

# VIRTUAL SPEAKER GUIDE

## For Bravura Virtual



BRAVURA



## ***Registration or Portal Password Questions***

Contact: [customerservice@ceramics.org](mailto:customerservice@ceramics.org)

## ***Technical Questions About Uploading Your Presentation***

*Within the speaker portal, please click on “Need Help” on the left-hand side of the speaker portal screen. This will connect you to a Bravura representative via live chat. You may also email support at [support@bravuratechnologies.com](mailto:support@bravuratechnologies.com).*

## ***MS&T Program Questions:***

Contact: [programming@programmaster.org](mailto:programming@programmaster.org)



# SPEAKER PORTAL OVERVIEW

*The speaker portal is used to manage a speaker's presentation.*

*Once you are in the portal:*

## Prior to the conference

- ☐ **IMPORTANT!** Register for the conference at <https://beeapp.bravuratechnologies.com/mstreg/register> to obtain login credentials. Please contact [customerservice@ceramics.org](mailto:customerservice@ceramics.org) if you have registered and need password assistance
- ☐ Follow the link to the speaker portal provided to you by MS&T
- ☐ Set up your speaker profile
- ☐ Pre-record your virtual presentation
- ☐ View your recording for quality control
- ☐ **When you are done, stop recording and end the meeting.** Clicking end the meeting will automatically send your recording to the cloud. You will not receive an onscreen notification.

## During the conference (November 2 – 6, 2020)

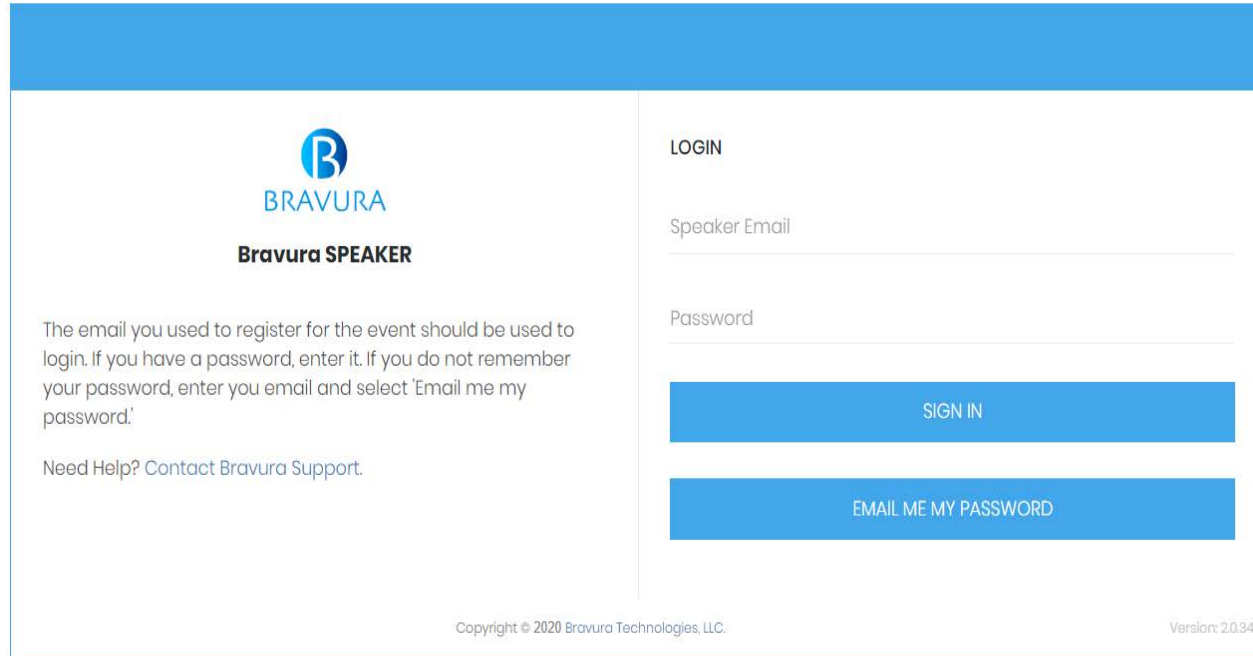
- ☐ Answer attendee questions and respond to attendee comments using the message board feature attached to your on-demand presentation.



# ORGANIZER/SESSION CHAIRS

- Organizers have the option to include introductory comments at the start of their symposium
- Organizers or Session Chairs should plan to pre-record introductory comments up to 5 minutes to introduce their symposium which will be played at the start of the symposium.
- Organizers or Session Chairs should use the steps outlined for speakers on how to pre-record their 5-minute introductory comments.

# SPEAKER PORTAL LOGIN



**BRAVURA**  
**Bravura SPEAKER**

The email you used to register for the event should be used to login. If you have a password, enter it. If you do not remember your password, enter you email and select 'Email me my password.'

Need Help? Contact Bravura Support.

**LOGIN**

Speaker Email

Password

**SIGN IN**

**EMAIL ME MY PASSWORD**


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You will receive a link to this portal from MS&T with your password once you register for the conference.

Log in using your registered email address, and the password communicated to you by MS&T


Please note: All times of scheduled talks are in Eastern Standard Time Zone (UTC-5:00)

# SETTING UP YOUR PROFILE

 BRAVURA karen.clooney@meetingsguru.com

**My Profile**

[Save](#)



[Remove](#)

Information listed below (except email) will be available to event attendees:

First Name : Karen	Middle Name : C
Last Name : Clooney	Email : karen.clooney@meetingsguru.com
Title : Founder	Organization : Meetings Guru
Phone : 17343531150	Website : www.meetingsguru.com

Upload a profile photo and edit your personal information in the 'My Profile' section

All information uploaded will be visible to meeting attendees, except for your email

# TIPS FOR VIRTUAL SPEAKERS

**Please read these suggestions, there are several tips here that will help you with your virtual session.**

- ☐ Test audio and camera ahead (use [https://www.bigmarker.com/system\\_check](https://www.bigmarker.com/system_check))
- ☐ Mute yourself when playing videos so there won't be an echo
- ☐ Have good lighting if presenting on camera, preferably light on your face
- ☐ Develop visual rather than text-heavy slides
- ☐ Create a script for your presentation
- ☐ Practice your presentation before you record
- ☐ Please turn off notifications for all of your devices (i.e. Computer, Phone, Watch, etc.) as the recording will pick up and record all notification reminder sounds. Limit interruptions by other people and pets.
- ☐ You can stop and start your presentation while recording
- ☐ You can re-record your presentation if you are unhappy with your initial recording
- ☐ We suggest including a final summary slide with your presentation. You can opt to include your contact information on this slide for additional follow-up with conference participants post event.
- ☐ Videos must be MP4 files.

**Speakers presenting in virtual sessions must use Chrome or Firefox browsers**





# PRE-RECORD A SESSION

You will be pre-recording your presentation for attendees to view through December 31, 2020 as on-demand content on MS&T20 Virtual. You will be able to interact with attendees to answer questions and address comments via a message board that will be attached to your on-demand presentation.

- ▶ Select the desired session and select **Record Now** to start your recording. This will launch a virtual session 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 try after an hour. Or schedule the recording ahead of time.

## 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.



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

Recorded At	Size	
Jun 11, 2020, 11:00:05 AM	2 MB	<a href="#">Download</a>



Pre-recordings will be available within an hour of your recording sessions on this same screen.

**Pre-recording options may only be available if the admin has enabled access.**  
**Check the 'Tips for virtual speaker' section on this guide for some useful tips.**



# PRE-RECORD A SESSION

## READ ALL STEPS OR PRINT OUT PRIOR TO PRE-RECORDING

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 mic and ensure they work

Share 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, stop recording and end the meeting.** Clicking end the meeting will automatically send your recording to the cloud. You will not receive an onscreen notification.

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

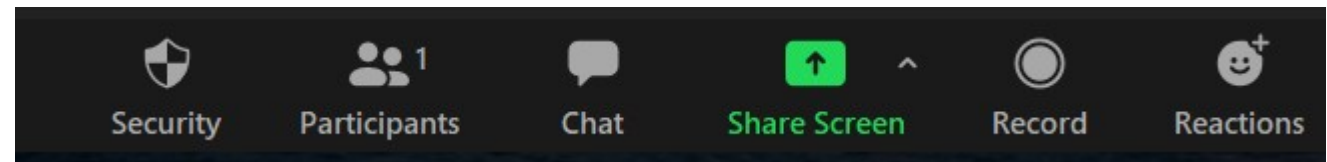
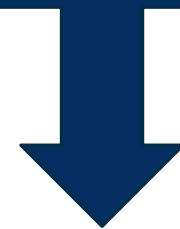
You may select Record multiple times, each of your recordings will be available in the Speaker console.

### Pre-record for virtual session

Click "Record Now" to pre-record your presentation  
MAKE SURE YOU SELECT THE RECORD  
You can also share your screen or presentation  
For more details and tips on pre-recording, see the help page.

 Record Now

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



# Message Boards

A message board will be assigned to your on-demand presentation. You can interact with MS&T attendees with questions or comments about your presentation on this message board during the week of MS&T Virtual (November 2 – 6, 2020) and after the conference is over through December 31, 2020.

You will be able to access the message board attached to your on-demand presentation in the CONNECT ONLINE attendee portal.

The screenshot displays a virtual meeting interface for the HR Nebraska State Conference. At the top, a blue navigation bar includes icons for calendar, email, chat, and social media, along with the email address 'developer@bravuratechnologies.com' and a 'Logout' button. Below this, the conference logo 'HR NEBRASKA STATE CONFERENCE' is visible, along with 'SilverStone GROUP' and 'HUB' logos. The main content area is divided into a left sidebar with navigation icons, a central presentation slide, and a right sidebar for the 'Message Board'.

The central presentation slide is titled 'Freemont Room' and shows a date of 'Fri, Aug 28, 2020' and a time of '08:45 AM - 10:05 AM'. The slide content includes a paragraph about direct supervisor behavior, a 'Program type' section with a video link, and a 'Virtual Meeting Type' section with options for Webinar and Networking. The speaker's name, 'Speaker(s)', is at the bottom.

The right sidebar, titled 'Message Board', contains a text input field with the placeholder 'Enter comments and Post...', a 'Post' button, and two messages. The first message is from 'Lori McCombs' and discusses an on-demand recording link. The second message is from 'Heather Kinzie' and discusses a keynote recording link. A yellow arrow points from the 'Message Board' title to the messages.

# Poster Session Presenters

- ☐ Follow the link to the speaker portal provided to you by MS&T
- ☐ Set up your speaker profile
- ☐ Select the desired session which you will be participating then click on the “Documents” button above the name of the session.

My Sessions

My Profile

User Guide

Need Help?

Session

Eastern Time (US & Canada)

Details Documents

**Ceramic Processing**

Monday, September 28, 2020

12:45 PM - 03:45 PM

Eastern Time (US & Canada)

**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**

You do not have any recordings available at this time.

MS&T2020 VIRTUAL  
NOVEMBER 2-6, 2020

Technical Meeting and Exhibition  
MATERIALS SCIENCE & TECHNOLOGY

# Poster Session Presenters

- ❑ Poster session presenters can upload their poster as a PDF file, plus 1-3 additional supplemental handouts for a total of up to 10 Mb total.
- ❑ Poster session presenters can upload a video link to a short, 2-minute presentation of the poster.
- ❑ We encourage poster presenters to use the 2-minute video to introduce your poster and work.
- ❑ There will be a chat area where you can engage with MS&T attendees about your poster content.

The screenshot shows the 'Session' page for the MS&T2020 Virtual event. The left sidebar contains navigation links: 'My Sessions', 'My Profile', 'User Guide', and 'Need Help?'. The main content area has two tabs: 'Details' and 'Documents'. Below the tabs, a message states: 'Information listed below will be available to event attendees'. There is a table with columns 'Name', 'Document', and 'Description'. Two yellow callout boxes with arrows point to specific buttons: one points to the 'Add Link' button with the text 'Upload a link to your poster presentation here. Not to exceed 2 minutes.', and the other points to the 'Upload Document' button with the text 'Upload your poster as a PDF file here. You may also upload an additional one to three documents supporting your poster. Not to exceed 10 mb.' The top right corner shows 'Eastern Time (US & Canada)'.

My Sessions

My Profile

User Guide

Need Help?

Session

Eastern Time (US & Canada)

Details Documents

Information listed below will be available to event attendees

+ Add Link Upload Document

Name Document Description

Upload a link to your poster presentation here. Not to exceed 2 minutes.

Upload your poster as a PDF file here. You may also upload an additional one to three documents supporting your poster. Not to exceed 10 mb.

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