

Guest Speakers Tips & Tricks





Room access received by email

Weekly conference - The power of habits

THURSDAY, APRIL 28 2022 AT 7:00 PM (CEST)

Hello Loise,
You've been invited as a contributor to our event. You will be able to connect to the event just by clicking on the button below.
Looking forward to seeing you!



Pablo Picasso
Painter

Access event

Don't forward this email or share this link, it contains your personal access key to the event.

ADD THE EVENT TO YOUR CALENDAR

iCalendar

Google

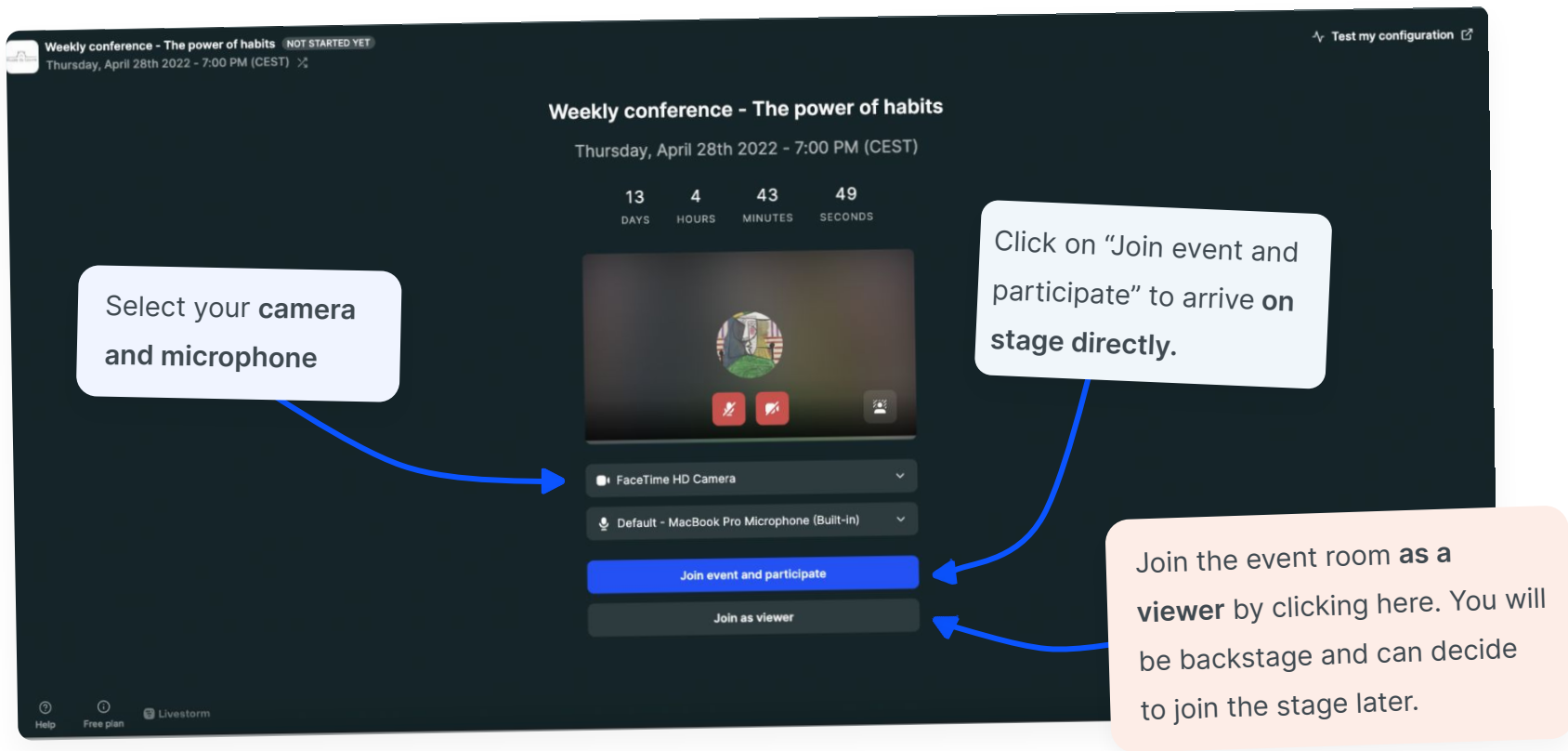
Outlook

Yahoo

Access the event room
by clicking here

Add the event to your calendar

 Room access once you click on the link



The screenshot shows the Livestorm event room interface for a conference titled "Weekly conference - The power of habits". The event is scheduled for Thursday, April 28th 2022 at 7:00 PM (CEST) and is currently in a "NOT STARTED YET" state. A countdown timer shows 13 days, 4 hours, 43 minutes, and 49 seconds remaining. The interface includes a central video placeholder with a circular profile picture and icons for microphone and video. Below this, there are dropdown menus for selecting the camera (FaceTime HD Camera) and microphone (Default - MacBook Pro Microphone (Built-In)). At the bottom, there are two buttons: "Join event and participate" (highlighted in blue) and "Join as viewer".

Weekly conference - The power of habits **NOT STARTED YET**
Thursday, April 28th 2022 - 7:00 PM (CEST) [Test my configuration](#)

Weekly conference - The power of habits
Thursday, April 28th 2022 - 7:00 PM (CEST)

13 4 43 49
DAYS HOURS MINUTES SECONDS

Select your **camera** and microphone

Click on "Join event and participate" to arrive **on stage directly**.

Join the event room **as a viewer** by clicking here. You will be backstage and can decide to join the stage later.

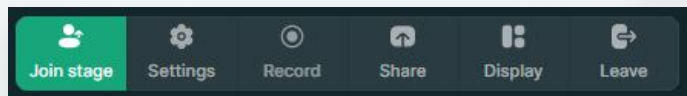
FaceTime HD Camera
Default - MacBook Pro Microphone (Built-In)

Join event and participate
Join as viewer

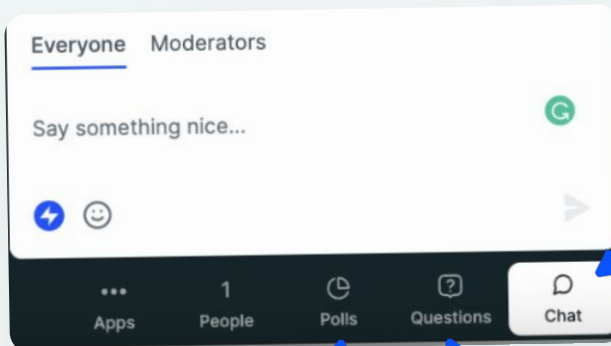
Help Free plan Livestorm



Room: available actions



Enable **Full Screen Mode**



Chat for you & your audience, possibility to invite participants on stage.

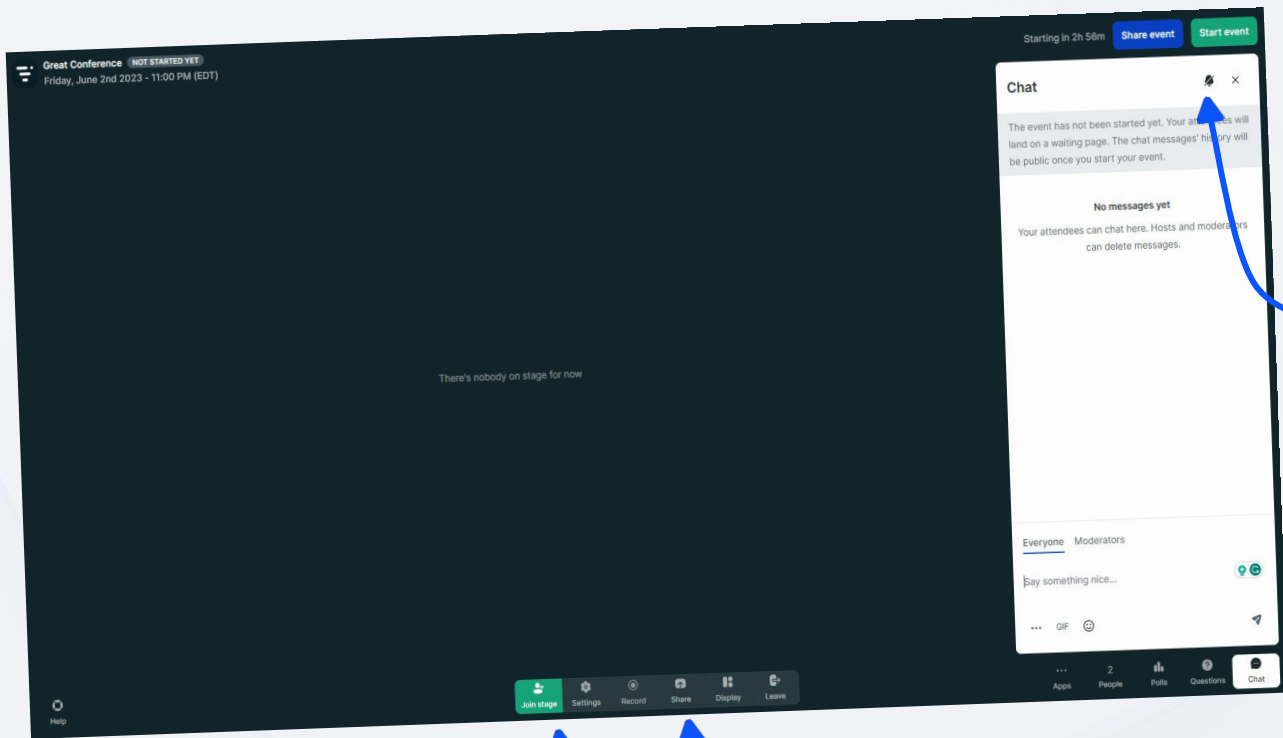
Private chat between team members & speakers: [video](#)

You'll find **polls** under this tab, attendees & guest speakers can answer to them

Question tab is dedicated to questions from attendees. You'll be also able to ask questions if you want to. You can answer to it whenever you prefer.



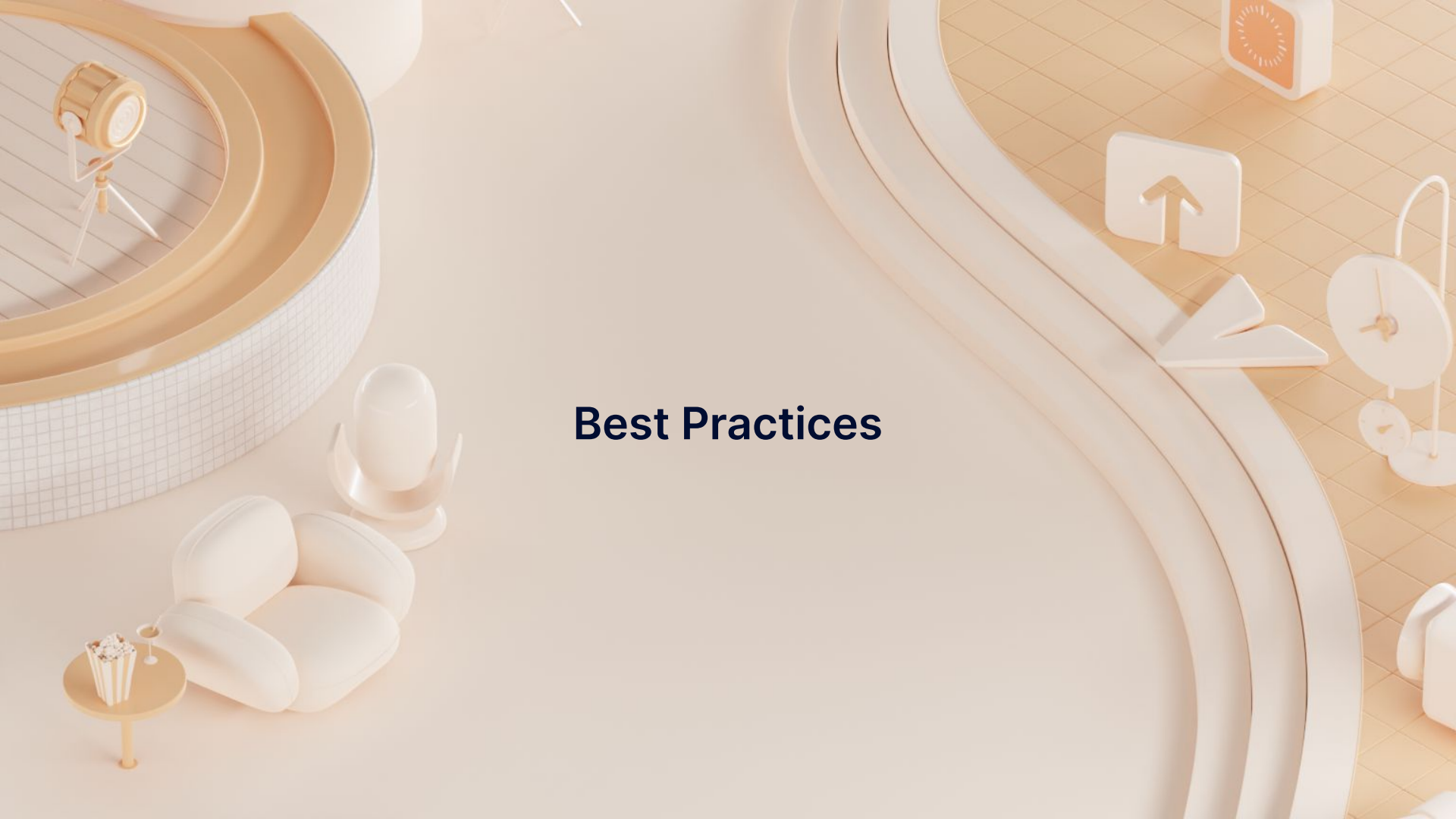
Room: available actions



Click here to **go on stage** and speak to the audience

Share a PDF, your screen, a video...

If you want, activate the notifications by clicking on the clock.
By default, it will be deactivated.

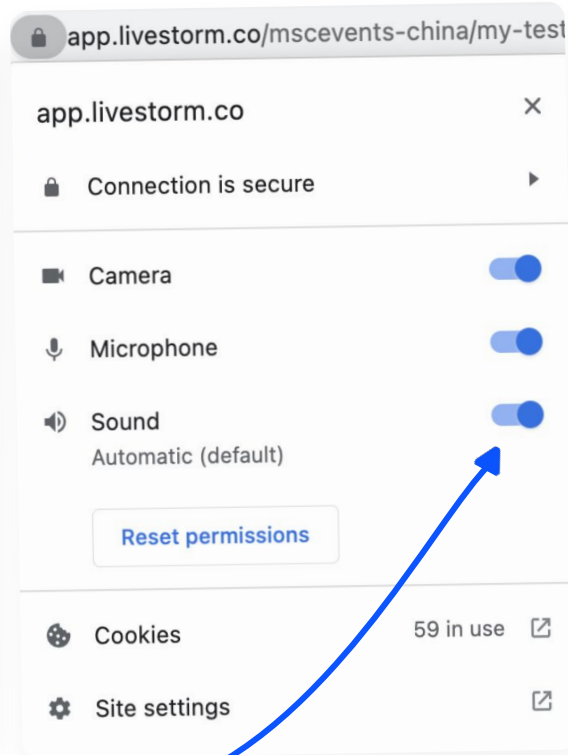


Best Practices



Before the event

- ✓ Connect to the event room to test your microphone, camera and run a [connectivity test](#).
- ✓ Upload your media (PDF & MP4, 4GB limit per file).
- ✓ Make sure to have a stable internet connection by running a [speed test](#), we recommend a minimum of 15 MBPS. If you can connect via ethernet, that could also help as well.
- ✓ If possible, limit the number of people using the same connection.
- ✓ Check your microphone and webcam on your browser settings (copy "chrome://settings/" on your Chrome address bar):





During the event

- ✓ Once on stage, we recommend being in a quiet environment and using headphones to avoid echoes.
- ✓ Turn off your microphone if you are not speaking.
- ✓ Mute your notifications using the bell at the top right of your side bar on the screen. If you are not participating, do not come on stage, stay with the audience, as a viewer.



Recommended browser: Google Chrome (latest version)

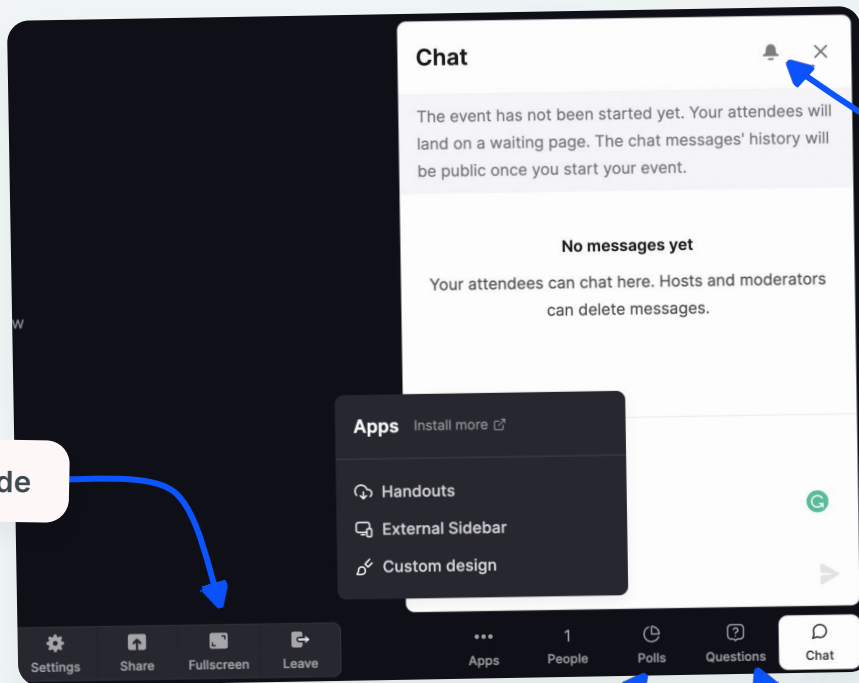
Useful links:

[Technical requirements](#)

[Issues with Audio or Video](#)

Help for the audience





Enable **Full Screen Mode**

Deactivate notification sounds

Chat is used to send instant messages

Answer to polls we are going to send in this tab

Questions should be asked in this tab. They will be answered during our **Q&A session / ASAP**