

# EMCC Conference 2022



Presenter Training

Dila Balci

[vievma.com](http://vievma.com)

# Agenda



- Speaker Access
- Advance preparation
- On-the-day
  - 30 minutes before
  - 15 minutes before
  - Before starting
- After your presentation
- FAQs & Questions



EMCC Conference Support ac2022@emccglobal.org via pr01.ascendbywix.com  
to me ▾

Thu, 12 May, 14:30 (12 days ago)



Can't see this message? [View in a browser](#)

## Your EMCC Conference Login has been created



Dear Dila Balci,

Thank you for booking your attendance at the 28th EMCC Global Coaching, Mentoring, and Supervision Conference – 8-10 June 2022.

To access the Conference between 8-10 June and afterwards to watch session recordings, please click here:

<https://www.conference.emccconference.org/live-event>

Your log-in credentials are:

Email: [dilabalci2@gmail.com](mailto:dilabalci2@gmail.com)

Password: szf4yy

# Access to Conference



Website

<https://www.conference.emccconference.org/live-event>

Join via Website - LIVE EVENT PAGE  
Use the credentials provided VIA EMAIL  
On Live Event page select the session




Zoom App opens  
from Browser

At the session time - Waiting room closes  
& Presentation starts

**Speaker Presentation**

In General - Attendees muted through presentation.  
All Questions / Comments via chat to Session Host

# Overview - Speaker Access To Sessions



Email Control Room Link  
[www.viewma.com/control](http://www.viewma.com/control)

Speakers click on the Control Room Zoom link  
**30 mins before the start of the session**

Viewma Zoom  
Control Room

Control Room Host will help perform checks  
**15 mins before session time - Receive the OK**  
Leave & click the link to enter your session (via the LIVE EVENT PAGE)

Leave & go to YOUR SESSION

Zoom Application

Zoom will open, Technical Host will welcome you and perform final checks  
**At session time - Session open zoom room & begin introduction**

# Advance Preparation (before event)

---

- Hardware - System requirements & best practice
  - Internet
  - Visual & Sound
  - Ideally a computer or mac - not mobile device
- Software
  - Zoom
    - Download / Update!!
    - **Screen name**, Virtual Background, Profile Image, Screen sharing, Polls, Pausing, Security & Muting
  - Testing - [zoom.us/test](https://zoom.us/test) & your link/email
- Presentation Materials: Please send us a copy of your presentation
- TELL US ANY REQUIREMENTS YOU MIGHT HAVE

# On-the day

- Link to Control room  
[viewma.com/control](http://viewma.com/control)
- Open what you need
- Disable Alerts
- Review & rehearse
- Video, Audio, Virtual  
Background, Screenshot,  
Presentation, Screen name

# 30 Mins before

- Chrome Browser
- Zoom Software
- Link to Control room
- In Meeting Check
- Go to session

# 15 Mins before

---

- Leave Control room
- Enter session via Live Event Page
- **Tech host & Session host roles**
- Test video, audio, virtual background, screen share, presentation and screen name with Tech host
- Auto record

# Starting....

- If muted - turn on Mic & Video
- Order
  - Start Screen
  - Open wait room at time / ready
  - Enjoy your session!
- Finish on time
- Time for Questions



# FAQ's

---

- **I lost my login credentials/can't access the Live Event Page?** - email [info@viewma.com](mailto:info@viewma.com) or access control room via a browser ([viewma.com/control](http://viewma.com/control))
- **I got lost / can't open my session?** - return to the control room immediately
- **The link doesn't open my session** - return to the control room immediately
- **My connection fails & I cut off in the session** - return to **session via Live Event Page**
- **My session gets ended early by the technical host** - return to the **control room immediately**
- **Can I take questions from the audience?** - Yes! All participants will be muted, so use chat and/or the raise hands. (Questions through session host)

# Next Steps...



**Hardware** - Headphones / Microphone / Internet

**Checks - Login to the zoom client on the machine you will be using**

Download or update Zoom to latest version

Check audio, video, screenshare etc if required

**Do a run through - Touch base with your co-presenter/s if you have one.**