

DigiMarCon At Home 2021 – Webinar Training Session

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AGENDA

Full Agenda Available at <http://digimarconathome.com/agenda-2021/>


WEDNESDAY (April 28 th – Session 1 & 2)	THURSDAY (April 29 th – Session 3 & 4)
<p>Jodi Daniels - S1 - 10:45am – 11:35am</p> <p>John Lee - S1 - 11:35am – 12:15pm</p> <p>Tom Webster - S1 - 12:15pm – 1:00pm</p>	<p>Tamsen Webster - S3 - 10:35am – 11:25am</p> <p>Brian Schulman - S3 - 11:25am – 12:10pm</p> <p>A. Lee Judge - S3 - 12:10pm – 1:00pm</p>
<p>Margaux Logan - S2 - 2:05pm – 2:55pm</p> <p>Jessica Fair</p> <p>Alex Birchmeier</p> <p>Alyssa Peltier - S2 - 2:55pm – 3:35pm</p> <p>Michael Brenner - S2 - 3:35pm – 4:25pm</p>	<p>Kenneth Kinney - S4 - 2:05pm – 2:55pm</p> <p>Nancy Sherr</p> <p>Nataly Huff</p> <p>Christian Karasiewicz - S4 - 2:55pm – 3:35pm</p> <p>Jason Falls - S4 - 3:35pm – 4:20pm</p>



EVENT INFO

Event Info Available at <http://digimarconathome.com/attendee-info/>

SETTING UP YOUR COMPUTER

1. Review System Requirements – http://support.onstreammedia.com/onstream_webinars_system_requirements.html
 2. Perform a System Check – <https://join.onstreammedia.com/systemcheck> (install any necessary software if prompted)
 3. Allow Camera and Allow Microphone in your Chrome browser settings here <chrome://settings/content/siteDetails?site=https%3A%2F%2Fjoin.onstreammedia.com>
 4. Login to Onstream Webinar Software As a Guest (the password is live2021) - <https://join.onstreammedia.com/live/digimarcon/digimarcon-world-2021>
 5. Access Settings –  Little widget icon lower left corner.
 6. Configure Camera – In the Video and Audio tab, select your camera source
 7. Configure Speakers & Microphone – In the Video and Audio tab, select your speakers and microphone source
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SKYPE

I will have skype on my computer (in silent mode) that I will be checking intermittently during presentations. My skype ID is kennethkinney. Please add me if you haven't already. Please send me a skype message that you are online and ready prior to your presentation for my peace of mind. If you have tech emergency issues with your webcam and mic then contact the Onstream Media tech support team.

ONSTREAM WEBINARS SUPPORT

If you are stuck or have any issues setting up and configuring your computer for your presentation please contact Onstream Webinars Support Department at;

Email: support@onstreamwebinars.com

Phone Number: 1.888.353.3094 x 2



SPEAKING REQUIREMENTS

- Equipment
 - Webcam with Mic (HD Webcam preferred)
 - Broadband reliable internet connection
- Best Practices
 - Excellent Naturally lit room
 - Quiet room with no background noise interferences (turn off disruptive background noises such as air conditioners or ceiling fans)
 - Make sure your background is free from visual distractions
 - Deliver your presentation directly to the camera, not your laptop
 - Speak slowly and clearly
 - Smile!
- Dress appropriately in business or business casual attire for your presentation.
- Fulfill your allotted presentation time slot and not go over-time.
- Speech and conduct will be in a professional manner in every regard. This includes, avoiding jokes, references or innuendo of a sexual nature, references to individuals or groups by virtue of their membership in a particular religious, racial, or ethnic group that could be considered offensive, or use of profane language that could be considered offensive.

SLIDE DECK CHANGES







The following changes have been made to Speaker slide decks to be ready for the Webinar Software;

- All PowerPoints have been converted to PDF (so there is no transition effects or animations)
- If a Presentation had an embedded video we have broken the PDF into multiple files with the Video as a separate file between PDF's in sequence, eg. PDF Part 1 (slide 1 – 5) → Video File → PDF Part 2 (slide 6 – end), If you see your video slide, the video I have put on the next slide.
- We have added a DigiMarCon At Home Cover Slide at the Start
- At the End we put a Q & A Slide and End Transition Slide.



PROCEDURES

The following explains the sequence of your presentation.

1. Login to Onstream Live a minimum of 1 hour prior to your scheduled speaking time as a Guest, the pass is live2021. (refer to <https://digimarconathome.com/agenda-2021/>)
2. Go to Settings  (widget icon lower left corner) → Audio & Video (check settings for video, speakers and microphone are correct, if your webcam and microphone does not appear make sure you Allow Camera and Microphone in your Chrome browser settings here <chrome://settings/content/siteDetails?site=https%3A%2F%2Fjoin.onstreammedia.com>)
3. If you have tech emergency issues with your webcam and mic then contact the tech support team.
4. Login to skype, send me a message that you are in the room and ready (My id is kennethkinney)
5. I will change your role to Speaker.
6. Please do not load any files or modify the existing view as it will disturb the current speaker and interrupt them.
7. When it is your time to speak, I will display your PowerPoint Slide deck file (which will be viewed by attendees) which begins with a DigiMarCon At Home Cover Slide (I have replaced your cover slide with a DigiMarCon At Home branded cover slide).
8. I will start Recording
9. As Emcee/Host I will introduce you, then I will disable my webcam and audio and send you an invite to video conference.
10. A status message will appear informing you that I have turned on your video, another status message will appear that I have turned on your audio. Now your Video and Microphone buttons will both function.
11. Click the Video icon to turn on your video  (top left of side menu)
12. Click the Microphone icon to turn on your microphone  (top left of side menu)
13. Your webcam and audio will start broadcasting and you will then be able to control the PowerPoint Slide deck and give your presentation.
14. After your presentation is over you can answer any questions you would like to answer that have been submitted in the Q&A window during your presentation or answer any questions you have prepared in advance. To open the Q&A, click the question and answers icon  in the left menu. Alternatively, you can answer questions throughout your presentation if you do not wish to have Q & A at the end.
15. When the Q&A is over then go to the next final slide which is a blank transition slide (with nothing on it except for a DigiMarCon At Home logo).
16. When you are finished, Click the video icon  and microphone  icon (top left corner) to stop broadcasting and it will automatically switch back to me
17. I will stop Recording
18. Then I will turn on my webcam and audio and take over to introduce the next speaker.
(Please Note: There is no conversation webcam to webcam from my cam to your cam. When I speak your webcam is not displayed and when you speak my webcam will not be turned on, there will only ever be one speaker broadcasting at any time)



TIMING

I will be emceeding/hosting the conference. As such I am regularly speaking between speakers and do not have free time to be calling Speakers or Emailing them reminders. I want to reduce my stress and for this event to run smoothly. Punctuality is vital for this to be possible. I ask you to please login and access the Webinar software 1 hour before your scheduled presentation to be ready (and ideally login to skype and send me a message that you are ready). Then I can see that you are online in the Webinar Software. Please ensure that you fill your full allotted time so transitioning to the next speaker will be seamless without gaps. To keep the program on time, if you are going over your scheduled time I will cut in.

QUESTIONS & ANSWERS

The only opportunity for audience participation during a presentation is through the Question and Answer function in the Webinar Software. Throughout your presentation attendees may submit questions that will appear in a Q&A window in the left menu of the Webinar Software. I will not be monitoring these questions and preparing a short list. When it comes to the end of your presentation allow at least 5 minutes for Q & A. It is your responsibility to check if any questions have been submitted then at your discretion you can select any you want to answer. Please have 3 questions ready prepared in advance as a backup. Before answering any question please read the question first as attendees cannot view the Questions submitted. Alternatively, you can answer questions throughout your presentation if you do not wish to have Q & A at the end.

100 x FREE ALL ACCESS PASSES

Each speaker we are giving 100 free All Access Passes. Feel free to give the following registration link to up to 100 people max. This could be clients, co-workers or prospective clients you want to view your presentation. This is the registration link:

<https://digimarconathome.com/register/> and the promo code is allaccesspass.

Please do not post this promo code publicly online.

QUESTIONS

TESTING MIC & WEBCAM

