TIPS for NWRD VIRTUAL EVENT – Speakers & Exhibitors

PRIOR TO EVENT:

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
   - An exception may be when using an iPad or an iPhone, then Safari or Firefox might work.
   - Accelevents does not support Internet Explorer.
   - Don't use VPN or 'work remote access' when connecting to Accelevents 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 Accelevents virtual platform. This email might be in your spam folder. Let us know if you didn't receive the email.
     - The speaker link button goes directly into the backstage studio "room."
     - The exhibitor link button goes directly into the backend of the EXPO booth. Exhibitors may need to create a password or use the one from last year.
   - Once logged in, perform the system checker below.

4. **SYSTEM CHECKER**:
   - Use Accelevents' 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.accelevents.com/u/system_checker
     - The System Checker ensures that JavaScript is enabled,
     - browser is compatible (Chrome is preferred),
     - pop-up blockers are off (your bowser must allow pop-ups and redirects),
     - and allows Accelevents to use your computer's camera and microphone.

HELPFUL ARTICLES from ACCELEVENTS:

- TIPS FOR SPEAKERS: Getting Started as a Speaker
- TIPS FOR EXHIBITORS: Getting Started as an Exhibitor

2022
NORTHWEST RENAL DIETITIANS
NWRD ANNUAL CONFERENCE
Virtual Event
Date: March 3+4 (Pacific Time)

Figure 1 - Allow Accelevents to use your camera and microphone

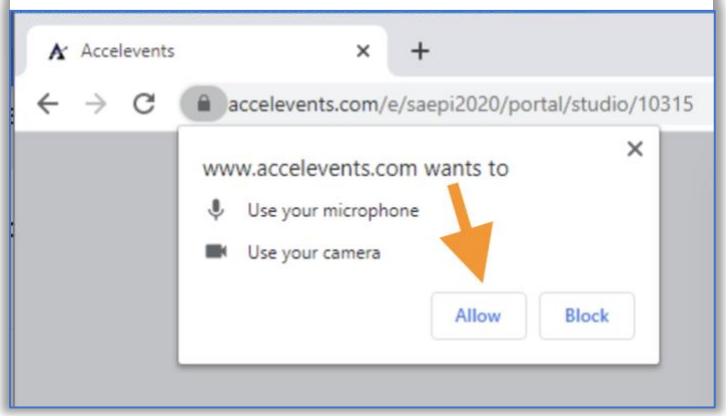
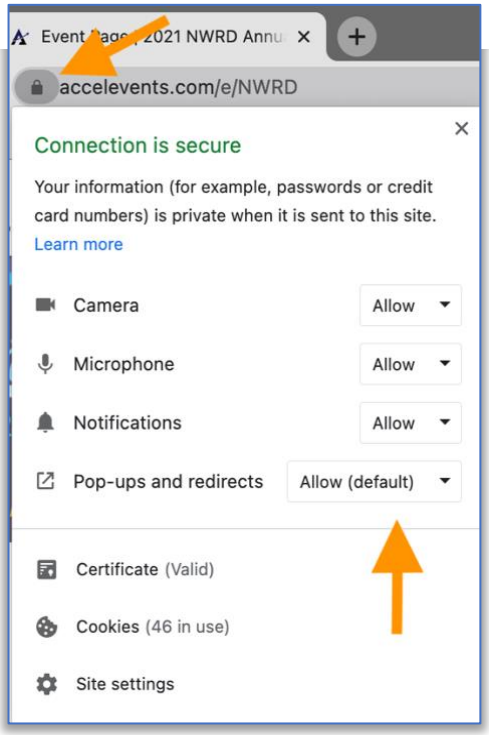


Figure 2 - Allow Accelevents to use pop-ups and redirects



EVENT DAY - SPEAKERS:

- SPEAKER BACKSTAGE STUDIO LINK: Open the email from Accelevents with a link to your talk and your backstage studio. If you don't see this email, please check your spam folder. This is the link to your LIVE PRESENTATION (and you may use this link to practice as many times as you wish prior to the event).
- Access your backstage studio by clicking on the link in the email "join talk directly" – you should be able to see yourself on camera.
- Once you're in the backstage studio, check your audio and video settings.
- Click on the "share screen" button and pull up your PPT file from your desktop. You will have control of advancing the slides. NWRD will also have your PPT if a backup plan is needed.
- The NWRD staff will manage the green "Start Broadcast" button, as this starts the recording of the LIVE session.
- At the start of your talk, set your phone timer to alert you ~10 minutes before the end of your presentation, so you know you have ~5 minutes for wrap-up and ~5 minutes for Q+A. You may also keep track of the timer at the top of the screen.
- When finished with Q+A, simply click the red phone button ("Leave Studio") to exit the backstage studio.
- There is a ~30 second delay in presentation delivery, so please expect a slight pause when starting and ending your talk.

OTHER TIPS – SPEAKERS & EXHIBITORS:

- TIME ZONE: Remember that NWRD is broadcasting LIVE from Pacific Time.
- COMPUTER: Use a desktop or laptop computer to run your presentation. Keep your laptop plugged in during your presentation. During your presentation, minimize interference from other devices such as streaming videos or downloading large files.
- PHONE: Keep your cell phone handy for the NWRD Team to reach you, if necessary (but on quiet mode during live broadcast).
- HEADSET: Most computers have a built-in microphone. However, NWRD recommends using a headset with a microphone to maximize your voice quality, while minimizing ambient noise (such as noise from outside traffic, etc.)
- WEB CAMERA: Raise the camera angle to eye level – this way, you'll be looking straight at the attendees.
- BACKGROUND & LIGHTING: Present from a quiet space – whether at work or at home.
    - Keep your background fairly neutral and free of distractions. Avoid virtual backgrounds as they can distort your image.
    - Sit facing your light source. Use natural lighting or place a softly lit lamp in front of you, slightly higher than your face.