



Speakers information

(Stage, Panels, Sessions, Expo Booths)

The Hopin platform

Thank you! You're a speaker at the T3IMD event on 16th December 2020

Get set up

- Create a [new Hopin account](#) or [sign in to an existing](#) one
- We send you a link to register for the event (it will be a private link with a free ticket)
- Register for the event on Hopin platform.
- A few days until the event starts we will send you the link to a Backstage
- The Moderators will contact you to discuss the flow of the panels

Note: [Backstage is a dedicated place](#) where you meet before going live and start sharing your presentation.

- Confirm that your Audio and Video devices are connected and ready to use

Backstage/Stage

- When it's time for your presentation, head to the backstage with the link provided to you by the Organizer of the T3IMD event (send by email on 14th December 2020).
- Click *Ask to Share Audio and Video* at center of the Backstage screen
- You'll need to [give browser permissions](#) to use your camera and mic
- The Organizer receives your request to participate and once approved, you will appear on the Backstage screen with video and audio on

Note: Currently you are not live yet and the event attendees cannot see you at the moment. This is the perfect time and place to run final checks. Once all is set, the Organizer will click Broadcast and you will be live within 15 seconds.

Use the *Backstage Chat* tab to let the Organizer know you're there or in case you just want to chat via text and not appear on screen. Make sure the chat is toggled to Backstage, otherwise the full event will see your message.

Tip: While participating on the Backstage, you can turn off your camera and mic using the controls at the bottom of your screen. This will make you disappear from the event Stage for attendees completely, even though your gray avatar is still showing in the Backstage. It's a sneaky way to transition smoothly between speakers.

Check our guides on [presenting slides Backstage](#) or [sharing a Powerpoint](#) like a Pro.

Sessions

- Sessions will be open anyone can participate on screen.
- When the event is live and it's time for you to appear on a Session, head to the Sessions tab and find the Session you'll be speaking in
- Click *Share Audio and Video* at center of the Session screen
- If you haven't [allowed access to your camera or mic](#) in the event, you will be prompted to do so at this time
- Once you see yourself on screen, you're live to your audience
- Check our [Sessions tutorial](#) for a comprehensive information on Sessions.
- Check our guides on [presenting slides Backstage](#) or [sharing a Powerpoint](#) like a Pro.

Expo Booth

- When it's time for the event, head to the registration page five minutes before the event starts.
- Click Expo on the left sidebar and find your booth. Click it to enter. If it's a pre-recorded video, then your job is easy. Just man the Booth chat.
- In case it's a live session, click Ask to *Share Audio and Video*. Make sure you've given [browser permissions](#) for Hopin to use your camera and mic.
- When people request to join a live Booth, you'll see their name pop up in the Moderation panel below. Click their profile image to allow them to join. They then select their AV devices and will be on camera shortly. Click the RED button in their screen to remove them.
- Check our [Expo tutorial](#) to master the Expo during your event.
- Check our guides on [presenting slides Backstage](#) or [sharing a Powerpoint](#) like a Pro.

More details: <https://support.hopin.to/en/articles/3574463-vendor-instructions>