Guide for Speakers
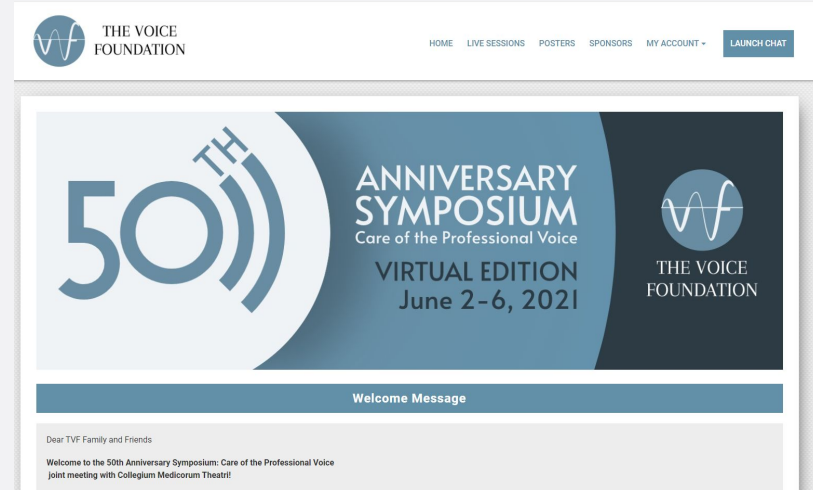
The Gallery

Sessions Gallery is the Hallway to your conference

- You will be able to login using your registered email:
  https://voicefoundation.secure-platform.com/a/organizations/main/home
- Gallery is the "Hallway" to your conference. In the gallery you will be able to browse through the schedule and find the session you will be presenting in.

Logging into the Gallery

Using your registered email to log into the gallery

1. Select **Login**
2. Select **Attendee Login**
3. Enter your registered email and click **Sign in**
4. You will receive and email with your login link
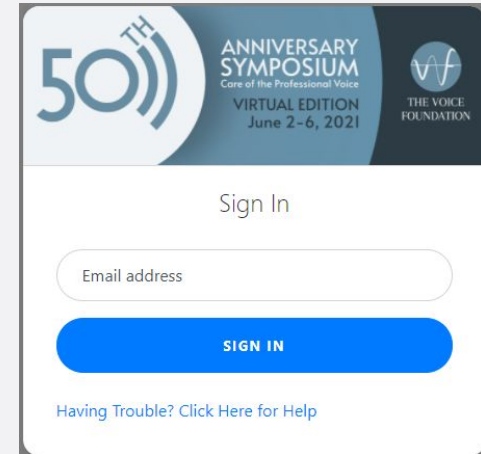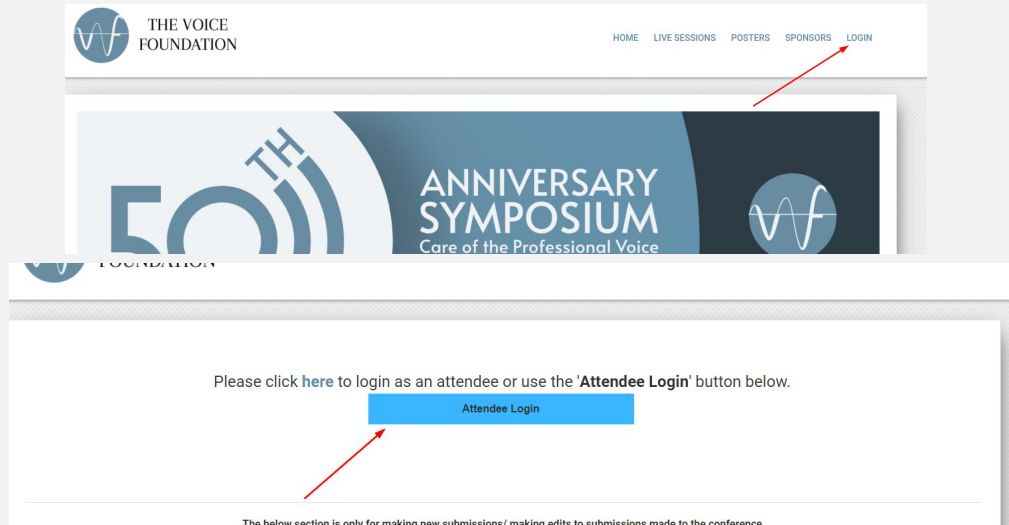
Joining Your Session

- If you are a **Speaker,** you will be able to join your session **15 minutes before the official start time.**
- Find your session and select **View Details**
- On the left side of the screen is your **Session Information.** On the right side of the screen is where you will be able to join your session.
  - As a Presenter/Moderator you will be able to join your session **15 minutes** prior to the schedule start time. Before the 15 minute mark a message will display reading **ROOM CLOSED UNTIL X:XX AM / PM**
  - When it is 15 minutes before the scheduled start time, that message will change to a two buttons; **JOIN MEETING AS CO-HOST** and **JOIN MEETING AS ATTENDEE**. Please select **JOIN MEETING AS CO-HOST**
  - **Please try to join your session 15 minutes before the official start time.**

Virtual Conference
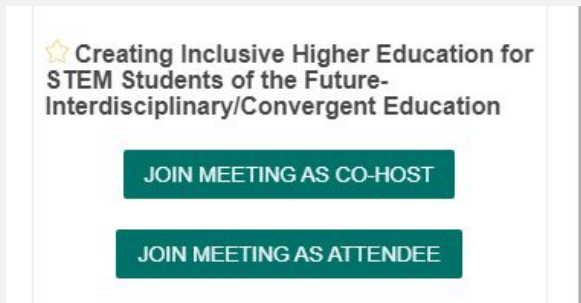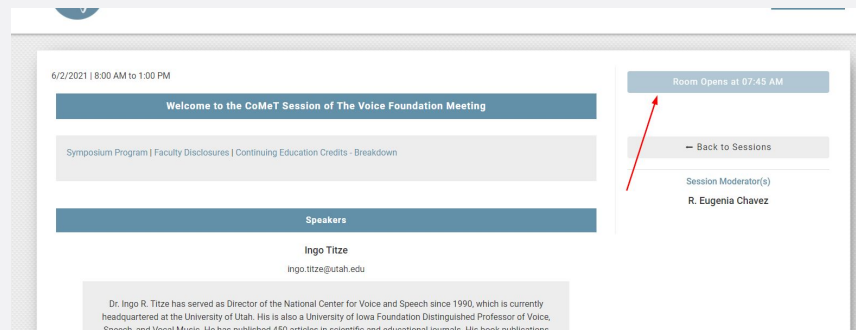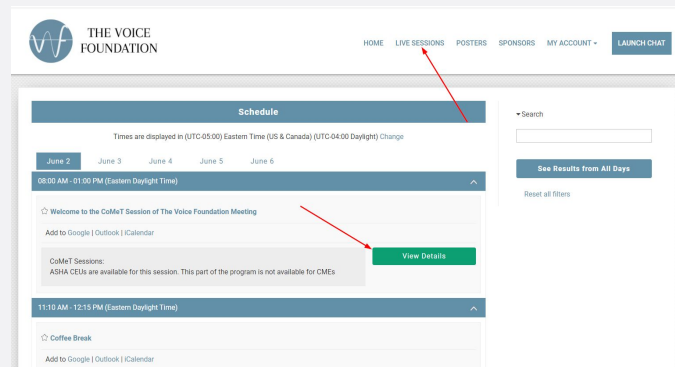
Participant Settings

Under **Security**, we can also enable / disable some participant settings.

In your 15 minute prep time, talk with your Moderator about which participant settings work best for you

Typical Settings:

- **Do not allow participants to Unmute Themselves**
- **Do not allow participants to Start Video**
- **Do not allow participants to Share Screen**


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Virtual Conference
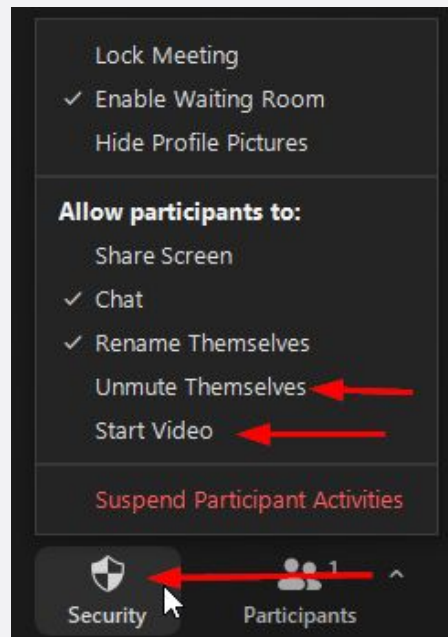
Mute / Unmute Participants

- In the previous slide you could set if you wanted to allow participants to mute or unmute themselves

- If you **do not** allow them to unmute themselves you can hover over a participants name and choose **Ask to Unmute**. This will allow them to speak freely.

**Attendee view, raise hand**

Virtual Conference
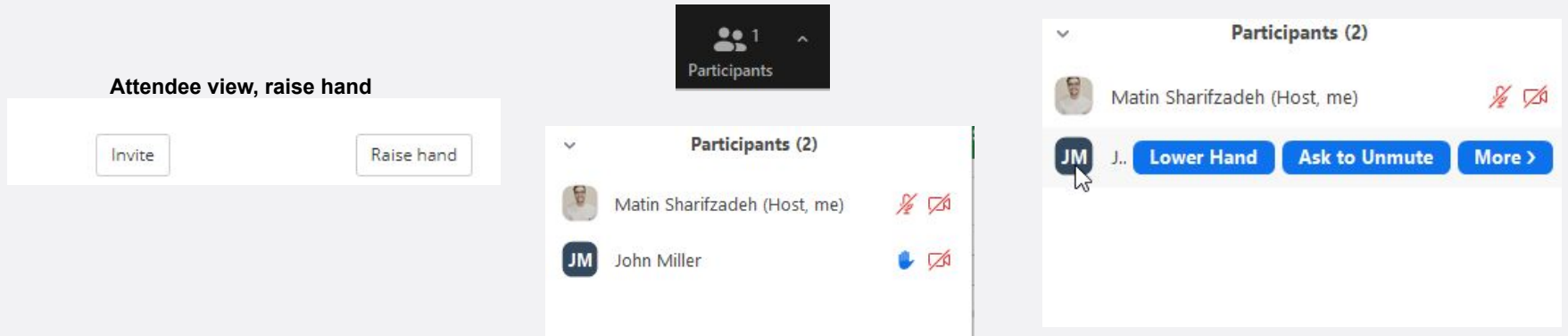
Screen Sharing Best Practices

- In your meeting you may want to share your screen to show a presentations and / or a pre-recorded video.
- To do this, click **Share Screen** in the Zoom toolbar.
- You can choose which screen, application, or page you'd like to share.
- OpenWater recommends sharing an **Application** vs an entire screen, as this will limit the chances of unwanted popups or notifications from displaying in your meeting.
- If you will be sharing a pre-recorded video, **make sure you select Share Computer Sound** before you select share. This will play sounds directly from your computer rather than picking up sound from your microphone. We also recommend **Muting Yourself** to prevent any sound feedback while you're sharing.
- We **do not** recommend clicking **Optimize full screen video clip**. This will compress your video and make it too choppy and make most text in a video illegible.
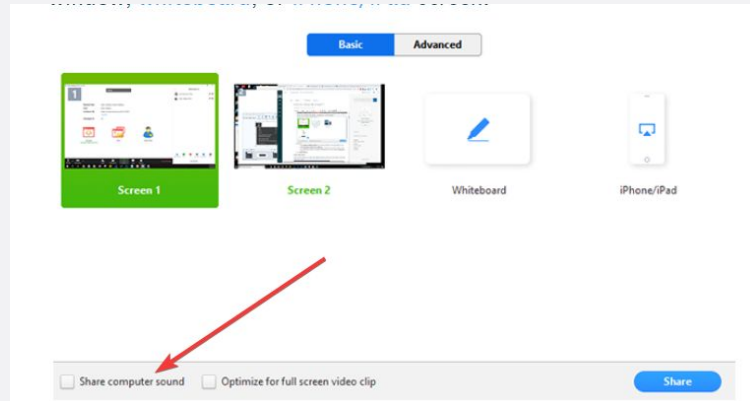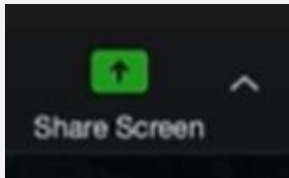
Set Your Virtual Background

- Click on the arrow next to **Start Video** and **Choose Virtual Background**
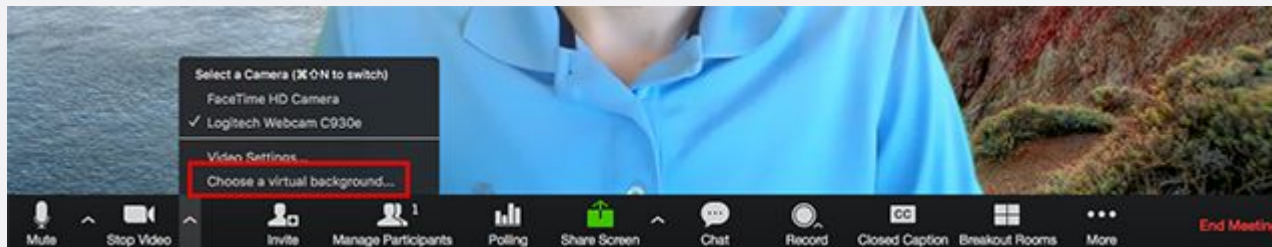

- The virtual background will work even if you don't have a green screen. If you have a bookshelf or a lot of angles, the virtual background won't work well.

- Please check our conference website for the official virtual backgrounds for download.

Camera Views

- All attendees can control their own camera views.

- There are two main camera views
  - Active Speaker view: Only the person who is currently speaking will be displayed.
  - Gallery Grid View: All active cameras will be displayed.
- Finally the **Record to Cloud** feature saves the camera view that is set in your Zoom Account. This defaults to **Gallery View** when no screen is shared

- To change the view find the **Speaker Control Strip** at the top right of the screen (only appears when there is more than one active camera)

Gallery Grid View

Active Speaker View

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Virtual Conference
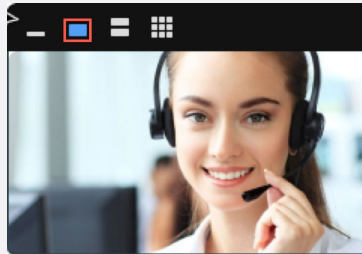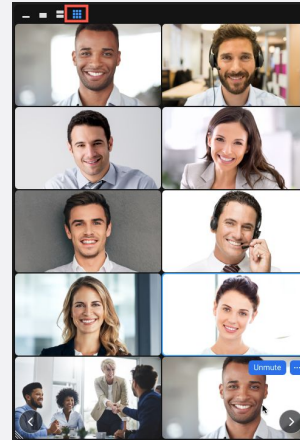
Chat

- The **Chat** feature can be used to communicate with attendees and vice versa.
- Hosts can select who to chat with, either everyone or a specific attendee privately, and can also upload files if it is enabled.
- Clicking the ellipses icon in the chat allows you to chose who people can chat with during the meeting.

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Virtual Conference