Speaker Session Guide

Presenting at EclipseCon 2021

Overview

The EclipseCon team is here to support you and make your speaking experience as positive, stress-free, and technically smooth as possible. The information below is an overview; details are provided on later pages.

- For EclipseCon 2021, there are two guides for speakers:
  - Presenter Best Practices Guide
  - Speaker Session Guide (this document)
- The conference platform is Swapcard (www.swapcard.com).
- Each talk is conducted on the browser-based broadcast system, Streamyard, which is then live-streamed into the platform. As a speaker, your "view" is the Streamyard session. You will not interact with the Swapcard platform *during* your presentation.
- Your talk should be *no longer than 25 minutes* to allow for a 5-minute Q&A session at the end of your presentation. This applies to both talks that are given live, and to talks that are pre-recorded.
- All talks will be recorded for later posting in the Swapcard platform and in the EclipseCon YouTube channel.
- During your talk, you will be supported by a Session Engineer and a Q&A Facilitator who will be in the Streamyard session with you (with their audio and video off), and communicating with you via the Streamyard chat.
- Everything in this document is also available via the Speaker Guidelines page on the EclipseCon website.
- For questions or help, email speakers@eclipsecon.org

Day of Event Instructions

Accessing the Green Room

- **IMPORTANT: Although EclipseCon attendees will view your session in the Swapcard platform, speakers should not have the Swapcard desktop app running during their presentations. Speakers should be in the Streamyard session only.**
- Plan to log on 30 minutes before your session starts. You will have received a calendar invite with a time and a link to the Streamyard broadcast session. This link will take you into the event Green Room. The Green Room is not visible to attendees.
- **If you are not able to access the Green Room for some reason, send email ASAP to speakers@eclipsecon.org.**
- The Green Rooms are shared among all speakers. Joining times are staggered, so be sure to join at the time of your invitation (not early, and not late) to keep things on track for all of us.
- When you follow the link to the Green Room, you will be able to check your audio and video and enter a display name. For talks with more than three speakers, **this display name will be shown during the broadcast, so check it carefully.**
- The Green Room tech will do a final check of your audio, video, lighting, test your screen sharing, and your display name.
- The Green Room tech will then provide you with a link for your Streamyard broadcast session.

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Accessing your Session "Room" and Giving Your Talk

- Follow the link provided by your Green Room tech to join your Streamyard broadcast session, leaving your audio, video, and display name settings as they were during the Green Room check and closing the browser window for the Green Room.
- You will join the session "backstage" so that only the host can see you. The Session Engineer will greet you via the text chat on the right, which is not visible to the audience.
- If you plan to share your screen, please bring it up and have it ready while you are "backstage."
- If giving your talk live, the Session Engineer will cue you at your start time. Then you can start your presentation.
- If your talk is pre-recorded, you will stay "backstage" until the Q&A portion starts and the Session Engineer queues you. *(Continued on next page.)*
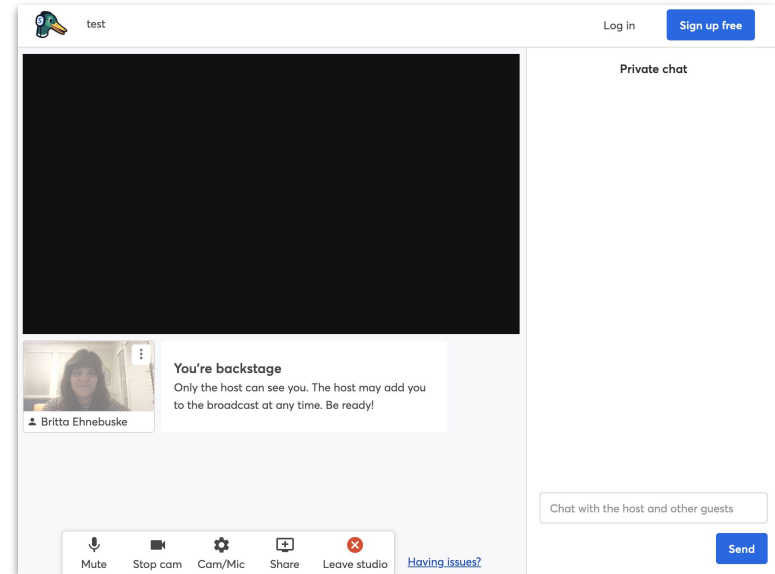
Audience Q&A and Wrapping Up Your Session

- **IMPORTANT: Keep an eye on the chat area throughout your presentation. This is the only way for the Engineer and Q&A Facilitator to communicate with you!**
- Attendees will view your presentation using the Swapcard platform. While watching your presentations, attendees can ask questions via the Swapcard Live Discussion window. You will NOT see the questions, since you will be in the Streamyard broadcast session and not in the Swapcard platform. The questions will be gathered by your session Q&A Facilitator.
- The Session Engineer will monitor for time, and will communicate to you via the chat to give you a countdown to the end of the presentation portion of your session and the beginning of the Q&A portion.
- Your Q&A Facilitator will also be in the Streamyard broadcast session (with audio and video off). The Q&A Facilitator will pass questions to you via the Streamyard chat. **Please remember to first read the question aloud, and then answer it.**
- When you are done answering questions, or when the Session Engineer messages you that your time is up, wrap up your presentation. The Session Engineer will place you back into the "backstage."
- Once your session wraps, you can leave the Streamyard broadcast session. You can then join the event in the Swapcard platform to view more sessions and further engage with the conference attendees.

Thank you!

Join the conversation:

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