



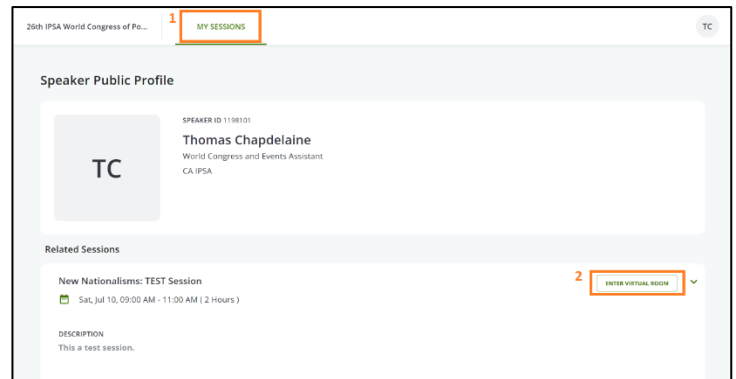
SPEAKER LOGIN INFORMATION

- Click the "**Join Portal**" link you received by email and you will be taken to the Virtual Platform.
- Enter in the email address where you received the invitation, and choose a password between 6 and 25 characters.
- We suggest that you "bookmark" this page on your browser to be able to access it later on.

ACCESSING YOUR PANEL(S)

Once you are logged in, you will see a list of sessions in which you have a role in chronological order.

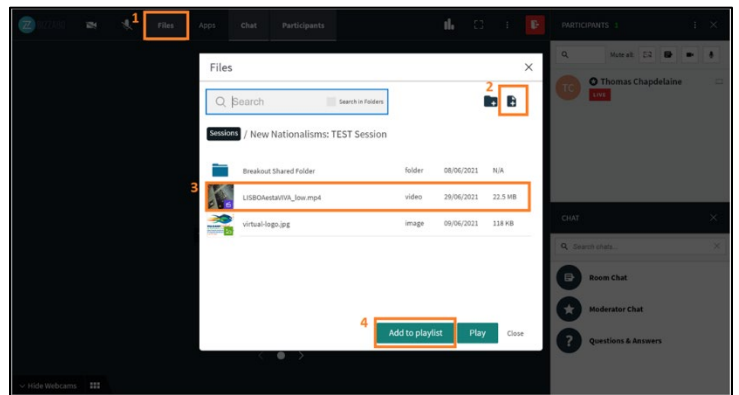
- The **Sessions** page (1) is a list of all the sessions (or panels) that you are associated with.
- You will see an 'Enter Virtual Room' button (2) on the top right-hand side of the session card. Click this to be taken to your virtual room.



HOW TO UPLOAD PRESENTATION

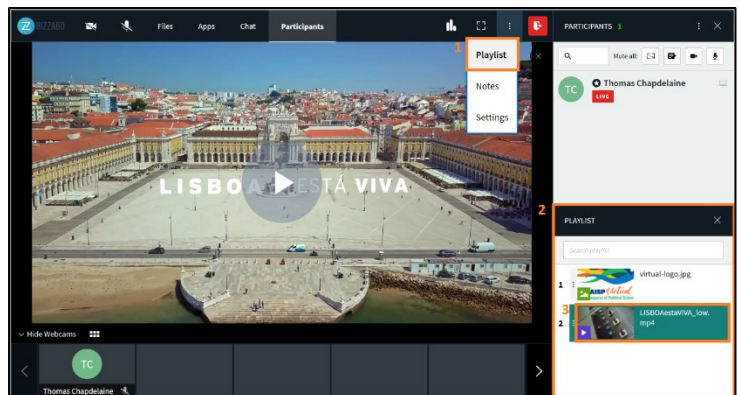
Click the 'Enter Virtual Room' button. Media files (PowerPoints, prerecorded Mp4 presentations, images, etc.) must first be uploaded using the 'Files' button:

1. Click on the 'Files' button in the upper toolbar (1).
2. Click on the "Add File" button (2) and choose your presentation document.
3. Once the file has been uploaded, click the file, and the "Add to Playlist" button (3) should now be clickable.
4. Your file should now appear in the Playlist tab.



HOW TO PRESENT YOUR FILES

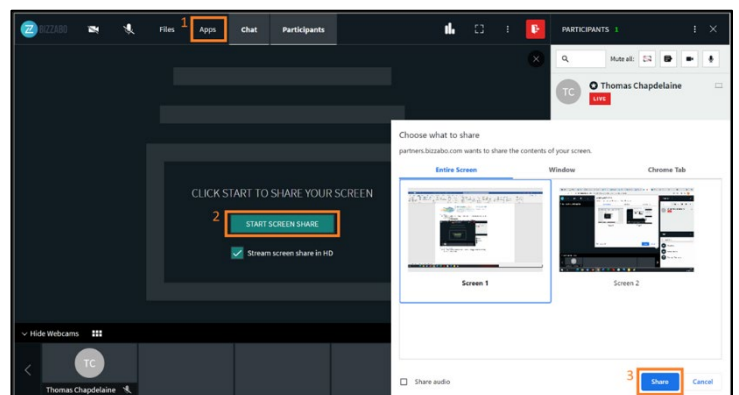
1. Click on the 'Playlist' button (1) on the top row, and you will open the Playlist tab on the right (2).
2. Click on the presentation (3) to bring it to the stage and made visible to attendees.



HOW TO SHARE YOUR SCREEN

Click on 'Apps' in the upper toolbar (1). A window named 'Tools' will pop up, in which you can select 'Desktop Share'.

- Click 'Start Screen Share' (2).
- Identify which screen you want to share and then click 'Share' (3).



HOW TO RECORD YOUR PANEL

Speakers can record the session by clicking 'Apps' in the upper toolbar and selecting 'Record'. **All panelists must agree to be recorded.**

HOW TO ACTIVATE YOUR CAMERA/MICROPHONE

When you join your session, you will be prompted to "Choose Your Devices": Choose which devices you want to use for your camera, microphone, and sound. When you have made all of your decisions, click **Confirm** (1).

Once in the virtual room, you can manage your settings by clicking on 'settings' on the right of the upper toolbar (2). You can also turn off/on your camera/microphone using the symbolic buttons on the left of the upper toolbar (3).

