Virtual Conferencing – Important things to note before getting started

• We strongly recommend using 2 monitors/screens when participating in a virtual conference (i.e., laptop connected to a monitor, or a laptop and a tablet/mobile device). This will make your experience much more enjoyable and straightforward.

• Whenever possible we recommend pre-recording your presentation. Pre-recording assists with mitigating challenges that arise from time zone differences, technology issues, and/or using shared workspaces at home.

• Regardless of whether you are pre-recording or presenting live, you will need to enter the backstage broadcast area before your scheduled presentation time. ASN Events will inform you when you need to join, usually either before the first session or during the break immediately prior to your session. There are several reasons for this:
  • The ASN technician will need to check your audio and video is working correctly, and perform a test screen share (if applicable)
  • Once the livestream commences, you will not be able to enter the backstage area or receive instructions from the technician
  • This is a good opportunity to familiarise yourself with the chairs and other speakers, and address any concerns/questions

• Once you’ve entered the backstage broadcast area, please do not walk out of earshot of your laptop/computer. You will need to be online and available to present at any given moment. There are a couple of scenarios where you may need to start your presentation earlier than planned:
  • If presentations preceding yours are live, one of the presenters may not use all their allocated time and finish early.
  • If there are any technical issues with the presentation before yours the technician would need you to present first while the issues are addressed.
StreamYard Instructions - Joining

**Step 1**
Click/copy the link in your calendar invitation and open in Google Chrome*, there is no login required.
You should see a loading screen similar to the one below.

*We recommend using Google Chrome to access Streamyard.com for optimum performance.*
Step 2

If prompted, allow access to your microphone and camera by clicking the blue ‘Allow Mic/Cam Access’ button.
Step 3

Check your camera and microphone are working, enter your first name for your display name

Please ensure you are in a quiet room with a plain background (unfortunately it’s not possible to use a virtual background).

A neat and tidy appearance is always appreciated.

Step 4

Click ‘enter Broadcast studio’

(Please note: do not have the Pheedloop live stream playing whilst you are in the virtual broadcast room – this can create feedback and disrupt the live stream and we expect you to be fully present when answering the questions asked by the Chair)
Step 5

You will see a note saying ‘You’re Backstage’ – this means you’re in the streaming platform but you are not live to the audience. It may look like you are alone, but you can chat to the technician and speakers via the private chat function on the right-hand side.

As we approach the session start time, the technician will activate all presenter’s camera, bringing all speakers into the main video screen. Introduce yourself to the other speakers and session Chairs & touch base with the Chairs and/or technician regarding any issues.
StreamYard Instructions – Going Live

Step 1

The ASN Events broadcast technician will make sure everyone is ready.

The technician will then begin the broadcast by displaying a holding slide that says ‘session commencing shortly’ (or something similar). Once this appears you will have 60 seconds before your camera and microphone will be live to the audience.

The ASN Technician will ask you to activate your microphone before going live and request you do NOT mute yourself. Let the technician control this.

*Note: Once the livestream commences, the ASN technician and session chairs cannot verbally communicate with you in StreamYard (even if a pre-recorded presentation is playing). All communications such as time prompts or issue resolution will occur via the private chat on the right hand side of the screen. It is therefore important to keep an eye on the chat in case we need to contact you. This is where having 2 screens becomes particularly relevant, especially if you are screen sharing.*

Step 2

If you have provided a pre-recorded presentation, the ASN broadcast technician will play your presentation (which you will see playing in StreamYard).

If you are presenting live, your face will appear on the main window when you are live to the audience and you can commence screen sharing.
Step 3

Once your live/pre-recorded presentation has concluded, a Q&A holding slide will appear, cueing your live Q&A.

Both the presenter and the session Chair will be visible to the main screen and live to the audience.

After all the questions have been answered or the allocated time is up, the Chair will thank the presenter and they will be removed from the virtual stage. Once this happens, the presenter is then free to leave the Broadcast studio and view the reset of the conference from the live stream.
StreamYard Instructions – Screen Sharing

**Step 1**

Ensure your PowerPoint Presentation is in full screen **Presentation Mode** (not presenter mode)

*(We strongly recommend having 2 screens set up (i.e. laptop screen and a monitor) so you can see your presentation notes AND the broadcast studio window to monitor the chat)*
Step 2

Share your screen in StreamYard – select the ‘share screen’ button.

If the screen sharing tips pop-up opens – click the blue ‘Share Screen’ button.
Step 3
Select your presentation slides

If you have audio in your PowerPoint presentation, ensure you tick the box ‘share audio’ – note: any computer notifications will also be heard so please mute these prior to sharing your screen.
Step 4

Click the blue ‘Share’ button

Your video will now appear on the left, with your slides on the right.

If a notification appears on your screen saying ‘Streamyard.com is sharing your screen’ please click ‘hide’. Otherwise this notification will be visible to delegates.

Commence your presentation and advance your slides when necessary

*(We cannot advance your slides for you, as you will be controlling the presentation from your laptop/computer)*

Step 5 - Conclude your presentation with a clear concluding statement (i.e ‘This concludes my presentation, thank you for watching and I will now answer any questions you have’) and click the ‘Stop Screen’ button *before* closing your PowerPoint. The broadcast technician will now put both you and the Chair on screen to answer live Q&A.