

Speakers brief

Get prepared for your digital event

beyond^{*}
by *ceciforma*

Tips and tricks before taking the floor

Arrival

Connect to the meeting space **30 min/1 hour before** the beginning of the session to **test your equipment** (*micro, audioset*) and **your internet connexion**.

Technical test: Make sure you can attend the technical test with our technician



Use the chat of the video call system if you have a message to pass to the technician

Camera

Make sure your **background is clear** and that there is no window in the back **to avoid backlight**.

Try and pick a **simple background** at home (a white wall or a closet with the doors closed).

Frame your camera so that your whole face is visible.



Dress accordingly (casual chic)

Sound

Use a **headset** preferably with a built-in microphone, in order to have the best possible sound quality



Stay calm
Speak clearly

Internet

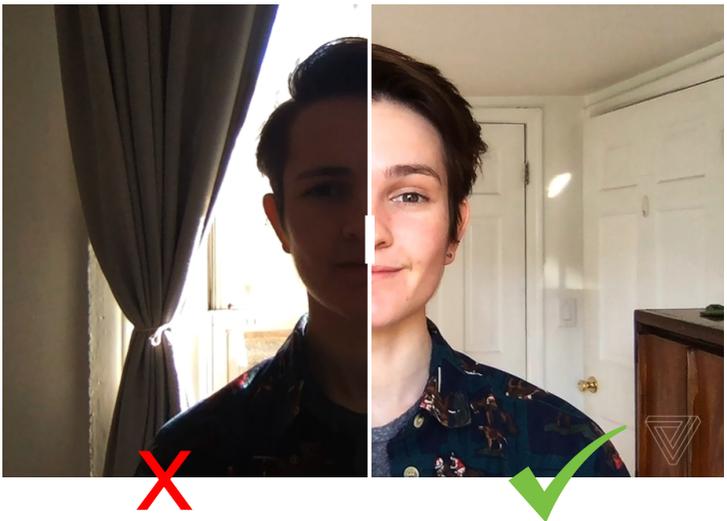
Pre-test your connection at the same location you'll be viewing from and test the device you'll be using.

Ideally, your internet connection should be at least **1Mbits/s**.

Your internet connection can be tested on this website :

<https://www.speedtest.net/>

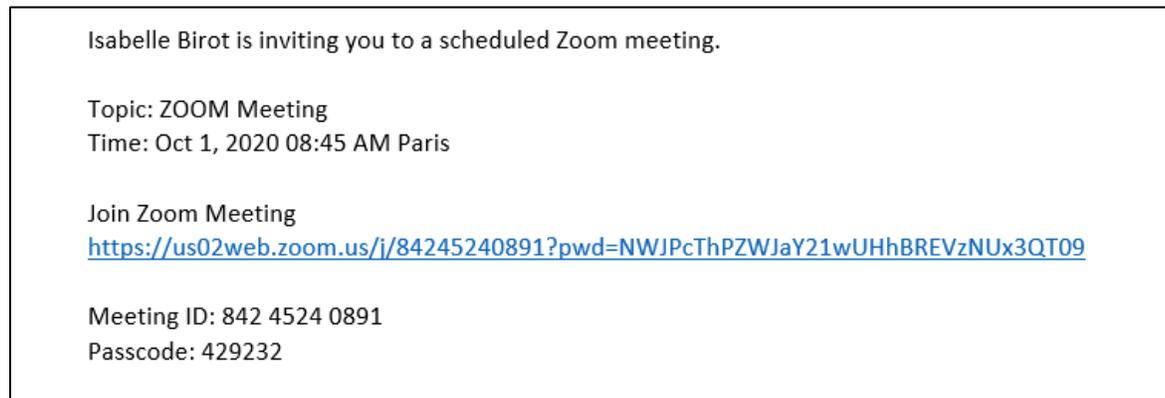
Tips and tricks before taking the floor



About Zoom – *tutorial*

Zoom is the virtual meeting room you'll be using to be connected with your participants. Please follow the tutorial below for a proper use during the meeting.

Entering the meeting room



Isabelle Birot is inviting you to a scheduled Zoom meeting.

Topic: ZOOM Meeting
Time: Oct 1, 2020 08:45 AM Paris

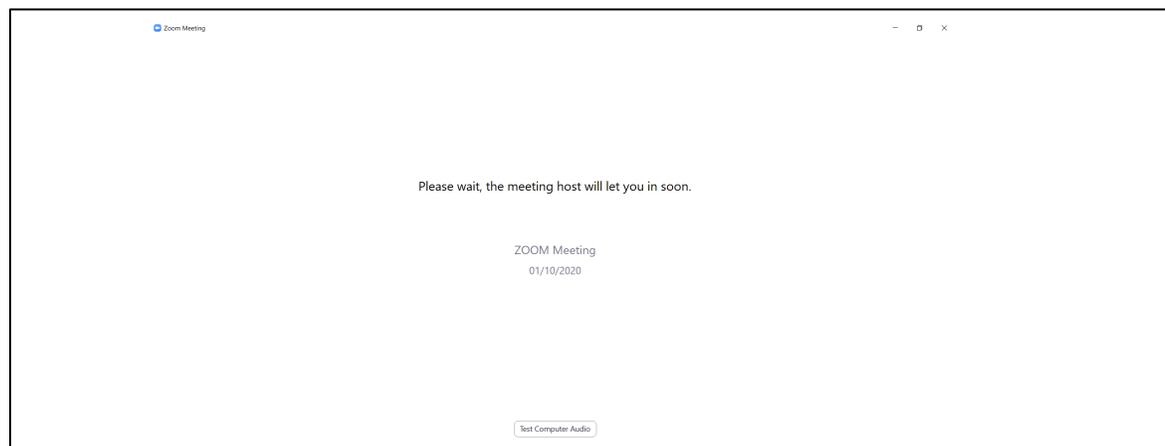
Join Zoom Meeting
<https://us02web.zoom.us/j/84245240891?pwd=NWJPCThPZWJaY21wUHhBREZvNUx3QT09>

Meeting ID: 842 4524 0891
Passcode: 429232

Click on the link that has been sent by your stage manager.

You can also login with **meeting number and password**.

You can connect either by using the **app** if it is installed on your computer, or its **web version**.



Please wait, the meeting host will let you in soon.

ZOOM Meeting
01/10/2020

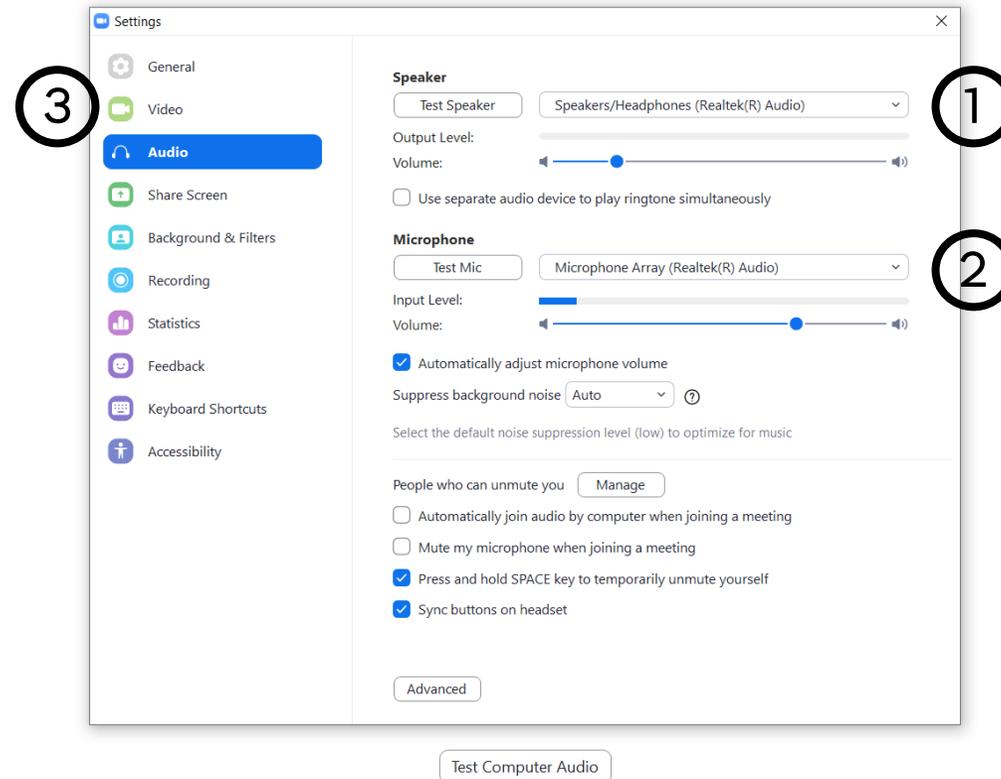
Test Computer Audio

You are now in the **lobby**.
Note that if you arrive before the meeting has started, you'll be asked to **wait** and the **host of the meeting will be notified** of your presence.

While you are waiting : *check your parameters*

Zoom Meeting

— □ ×



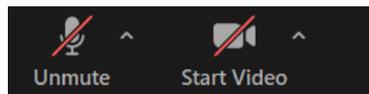
① Sound check (*check volume*)

② Microphone check
(*record a message
that you can hear afterwards*)

③ Video check
(*turn on your camera and check
if the quality is ok*)

Joining the *meeting room*

You can choose to join the meeting with your camera and microphone **activated** or **deactivated**.



Meeting Topic: ZOOM Meeting
Host: Isabelle Birot
Passcode: 429232
Invite Link: <https://us02web.zoom.us/j/84245240891?pwd=NWJPCtTh...>
[Copy Link](#)
Participant ID: 478669



Join Audio
Computer Audio Connected



Share Screen

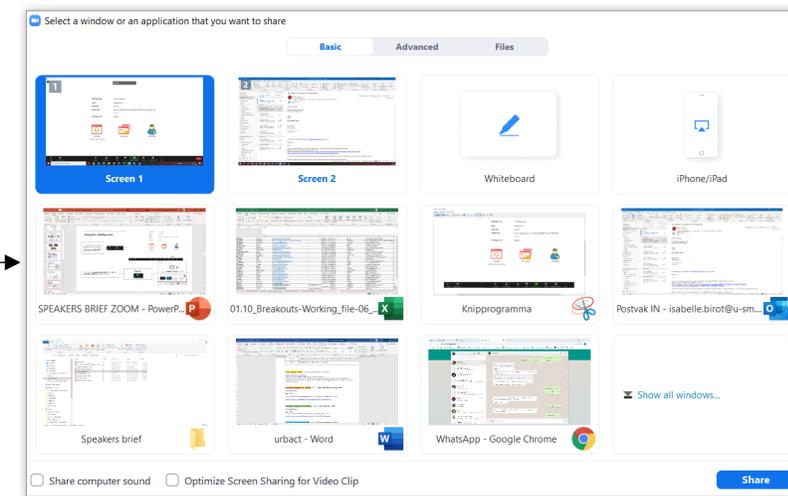
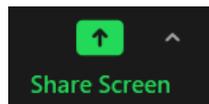


Invite Others



Share your **whole screen** or just a specific **window** on your screen

Click on



Participants *and chat*

To check the active participants click on the **participants tab**.



1

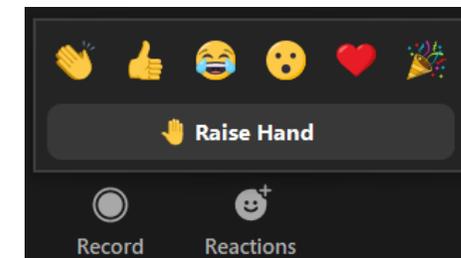
You're able to see if they're muted

2

You're able to see if camera is activated

3

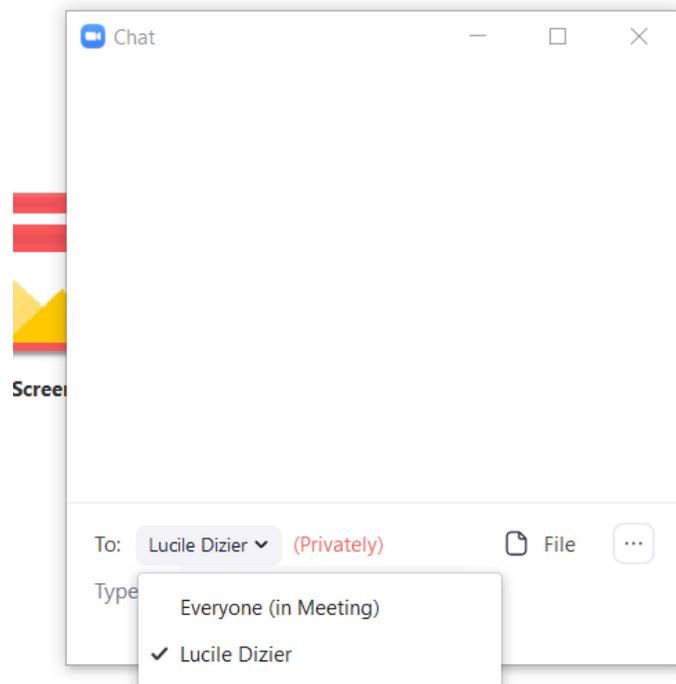
You're able to see if anyone has raised his/her hand. This is to attract the attention.



You also have the possibility to react to others presentation by clicking on these buttons.

Participants *and chat*

You can also chat with your participants.



1

To everyone.

2

Or to one person in particular.

Different views : *Active speakers view*



Active speaker video view : puts forwards the current speaker or anyone in the meeting whose microphone records sounds. It will put your own camera in the bottom right.

Mute your microphone in order to concentrate on one speaker at the time.

Different views: *Gallery view*



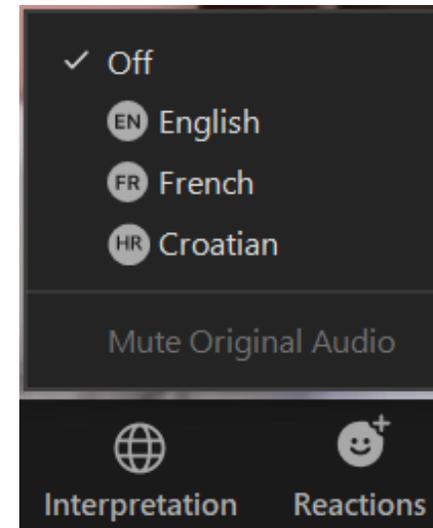
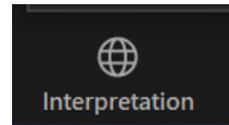
Gallery view : This view allows you to see all the participants of the conversation in a gallery, which means all the streams of the participants will be side by side.



Advised view for a panel, given that it allows you to see at all times all the participants.

Interpretation

You can choose the language in which you want to listen to your meeting by clicking on "Interpretation". Then click on the language of your choice.



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