

Boomset Speaker Videos

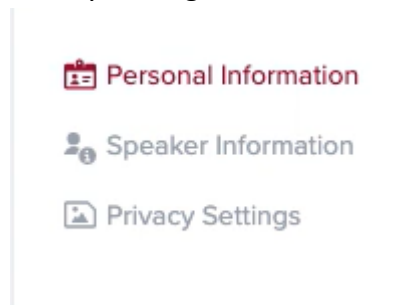
Main Boomset link: <http://virtual.boomset.com>

Video folder for Speakers: <https://vimeo.com/manage/folders/5207239>

Pre-Event Check for your streaming setup: <https://hopin.com/pre-event-check/>

Manage Your Profile

1. Click on your icon in the upper right corner.
2. Select Manage Your Profile
3. Three options:
 - a. Personal Information (landing page), including name, title, email address, etc.
 - b. Speaker Information, including bio and social media links
 - i. Social media links require http://
 - c. Privacy Settings



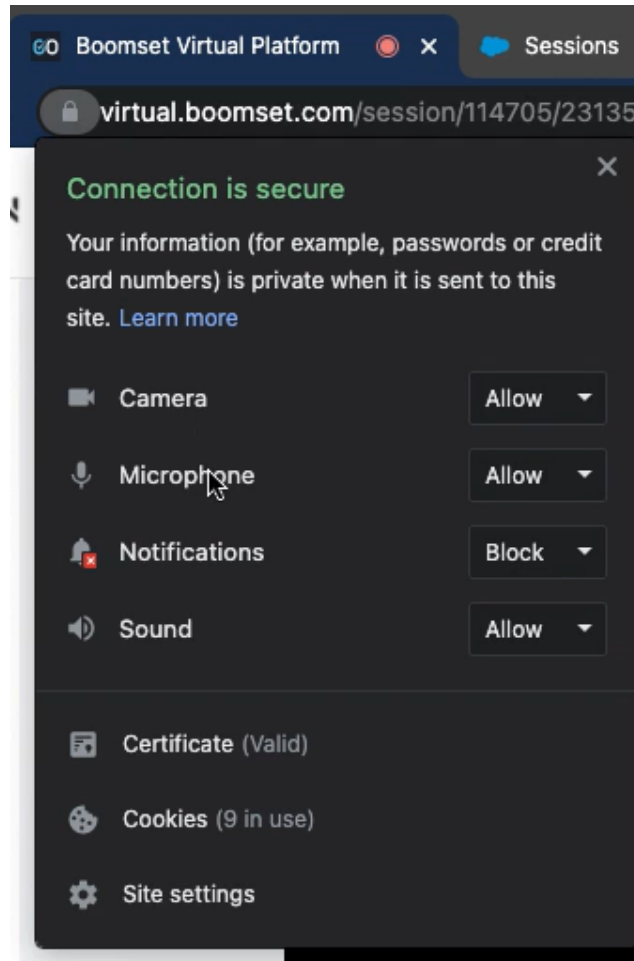
Speaker Rehearsals

1. Panelists
 - a. Share screen, start/end session and rehearsals, start/manage the video content
2. Moderator
 - a. Start/end session and rehearsals, curate polling & Q&A
3. Click **Start Rehearsal** to begin a rehearsal or to join an existing rehearsal
4. Buttons
 - a. Camera, Mic, Share Screen, Layout, Full screen, Settings, Record, Close Caption



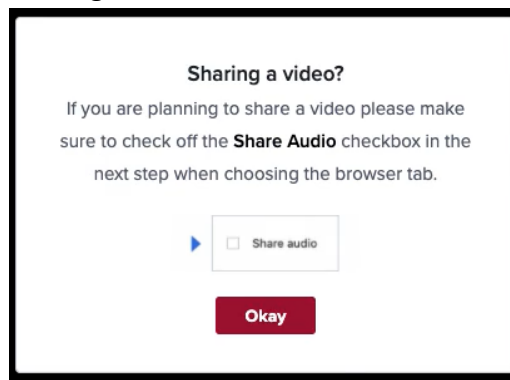
5. Check that your browser allows the camera and microphone.
 - a. Navigate to the URL bar
 - b. Click on the lock icon

c. Set Camera and Microphone to Allow

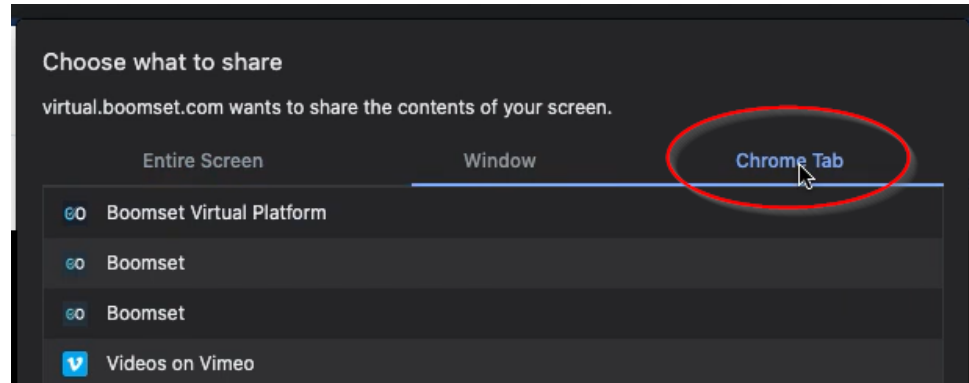


6. Share screen options

- a. Optimize for text & images – Standard PowerPoint presentation
- b. Optimize for motion & video – Video sharing
 - i. Full HD is optional
 - ii. Sharing a video? Click the OK button



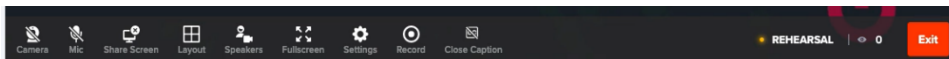
- iii. Choose what to share: Select the Chrome Tab, and choose the tab which has the video you want to share.



- iv. Check the Share Audio box at the bottom of the window (only available from chrome tab).

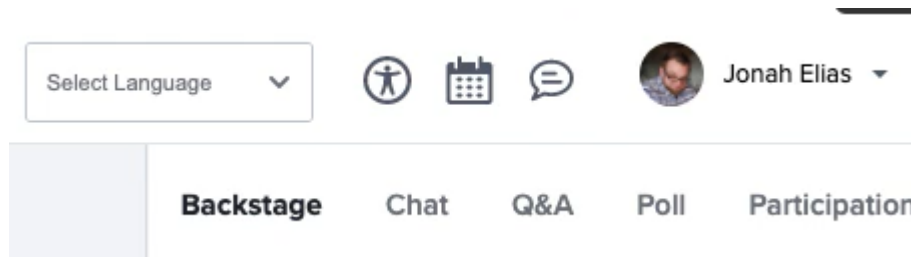


7. To end the rehearsal, either close the tab, or click the Exit button on the rehearsal window.








Speaker Tools

Not every session will have all the options selected. Available on the left-hand sidebar.



1. Backstage Chat
 - a. Available to panelists, moderators, other internal people
2. Chat
 - a. Available to everyone, moderated by the moderator
3. Q&A Panel
 - a. Question can be submitted and approved by the moderator
 - b. Can add an answer to the question once it has been answered by the speakers
4. Poll Panel
 - a. All session poll questions must be added ahead of time.

- b. Buttons across the top: add/remove countdown  , enable/disable editing (allow respondents to change their answers)  , show/hide results  , lock/unlock voting  , activate/deactivate the poll  .
5. Audience Participation
- a. Moderated by the moderator
 - b. Attendees will request access to the stage.
 - c. Moderator will approve the request.
 - d. Moderator can remove an approved attendee from the stage.

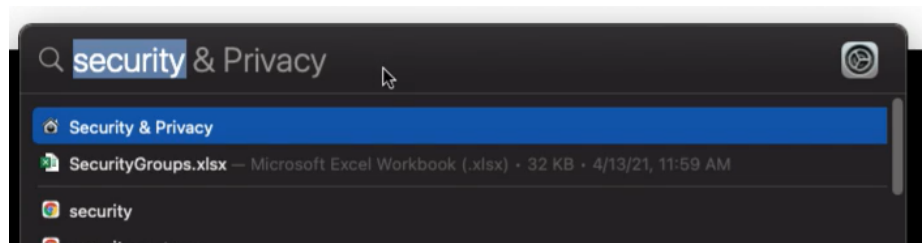
Speaker Tips and Tricks

This video is a good one to just watch. It is not Boomset specific.

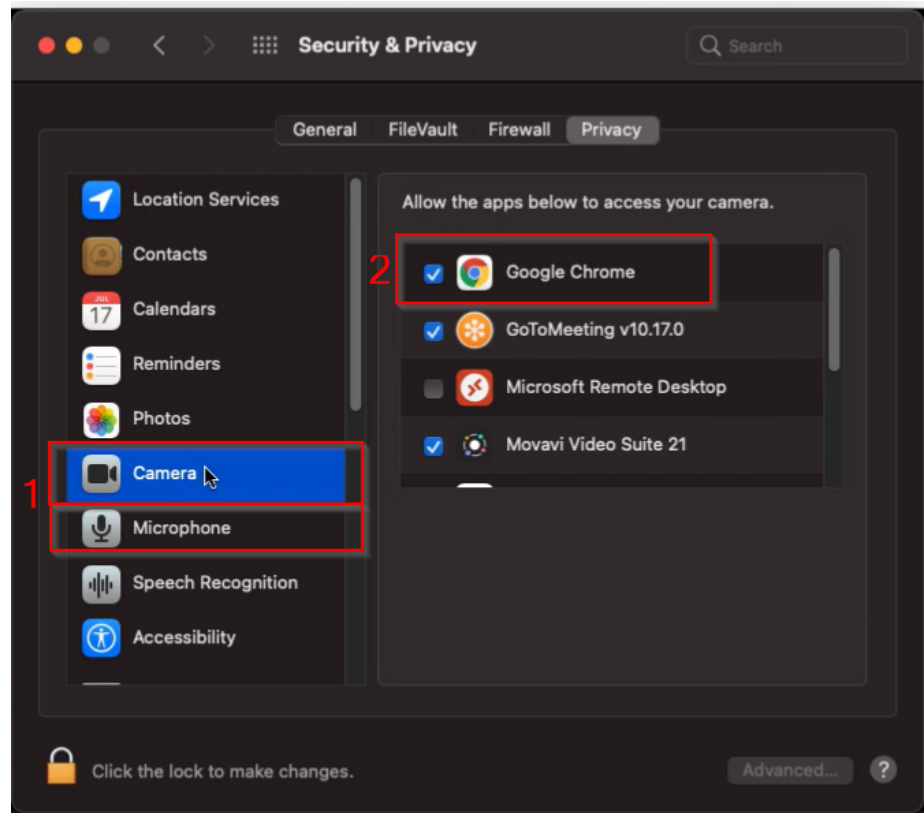
1. Background Noises – fans, pets, children
2. Understand Your Space – echoes can muddy the sound
3. Lightning – avoid direct light, no light, or back light
4. Sharing Screen – Share the smallest screen resolution
5. No Virtual Background – Boomset does not offer
6. Tidy Your Desktop
7. Notes on a separate device from the shared screen.

Speaker Troubleshooting

1. Recommended Browser
 - a. Chrome
 - b. Do not use a VPN or be behind a firewall
2. How to Fix Audio/Video
 - a. Check your browser settings to allow camera and microphone
 - b. Check settings in Boomset rehearsal room that the correct Audio and Video inputs are selected.
 - c. Check Security on your machine
 - i. Mac
 1. Spotlight Search
 2. Search for Security & Privacy



3. Camera/Microphone options – check Chrome to grant access.

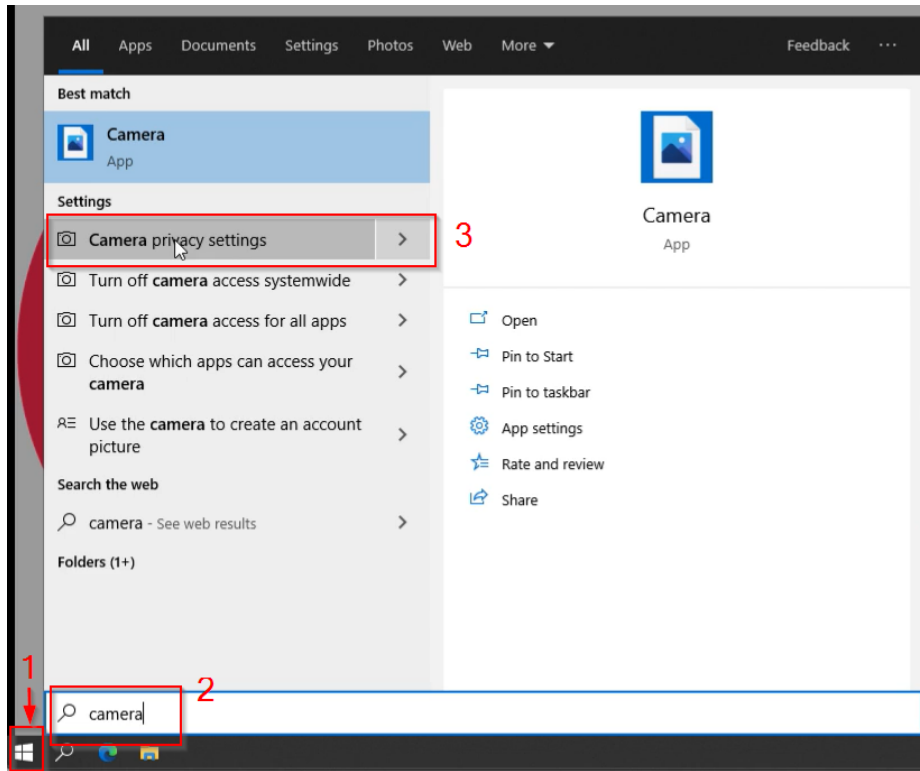


4. To make any changes, click the lock in the bottom left corner and reenter your password.

ii. PC

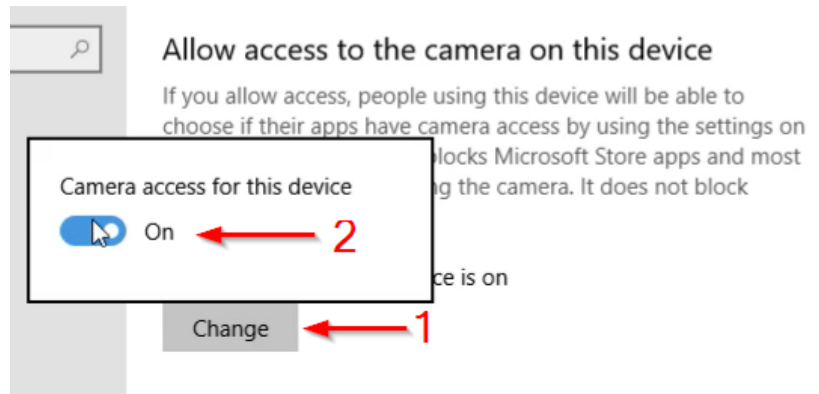
1. Go to the Start menu
2. Type in "camera" in the search bar

3. Once your app comes up, click on Camera Privacy Settings



4. Allow Access to the camera on this device

- a. Click Change button
- b. Change toggle to on



5. Allow apps to access your camera

- a. Toggle on

Allow apps to access your camera

If you allow access, you can choose which apps can access your camera by using the settings on this page. Denying access blocks apps from accessing your camera. It does not block Windows Hello.



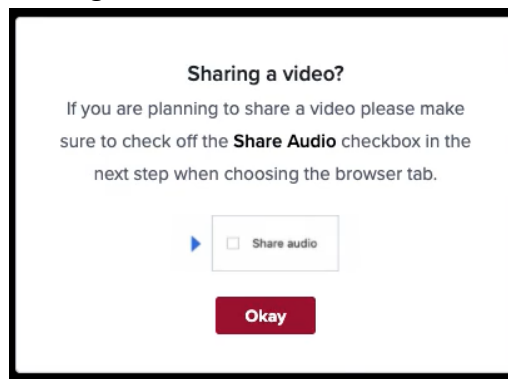
6. Scroll past the Microsoft apps section
7. Allow desktop apps to access your camera
 - a. Toggle on

Allow desktop apps to access your camera

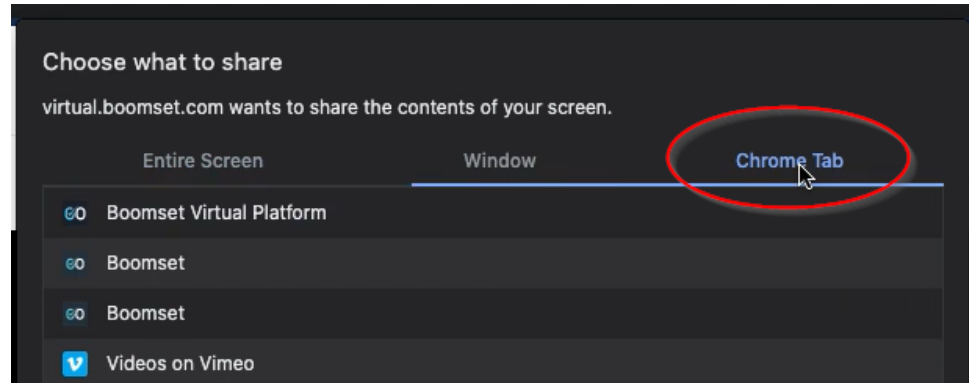
Some apps and Windows features need to access your camera to work as intended. Turning off this setting here might limit what desktop apps and Windows can do.



- d. You may want to check with your IT department to see if you have an organizational policy which turns those features off. A personal machine will get around those issues.
3. Sharing Your Screen
 - a. Optimize for text & images – Standard PowerPoint presentation
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- iii. Choose what to share: Select the Chrome Tab, and choose the tab which has the video you want to share.



- iv. Check the Share Audio box at the bottom of the window (only available from chrome tab).



4. Layout Control / Hiding Participants
 - a. Layout is unique to the user, not the presenter. You cannot control what someone else sees.

Questions

Please contact support@iltanet.org if you have any questions.

Video References

1. [001 - Virtual Platform - Speakers - Speaker Overview](#)
 - a. Visual Cues in Platform for Speakers
 - i. Home Page
 - ii. Session Search
 - iii. Speaker Overview
 - iv. Where is my Session?
 - b. Speaker Information
 - i. Review/Edit/Modify Information
 - c. Reviewing Your Session
2. [002 - Virtual Platform - Speakers - Speaker Rehearsal](#)
 - a. Rehearsals in Boomset
 - b. Starting Your Rehearsal
 - i. Activating/Modifying your Camera/Microphone
 - ii. Sharing Your Screen
 - c. Ending Your Rehearsal
3. [003 - Virtual Platform - Speakers – Speaker Tools](#)

- a. Backstage Chat
 - b. Q&A Panel
 - c. Poll Panel
 - d. Audience Participation
4. [004 - Virtual Platform - Speakers – Speaker Tips and Tricks](#)
 5. [006 - Virtual Platform - Speakers - Troubleshooting](#)
 - a. Recommended Browser
 - b. How to Fix Audio/Video
 - c. Sharing Your Screen
 - d. Layout Controls/Hiding Participants