VIRTUAL SPEAKER GUIDE
For Bravura Virtual
Registration or Portal Password Questions
Contact: 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.

MS&T Program Questions:
Contact: 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 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

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

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)
- 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.
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-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.
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.
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.

Click on Documents to upload the PDF file of your poster and a video link of your poster presentation.
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.

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.

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