



HOW TO GO “LIVE” (LIVE STREAMING YOUR PRESENTATION/Q&A) ON THE VIRTUAL PLATFORM

Step 1: Before your presentation session starts, please make sure of the following:

1. Make sure all the unused apps, software, URLs, Outlook are all logged off and turned off. Keep only the app/software (such as PowerPoint or MP4 Film Display) open, as well as 1 browser with Phedloop virtual platform opened. The virtual platform log-in information is to be sent to you 2-3 days before the conference starts. (Note that it is a differe
2. Make sure all materials and the display method you will be using to support your presentation are ready: for example, PowerPoint file is **opened**; video is ready and **open to display (only paused)**.
3. Make sure your camera and speaker are turned on and ready to receive signal.

Step 2: For each of the sessions, your pre-recorded video (if you have not made a different agreement for the live presentation) will display on the platform when your presentation time starts. You will be like an attendee viewing the displaying video and prepare yourself. The presentation and Q&A will take place in “All Sessions” Hall for oral presentations (see the red menu-bar Picture 1)

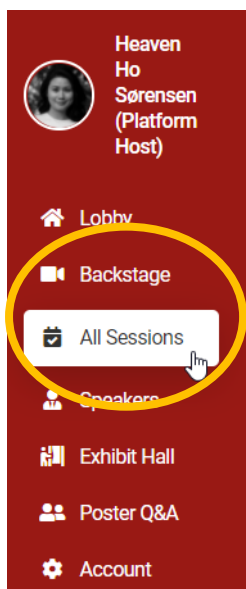
Step 3: 2-3 minutes before your Live part of the session (Q&A or live presentation, if you would not have the pre-recorded presentation), click “Backstage” tab at the menu bar. (Picture 1)

Step 4: Then click “Stream”. Remember to turn on the camera and microphone. Our native built-in meet and stream function “PhedLoop Meet” will be initiated (takes up to 60 seconds). (Picture 2)

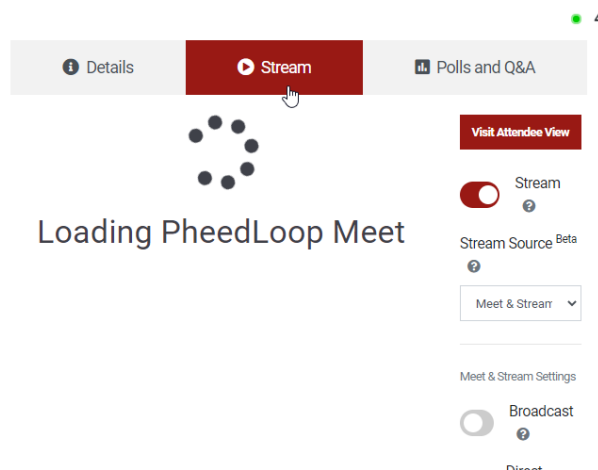
Step 5: Click “Join the meeting” You will be broadcasted (Picture 3). From now on, it works exactly like any other meeting software (such as Zoom, GoogleMeet, Teams).

Step 6: When you see yourself in the Mini-screen, it means you are ready and can start your presentation.

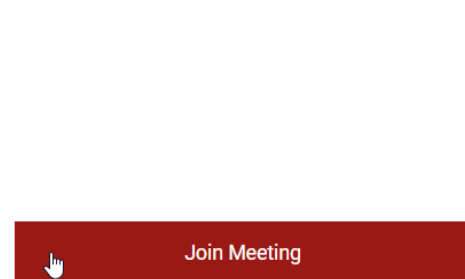
Picture 1



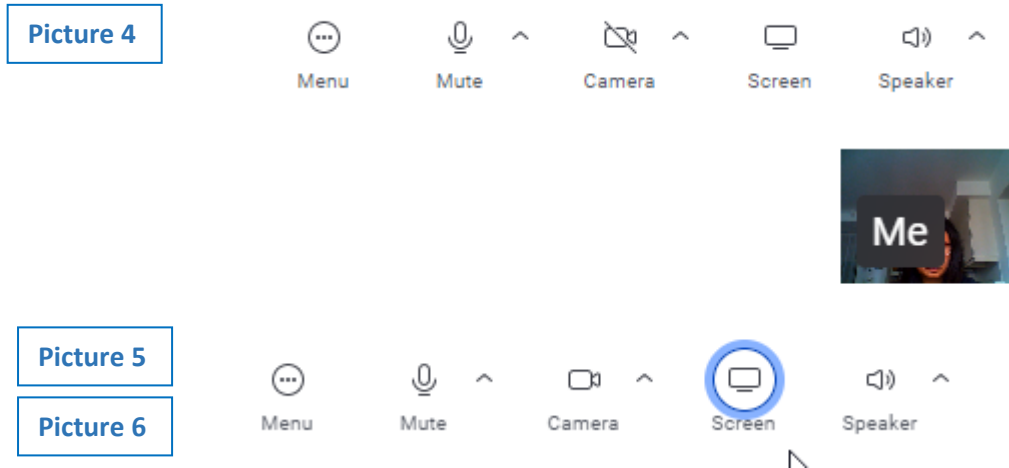
Picture 2



Picture 3



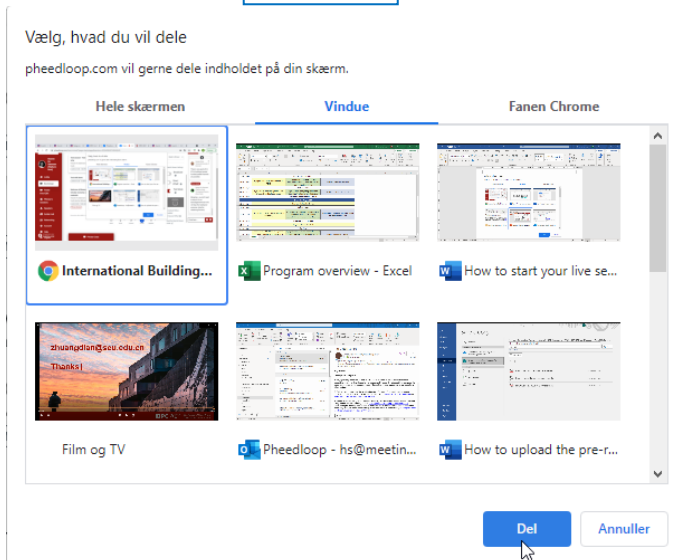
Note: Remember that there are functions such as Camera, Speaker, etc... need to be properly set. The “Screen” function is for you to share your screen (such as your presentation). Remember to turn on your camera and speaker. There will be a mini-screen at the Backstage so you will have a good idea how it works. (See Picture 4 and 5)



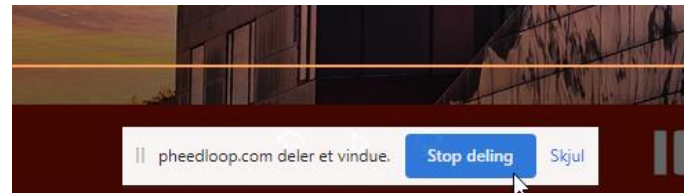
Tips 1: If you want to share your screen – this is how you share the PowerPoint or video:

- a. Click on “Screen” (Picture 6).
- b. A screen will come up to ask how you would like to share your screen (often show it in the language you installed as the default language in your computer). Click “Window” and select the window you wish to share (if you follow the guideline, there should only be the materials that you will be using available here for you to pick). Pick it and click “Share” (Picture 7). Note – you are “sharing the screen”. You cannot open the file through this function.
- c. You will then see the material on your screen – what you see/hear is exactly the screen/sound your audiences will see/hear. (= You will be looking at your PowerPoint at this stage – but not looking at the virtual platform backstage.) If you want to display a video, make sure that the video is playing with the sound on in good volume. From now on, you do exactly as what you would do when you make the presentation: such as, start the Slide View of the PowerPoint, make it to be “full screen” or tick “Play” to show the video.
- d. Once you finish this particular material, press “Esc” (anything to exit the full screen), go back to your PhedLoop page (browser) and click “Stop Sharing” (Picture 8).
- e. As soon as you stop the sharing, you will return to the main screen and the audience will see you in front of the camera. You can repeat to share different screens and return to the main stage multiple times during your session.
- f. In principle, this works exactly as most of the virtual meeting function.

Picture 7



Picture 8



Step 7: For the Q&A: The chairman of the session will at this point join you live. The live Questions will start to come in at the right side of the “chat field”. Chairman will note down all the questions and take up the questions when the Q&A starts. Audiences will not be able to ask questions by video/audio call. Only via chat function. It is also possible that they would send you a private chat.

Step 8: When the chair announces the Q&A session is over, the broadcasting will automatically stop and continue to the next pre-recorded video display. Speakers do not need to push any button to stop the live streaming.

What audiences will see: When they click the active session (the session that goes live), firstly they will watch the pre-recorded video. They can write the questions in the chat field (which will only be seen in that live session). Once the pre-recorded video has ended, Q&A by the speaker and the chairman will begin. Audiences shall always ask questions in the chat field. For live presentation, it’s all the same, apart from replacing the pre-recorded video by the live presentation.

Presenter Requirement Checklist

- 1. Complete Profile
- 2. Upload the file of your poster in Speaker Portal *
- 3. Upload Video Presentation in DropBox
- 4. Be available for your LIVE Q&A session

It is a good idea to have 2 browser windows open at all times – Window 1 (with Backstage) is for you to live stream yourself. Window 2 (All Sessions) is for you to act like an audience to watch your pre-recorded presentation as it goes live.

Feel free to answer questions in the public chat during the session if you like/can manage.

If you have any issues during the session, feel free to find any of our Event Host and send a private chat message.

* All speakers have been sent a personal invite link to login to the Speaker Portal to upload their profiles to the virtual platform. Note: This login and password are for uploading posters/speaker profiles only. You will receive an Attendee login and password few days before the event begins, to access the virtual platform.