

Speakers & moderators in sessions

You'll be presenting or moderating during a virtual event on the Hopin platform in the near future. In this document you will find all the necessary info to succeed.

Important

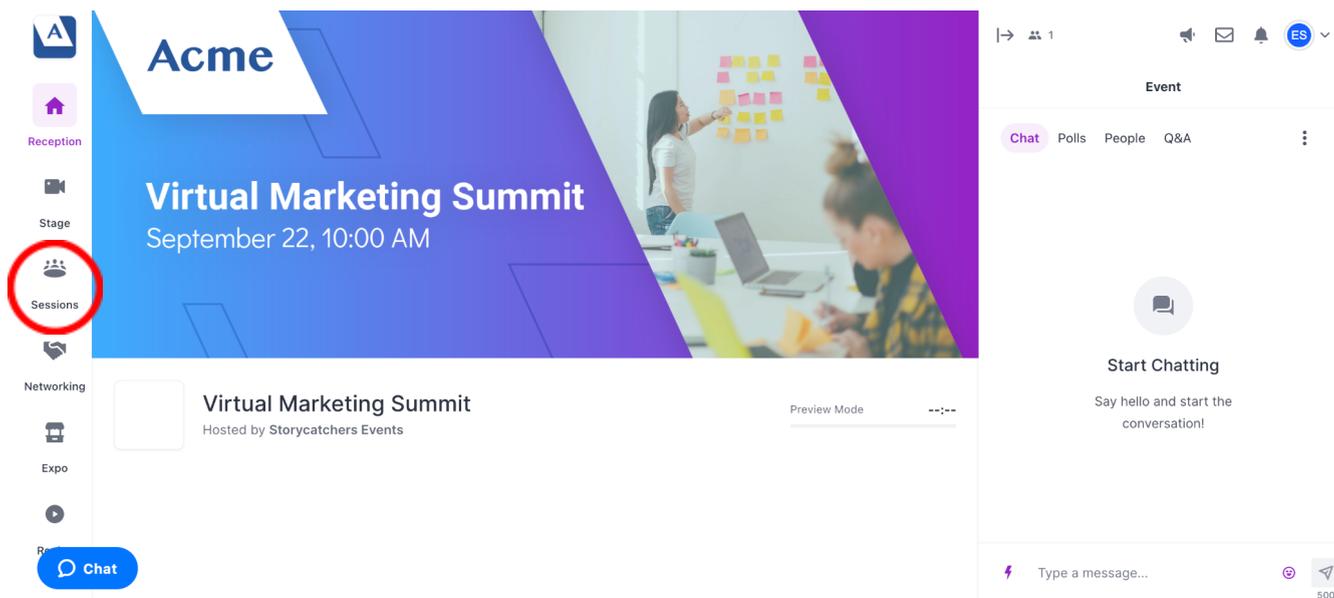
Use Google Chrome or Mozilla Firefox as a browser to attend the event. Check out [these tips](#) as well.

General

1. How to find my session?

In the event, you will see several buttons in the navigation column on the left. When you click on "Sessions", you will see the sessions that are currently live. Click on your session to enter it.

ATTENTION! Sessions appear 5 minutes before their exact start time.



In some cases you will get the direct link to your session in advance. As soon as the event is live, you can go to your session room to practice, discuss, etc. The participants will not be able to enter your session until 5 minutes before the start of the session.

2. Virtual Help Desk

Do you have questions or do you want to test before you present? You can always enter the Virtual Help Desk during the hours of the event. You can find it in the 'Sessions' tab.

Presenting in your session

You will be designated as a speaker for your session, which allows you to do certain things in this session:

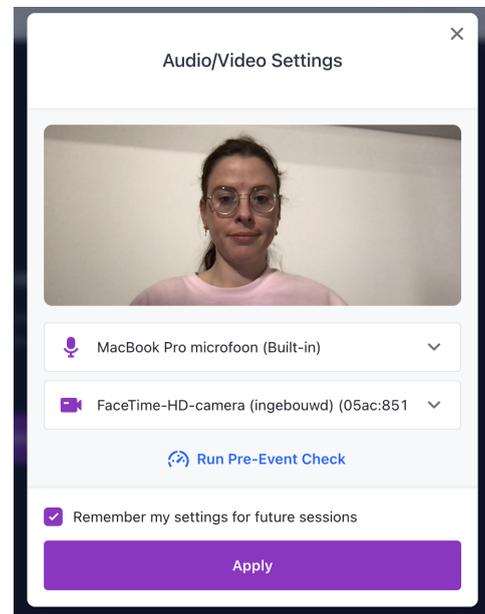
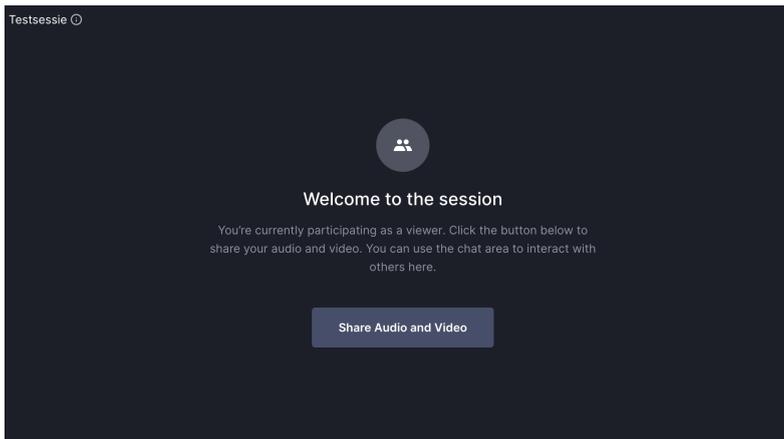
- presenting with camera and audio
- presentation/screen sharing

- video sharing
- determine which participants share their camera
- interact with participants via Q&A and polls

We will discuss these in more detail below:

1. Presenting with camera and audio

Go into your session and click on 'Share audio and video'. You will get a pop-up where you can choose which camera and which audio source you want to present with. Select the right sources and click 'Apply'.

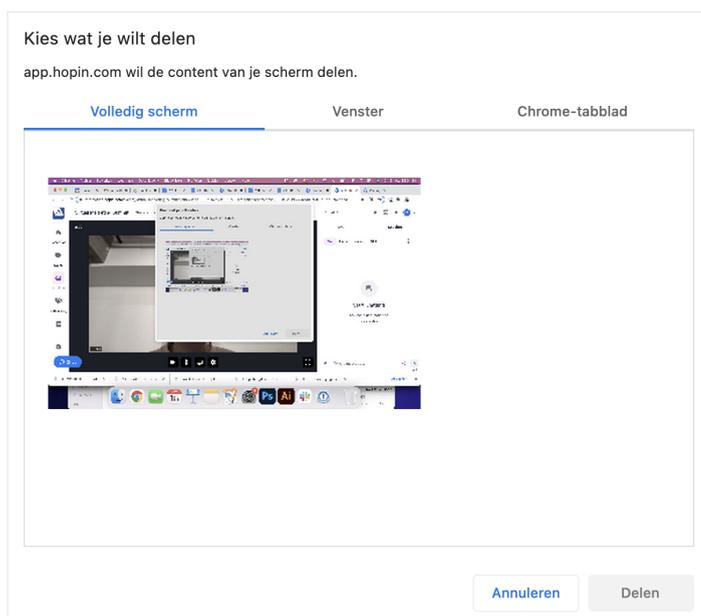
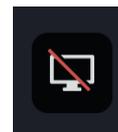


TIPS:

- Check beforehand whether your computer does not have any privacy settings that prevent it from sharing audio and video in certain apps or programs. Click [here](#) to test if you can share in Hopin.
- Make sure other applications in which you share audio and video are closed.

2. Sharing your screen or a presentation

After performing the previous step, you can share your screen or presentation by clicking on the screen icon at the bottom. You will then see a pop-up window where you can choose to share your screen, window or tab.



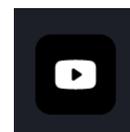
To share your presentation via PowerPoint or Keynote, click 'Window' in the pop-up and select the appropriate programme. Then click "Share".

When you have finished, go back to PowerPoint or Keynote and start the slideshow.

TIP: In PowerPoint or Keynote, use the "reading mode". This way the presentation does not take over your entire screen and you can open Hopin next to your presentation.

3. Sharing a video

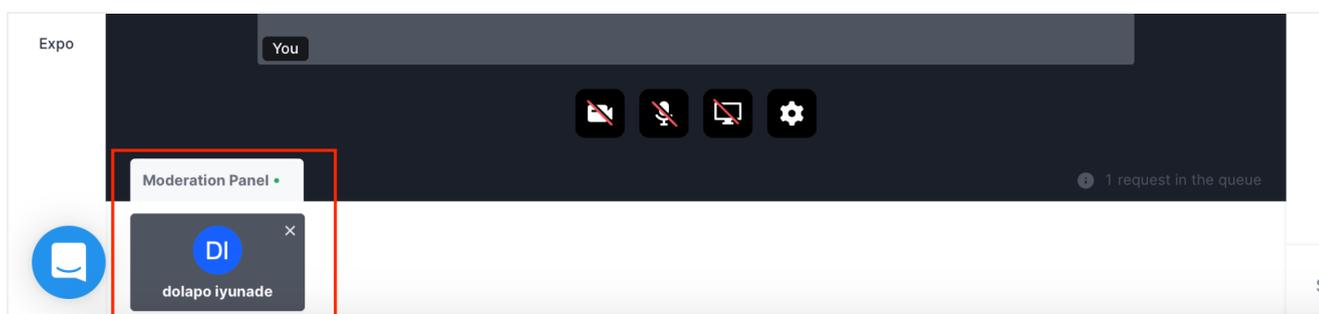
If you want to share a video in good quality, it is best to do this via YouTube. You can show the video by clicking on the YouTube icon at the bottom and entering the URL.



You can also share a video via the 'screenshare' option mentioned in the previous point. Make sure that your video is ready, so that you can immediately select the right window. Please note that the quality of the audio is lower this way.

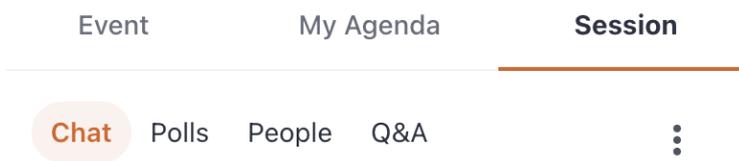
4. Allowing participants to share camera and audio

Participants can also share their audio and video, but you must give them permission to do so. The participant asks to share by clicking on 'Ask to share audio and video', and then his/her name appears at the bottom of your screen in the Moderation Panel. If you want to give permission, just click on the name in the Moderation Panel.

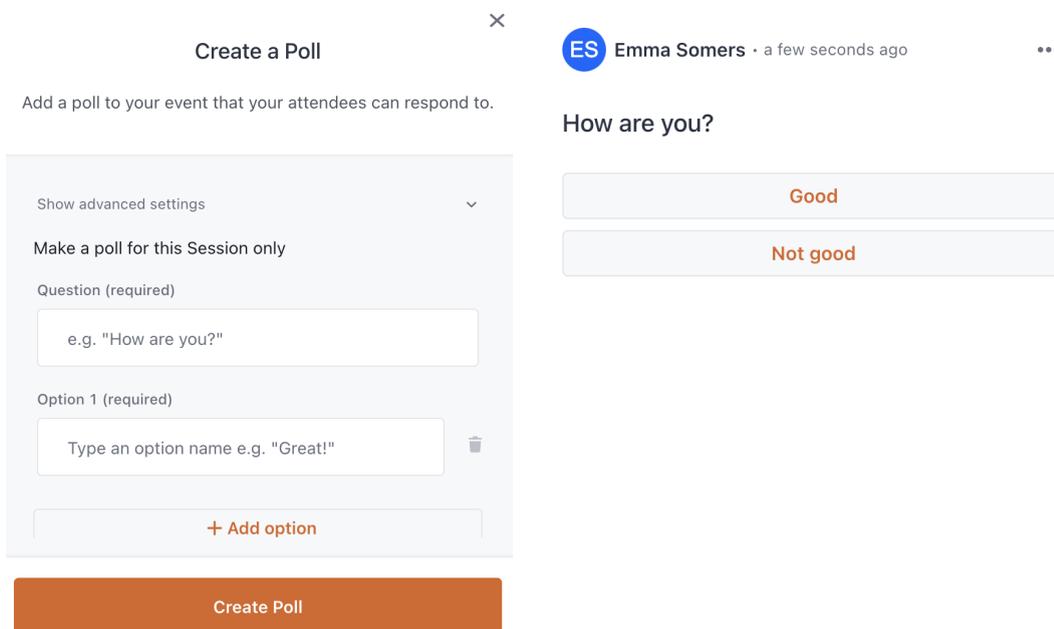


5. Other forms of interaction with participants

On the right side of your screen there is another interactive zone. Under tab 'Session' you will find the interaction options for your session:



- **CHAT:** This is the chat box where only participants in your session can send messages.
- **POLLS:** You can also launch polls for the participants of your session under the "Polls" tab. Click on the 'Polls' tab and then on 'Create poll'. Add the question and possible answer options and click again on 'Create poll'. The poll appears under the 'Polls' tab for the participants in your session. They can choose one answer per poll.



- **PEOPLE:** Here you can see who is following your session.
- **Q&A:** This tab is specifically for asking questions about the content of the session. You can address these questions verbally or type in an answer. Participants can 'like' questions and you can filter on the most popular questions.

