

TNC21 DEMONSTRATION SPEAKER'S INFORMATION

This document holds information for all speakers of **demonstrations** only. The tool speakers will be making use of is called *Samba*, which is integrated in the TNC21 platform provided by *Let's Get Digital*.

Starting from **Wednesday June 9**, you can enter your virtual room, set everything up and do a dry run. We highly recommend you to do this (between June 9 - 18), in order to get fully prepared for your demonstration.

On **Tuesday June 15** (13.30-14.30 CEST), we will host a [TNC21 Speaker's Demo](#) on how to use the platform as a speaker. This demo will be recorded as well.

THE PROGRAMME

- The full programme can be found on <https://tnc21.geant.org/#programme>.
- Note that the conference will be held in Central European Summer Time (CEST).

YOUR PRESENTATION

You have 20 minutes to present, from 11.40 - 12.00 **CEST**. Please build in a Q&A for the last 5 minutes of the presentation.

Please note that **screen sharing is not an option** for presenting your demonstration. Using the screenshare function of Samba often causes the quality of the presentation to be affected due to the large quantity of bandwidth required by the participants attending your presentation.

We therefore ask all demonstrators to **pre-record the demonstration**. Please find below the 2 options you have:

OPTION 1

Pre-record your whole demonstration, including voice over. Live Q&A at the end.

1. Pre-record by using <https://www.screencastify.com/>. With keeping in mind the live Q&A at the end, your video should be around 15 min.
2. Upload your video to YouTube (GEANT can help in case this is wished for).
3. Insert your link to your content library in your virtual room on the TNC21 online platform. (You will receive a link to this room on June 9.)
4. Before playing the video during your demo slot, mute and turn off your camera.

5. Once the video is over, stop the video and turn back on your camera and unmute yourself to answer possible questions. Questions will come in via chat, on the right hand side of your virtual room.
6. Close the virtual room at 12.00 CEST.

OPTION 2

Pre-record your demonstration without voice-over. Live voice-over will be done during your demonstration. Live Q&A at the end.

1. Pre-record by using <https://www.screencastify.com/>. With keeping in mind the live Q&A at the end, your video should be around 15 min.
 2. Upload your video to YouTube (GEANT can help in case this is wished for).
 3. Insert your link to your content library in your virtual room on the TNC21 online platform. (You will receive a link to this room on June 9.)
 4. When playing the video, please keep your camera on and unmute yourself, so you can speak during your demonstration.
 5. Once the video is over, stop the video and start the Q&A. Questions will come in via chat, on the right hand side of your virtual room.
 6. Close the rooms at 12.00 CEST.
- The video can be paused and resumed by you at any moment.
 - Deadline for uploading the YouTube link to your virtual room on the TNC21 platform: **Thursday June 17.**
 - 'Rehearse' in your assigned virtual room between June 9 and 18. Prepare your presentation documents and upload them to the content library of your virtual room, no later than June 17. If your presentation has more than one speaker, we highly recommend a test run in your virtual room with **all** speakers.

PLATFORM ACCESS

Getting your device prepared

For the best user experience we recommend, apart from a reliable internet connection, that you run the conference platform in a **Google Chrome browser** (v50 or higher) from a **laptop or PC** only. The online platform is desktop-optimised and will not be accessible via smartphone/tablet.

Please note that VPNs or specific corporate networks can block outgoing / incoming media. To avoid interference from such networks, we recommend to perform a simple test here: <https://live.eventinsight.io/check.html>



Update your Google Chrome

All speakers should attend the event via Google Chrome. Ensure this browser is fully updated on the device that you will be attending the event from. We cannot guarantee an optimal presenting experience when using another browser. You can only access the platform via laptop or computer.



Ensure a stable internet connection

Make sure you have a reliable & strong internet connection. You can check your internet speed at <https://fast.com/>.



Audio and video settings

If the microphone & camera work on the device you are using for the event, do not change your settings again. Please use headphones if you can, to avoid echoing.



Camera position

Before you join the session, please check the position of the camera. Set up your device or camera so that it has a clear, unobstructed view of you. Don't sit too far from (or too close to) the camera. If you're using a separate camera, place it near your screen — it's best to put the camera at eye level, so that when you're looking at the screen, it appears as if you're looking at the person you're talking to.

Getting prepared on the platform

- ★ We will send you an email invite to your 'virtual room' (on Wednesday). This contains a link that will take you to your 'virtual room'.
- ★ Log in to your virtual room
To access your room, you must log in with your personal event credentials. Once logged in, you can familiarise yourself with your room.
- ★ Prepare your content in advance
Already have your content ready? Then upload it in your content library. Upload a range of media or videos & even create polls! Your presentation documents must be ready and uploaded to the platform no later than Thursday June 17.

With these login details you can also attend other programme items as a participant.

Day of the event

In the TNC21 Speaker's Demo we will show you how the below can be set up.

PRESENTING

- Your presentation will be recorded for the On Demand section on the platform and will be available 1,5 hour after the presentation. After the conference, your recorded presentation will also be available at tnc21.geant.org.
- In Samba, your presentation slides will be shown in PDF format. This means that unfortunately, effects, videos, sounds and other animations are **not** possible to embed in the slides.
Samba can convert the following file types: PPT, PPTX, DOC, DOCX, XLS, XLSX, TXT, RTF, PDF.
You will be able to show a video uploaded to YouTube. All you need is a link to the YouTube video. You will be able to show the slides and the video at the same time, or either one of the 2. You can decide this yourself.
The maximal file size is 150 MB
- A live chat will be present for all participants in your virtual room, on the right side in your window. Questions can be addressed at the end of your demonstration during Q&A.
- Samba does not offer you the option for a virtual background. This means you will show a 'real time' background. Please be aware of this.
- Please make sure your face is well lit. Natural lighting and side lighting work best, but

overhead lights will work well, too. Backlighting can often make it hard to see; if you can't change the backlighting, try to put another light in front and to the side of your face.

- Be present in your virtual room **20 minutes** before your presentation.
- Never forget to always **turn your camera on** when speaking.