



# Visual Fox Fest 2020 Presenter's Guide

## Introduction

This document provides instructions and guidance for presenting at Virtual Fox Fest 2020 using HopIn. We recommend reading the entire document ahead of time and then referring to each section at the appropriate time.

## Terminology

Here are some terms we'll use throughout this document.

**Backstage:** the area in HopIn from which presentations are given. Attendees have no access to this area and speakers can only enter it via a link provided by the conference organizers.

**Moderator:** one of the conference organizers who will be backstage with you during your presentation. The moderator will help you get set up for your presentation, will start streaming when you're ready, and will keep an eye on the Chat window to address any problems and to keep track of questions. Synonym for Producer.

**Presentation:** this is what we've traditionally called a session, a single instance of a specific topic by a specific speaker. Because HopIn uses the term "session" differently, we'll use "presentation."

**Producer:** See Moderator.

**Session:** in HopIn, this is a breakout room where a group of people can meet and talk.

**Stage:** the main presentation area in HopIn, where attendees watch presentations.

## Advance Preparation

The items in this section should be done before the day of your presentation. They'll help you prepare, so your presentation runs smoothly.

### Set up your HopIn account

If you didn't do so when you created your HopIn account, set a photo as your avatar so it'll appear in the speaker listing. To do that, go to My Account from the HopIn main page, choose Profile, and then Choose Image for the Avatar setting.

You can also set additional contact information, such as "headline" (which can be your company name or something else to identify what you do), your bio, a Twitter handle, company website, or LinkedIn address. This information appears in the People panel during the event so attendees can quickly see information about you.

### Set up Slack and join our channel

We'll use a Slack channel for communication among organizers and speakers (such as for troubleshooting). If you haven't use Slack before, set up a free account at <https://slack.com>. You should have received an email inviting you to our channel. It's very important to keep

the Slack window open (you can have it in a browser but we recommend downloading and installing the app) during the conference days because that's the mechanism we'll use to keep in touch with you and the best way to get hold of us.

You can direct message any of the conference organizers through Slack to ask for help, as well as chat with other speakers. The Speaker channel is designed to share ideas or ask question to your peers. Don't hesitate to reach out if you need help or have a suggestion to other speakers based on your experience during the conference.

### **Consider a headset**

In our testing, built-in microphones were generally fine, but consider using a headset for the best audio. If you decide to use a headset, please test it with HopIn ahead of time.

### **Think about lighting and background**

Pay attention to the lighting and background in the room you're in when you do the presentation. Unlike some platforms such as Zoom, HopIn doesn't have the ability to display a different background than your actual room.

### **Setting up for HopIn**

We'll provide you with links for the attendee view of the event and for the backstage area from which you'll present. You may want to create bookmarks or desktop shortcuts for both links to make it easy to switch back and forth.

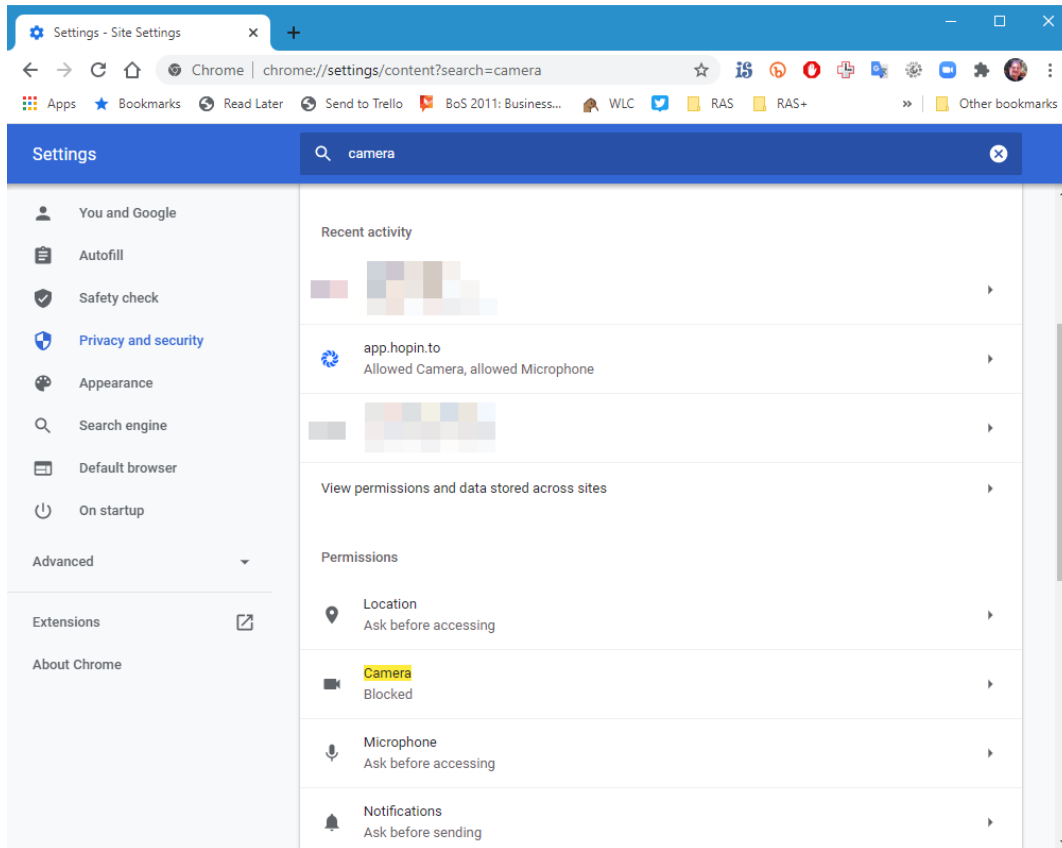
Note that when you are backstage, as soon as you navigate to any other area of the event, you can no longer return backstage without using the link again.

### **Use Chrome**

Plan to use Chrome to give your presentation. Although Firefox is also supported, the only speakers who had problems in our tests were using Firefox.

### **Enable screen sharing in your browser**

Check your Chrome settings for the camera and microphone. By default, the peripherals are blocked. You can set permissions to allow the camera and microphone for the Web site App.Hopin.to using the page shown in **Figure 1**.

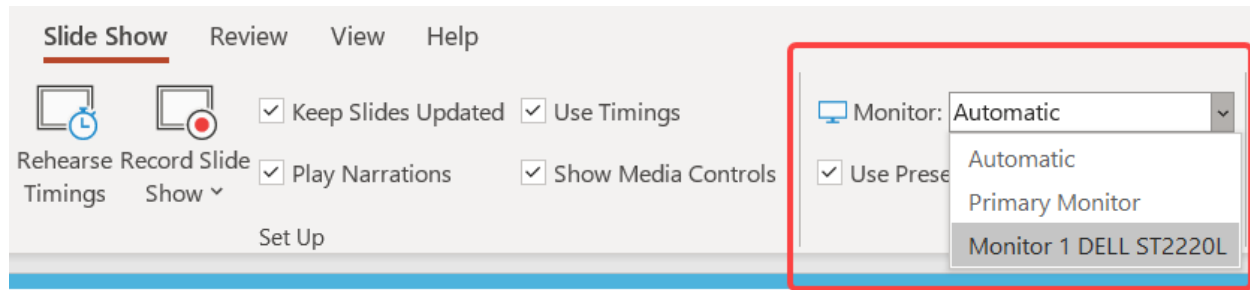


**Figure 1.** Chrome settings for the camera and microphone are found by searching for camera.

## Consider using multiple monitors

We recommend presenting using two monitors with one showing the browser containing the HopIn session, and one showing whatever applications you'll be using for your presentation.

PowerPoint allows you to specify which monitor a presentation appears on. The relevant setting is in the Slide Show tab with the label Monitor, as shown in **Figure 2**. The setting is saved with the file, so if you're preparing the slideshow on the same computer where you'll show it, you can set it to the desired monitor, save the file, and use the Show option in Explorer rather than having to open PowerPoint for your presentation.



**Figure 2.** When setting up your PowerPoint presentation, you can specify on which monitor it should display.

Put all the applications you'll want to show on screen onto the same monitor. By doing so, you'll be able to use Alt-Tab during your presentation to switch among them without having to turn screen sharing off and back on.

### Consider screen resolution

Your presentation needs to be readable for attendees, who may be using anything from a giant monitor to a tablet. Plan to set your screen resolution for your presentation to something like 1280 x 720. Make sure you've sized applications appropriately for whatever resolution you'll use.

### Configure for readability

Set font sizes for Windows, VFP, and any other applications you plan to show to be large enough to be visible to attendees, such as 14 or 16 point.

You may want to create a Windows user account just for presentations (thanks to Christof for that idea) that has font sizes already set for the apps you'll show so you don't have to switch font sizes before the presentation and then switch back to normal afterward. This approach also has the advantage of making it easy to hide personal data that might otherwise be visible during your presentation and having a desktop with a minimal number of icons on it.

### Consider running test events

Every HopIn user can create events. You may want to create one or more test events, so you can practice your session in the environment where you'll give it. You might invite family members or co-workers to come and serve as the audience.

To create a test event, you'll have to create an organization under your account, because only organizations can create events.

Also, be aware that with a free HopIn account, you're limited to five attendees per month at your events. If you want to do multiple rehearsals in HopIn, then don't invite all your co-workers to the first one.

## **Decide how to handle questions**

Attendees cannot speak during a presentation, so they'll type questions into the Chat window. The moderator will help organize the questions and read them to you. You can choose to answer questions multiple times during your presentation or wait and take them all at the end. Whichever you choose, please tell the audience what you plan to do and remind them to type their questions into the Chat window for the Stage. (HopIn offers an event-wide Chat window, as well as Chat windows for whatever area you're in at the moment.) It's a good idea to add a slide with this information before or after your Agenda slide so attendees know what to expect.

## **Decide whether you want a Session after your Presentation**

We can provide a session (that is, a breakout room) for you to meet attendees following your Presentation, so you can answer additional questions. Decide whether you want one and let us know before the day of your presentation, so we can set it up ahead of time.

If you choose to hold a Session after your presentation, put that information in one of the slides near the end of your presentation.

## **Before Your Presentation**

The items in this section should be done just before giving your presentation.

### **Reduce your home's or office's bandwidth consumption**

Disconnect or turn off any devices that use a lot of bandwidth, such as video streaming, so that your video will broadcast cleanly.

### **Restart your computer**

A few people have run into issues getting their webcams to work (likely because of having used them with other applications), so it's wise to restart before your presentation (or at least at the start of the day).

### **Log into your presentation user**

If you've created a separate user account, as described in "Configure for readability" earlier in this paper, log out of your regular account and log into that account.

### **Start Slack**

Have our Slack channel open so we can find you and you can easily communicate with us.

### **Prevent notifications**

Shut down any applications (like email clients) that have notifications. Better yet, turn on Window's Focus Assist setting (found in the Tray or search for "focus assist" in the Windows Search bar), which blocks notifications. (When you connect to a projector, Focus Assist turns on automatically, but because your presentation is online, you won't be connecting to a projector.)

## Go backstage

About 15 minutes before the scheduled start of your presentation (but not before the previous speaker finishes their presentation), use the link you've been provided to go the Backstage area of the event. You'll be met there by the moderator assigned to your presentation. (We'll be scheduling the moderators in advance, so you'll know who to expect.)

If you have another browser tab open for the event, click Leave to leave that space and then close the tab. Otherwise, you (and ultimately, the audience) will hear echoes. Some speakers had issues with being able to share their audio and video if they just closed a tab without clicking Leave.

Set things up the way you want them when your presentation begins. If you want your screen shared initially, then share it backstage. We recommend showing your slides and yourself at the beginning of your presentation

## Polls

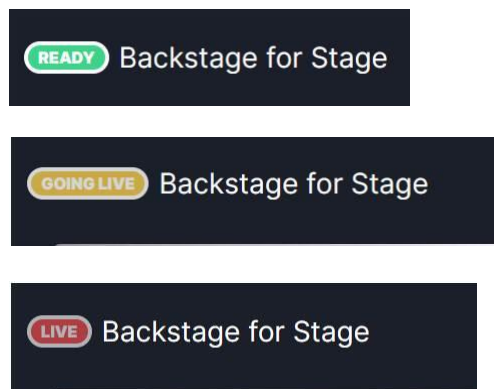
HopIn allows you to poll the audience while you're presenting. If you want to post one or more polls during the presentation, prepare the polls ahead of time and paste them into Slack so the moderator can post them via cut and paste. When you do so, indicate the timing of the poll(s) during the session.

## During Your Presentation

The items in this section apply while presenting.

### Starting the Presentation

When you're ready and it's time for your presentation, the moderator will turn off their own camera and click the Broadcast button. The broadcast status (shown in the upper left corner of the Backstage area) will change to "Going live" and show yellow. Once broadcasting has begun, the status will change to "Live" and show red. That's your signal to start your presentation. **Figure 3** shows all three statuses.



**Figure 3.** There are three states for broadcasting, shown in the upper left corner of the Backstage area. Start your presentation when it goes Live.

The moderator will stay in the Backstage area but will mute their microphone. You can use the Backstage chat to quickly get the moderator's attention. The moderator will be watching both the BackStage and Stage areas, so they can see what the attendees are saying as well.

### What you'll see

You will not be able to see or hear the audience, so it will be like presenting in an empty room (just as when you rehearse before the conference). That may feel very strange, but just proceed. It's better if you don't mention this to the audience, because they're not having the same experience.

### What to show

At any time, you can show yourself (via your webcam) or your screen or both. When the camera view is showing, your shared screen is smaller, so you may want to turn off your webcam when showing code.

### Hide the "Stop sharing" window

In Chrome, a window shows up when you initially share your screen near the bottom of the screen as shown in **Figure 4**. You can hide it by clicking the Hide link on this window. You still can stop sharing your screen on the Backstage window in the browser.



**Figure 4.** The "Stop Sharing" window shows up and covers up part of your presentation window.

### Share how you want to handle questions

Tell the audience how you want to address questions. Some speakers prefer to handle questions at the end of the presentation, while others like to answer them during the presentation.

### Polls

#### Tell the moderator when you want them to post a poll that you've prepared (see "Reduce your home's or office's bandwidth consumption

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(see the "Polls" in the "Before Your Presentation" section of this document). To see the results of the poll, you can either choose an answer or click Show Results at the bottom of the Polls panel.

## After Your Presentation

The items in this section should be done following your presentation.

### Leave the stage

When your presentation is done, the moderator will stop broadcasting. Click Leave to exit the backstage area and allow the next presenter to get ready.

### Go to your Session room

If you decided to do a session after your presentation to take additional questions, navigate to the appropriate room in the Sessions area. The Session room is like sitting around in the bar at a live conference, where everyone can speak and some people may just stand behind

and listen. If you need a chance for a one-on-one discussion with an attendee (or another speaker), you can do that as well. Use the Networking section of HopIn to set up a video call with an individual.

### **Send any updates**

If you have updates to your materials, send them to Tamar as soon as possible.

### **Video will be posted**

All HopIn presentations are recorded. We will post all session videos to a common site (most likely YouTube), where they will be publicly available. Videos will not be edited.