click back on their web browser and return to their session page



The screenshot shows a web interface for a virtual meeting. At the top left is the 'SHARE Virtual 2020' logo. Below it, a blue button with an upward arrow and the text 'Back to meeting details' is circled in green. The main heading is 'Speaker Demo', followed by the time '3:05 PM - 4:05 PM CDT on July 9' and '500 spots left'. A navigation bar contains 'Live Meeting', 'Files', 'Polls', and 'Check-in', with 'Live Meeting' selected. Below this is a 'Live Meeting' section with a bulleted list of instructions: '20 minutes before the start time: speakers can enter a "green room" where they can be seen/heard by other speakers but not the audience.', '1 minutes before the start time: attendees will be able to join the webinar, but will not see/hear the speakers or presentation until a speaker clicks the "Start Broadcast" button.', and '10 minutes after the end time: the meeting will be automatically ended.'. At the bottom is a 'JOIN LIVE MEETING' button.

Live Broadcast – Pre-recorded presentation

- All attendees will be muted throughout the session and will use the Chat box to ask questions or provide comments
- Recommendation: Split your screen between the Zoom controls and session page

The screenshot displays a Zoom webinar interface. At the top left, the 'SHARE Virtual 2020' logo is visible. The main content area shows a 'Speaker Demo' video player with a large play button and the text 'SHARE DEMO VIDEO'. To the right of the video is a chat box with a 'No Messages' notification. Above the chat box are buttons for 'ADDED', 'NOTES', and 'MANAGE'. On the right side, a 'Zoom Webinar' control panel is shown, including a 'Talking: Host (500)' indicator, meeting details (Topic: Speaker Demo, Host: Host (500), Password: Km6SOQM1, Numeric Password: 86635350), an 'Invite Link', and icons for 'Join Audio', 'Share Screen', and 'Invite Others'. At the bottom, a Zoom control bar contains icons for Mute, Start Video, Participants, Polls, Share Screen, Record, Closed Caption, More, and End.

Live Broadcast – Pre-recorded presentation

- Q&A
 - SHARE staff will continue to share their screen on the last frame of the video for the Q&A
 - Recommendation: Use the evaluation slide as your final slide
 - Prior to the broadcast, speaker(s) and session chairs will determine how they would like to moderate the questions from the chat box
 - Speakers session chairs will unmute themselves on the Zoom control panel for the Q&A portion of the broadcast
 - SHARE Staff will end the meeting when finished
- *Sessions will automatically end 10mins after the scheduled end time if it has not already ended*



LIVE MEETING SESSIONS

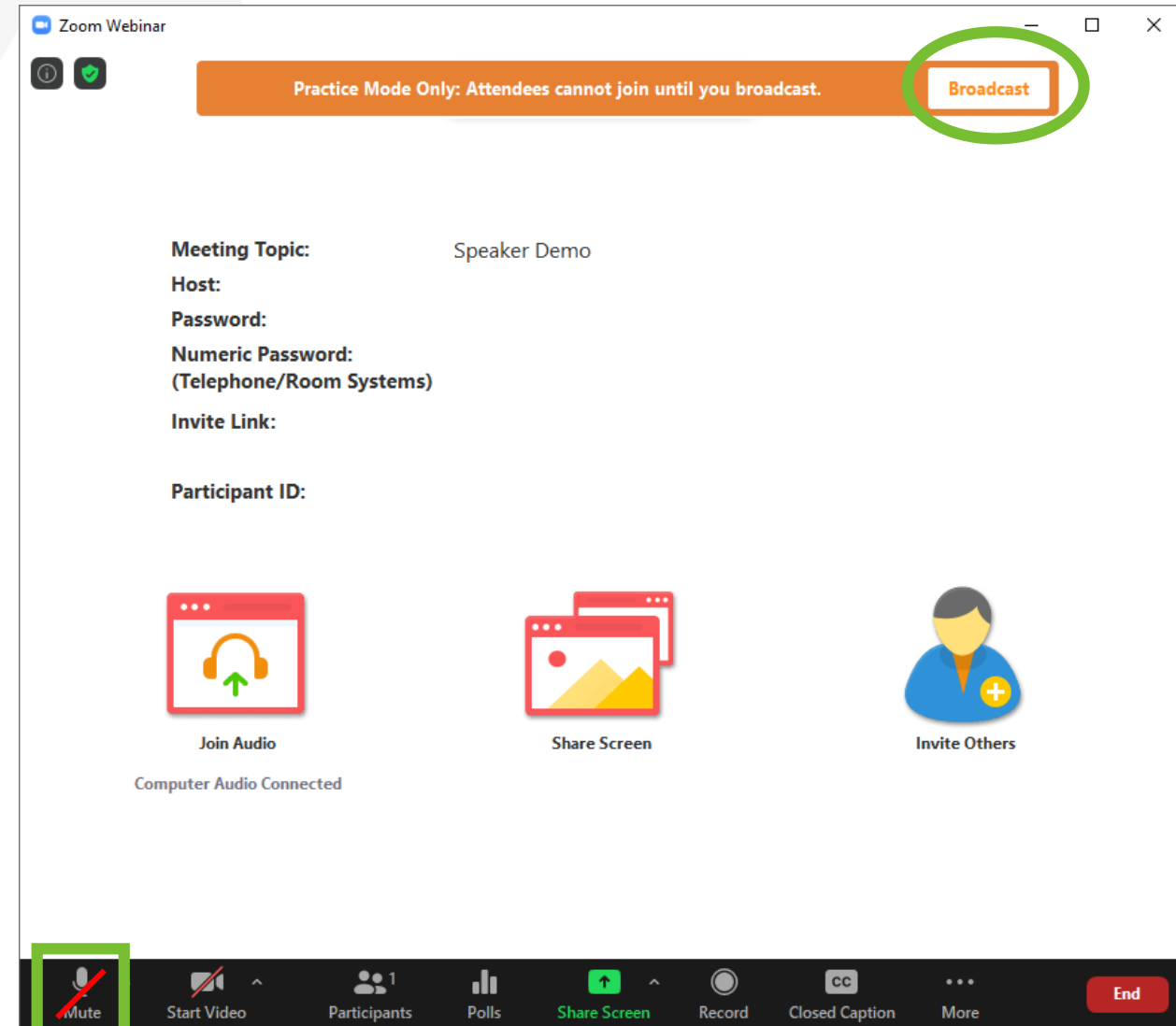
Live Broadcast – Live Meeting

- Click the **START LIVE MEETING** button
 - This button will be available up to 20mins before the start of your session to enter a “green room”
 - SHARE staff will be available up to 15mins before your session
 - Before the session start time, you, SHARE staff, and any additional speakers can review the session logistics and practice the session
 - Attendees cannot hear or see the green room

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Live Broadcast – Live Meeting

- Once you click the **START LIVE SESSION** button, you will be prompted to Open Zoom Meetings
 - Zoom controls will pop open
- Notice:
 - Practice mode – when ready, SHARE staff will click the **Broadcast** button to allow attendees to join the meeting
 - SHARE staff will share their screen to play your pre-recorded presentation
 - Each speaker will have the ability to mute and unmute themselves – **speakers should mute themselves during the presentation video**



Live Broadcast – Live Meeting

- If necessary, you can share your screen during the meeting to show any slides or visual aid
- Recommendation: Split your screen between the Zoom controls and session page

The screenshot displays a Zoom Webinar interface. At the top left, the 'SHARE Virtual 2020' logo is visible. The main content area is split into three sections:

- Speaker Demo:** A video player showing a slide with the SHARE logo and the text 'SHARE DEMO VIDEO'. The slide also includes the SHARE logo and tagline 'EDUCATE • NETWORK • INFLUENCE'.
- Chat:** A chat window with tabs for 'Chat', 'People', 'Polls', and 'Files'. It displays 'No Messages' and 'No messages have yet been sent.' with a 'SEND' button at the bottom.
- Zoom Webinar Controls:** A sidebar on the right showing meeting details: 'Meeting Topic: Speaker Demo', 'Host: Host (500)', 'Password: Km6SQM1', 'Numeric Password: 86635350', 'Invite Link: https://pathable.zoom.us/j/98097999202?pwd=a1dxempma...', and 'Participant ID: 270978'. Below the details are icons for 'Join Audio', 'Share Screen', and 'Invite Others'. The 'Join Audio' icon is highlighted with a red box and the text 'Computer Audio Connected'.

At the bottom of the Zoom window, there is a control bar with icons for Mute, Start Video, Participants, Polls, Share Screen, Record, Closed Caption, and More. The text 'ry-nc-nd/3.0' is visible at the bottom right of the Zoom window.

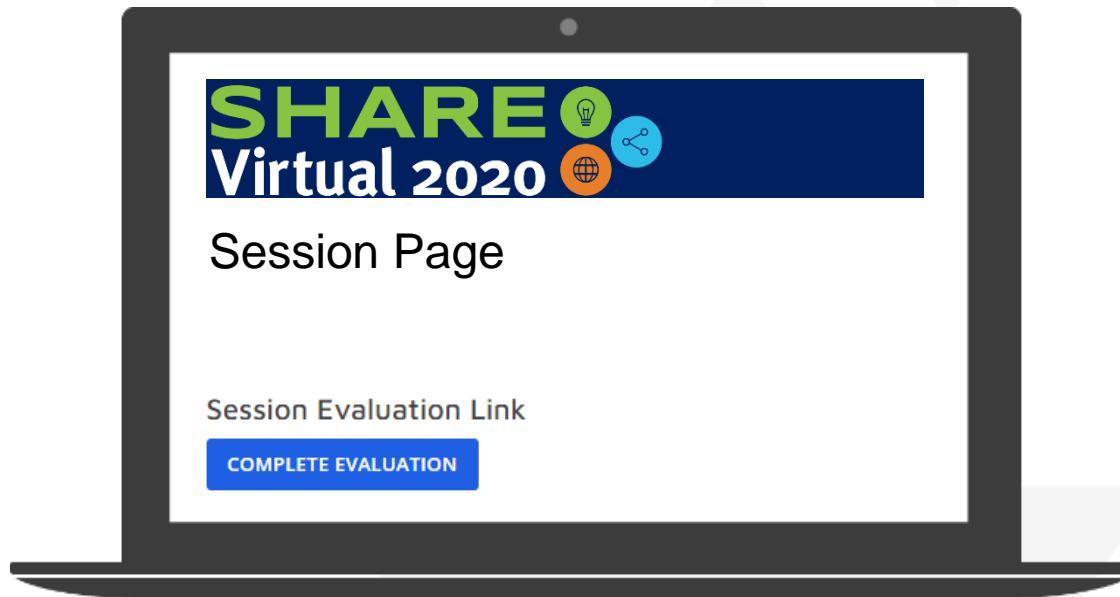
Live Broadcast – Live Meeting

- SHARE staff will end the meeting for all
- *Sessions will automatically end 10mins after the scheduled end time if it has not already ended*

Attendee feedback is important!

Use the Session Evaluation slide in your presentation

SHARE Virtual: Session Page



www.share.org/evaluation

