

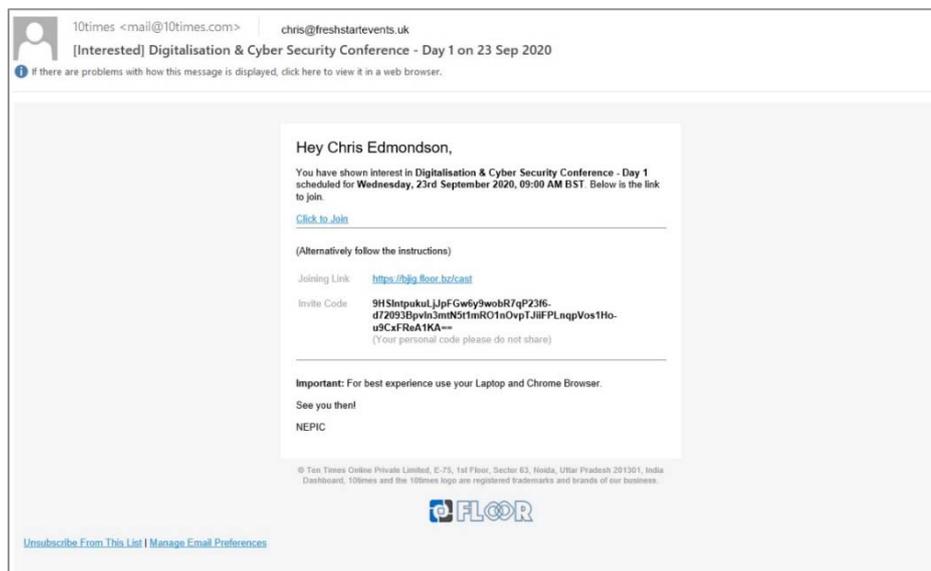
# NEPIC VIRTUAL EVENTS & CONFERENCES

## User Guide for Speakers

Welcome to the Speaker Guide for NEPIC online events.

NEPIC have teamed up with an events management company (Fresh Start Events) to use their FLOOR online event, conference and exhibition platform.

This guide will take you through the process of joining the FLOOR platform and the functions available to you once you have joined to ensure you can make the most of your time with us.



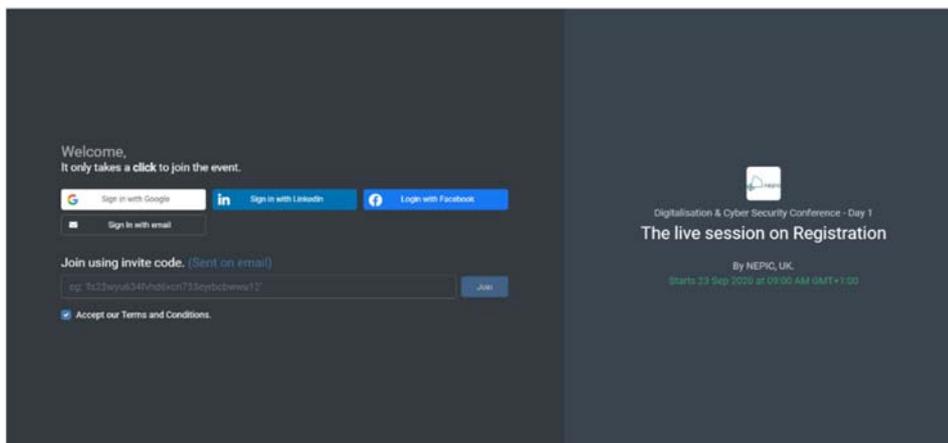
### Joining the FLOOR Platform

You will receive an invitation from 10Times.com to join the FLOOR Platform.

To access the platform, follow the "Click to Join" link.

This will then direct you to a web page (seen through a browser)

Ideally please use **Chrome** or **Safari**. Other browsers have security issues with the FLOOR platform.



The form asks you to register in one of four ways,

1. Google
2. Facebook
3. LinkedIn
4. Email

Please note, if you choose Google, Facebook or LinkedIn the form will try to extract your information directly from your profile on that platform.

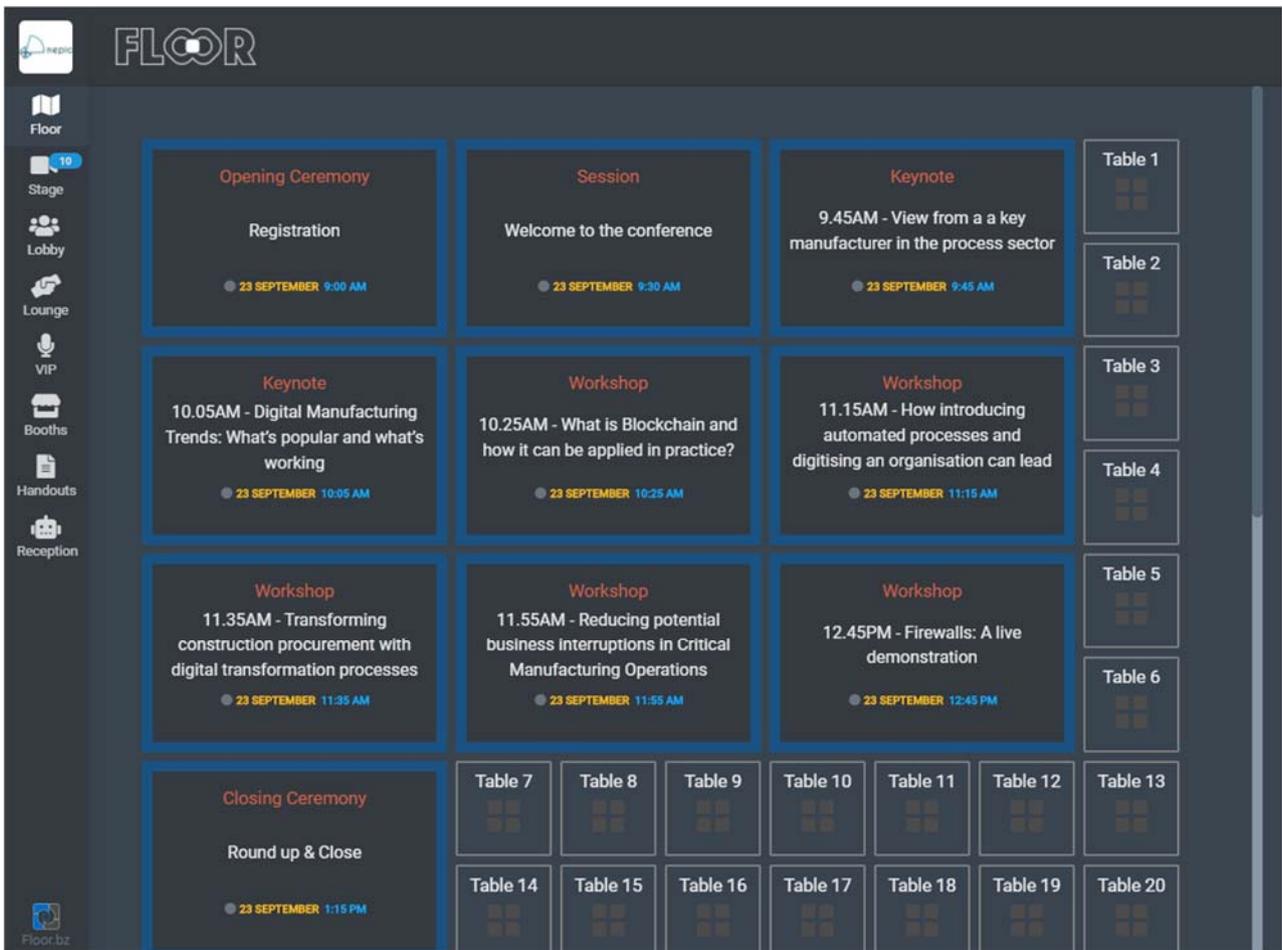
Selecting Email as the registration type will then prompt you for additional information,

- Your name
- Your organisation or company
- Your designation (job role)
- City
- Country
- Phone number (plus country code)

Once you have completed registration, the event FLOOR platform will open and you will arrive in the section called registration.

You can check (and edit) your profile by clicking your image at the top right of the screen.

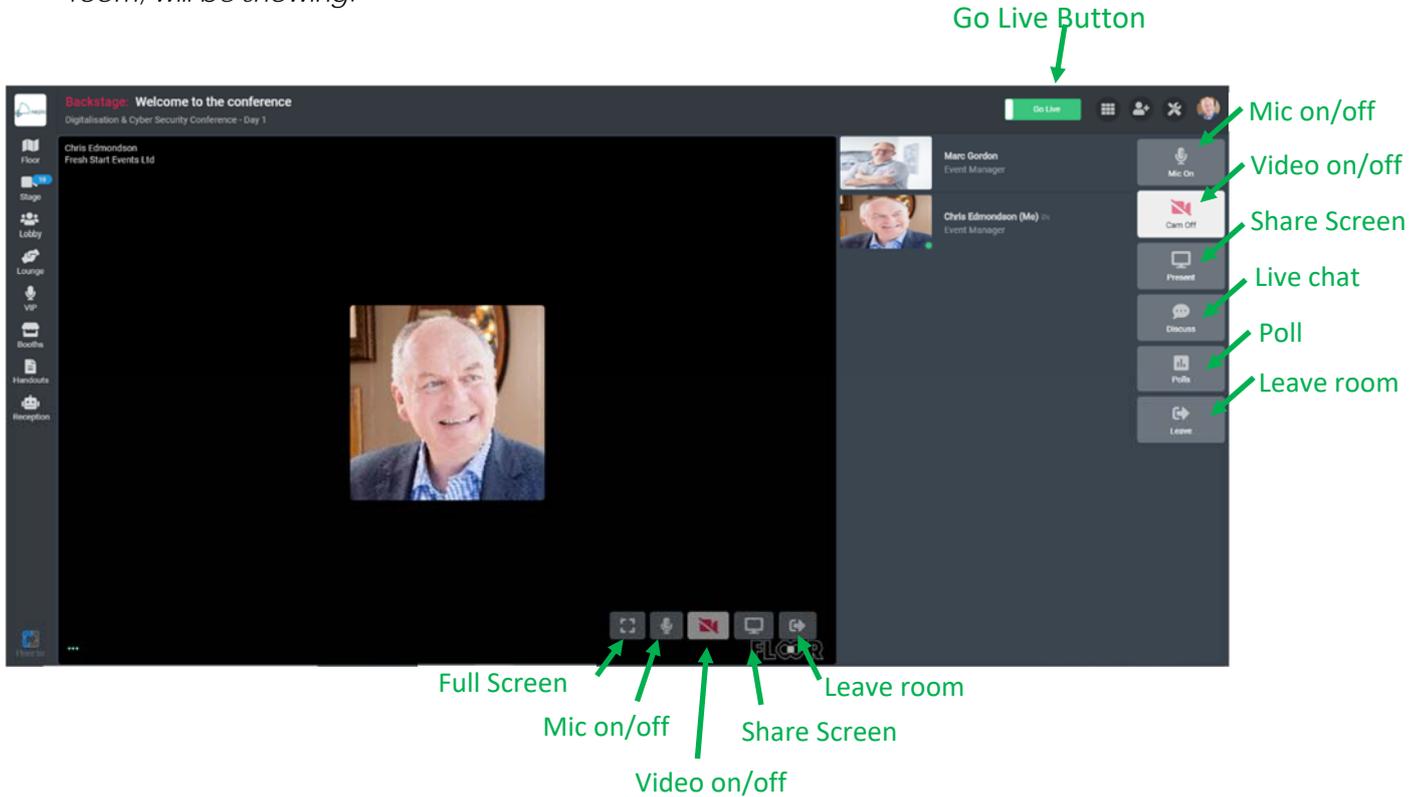
In Registration you can immediately see the event agenda and icons to navigate around the FLOOR platform.



## Entering Your Room

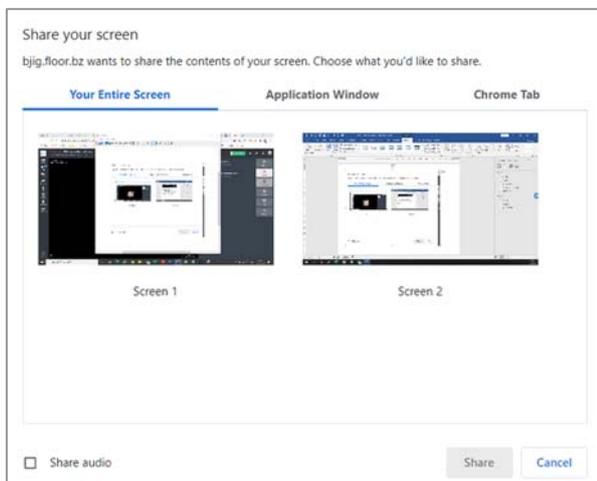
To access your speaking room, simply click on **'Join Room'** which will appear when you hover over your session shown on the event agenda.

You are now Backstage in your speaking room. *NB. The video feed is switched off in the image below, however, normally your video feed, plus anyone else who is backstage in your room, will be showing.*



Some of the functions available to you are:

- You can toggle your microphone and video feed on and off.
- You can share your screen (to show images or slide decks, etc.)
- You can chat with people in your room audience (and they can chat with you)
- You can leave your room to move around the FLOOR platform



When you want to share your screen, several options are available to you:

- Share a full screen (on a single or multi-screen computer)
- Share just one application (e.g. PowerPoint, Acrobat, etc)
- Share one of your Chrome browser tabs

## Starting Your Session – Go Live

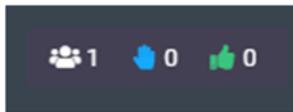
Once you are ready to start your session, click the **'Go Live'** button at the top of the screen.

This moves you from the 'Backstage' area onto the stage and the audience can then see and hear you.

Multiple people can be live on the stage at any point in time (providing they have the correct access rights).

Your audience can see you, but you cannot see their images.

When you hover with your mouse over the live stage, three icons will appear in the bottom left corner:

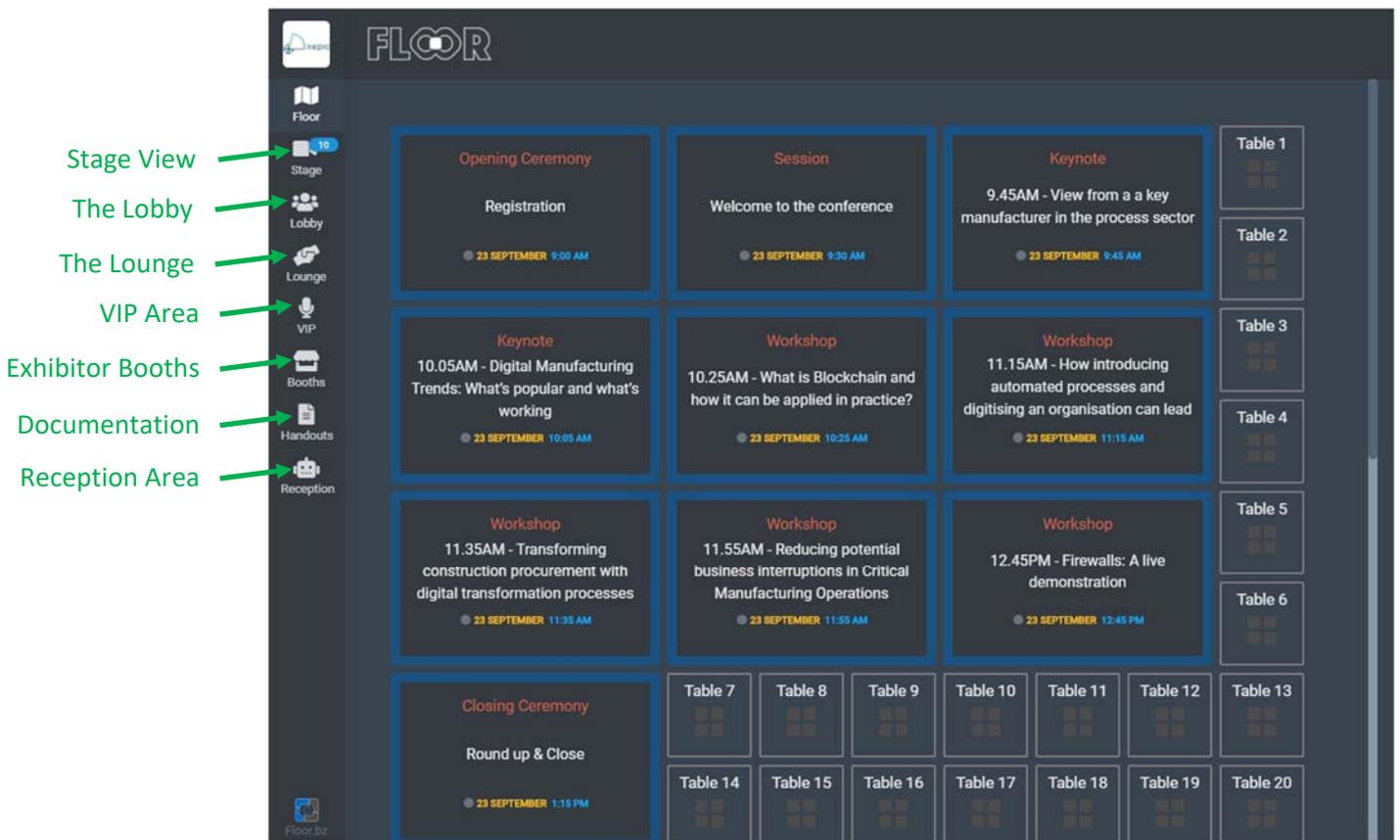


- Number of people in the audience
- People raising their hands to attract your attention
- Positive thumbs up responses

At the start of your session, please inform the audience how and when questions will be addressed.

**Please Note:** There are no session timers available, so you will need to keep an eye on time and finish your session at the time requested. Please do not over-run. Thank you.

## Other areas on the FLOOR Platform:



The screenshot shows the FLOOR Platform interface. On the left, a vertical sidebar contains navigation icons for: Floor, Stage (with a '14' notification), Lobby, Lounge, VIP, Booths, Handouts, and Reception. Green arrows point from text labels to these icons: Stage View (to Stage), The Lobby (to Lobby), The Lounge (to Lounge), VIP Area (to VIP), Exhibitor Booths (to Booths), Documentation (to Handouts), and Reception Area (to Reception). The main area displays a grid of session cards with titles, descriptions, and times. The cards are arranged in a 4x3 grid, with the bottom row containing a 'Closing Ceremony' card and a grid of 14 'Table' cards (Table 7 to Table 20). The 'Stage' card is highlighted with a blue border.



Overview of the platform functions and key areas:

- ***Stage View***  
See just the agenda of speakers and presentations at this event.
- ***The Lobby***  
See who else is on the FLOOR Platform and use this space to chat/interact with guests.
- ***The Lounge***  
Twenty tables of four are available for 'virtual' meetings. Ask another delegate to meet you at a table or join in with an existing conversation.
- ***VIP Area***  
Reserved for speakers and sponsors. Delegates can message VIPs who are showing as available and arrange a meeting or chat in their private booth.
- ***Exhibitor Booths***  
See who is exhibiting at the event and who is available for a meeting. If an exhibitor is showing as busy (i.e. in another meeting) simply hover over their logo and click the chat box to message them. If an exhibitor is showing as unavailable, they are away from their booth but can still be messaged to arrange a meeting.
- ***Handouts and documentation***  
Check this area to see if any handouts have been provided by the event organisers, the speakers, event sponsors or the exhibitors.
- ***Reception***  
Reception is where you will find details of the event hosts and can reach out if you have any queries.