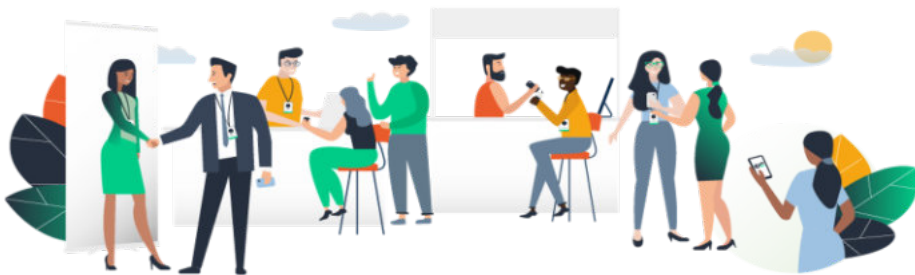
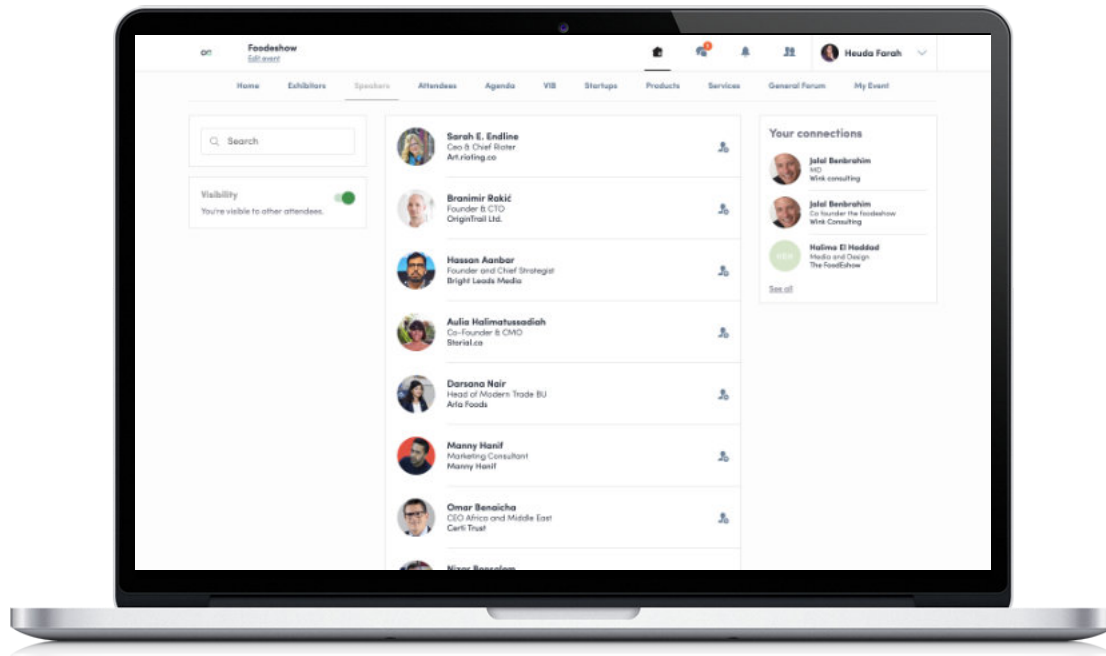


Speakers Guide



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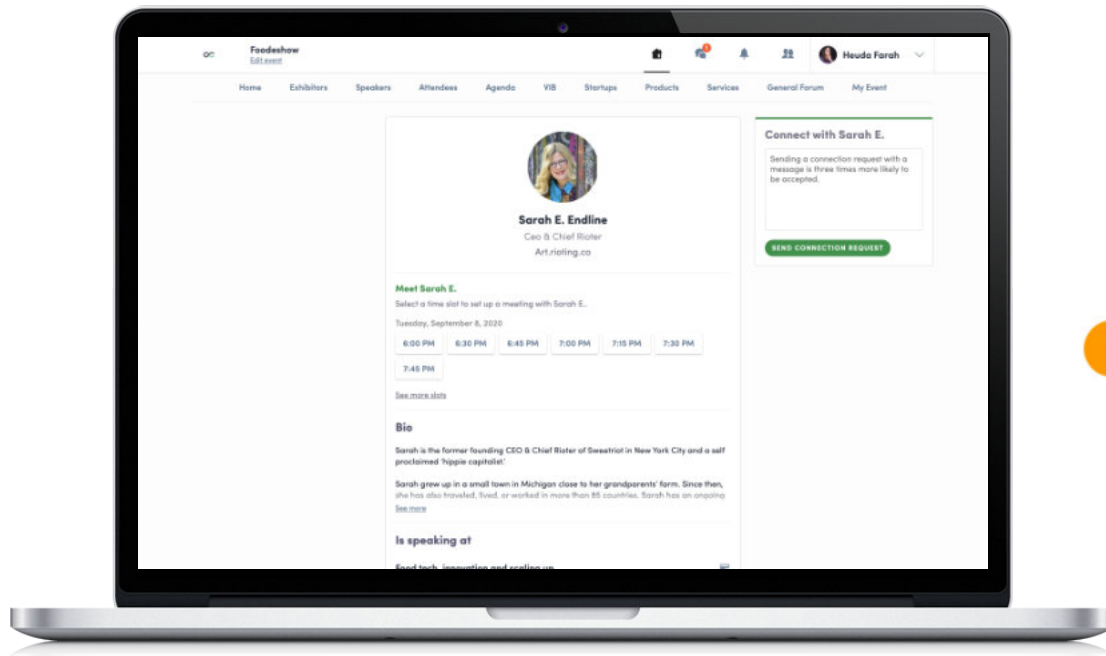
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2021
21. – 24.03.
ONLINE



Find your contact details in the speaker list.

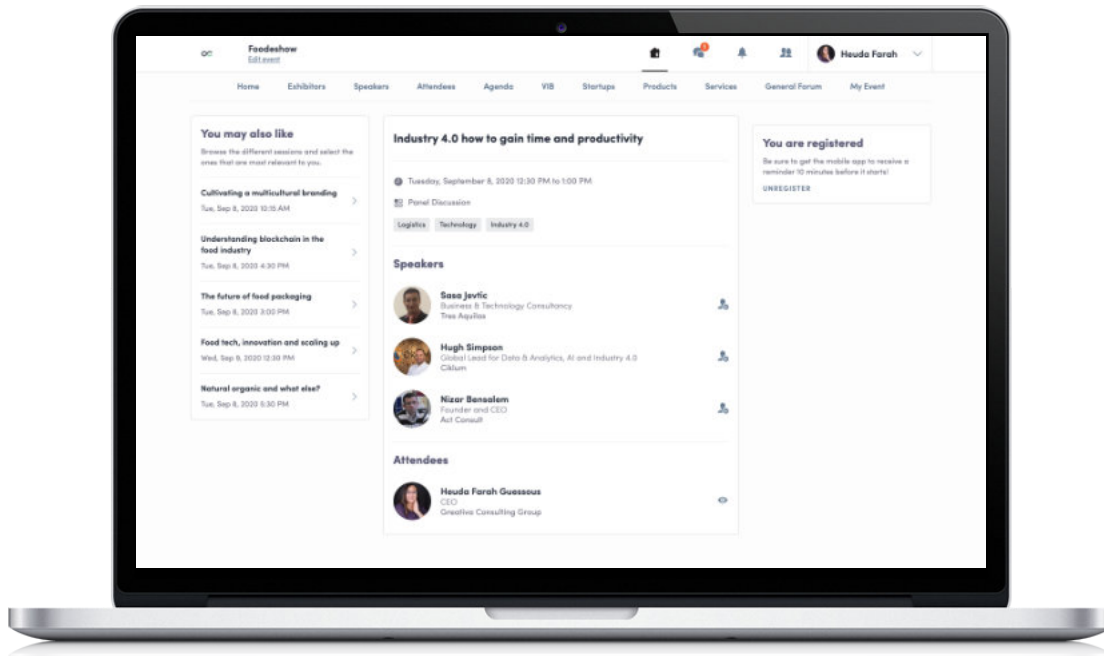


Participants can access to your profile and add you to their contacts (only if you are a registered user of the application).



Without your consent, your profile only shows your first name, activity, skills, the sessions you are involved in and a bio description.

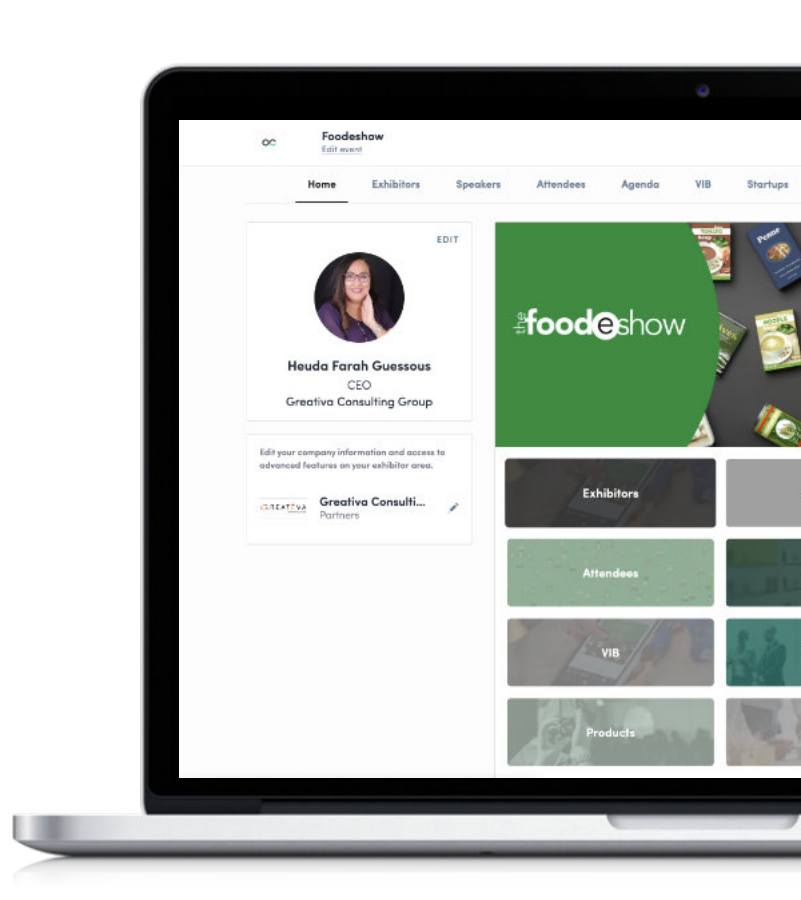
N.B. : If these details do not appear, do not hesitate to send them to the organizer to complete them.



Consult the complete attendee list and attendees who registered for your sessions.



Look for profiles that may be of interest to you to share your knowledge and connect with them before, during, and after the event



This information is also available on the webapp.

To manage your profile details, go to your profile on app.swapcard.com

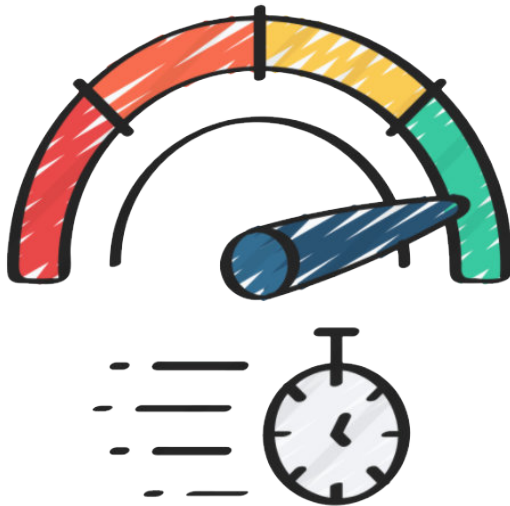
A large, dark blue geometric shape on the left side of the slide, consisting of a rectangle with a diagonal cut from the top-right corner to the bottom-left corner.

Before the event

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Internet browser:
We strongly recommend to have the latest version of [Google Chrome](#) and/or [Mozilla Firefox](#).
You may have technical difficulties with [Internet Explorer](#).

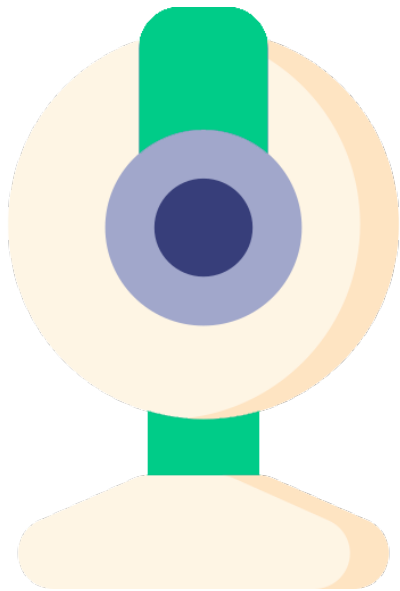


System check:

The minimum required bandwidth for live events is around 1 Mbps, but an optimum situation would be a **bandwidth of 3 Mbps**. Test your connection speed, browser and operating system version, microphone & webcam

[→ HERE ←](#)

The best scenario would be to have a wire connection with an ethernet cable.



Integrated webcams & microphones can work well for small events. You may have to invest on external equipment if you want to provide a high-quality streaming experience to your audience.

"A poor quality video can make someone 62% more likely to have a negative perception of the brand that produced it." - Hubspot

A dark blue geometric shape, resembling a right-angled triangle with a diagonal cut, occupies the left side of the slide. The hypotenuse of the triangle is a diagonal line running from the top-right towards the bottom-left.

During the event

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1

Have a simple background: avoid any "visual noise". Make sure your background space is refined.

2

Block shirt color: Avoid any patterns like stripes or squares, as they can cause optical illusions and eye sensitivity for the audience.

3

Lighting: The sun is your best friend! You can play with shades to find the perfect lighting for you. You can also use a simple lamp right next to your screen, pointing at you

4

Raise your camera: The lense should always be a little bit above your head line. This makes for a more flattering profile. Make sure you don't sit too close to your device.

5

Eye contact: When you want to give the illusion of making eye contact with your audience, look straight into your camera lense. This creates a feeling of intimacy and engagement between you and your audience.

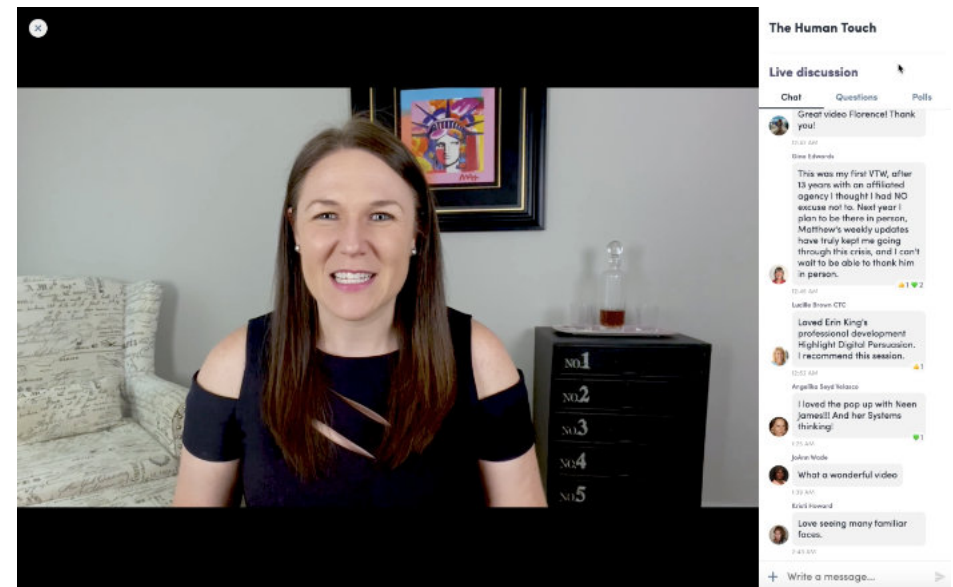
6

Smile 🙌: Join the session 10-15 minutes early to double-check all the technical points and welcome attendees in the chat when they arrive. A little effort here goes a long way in looking professional and prepared.



Polls & Chat

You can engage with your audience in real time and even create data analytics by launching polls at crucial moments during your presentation. You will then find out who your participants are and what they think. These tools go a long way to increasing your engagement rate, by capturing your audience's attention.



Streaming session onboarding

Your on-boarding on streaming tools as a speaker will depend on the process chosen by the event organizer. For more information, please have a look on our [Resource center](#).

YouTube Live

- Click on the link sent by the organizer, and connect yourself with the credentials provided
- Go on the live session created
- Enable Audio & Video & Microphone

Zoom

- Click on the link sent by the organizer
- Enable Audio & Video & Microphone