

PAW Climate - Speaker Briefing

Thank you for being part of PAW Climate Virtual on Wednesday, June 1st Thursday, June 2nd. To make sure everything runs smoothly during the event, we put together some technical instructions. Please read through them carefully and don't hesitate to contact us in case of any questions.

Preparation

1. Close down all unnecessary windows, video likes lots of bandwidth and fewer screens make navigating between them easier.
2. **Open your presentation** and put it in **presentation mode**. We recommend having the presentation on one screen and Zoom on another, so that you can easily see yourself and your presentation. If you do have two screens don't use Presentation mode, as it's better to use one screen for Zoom.

If you only have one screen, open your presentation in a window and put in full screen mode. Once live, Zoom will run in a small window on one side of it.

Entering the event

We are using **Zoom Events** as a platform. Please make sure you have installed the latest version of Zoom on your device. You have received today an **invitation** to the event via email – Subject: “Event Organizer invited you to be Speaker for Predictive Analytics World for Climate”. Please open it and click on *View Ticket* (It's the invite to “Predictive Analytics World Climate – you may also have received one to “Predictive Analytics World Climate TEST TWO” – but that was just a test). Note you can enter the event and the backstage are to practice as soon as you like.

Predictive Analytics World for Climate TEST TWO

[View Event](#)



Jun 1, 2022 5:00 PM - Jun 3, 2022 12:30 AM CEST

Organized by Rising Media

Special Role Ticket

[View Ticket](#)

By joining this event, you agree to Zoom's [Event Participant Terms of Use](#) and the [Zoom Events Privacy Statement](#).

You will be directed to the Zoom Events page. Click on *Join Lobby*.

Predictive Analytics World for Climate TEST TWO

[View Event](#)



Jun 1, 2022 5:00PM - Jun 3, 2022 12:30AM CEST

2 Days

Organized by Rising Media

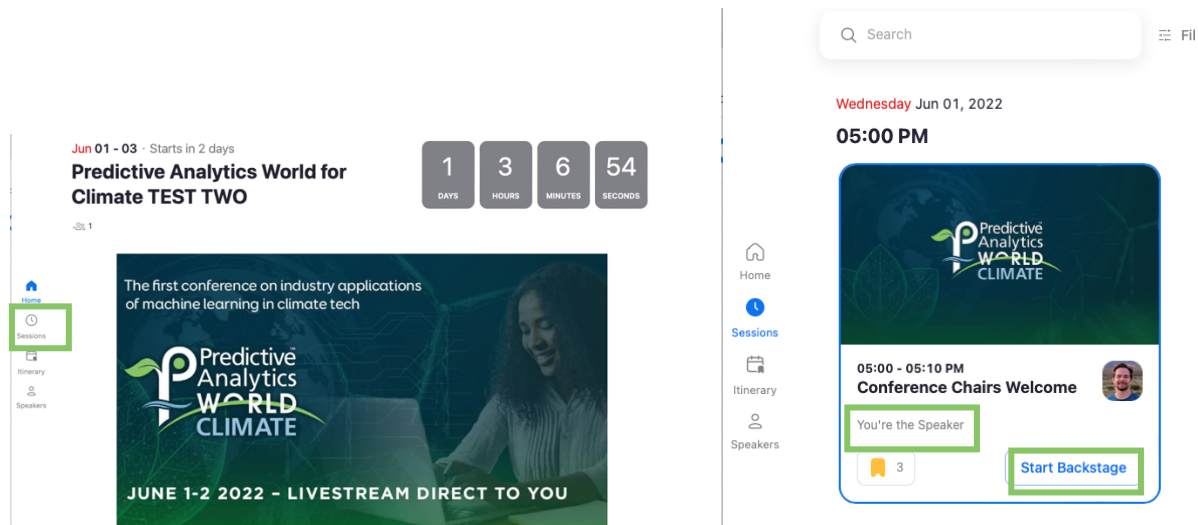
Special-Role Ticket

Add to [Google](#) | [Yahoo](#) | [Outlook](#) | [iCal](#)

Special-Role Ticket

[Join Lobby](#)

Open your Zoom desktop/app version and navigate to *Sessions*. Locate the session you have been assigned to as a speaker. It will say *You're the speaker*. Click the "Join"/Start Backstage" button (it will say one or the other), accept the conditions and choose "Join with video". You will be placed backstage.

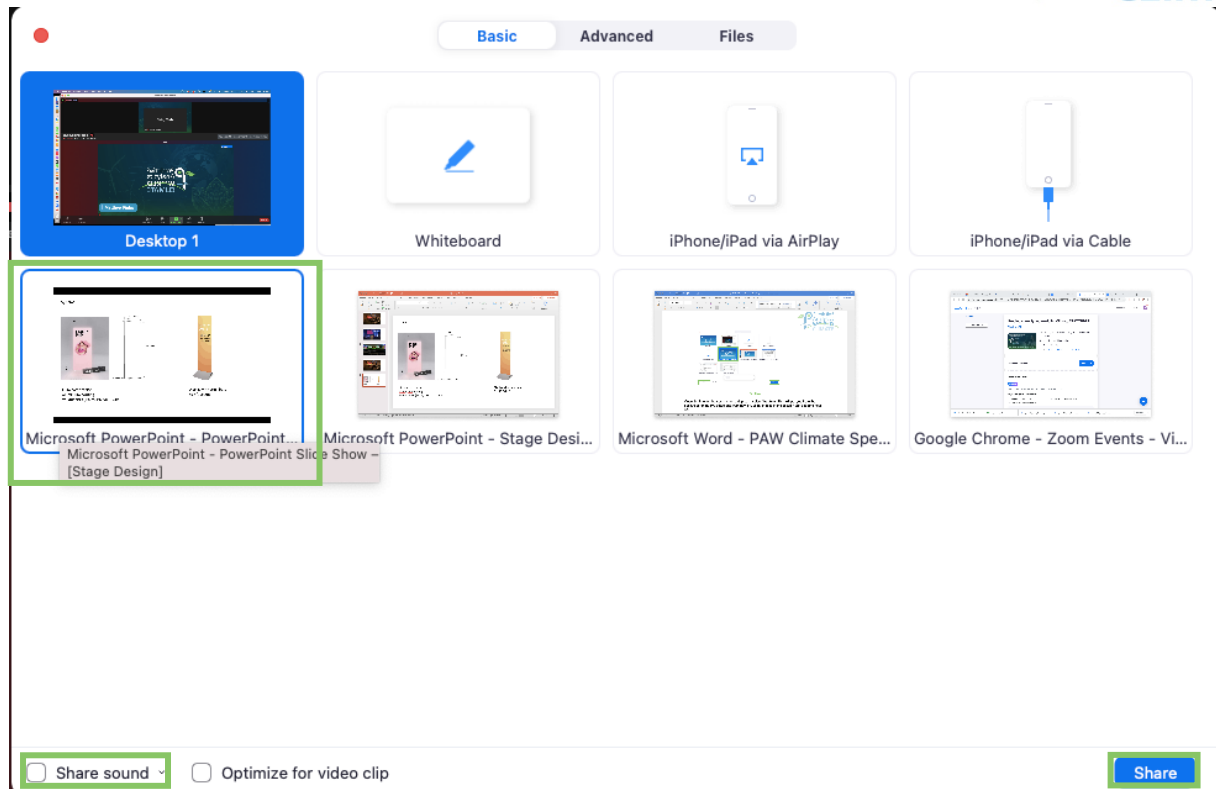


The backstage area

Only people in the backstage (host, moderator, other speakers in the session) will be able to see and hear you. **You can start/stop your video** via the bottom menu, the second item from the left.

Note: If the virtual background is disrupting the image of your face, please turn off the virtual background by clicking on the small arrow next to "Start/Stop Video" and selecting "Choose Virtual Background" and selecting "none" or "blur" .

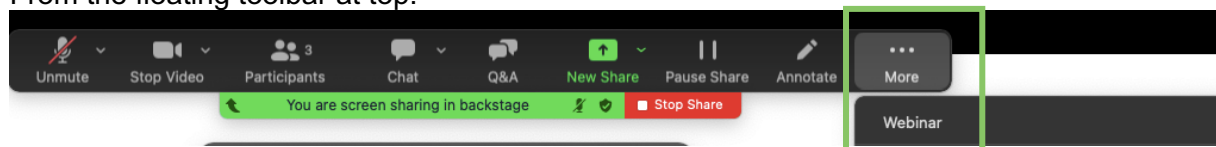
After this is set, please click **Share Screen, to share your presentation**. Make sure to share the full screen presentation only and not the whole desktop. If your presentation includes sound, please don't forget to tick the **Share Audio** box at the bottom left. While you are in the backstage you won't see your presentation in Zoom after sharing it, but your moderator will be able to.



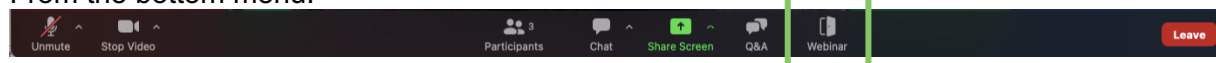
Go live

Once it's time for the session to start, please select **Webinar**. This will put you from the backstage to the live stage and from now on, all attendees in the session can see and hear you.

From the floating toolbar at top:



From the bottom menu:



The moderator will briefly introduce you. Then, you need to **“Share Screen”** to share your presentation again, the same way as in the backstage.

During your session, the moderator will go back to the backstage area, but you can always communicate with them via chat. **You can have the chat window popup open on one of your screens**, so that you can have an eye on any new messages.

After your presentation

Once you're done presenting, you can stop sharing your screen, so your presentation disappears, and you and the moderator take up most of the screen for Q&A. After the moderator's closing comments you can leave the webinar by clicking *Leave*. **Please make sure to “leave the webinar” and not end the webinar for everybody.**