

# Speaking at a Live Stream Session

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# Speaking at a Live Stream Session

## 1 Session setup

- ❖ Every session is hosted by Zoom and has all basic Zoom functions enabled. There is at least one host and one moderator for every session.
- ❖ The **host** is responsible for setting up and operating the Zoom session and making the presentation slides available for in-person speakers.
- ❖ The **moderator** is responsible for monitoring the chat room in the live stream and passing questions to the host.
- ❖ **In-person** presentations have audio and video devices tested beforehand. However, we suggest in-person speakers double-check their audio and video to make sure they're working correctly before they begin their presentation.
- ❖ If you are presenting **remotely** you should make sure you have Zoom and software such as Microsoft PowerPoint and Adobe Acrobat PDF Reader to display your presentation slides. If you don't already have a Zoom account, you can [sign up for a free one](#).
- ❖ If you are presenting in person and your presentation requires **any specific software**, you should inform and get in touch with your session chair. You may find who the chair is for your session on the programme page of the IJCLR 2022 website (<https://ijclr22.doc.ic.ac.uk/program/index.html>).

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## 2 Join the Zoom session

### 2.1 Join the session from the Attendee Website.

- ❖ Use the CVENT **Attendee Hub link** for IJCLR 2022 (<https://eur.cvent.me/dX95o>).
- ❖ You will need to enter your name and the email which you used to register in CVENT. Once you press “**Next**”, you will receive a confirmation email containing the code that you need to get into the Attendee Hub.
- ❖ You may follow the **instructions** (<https://ijclr22.doc.ic.ac.uk/attending/index.html>) for logging into CVENT if you are unfamiliar with the CVENT log-in process.



- ❖ After logging into Attendee Hub, then press the tab “**All Sessions**” at the top of the page to navigate session info.

# Speaking at a Live Stream Session

All Sessions

Q Search Time ▾

All Sessions Before Event **Wednesday, 28 September** Thursday, 29 September Friday, 30 September

09:00

09:00 - 09:15 GMT Included session  
Flitcroft Room, Cumberland Lodge

**Welcome Address - Wednesday 28th - 09:00 - 09:15 (BST)**

Welcome Address by the General Chair, Professor Stephen Muggleton

Virtual session

- ❖ You can filter the sessions to per day as well.



**Janie Davis**  
VP of Product Management  
Bluecorp

[Join session](#) [Remove session](#) [Join as speaker](#)

Planners want an aspect of excitement and innovation built into their events, but where can they look to get creative? The hotel, that's who. Recommended for: Hotel Chain Executives, Hotel Sales & Marketing Directors, Hotel Management, Hotel Ownership, Sales Managers.

- ❖ Once you find your session, click the session name to access the joining options. We recommend speakers join 10 minutes before the session's scheduled start time.

# Speaking at a Live Stream Session

## 2.2 Join the session using the Speaker URL.

- ❖ A link has been distributed by our event planner (Bridget Gundry, [bridget.gundry@imperial.ac.uk](mailto:bridget.gundry@imperial.ac.uk)) email to every speaker. A speaker may use his/her link to join the session as a speaker.
- ❖ When you click the link, you will join the session with speaker-specific interactivity features enabled.

## 2.3 Join the session for in-person presenters.

- ❖ A laptop is provided on the lectern which will have the link to join the Zoom session. When you click the link, you will join the session with speaker-specific interactivity features enabled.
- ❖ Presentation slides which are sent to us before the event will be loaded on the laptop in the presentation room by the moderator.
- ❖ If you have a more recent version of the slides which you haven't sent to the event planner (Bridget Gundry, [bridget.gundry@imperial.ac.uk](mailto:bridget.gundry@imperial.ac.uk)), please bring a USB stick to load them into the laptop.
- ❖ We aim to have the Zoom session set up 5-minutes before the start time. If the Zoom session has not been set up, please find the session moderator or the session chair to help.

# Speaking at a Live Stream Session

## 3 Check in with the session host.

- ❖ All sessions use **Live Q&A**. We recommend speakers check in with the host before the session begins to determine if they will send the current questions to you over chat, or if the host or a separate Live Q&A moderator will say them aloud.
- ❖ You can also use the time before the live stream starts to touch base with the host, and any separate moderators, if applicable, on any other session details you want to review.

## 4 Session recording.

- ❖ All sessions are recorded by default. If you have specific concerns regarding recording your presentations, please discuss them with your session chair before the start of your session. You may find who the chair is for your session on the programme page of the IJCLR 2022 website (<https://ijclr22.doc.ic.ac.uk/program/index.html>).

# Speaking at a Live Stream Session

## 5 Available in-situ equipment

- ❖ The following devices and equipment have been provided by the venue, sorted by the name of the presentation hall.
- ❖ Please refer to your session programme if you don't know where your presentation should take place.
- ❖ If you need additional equipment, please get in touch with your session chair before your presentation starts so your need can be best suited. You may find who the chair is for your session on the programme page of the IJCLR 2022 website (<https://ijclr22.doc.ic.ac.uk/program/index.html>).

### **Flitcroft room:**

Ceiling-mounted projector, lectern with microphone, laptop, Webcam, and web microphone. (We can also include additional microphones and wired network connections if necessary). *Technicians with AV equipment are available in the Flitcroft room for video and audio streaming.*

### **Sandby room:**

Ceiling-mounted projector, lectern with microphone, laptop, Webcam, and web microphone. (Wired network connections if necessary).

### **Hodgson room:**

Television, laptop, Webcam, and web-microphone. (Wired network connections if necessary).

### **Library room:**

Television, laptop, Webcam, and web-microphone. (Wired network connections if necessary).