ECLIPSE 2021 CON

Spotlight Session
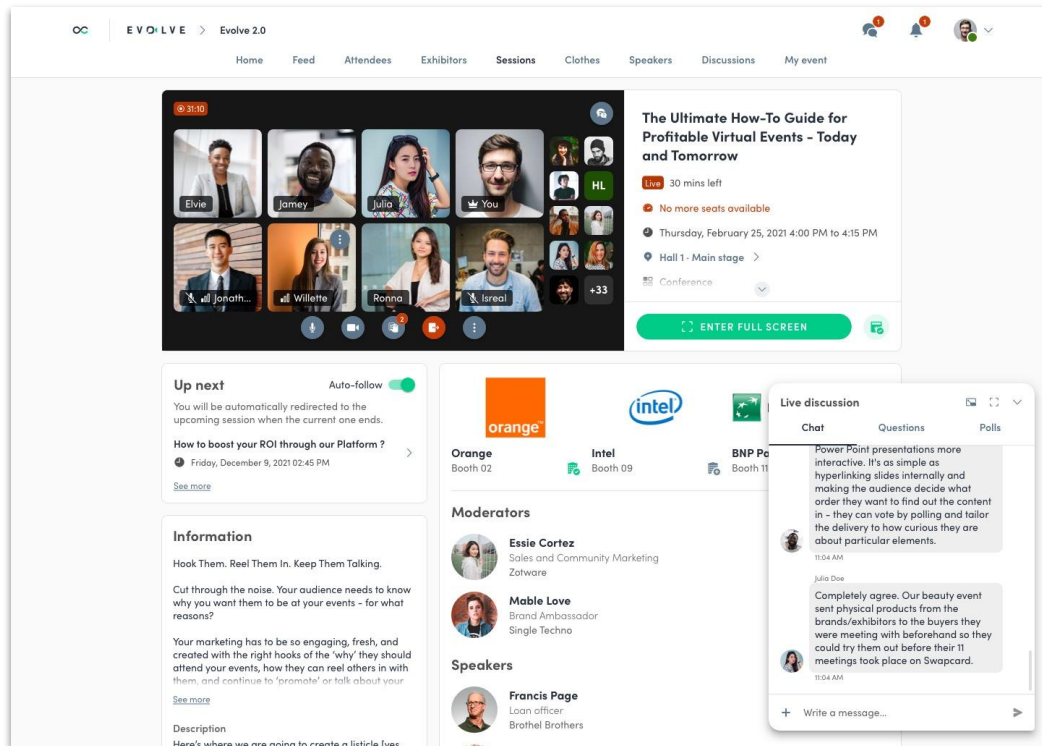## Training Guide

Overview

Sponsor Spotlight Sessions, called Roundtables in Swapcard, are a new feature for EclipseCon 2021. **They are 30 minute sessions and are run entirely by the sponsors themselves.** They will be listed within the main agenda and attendees will be encouraged to join.

Essentially, the session is a multi-person video call or webinar that happens within Swapcard (rather than via an external tool like Zoom or a live stream). Alongside the call window, there will be a Live Discussion chatbox, similar to other types of Swapcard sessions.

There are two ways to set up and utilize this feature. You'll need to make a selection based on what kind of experience you want to create (Q&A, demo, etc), and let us know which style you prefer.

Traditional Roundtable

Option 1: Traditional Roundtable

Choosing this option sets the session up as a group video call. By default, everyone will join with their Camera and Microphone OFF.

You'll need to assign one or more Moderators to the session to welcome Participants and conduct the call. The Moderator will be able to mute and unmute anyone as well as remove anyone from the session.

Up to 8 people can be on video at a time. Up to 50 people can have audio turned on at the same time. Up to 100 people can participate in a session.

Moderated Stage

Option 2: Moderated Stage

Choosing this option sets the session up as a webinar-style group call. You'll need to plan to assign one or more Moderators to your session. The view will be a Moderated Stage that divides the view into two sections: one with Moderators and one with Spectators. If desired, Moderators can invite Spectators onto the stage, where their video and audio can be turned on. Up to 20 people can share the stage with audio and video on. Up to 100 people can participate in a session.

The Moderator controls the session and can mute and unmute anyone, remove anyone from the stage, remove anyone from the session, etc. Only Moderators may share their screens.
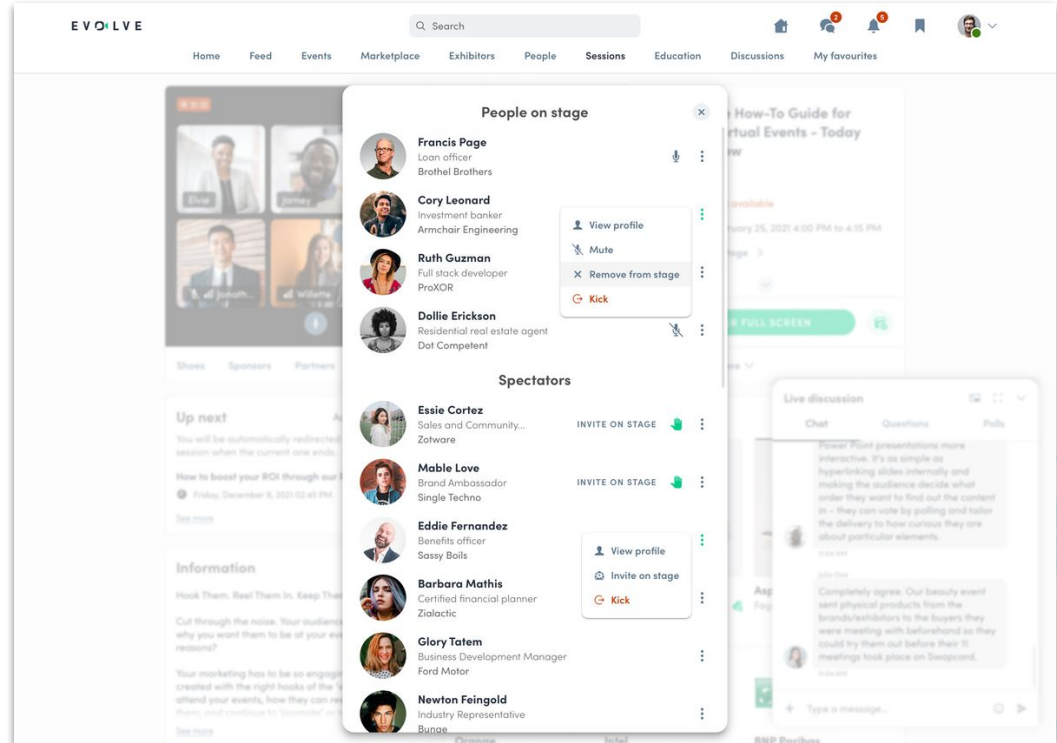
Spectators may raise their hands to ask to come onto the Moderated Stage. They may choose to only share audio if they wish.

Inviting Spectators on Stage

By default, each *Moderator* joins the section "on stage" and each participant joins the section below as a Spectator. *Spectators* must ask the *Moderators* to be allowed on stage by clicking the "raise hand" button.

Moderators are able to see the list of people with their hand raised, and can then choose which *Spectators* are allowed on stage by clicking on the 3 dots next to the participant and selecting "Invite on stage" from the drop down menu that appears.

When finished, participants can manually leave the stage or the *Moderator* can remove them from the stage.
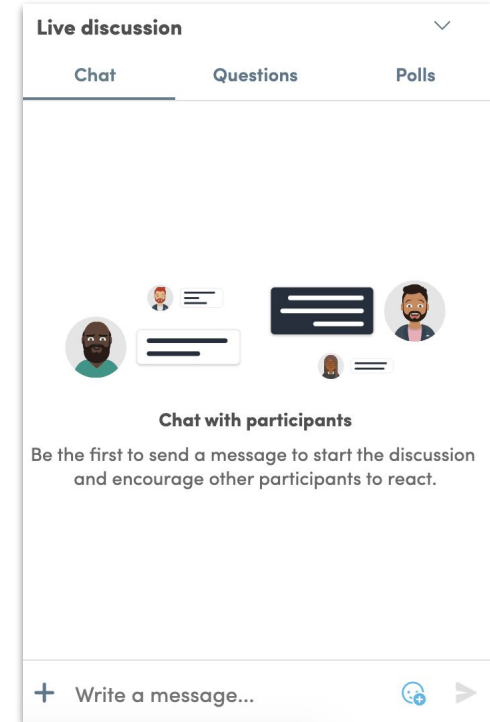
Available Features

Chat, Q&A, and Polling Functionality

The *Live Discussion* is separated into three channels: *Chat*, *Questions*, and *Polls*. By default, all three tabs are displayed in the *Live Discussion* at all times.

- Chat: Attendees can engage and interact with each other via text. Attendees can react to messages in the chat with a full range of emojis like 👍👎👋💚

- Q&A: Attendees can ask questions to speakers and upvote with a 👍 for the questions they are most interested in having answered - that way speakers know which questions to prioritize.

- Polls: Moderators can run polls and quizzes by directing attendees to the Polls tab at any time. You can find a detailed guide to using polling on Swapcard here.

As with most video conferencing software, you will be able to share your screen with other participants if you choose. Please note, however, that while videos are able to be shared out, audio shares are not supported.
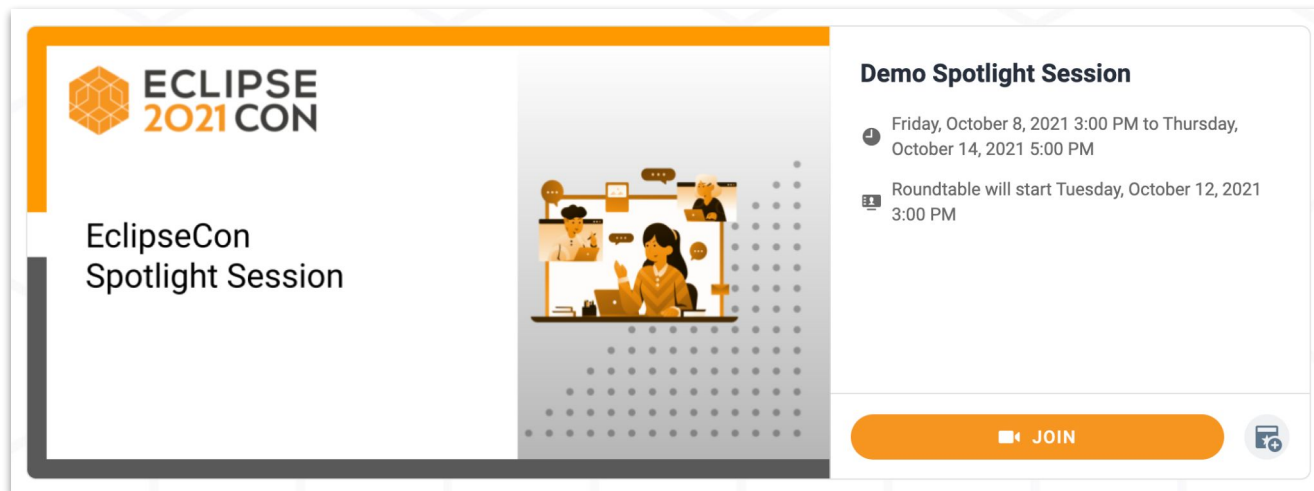

Live discussion

Chat   Questions   Polls

Chat with participants

Be the first to send a message to start the discussion and encourage other participants to react.

Write a message...

Day of Event
Joining Instructions

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Joining your Session

Click the Agenda button on the Swapcard home and locate your session within the program. Click the Join button to enter the Roundtable session and turn on your audio and video.

Moderators can join their session at any time prior to the live event, so feel free to practice as needed. We recommend you log in at least 10 minutes prior to the session start time to get familiar with the tool and discuss any last minute details with your colleagues.

Thank you!

Join the conversation:

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