

# Speaker's Guide

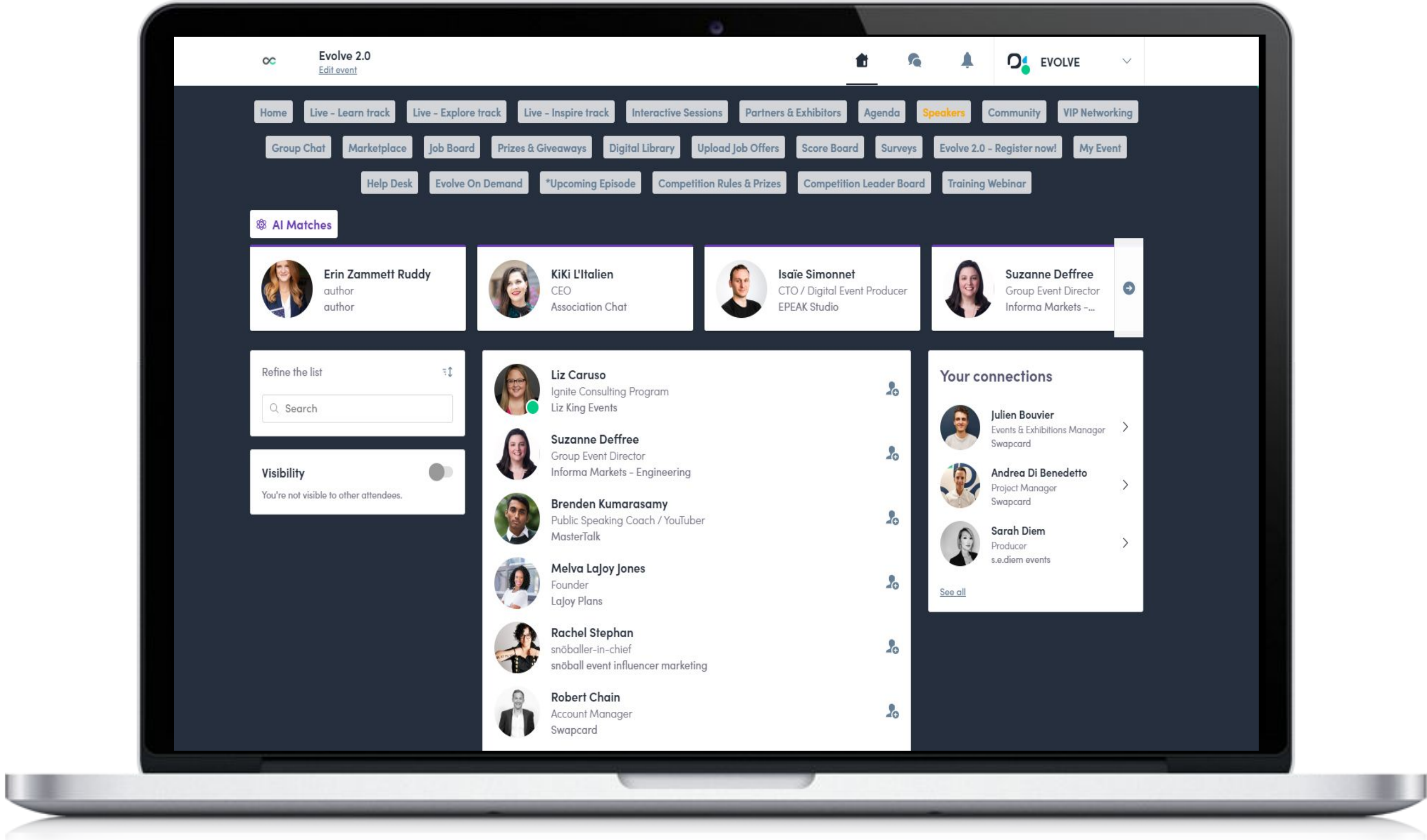
Content for speakers



All-In-One Event & Community Platform

Grow your Events into a Community





If created by the organizer, your **contact details** can be found on the speaker's list.

From this list event participants can send you a connection request and access your profile.

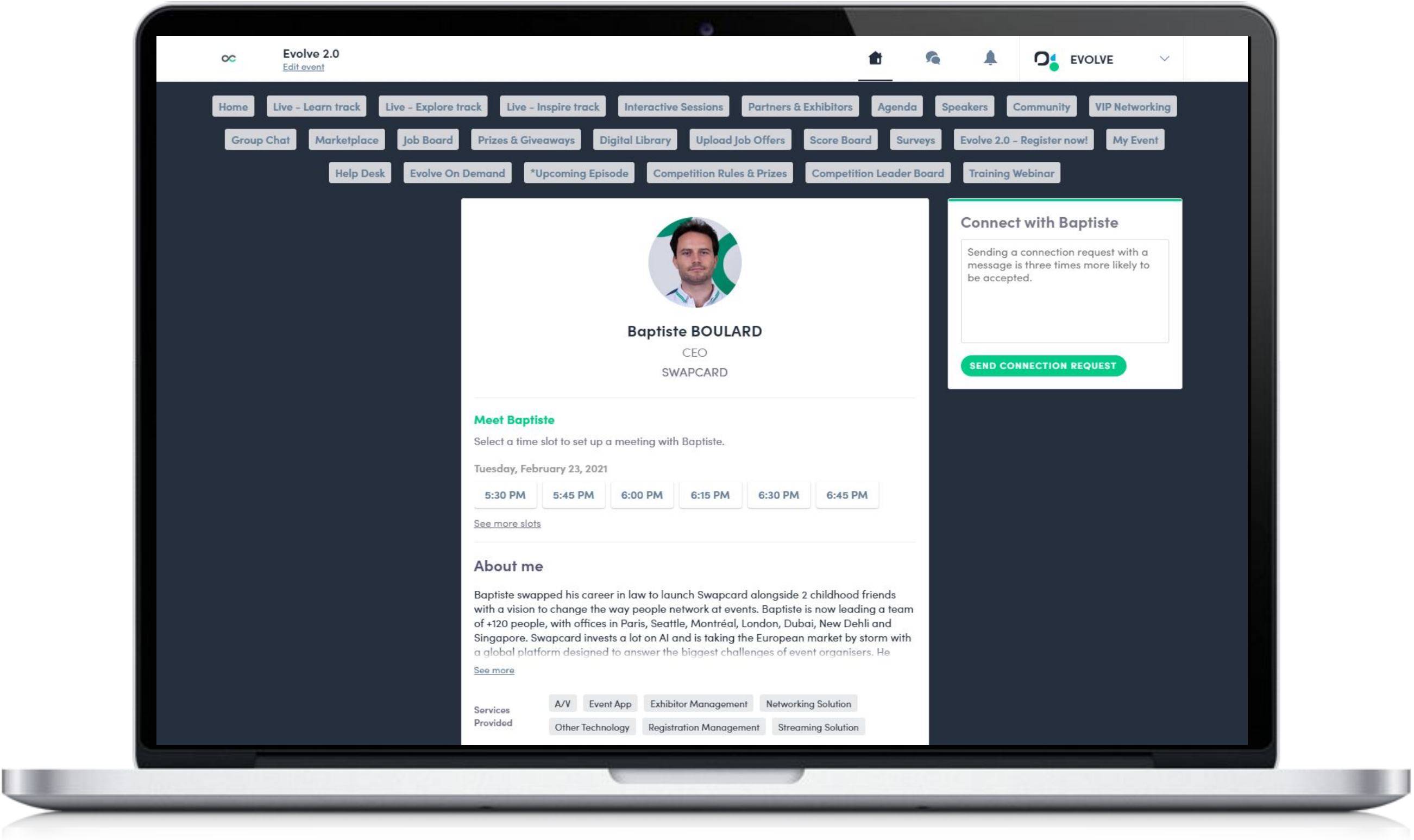
From here you can also toggle your visibility on/off.



**Note:** Participants will be able to access your profile and invite you to their contact list only if you are a registered user. Please contact the event organizer if you would like access to the platform.



# Your profile

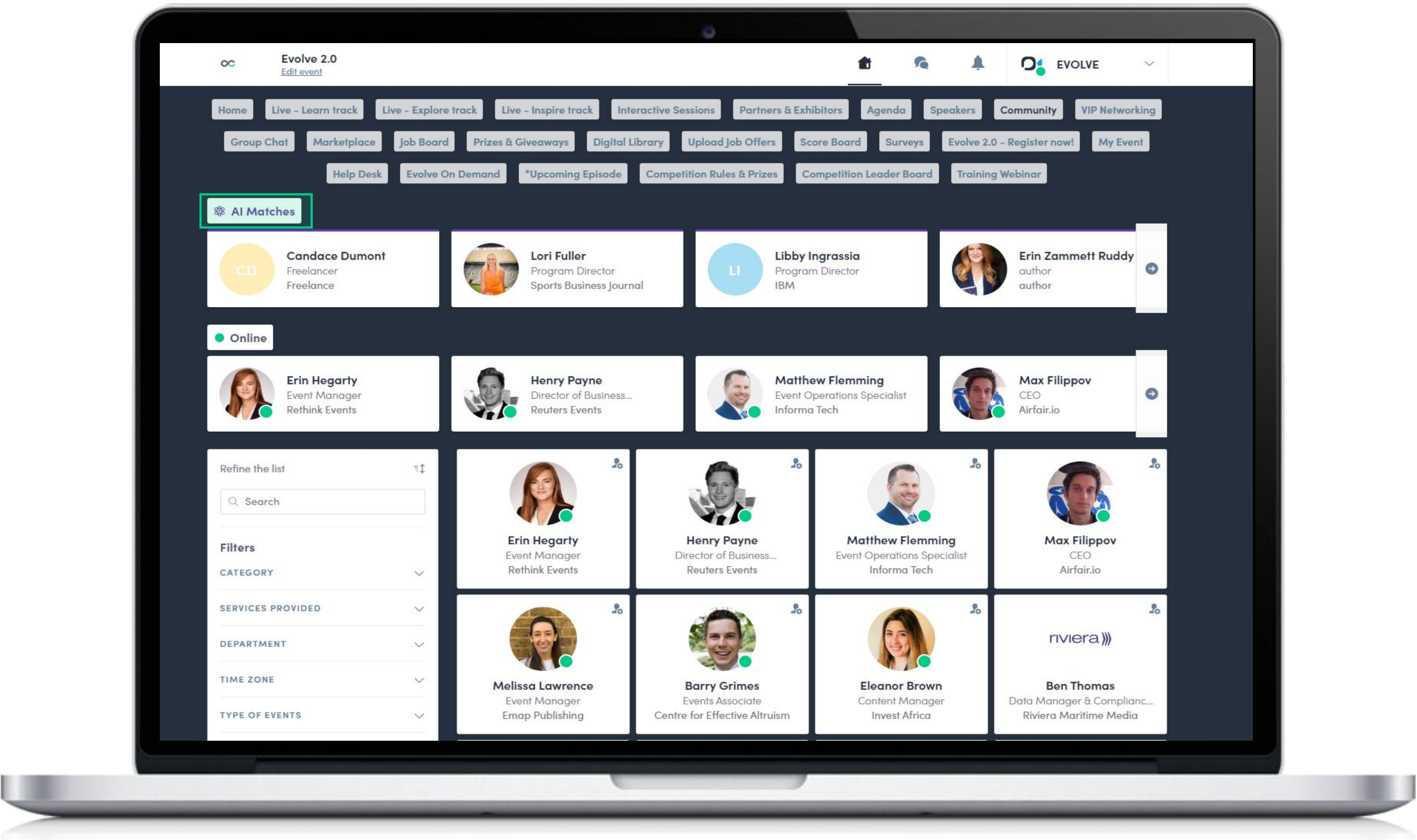


Your profile only shows your **first name, activity, skills, your company name, the sessions you are involved in, and a bio description.**



**Note:** If these details do not appear, please send them to the organizer to complete them.

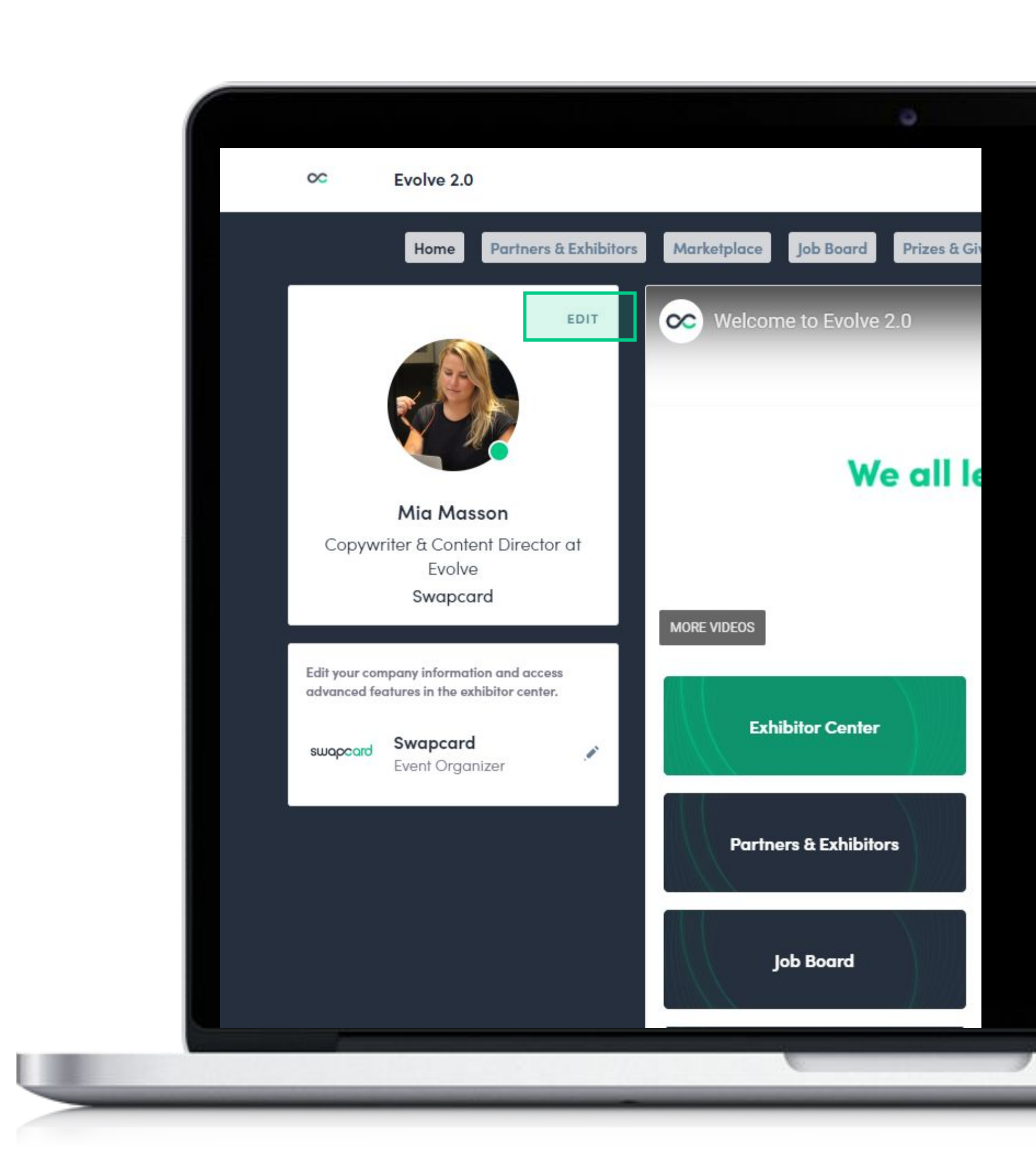
# Attendee list



Find the complete attendee list with attendees registered for your sessions from the **Attendees** or **Community** button.

Here you can find people that may be of interest to you to exchange knowledge with. You can connect with them before, during, and after the event.

Your **Artificial Intelligence Matches** can be found on the very top of the Attendees list (if added by the event organizer).



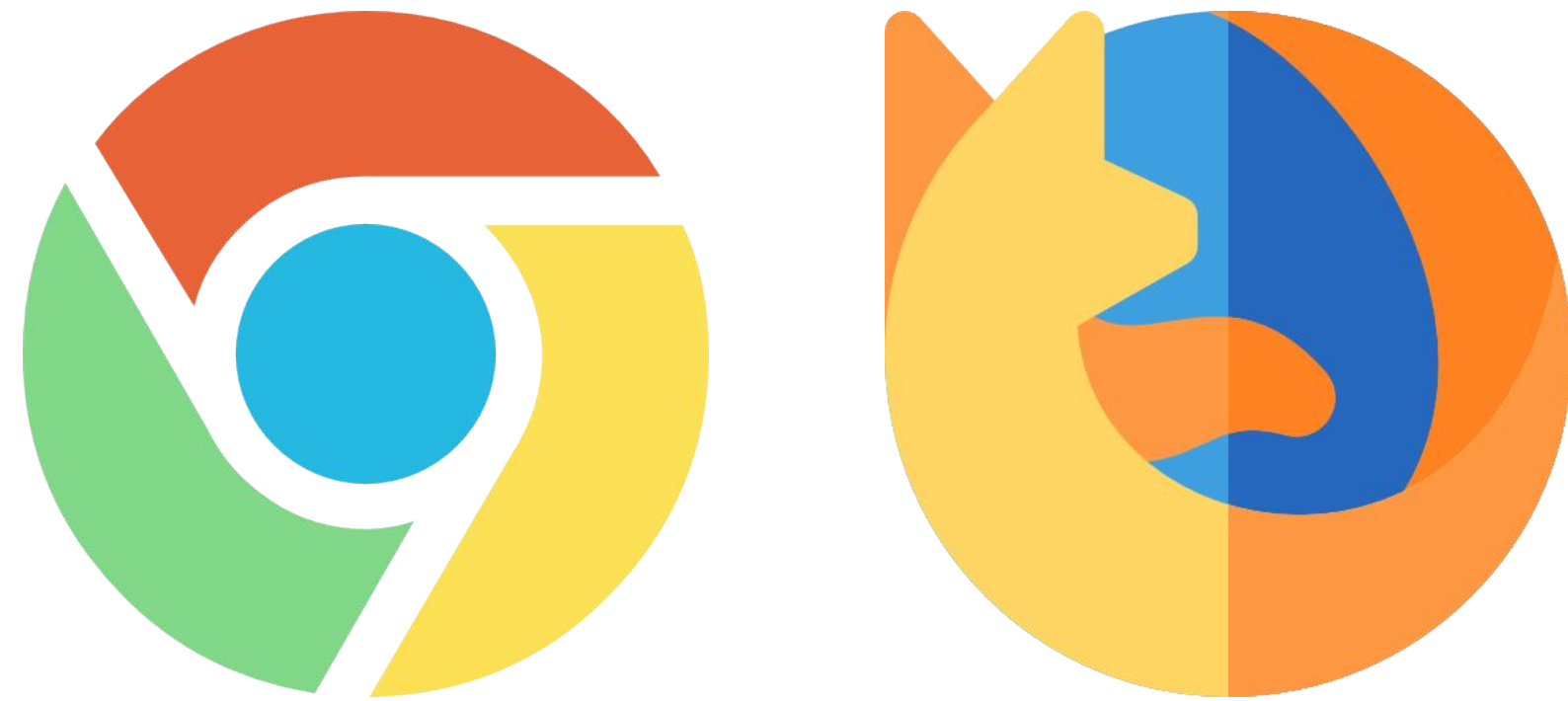
To manage your profile,  
go to **app.swapcard.com** and  
click **Edit** next to your profile  
picture.



# BEFORE THE EVENT

## SETTING UP

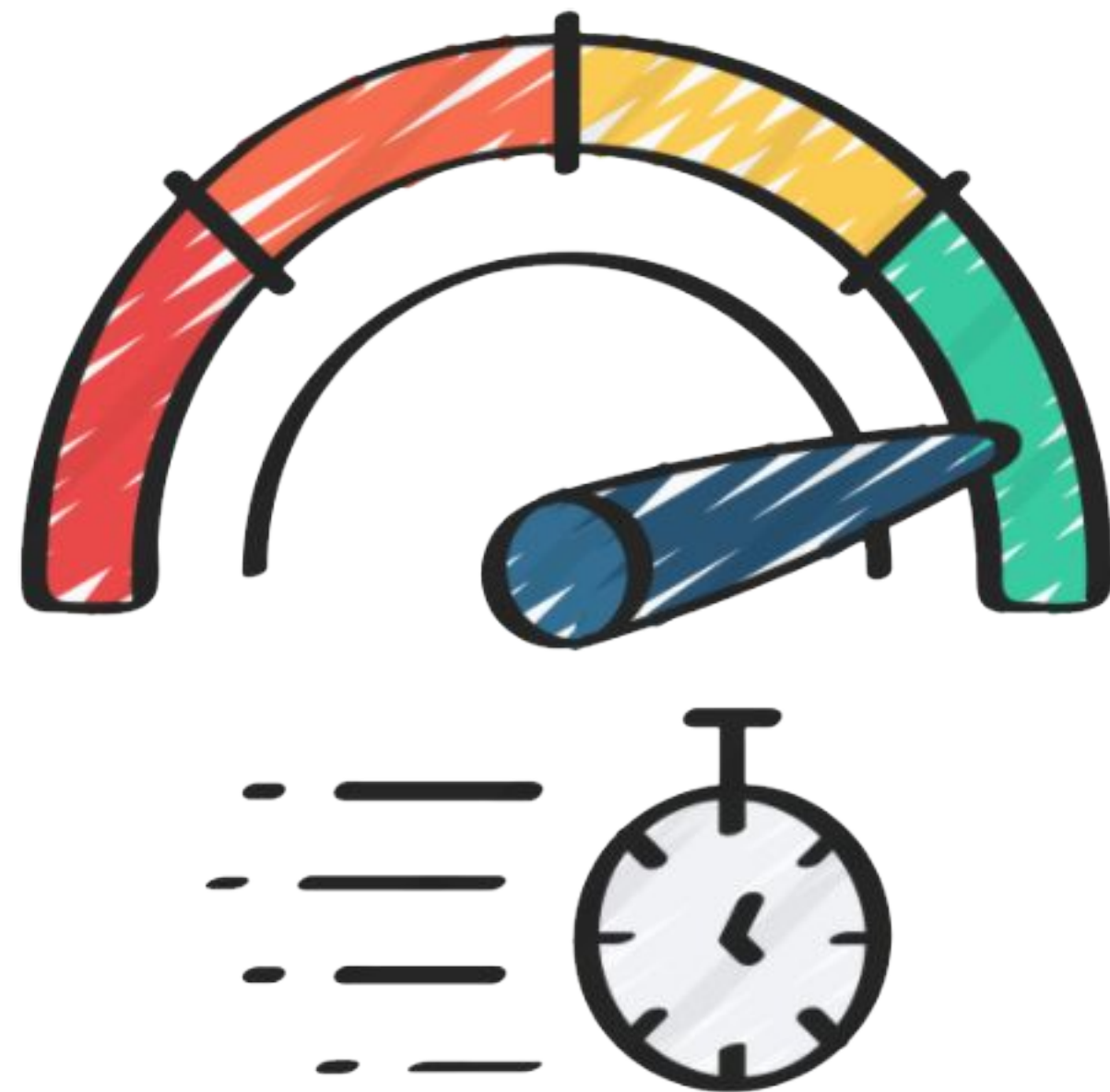




We strongly recommend using the latest version of **Google Chrome** and/or **Mozilla Firefox**.

You may experience some technical difficulties using **Internet Explorer**.

Please check to see if **Javascript** is enabled.

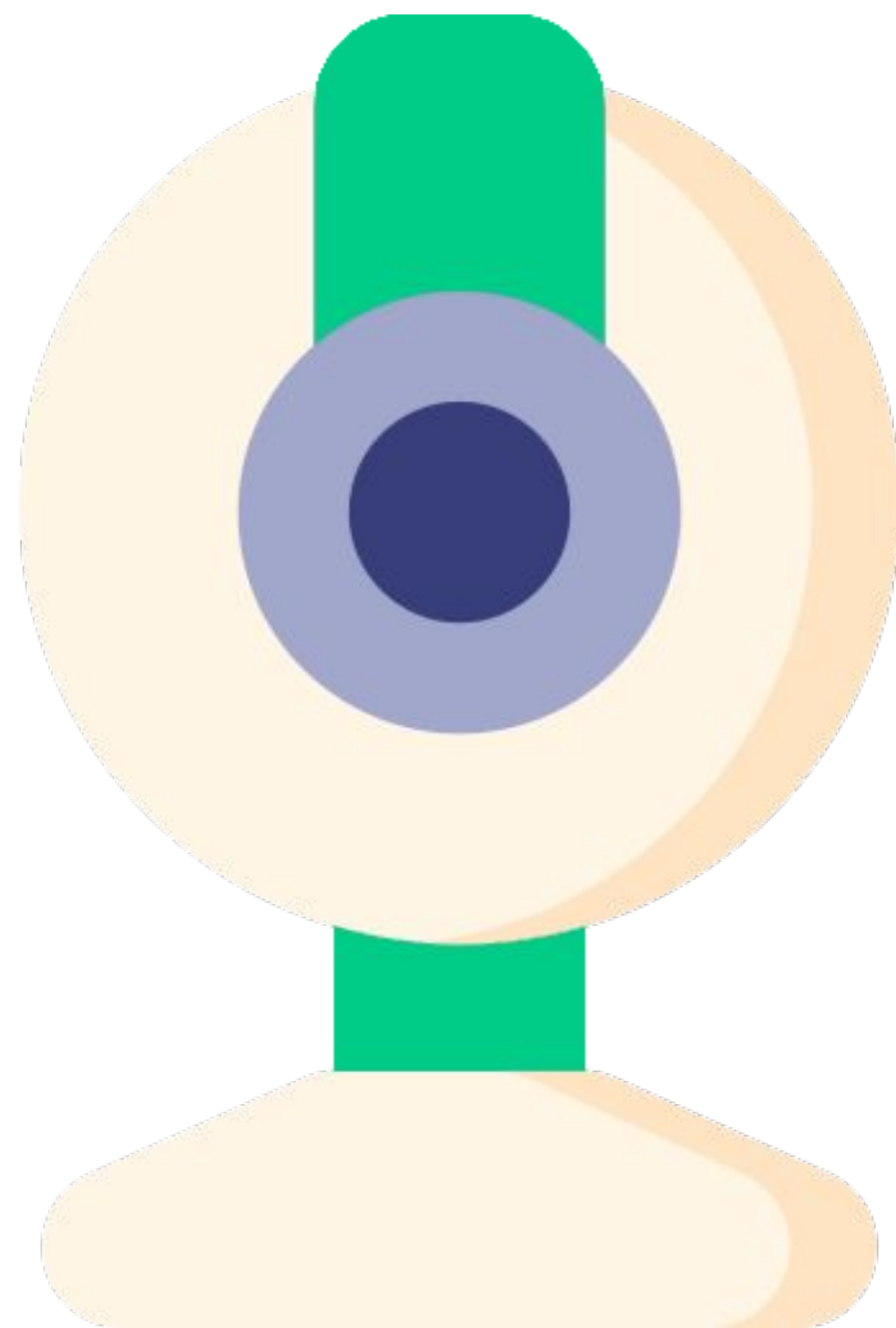


The minimum required bandwidth for live events is around 1 Mbps, but it is optimal with a **bandwidth of 3 Mbps**.

Test your connection speed, browser and operating system version, microphone & webcam [here](#).

The best scenario would be to have a wired connection with an Ethernet cable.





**Integrated webcams & microphones**  
can work well for small events.

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However, you may choose to invest in external equipment if you want to provide your audience with a higher quality streaming experience.

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*"A poor quality video can make someone **62%** more likely to have a negative perception of the brand that produced it." - Hubspot*



# DURING THE EVENT

## A FEW TIPS

# A few tips

1

Have a **simple background**: avoid any "visual noise." Make sure your background space is refined.

2

**Block shirt color**: Avoid any patterns like stripes or squares, as they can cause optical illusions and can bother sensitive eyes.

3

**Lighting**: The sun is your best friend! You can adjust your shades or curtains to find the perfect lighting for you. You can also use a simple lamp right next to your screen, directed at you.

4

**Raise your camera**: The lens should always be placed a little bit above your head line. This makes for a more flattering angle. Make sure you don't sit too close to your device.

5

**Eye contact**: When you want to give the illusion of making eye contact with your audience, look straight into your camera lens. This creates a feeling of intimacy and engagement between you and your audience.

6

**Smile** 🙌: Join the session 10-15 minutes early to double-check all the technical points and welcome attendees in the chat when they arrive. A little effort here goes a long way in looking professional and prepared.





# Chat, questions and polls

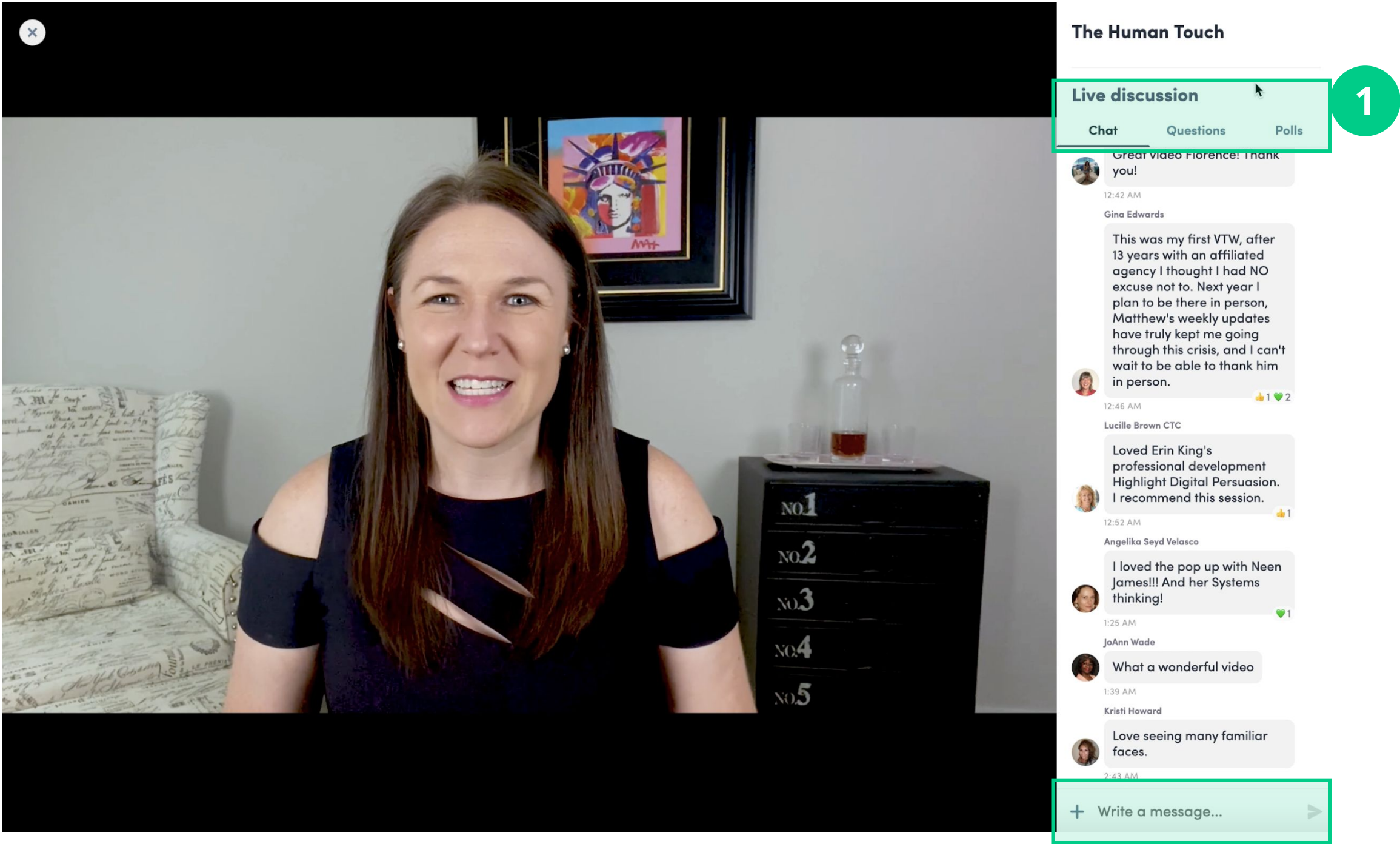
1

Use the tools available in the **Live discussion** to increase your engagement rate, and capture your **audience's attention**.

2

You can **engage with your audience** in real time and create **data analytics** by **launching polls** at crucial moments during your presentation.

You will then learn who your participants are and what they think about the content.

A screenshot of the 'Create poll' form in the Swappcard interface. The form is titled 'Create poll' and has a 'Question' field with a placeholder 'Enter your question'. Below this, there are two sections: 'Poll type' with radio buttons for 'Opinion' (selected) and 'Quiz', and 'Answer type' with radio buttons for 'Single choice' (selected) and 'Multiple choice'. There is an 'Answers' field with a placeholder 'Add an answer'. At the bottom, there are two dropdown menus: 'Show results' with 'Once answers are submitted' selected, and 'Poll duration' with '12 hours' selected. At the very bottom, there are two buttons: 'SAVE AND PUBLISH LATER' and 'PUBLISH NOW'. A green box with a white '2' is overlaid on the right side of the form.

Your on-boarding to streaming tools as a speaker will depend on the process chosen by the event organizer. For more information, please go to our [help center](#).

## 1 YouTube Live

- Click the link sent by the organizer and connect with the credentials provided
- Go to the live session created
- Enable Audio & Video & Microphone

## 2 Zoom

- Click the link sent by the organizer
- Enable Audio & Video & Microphone



# Roundtable

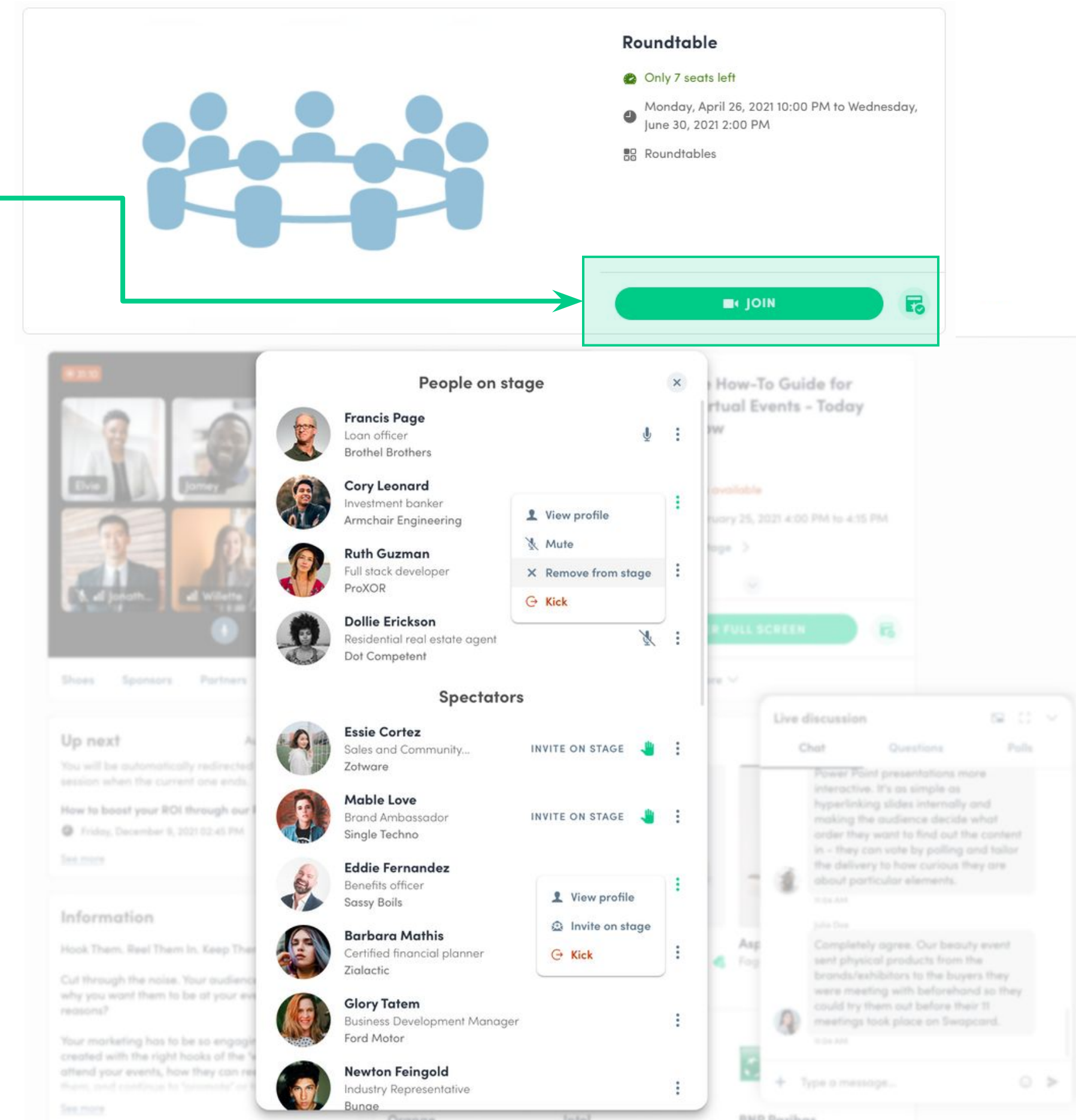
With Roundtables event participants are able to get together in a group video call.

## 1 Setting up

Roundtables are set up by the organizer. **As a speaker** of the session you can ask for **moderator rights** with the ability to mute, remove people from stage (remove their camera) and exclude them from the roundtable. You can also join the roundtable before it starts.

## 2 Capacity & Limits

- For **non-moderated** sessions, we can have a **maximum of 8 people with their cameras ON**
- For **moderated sessions**, the limit is set at **20 people**
- On each call, we can have a **maximum of 50 people with their microphones ON** at the same time





## Troubleshooting in the best practice for roundtables:

- 1 Clear caches/cookies
- 2 Switch Browser (Chrome/Firefox/Safari)
- 3 Try Incognito/Private Window
- 4 Disconnect VPN, if connected
- 5 Make sure to have the latest version of your Browser
- 6 Please verify the privacy setting of both the Browser (Chrome/Firefox/Safari) and the computer (Mac/PC)
- 7 Don't hesitate to do a test call:  
<https://tokbox.com/developer/tools/precall>



**Thank you for taking the  
time to read this presentation.**

If needed, you can fill out this **quick form**  
and our **support team** will get in touch:

<https://help-attendees.swapcard.com>

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