

2022

NORTHWEST RENAL DIETITIANS

NWRD ANNUAL CONFERENCE

Virtual Event

Date: March 3+4 (Pacific Time)



TIPS for NWRD VIRTUAL EVENT PRIOR TO EVENT

IMPORTANT PRE-STEPS:

Do the following system checks at least a week before the live event

-- with the computer -- and the internet service -- you'll be using during the virtual conference.

1. BROWSER:

- For stability and security, Google CHROME is the preferred web browser for this virtual platform. You can download the latest version ahead of time: www.google.com/chrome
- Acelevents does not support Internet Explorer.
- Don't use VPN or 'work remote access' when connecting to Acelevents platform, as it won't work properly. Strong firewalls may also pose problems.

2. BANDWIDTH:

- Be sure your internet has adequate bandwidth for best video streaming and downloading. An internet speed of 25-30 Mbps should be sufficient for you (or, between 50 and 100 Mbps if you are broadcasting from home with others using the same internet source).
- You can check with your internet provider for a speed test or use the following link: Xfinity.Speed.Test >>

3. LOG-ON to ACCELEVENTS PLATFORM:

- To log-on to the virtual platform, use the link button from the email you received from NWRD or Acelevents virtual platform. This email might be in your spam folder. Let us know if you didn't receive it.
 - The [speaker link button](#) goes directly into the backstage studio "room."
- Once logged in, perform the system checker below.

4. SYSTEM CHECKER:

- Use Acelevents' System Checker to confirm to the following. You can do this once you get inside the Virtual Hub by clicking on "[Tips & System Checker](#)" on the left lower corner of the menu bar, or by clicking here: www.acelevents.com/u/system_checker
 - The System Checker ensures that JavaScript is enabled,
 - browser is compatible (Chrome is preferred),
 - pop-up blockers are off (your browser must allow pop-ups and redirects),
 - and allows Acelevents to use your computer's camera and microphone.

HELPFUL ARTICLE from ACCELEVENTS

- TIPS FOR SPEAKERS: [Getting Started as a Speaker](#)

2022

NORTHWEST RENAL DIETITIANS

NWRD ANNUAL CONFERENCE

Virtual Event

Date: March 3+4 (Pacific Time)

Figure 1 - Allow Acelevents to use your camera and microphone

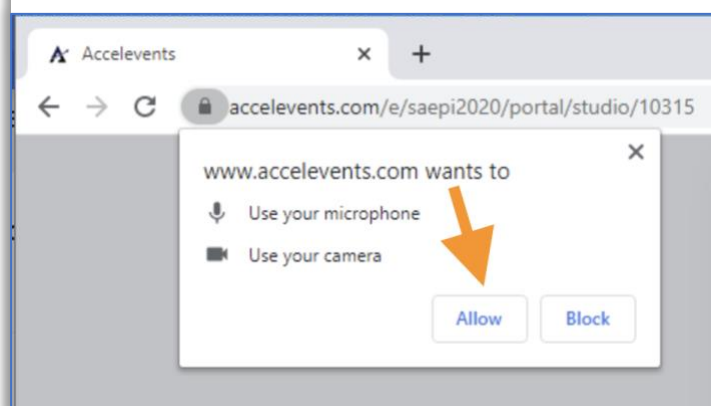
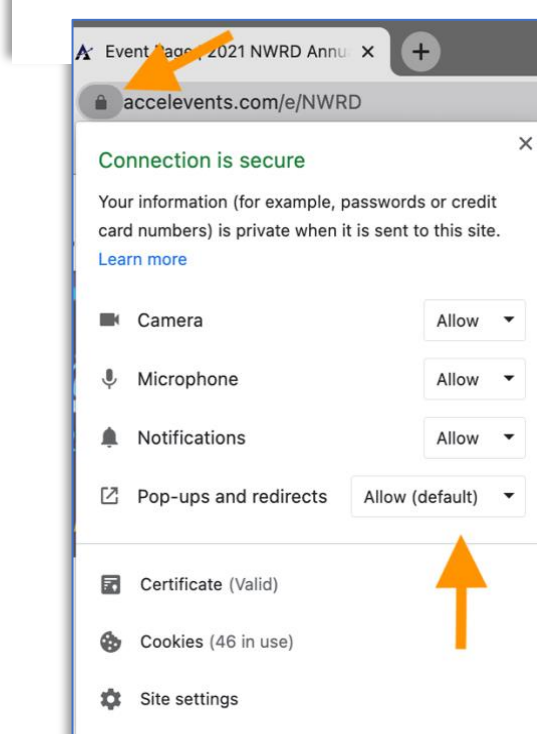


Figure 2 - Allow Acelevents to use pop-ups and redirects

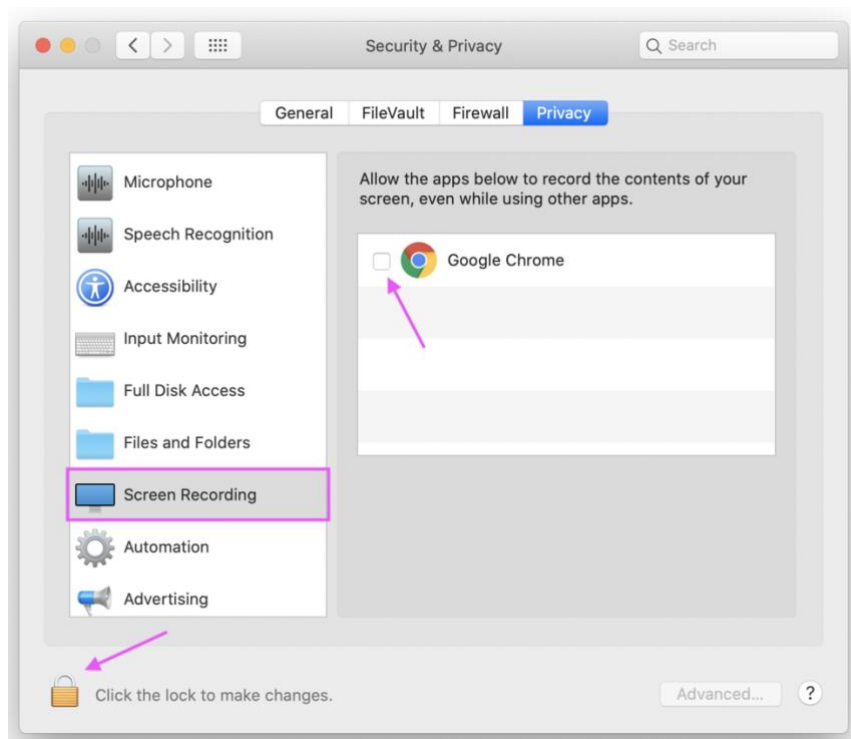


For MAC users only:

Please allow screen recording:

1. Go to System Preferences ---> then "Security and Privacy" ---> then "Screen Recording" on the sidebar.
2. From Screen Recording click the box next to Google Chrome to allow screen sharing for the Acelevents Studio. You may need to click the unlock icon in the bottom-left.
3. Next, click "Quit Now". You will not be able to screen share until you quit and restart Google Chrome.

If problems persist while trying to share camera, video, or screen please COMPLETELY close out of ALL PROGRAMS & APPLICATIONS that are not relevant to your participation in the Virtual Event. Often programs and applications that appear to be closed are still running in the background. Camera, audio, and screen sharing will not be able to share access between simultaneous applications. Zoom is a common culprit of this!



2022

NORTHWEST RENAL DIETITIANS

NWRD ANNUAL CONFERENCE

Virtual Event

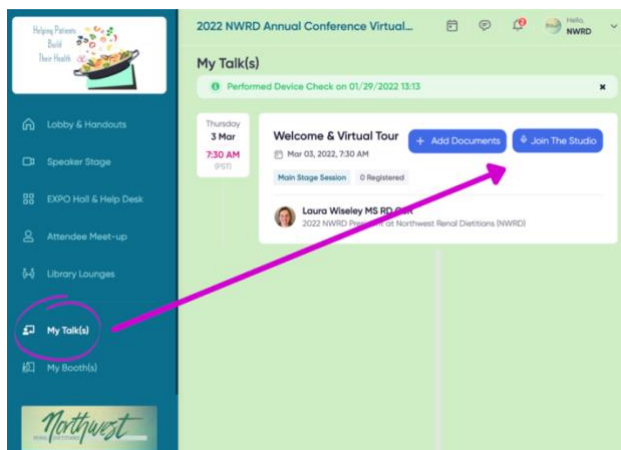
Date: March 3+4 (Pacific Time)



EVENT DAY DELIVERING YOUR TALK

SET YOUR PPT = "Full Screen"
THEN IN BACKSTAGE STUDIO = SCREEN SHARE "ENTIRE SCREEN"

GET INTO YOUR BACKSTAGE STUDIO

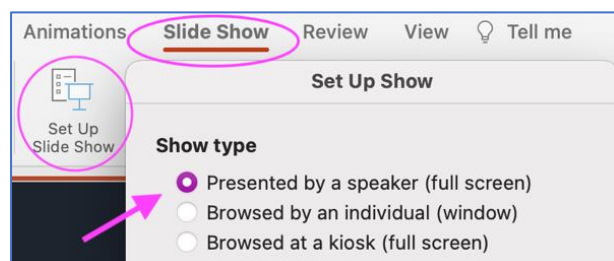


- Open the email from NWRD or Acelevents.
- Click on the direct link to your backstage studio, or on the link to "My Talks" to "Join the Studio"
- Once in the backstage studio, you can see yourself on camera, check your audio and video settings, then click "Join Call."
- NOTE: Do NOT click the green "Start Broadcast" button, as this starts the recording of the LIVE session. Our Backstage Managers will operate this button for you.

TIPS

- At the start of your talk, set your phone timer to alert you ~10 minutes before the end of your presentation.
- This gives you ~5 minutes for wrap-up and ~5 minutes for Q+A.
- Use your headset for best audio quality
- Be aware that when you see a red dot next to the Acelevents URL tab, this means you are LIVE on camera, even when using a different tab or showing your PPT.

OPEN YOUR PPT



- Open your PPT
- Click "Slide Show"
- "Set up Slide Show"
- "Presented by a speaker (Full Screen)"
- Click "OK" then return to backstage studio

2022

NORTHWEST RENAL DIETITIANS

NWRD ANNUAL CONFERENCE

Virtual Event

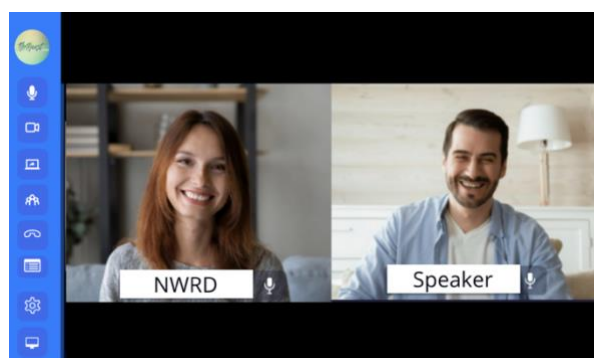
Date: March 3+4 (Pacific Time)



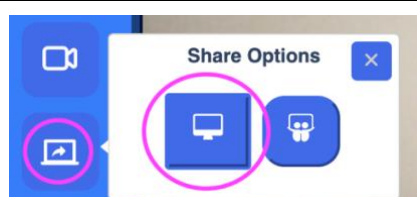
FROM
BACK-
STAGE
STUDIO:

NWRD
WILL
INTRO-
DUCE
YOU

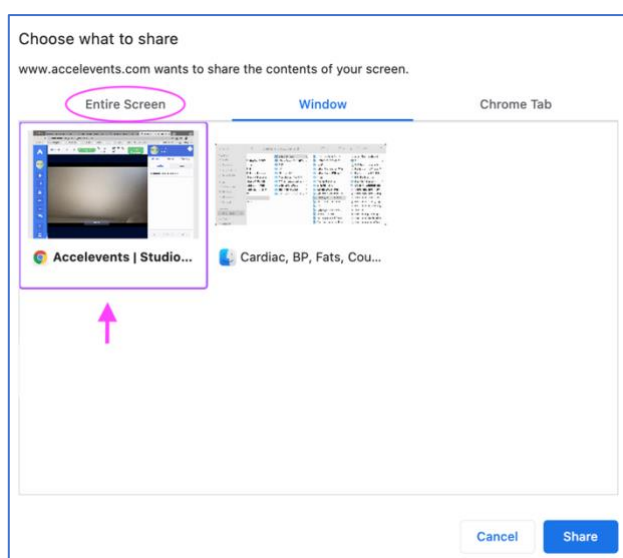
THEN
YOU'LL
SHARE
YOUR
SCREEN



- In the studio, allow the NWRD Greenroom Manager to start the LIVE broadcast.
- Expect a ~30 second delay.
- Then the NWRD Greenroom Manager will introduce you to the audience.

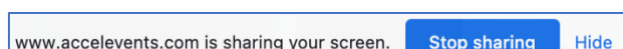


- Once introduced, then click the "Share Screen" icon on the left blue menu bar.
- Choose the left "computer" icon



- Choose "Entire Screen" – be sure to click on the actual box
- Click blue "Share" button
- Click on your pre-opened PPT
- Click "Play from Start / Beginning"
- NOTE: When delivering your talk, you will only see the PPT in full screen, the audience will see both you and your PPT.
- NOTE: The Moderator will manage your Polls and read your Q+A for you.

FINISH
YOUR
TALK



- When finished with your talk, simply click "Stop Sharing" and close the PPT
- Remain in studio for audience Q+A – the Moderator will read the questions for you.
- Remain in the studio ~30 seconds after the Moderator clicks "Stop Broadcast" button.
- When finished, simply click the phone button ("End") to exit the backstage studio.

THANK YOU!