

# SPEAKER GUIDE

**Turning physical into digital.**  
[letsgetdigital.com](https://letsgetdigital.com)





**Digital that feels  
(almost) like physical.**

# Prepare for attending the event

## Download the event app

You can find this in the App store or Google PlayStore. Log in and start your virtual event experience. Please note that sessions cannot be streamed via the app.

## Complete your personal profile

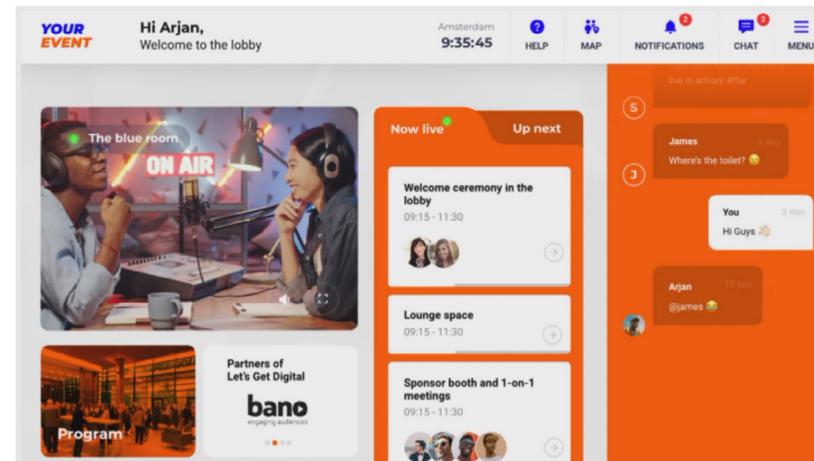
Add a profile picture and complete the contact details and bio if necessary.

## Get planning

Check out other program items, create your personal schedule & maybe even schedule some appointments.

## Get interactive!

Chat with other attendees, make new contacts and much more!



# Prepare for speaking at the event

## Update your Google Chrome

All speakers should attend the event via Google Chrome.

Ensure this browser is fully updated on the device that you will be attending the event from.

## Ensure a stable internet connection

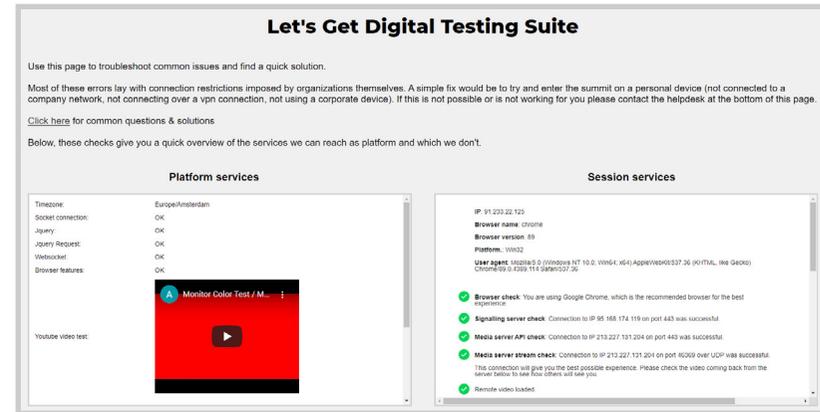
Make sure you have a reliable & strong internet connection.

You can check your internet speed at: <https://fast.com/>

## Test your microphone & camera

Test if your microphone & camera are working correctly in the platform. VPNs or specific corporate networks may block outbound/inbound media. To make sure that a specific network is not interfering, it is recommended to perform a small test. You can perform the test at:

<https://live.eventinsight.io/check.html> →



# Prepare for speaking at the event

## Use the speaker testing suite:

### Receive an email invite to your “virtual room”

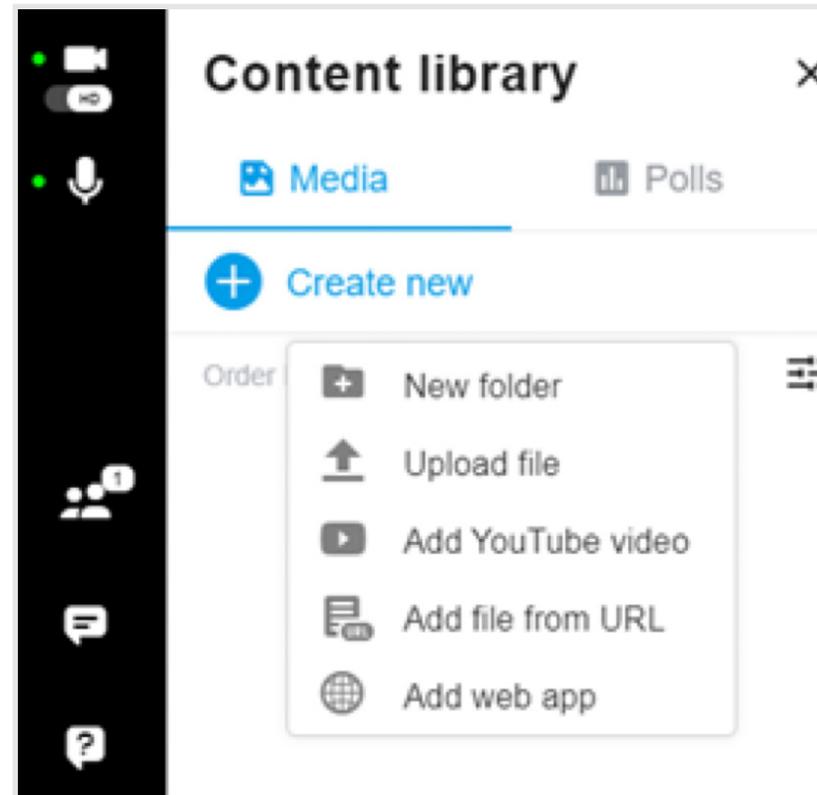
This contains a link whereby you can visit & test out your “virtual room”.

### Log in to your virtual room

To access your room, you must log in with your personal event credentials. Once you logged in, you can familiarise yourself with your room.

### Prepare your content in advance

Already have your content ready? Then upload it in your content library. Upload a range of media or videos & even create polls! →



# Day of the event

## Check-in & get going

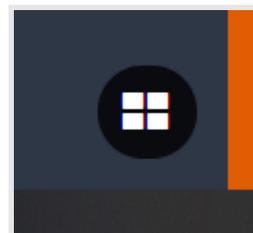
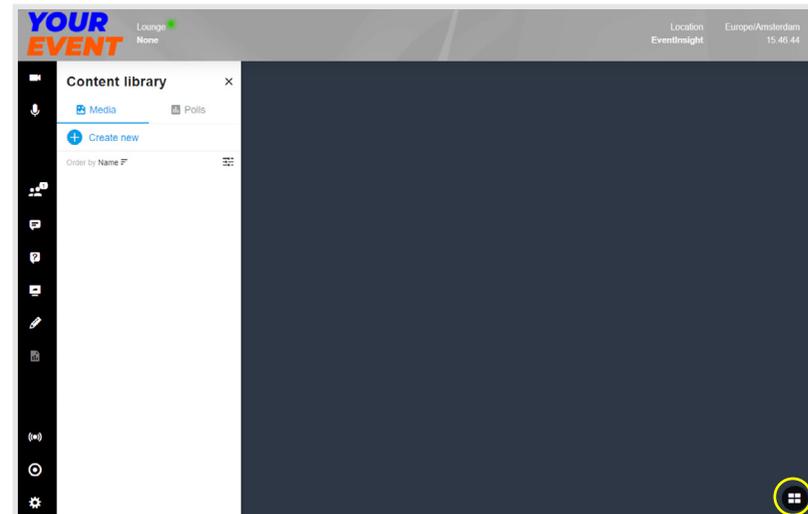
Click on event link or roomlink & enter your login details (received in your email)

## Enter your virtual room

Do this at least 20 minutes in advance of your session start-time. Other participants cannot enter your session before the start-time.

## Set your layout

Via the bottom right of your virtual room you can set your layout. Participants can also adjust this individually (unless you have applied a forced layout). →



# Day of the event

## Record your session

Via the record icon in the left bar you can record your session. This is your responsibility. Sessions will not be recorded automatically. →

## Drive interaction

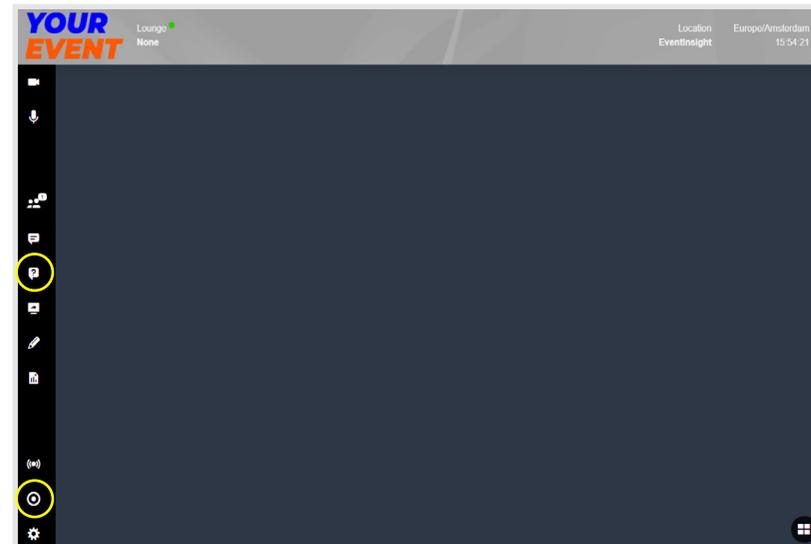
Answer questions live, allow guests on-stage. →

## Keep an eye on time

Your session will not end automatically. Watch the time at the top right of your screen to stay on track

## Follow up

Contact participants who had unanswered questions after your session via the chat or video conversation (see next page).



# Day of the event: Follow up

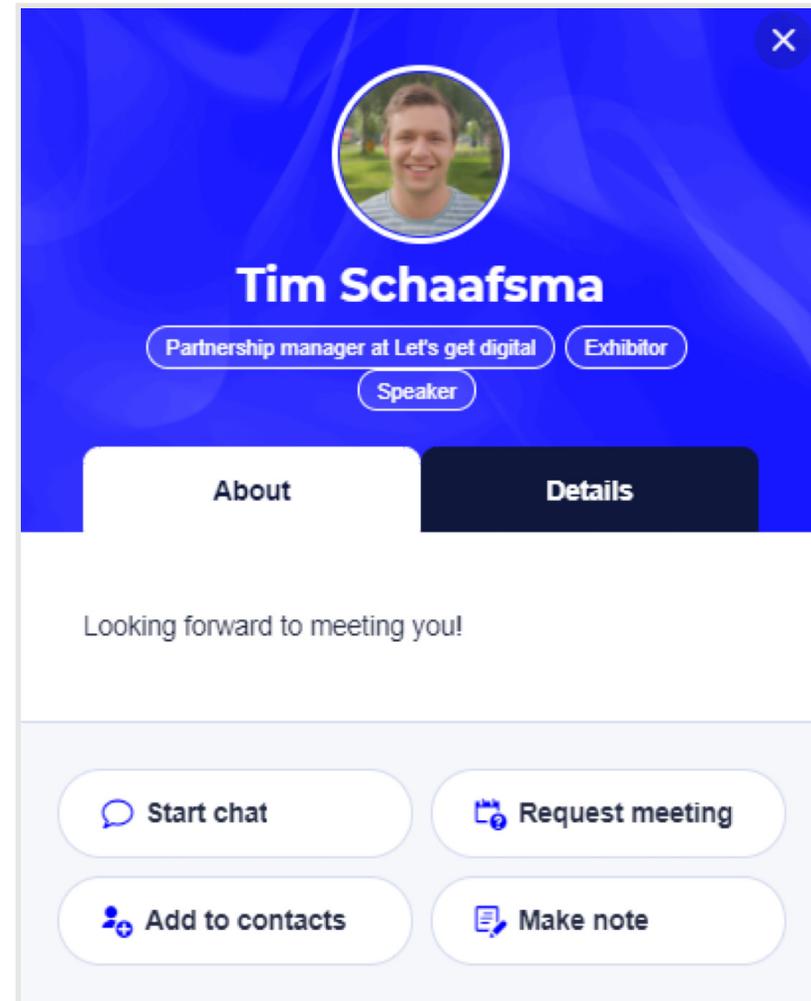
**How can I speak with my participants after my session has ended?**

1) Note the name(s) of participants who questioned/ commented in your session

2) Search their name(s) in the attendees list

3) Continue the discussion via:

- 1-on-1 messages →
- Instant video conversation →
- Schedule an appointment →
- Add to connection →



# After the event

## Continue getting value

You can access the event app after the event (depending on the event organisation's preferred setup). You may:

- Continue conversations
- Make even more contacts
- Make an export of your contacts
- Download files and brochures

## Do you want to watch recorded sessions from the event?

Check with your event organiser to get access to the recordings!

