TNC21 SPEAKER'S INFORMATION

This document holds information for all speakers of **single presentations** 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 presentation.

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

- None of the presentations may be pre-recorded, all must be given live.
- Deadline for uploading slides (*PDF only, read more about this in this document*) to your virtual room on the TNC21 platform: **Thursday June 17**. Make sure your chair has seen your slides prior to your session.
- Unless otherwise discussed with your chair, the format for single presentation is as following:

The total duration of the presentation (40 min), will be divided as following:

3 min introduction by chair

20 min presentation

10 min Q&A

7 min Wrap up

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 June 9)
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.

GÉANT

★ 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. Your chair will be responsible for recording your session. This is a feature built into Samba.

- 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

- Simple polling questions can be set up on the platform by the speaker, in the virtual room. Example:

Do you prefer a cat or dog?

◯ cat

◯ dog

Submit

- A live chat will be present for all participants in your virtual room, on the right side in your window. We ask all chairs to manage this in case of questions, so you can focus on your presentation. Questions can be addressed at the end of your presentation 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.

- Screen sharing is an option, however, part of the experience of TNC21 is support for asynchronous streaming of the content. Use of the screen sharing option may interrupt the recording of the session and cause problems for audio for participants watching live so we strongly discourage use of screen sharing in sessions.
  Please do not make use of the screen sharing option to show your slides as the quality won't be as good versus uploading your slides to the content library.

- Never forget to always **turn your camera on** when speaking.