



ESHOW SPEAKER INFORMATION PACKET

Technical Specs:

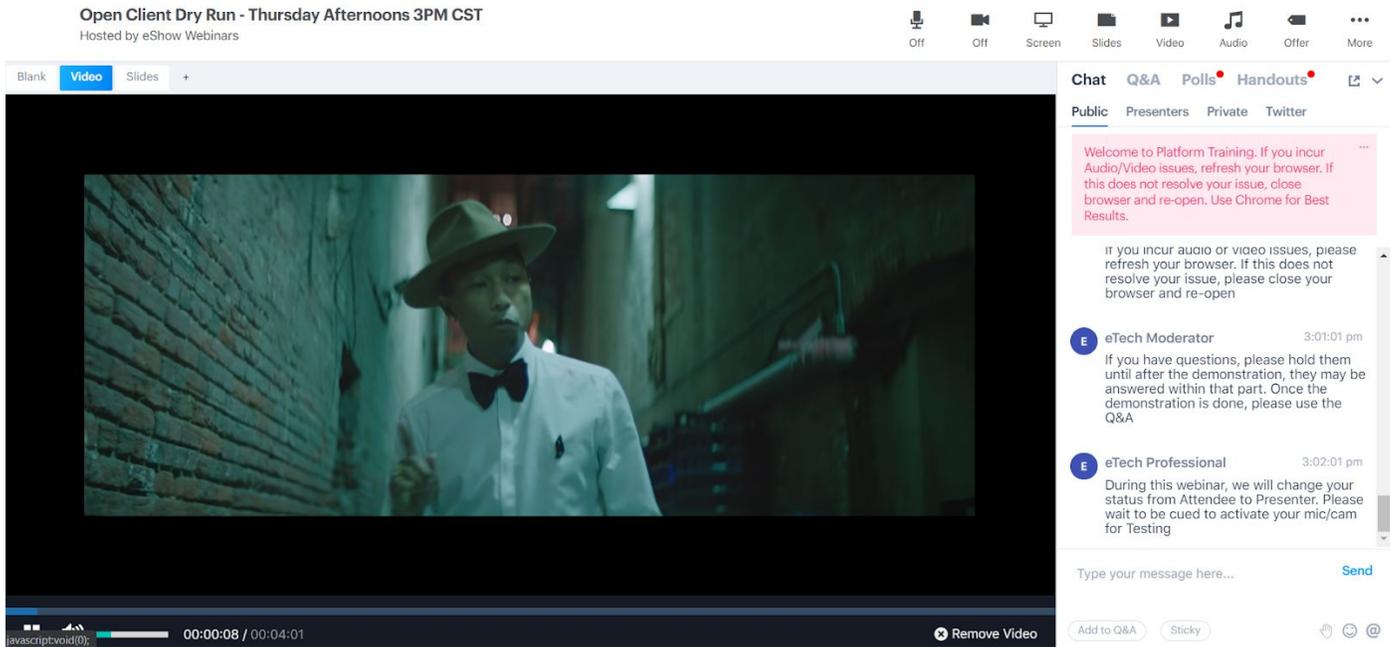
- **VPN: Turn off VPN** (this often blocks your camera and mics on the platform)
- **Firewall:** High-level firewalls may cause an initial delay but will catch up (do not restart computer).
- **Operating System:** PC: Win. 10; Mac: Mac 11; Big Sur: 10.15; Catalina or Mojave: 10.14
- **Browsers:** Preferred: Chrome; Acceptable: Edge; Not recommended: Firefox or Safari; Unusable: Internet Explorer
- **Important Notes:**
- **If you are using zoom/GTM/Ring Central/Microsoft Meetings/Skype, etc. before your login time you MUST restart your computer before to clear the settings.** These apps will often run in the background and will hold on to your camera/mic settings, meaning you cannot activate a camera/mic in two places and there will be a chance you cannot use the camera or mic on Eshow. (It will look as though it is working on your end but attendees will not be able to hear or see you.)
- A military device or network will require you to contact your Admin/IT Department to enable/disable certain security settings. Inform them that you are going to being a webcam/mic from a **browser-based platform**.

Important Items for Speakers:

- **It is highly recommended that you log into your session 60 minutes before start time to ensure everything works properly.** This can be accessed through the speaker lounge.
- **PowerPoint files need to be converted to PDF before uploading. Maximum file Size 100MB. Multiple Slide Decks can be uploaded.**
- Only Moderators can Mute/Unmute People and Turn off Cameras (not turn on.)
- Hover over the Q&A or Chat with your cursor, it will give you additional options. Click on the 3 Dots that appear on the right to see the options.
- Virtual Backgrounds or Filters are **NOT** recommended
- A MAXIMUM number of NINE People can be on Camera or Mic simultaneously. If more than nine try, there will be Audio/Video issues, with a potential of session crashing.
- The welcome page will offer a drop-down tab on the left-hand side; select "Virtual Session Access" to view the sessions that you are signed up to speak in. When the session is active you can join through the "Join Webinar" button. Join by computer Audio.

IMAGES FROM A WEBINAR

SPEAKER VIEW



ICONS ON THE SCREEN



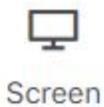
SETTINGS - Dial information is here, as well as the place to switch to a different microphone or camera if available and necessary.



MIC - This is how to activate/deactivate/mute your mic.



WEBCAM - This is how to turn on / turn off your webcam.



SCREEN - This is where to go to do Screen Sharing.

POWER TIP: If you have animations and want to keep them in your presentation, you'll have to use **SCREEN**



Slides

SLIDES - This is where to upload the Slide Deck(s). They MUST be in PDF format. Under 100MB. No animations. No Video Embedded. No Audio Embedded. Multiple Slide Decks can be uploaded.

POWER TIP: If your internet is not strong enough to Screen Share but still want to use animations, video, audio embedded in your presentation, you can convert your slide deck into a MP4 very easily in PowerPoint.



Video

VIDEO - This is where to upload Video(s). Must be MP4 Format. Up to 4GB. There is also an option to use a YouTube Video Link. MUST be YouTube. Vimeo or other websites will NOT work. Multiple Videos can be uploaded.

POWER TIP: To bypass the File Size Limit or to if you're worried about having enough time to upload your video, upload your video to YouTube whenever you are ready before the conference and bring that link to instantly have usage in session. NOTE: Video settings can be private but "allow embedding" must be selected.



Audio

AUDIO - This is where to upload Audio. Must be MP3 or WAV. Multiple Files can be uploaded.



Offer

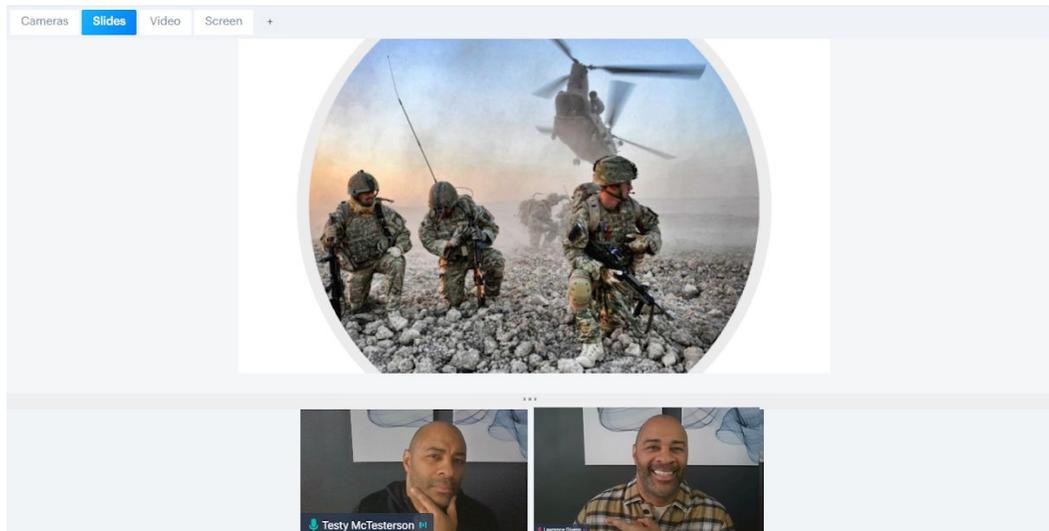
OFFER - There is where to create a Digital Coupon.



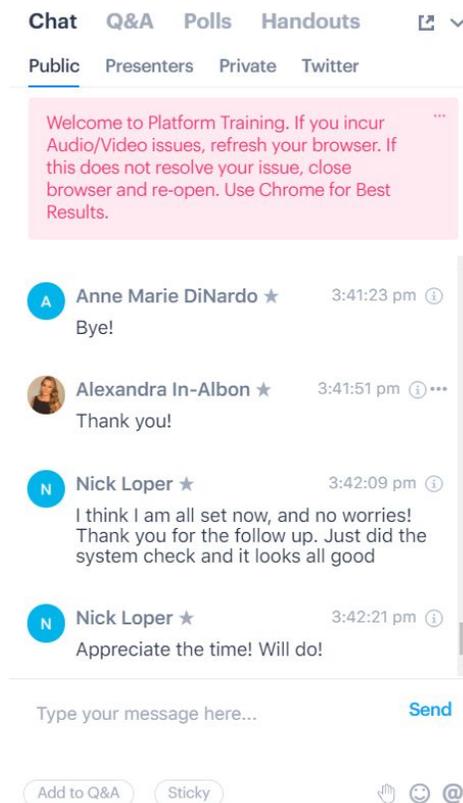
More

MORE - This is where the display language of the screen can be changed.

THIS IS THE PRESENTATION AREA



THIS IS THE COMMUNICATION BOX



“CHAT” FIELD NOTES

- “Public” Chat, if activated, is where anyone can post and anyone can see it.
- “Presenter” Chat is where only Presenters/Moderators/Session Managers/eTech Pros can see the chat. Use this to communicate with each other before and during the Presentation so you aren’t digging through the Public chat to see messages from each other
- “Private” Chat is one on one messaging. Note this chat erases itself if you refresh your screen or (a written answer).
- Twitter, if activated, is where anyone can live tweet from the platform

“Q&A” FIELD NOTES

- By default, any Questions posted are not seen by the public. Basically it’s a pre-filtering mechanism.
- “New” column or Unpublished Questions are only visible by the person that asked it and the Presenters/Moderators/Session Managers/eTech Pros
- “Answered” column is where any question that has been physically answered appears (a written answer).
- “Published” column is where Questions that were physically pushed to the public to be seen, by hovering over the question and selecting “Publish” ... These questions are now seen by everyone in attendance.

“POLLS” FIELD NOTES

- Polls can be created and placed in a Queue to publish at any time or can be published from session start.
- Polls must be “Open” to be done and for the public to see the results
- “Closed Polls” + Results are only seen by Presenters/Moderators/Session Managers/eTech Pros

ATTENDEE VIEW

Open Client Dry Run - Thursday Afternoons 3PM CST
Hosted by eShow Webinars



Audio Help More

Chat Q&A Polls Handouts

Public Twitter

Welcome to Platform Training. If you incur Audio/Video issues, refresh your browser. If this does not resolve your issue, close browser and re-open. Use Chrome for Best Results.

If you incur audio or video issues, please refresh your browser. If this does not resolve your issue, please close your browser and re-open

E eTech Moderator 3:01:01 pm
If you have questions, please hold them until after the demonstration, they may be answered within that part. Once the demonstration is done, please use the Q&A

E eTech Professional 3:02:01 pm
During this webinar, we will change your status from Attendee to Presenter. Please wait to be cued to activate your mic/cam for Testing

Type your message here... Send

Add to Q&A

BEST PRACTICES

- Use Headphones (even basic ones you use for listening to music or to talk on your cell phone) They eliminate echos, the need for you to turn up your volume all the way & mic on them is usually better than your computer's
- Raise your webcam to at least eye level so you aren't looking down at your audience.
- Have more light in front of you than behind you, especially if you have a white wall or window behind you. The camera will expose for the brightest thing on screen, if it's not you, then you'll appear dark and shadowed out. A lamp works well if you don't have professional style lights on a stand.
- Restart your computer before logging in, especially if you've been on apps like RingCentral, Skype or Zoom. Often these apps will hold on to your webcam settings and not let you activate in our platform. Also this will help shut down apps you aren't using and redirect bandwidth and computer processor power towards presenting.
- Try to have as few devices connected to your internet as possible to maximize your upload speed. That means no online gaming, streaming, or other video chats occurring when you are presenting if possible. Also be as close to your router as possible or plug in via network cable if that is an option.
- Please do not use virtual backgrounds. More often than not they appear pixelated and require extra bandwidth.
- Don't forget to mute your computer notifications and sounds, as well as muting your cell phone.
- Pacing matters! Slow down, take moments to breathe and pause frequently.
- Less is MORE! Be clear and don't offer too many tools and resources at the same time
 - Consider picking 1-3 tools max to use during the entire session so participants do not get overwhelmed
 - Don't clutter your slides - using more photos/graphics - large font - minimal bullet points