

## AccelEvents Breakout Session Instructions

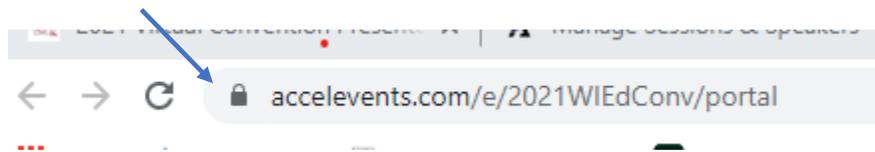
**Updated Jan. 17, 2021**

### Access Your Session

Click on My Talks in the blue side bar and join your session as a presenter. Do NOT enter your session through the agenda - you'll be entering as a participant and will NOT have presenter rights.

### Microphone and Camera

When joining your session, select the microphone and camera you want to use. If your browser is blocking AccelEvents from connecting with your microphone or camera, click on the padlock icon in the URL bar and allow the site to access them. If you are not using Chrome as your browser, you may want to switch to Chrome.



### Session Handouts

Session handouts are under Details. You may want to point that out to attendees and/or post them in the chat box to make them more prominent.

### Broadcast the Session

**You must click the green “Start Broadcast” button for attendees to view your session.** Important: you can only start your broadcast in the scheduled time for your session. So, if your session is scheduled for 11:00 am, do NOT try to start the broadcast before 11:00 am. It does take a few moments for the broadcast to start, so try to start right on time.

Attendees can begin entering the room 15 minutes before the scheduled start, but they will not see anything until the broadcast has started.

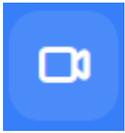
**UPDATED INFORMATION:** There is a 30-second delay in broadcasting. So, be aware of that when asking attendees to respond to questions or answer polls, also wait 30 seconds after completing your session to stop broadcasting to ensure that the recording captures your final remarks.

A session must begin during the schedule time, but it can keep going until a presenter clicks “Stop Broadcast.” **Before leaving the room, ensure that you have clicked the red “Stop Broadcast” button to ensure that the recording is completed.**

## Speaker Icons



= Your microphone is on



= Your camera is on



= Share Your Screen

You can choose to share a file or your screen. If you choose to share a file and can't find your file, you may need to change "Custom Files" to "All Files" in the pop-up window.

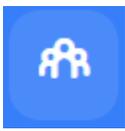
**UPDATED INFORMATION:** We strongly recommend that you do NOT share a PowerPoint file directly. The software may compress and distort the slides. Instead, save your PowerPoint file as a pdf and share that.

It may take a few moments for your file to load. Please be patient. You may want to load your file before the session begins.

If you are sharing a file, you will have multiple pages of the file visible to you. Use those to advance your slides. Only the person sharing the file can see those slides and advance them.

If you are sharing your screen and only have one monitor, you will only see the screen you are sharing and not the AccelEvents room. You may want to consider putting the content you want to share in a file instead.

**You cannot share a video. The audio will not be heard. If you want to share a video, contact Sheri Krause, WASB Director of Communications, at [skrause@wasb.org](mailto:skrause@wasb.org), BEFORE the convention.**



= The list of speakers in the studio with you. Make sure all speakers are listed ahead of time. You cannot elevate a participant to be a speaker.



= Leave your session



= Settings (microphone and camera options)

Chat = You can chat with presenters, attendees or use the Backstage button to chat with administrators. Chats are included in the recording.

Polls = You can pre-load poll questions if you would like.

People = Will show everyone who has entered your session (not necessarily everyone who in at that moment)

Q&A = Attendees can ask questions publicly or send them privately. As the speaker, you can dismiss the question, answer it live or type your answer. Questions and answers are included in the recording.

## UPDATED INFORMATION

### Attendee View

If you are sharing your screen or sharing a file, attendees only see the person speaking. Presenters will continue to see each other.

If more than one presenter is in the room, you have the option to change how the presenters are tiled. Look for a button under the “Start/Stop Broadcast” button.

However, note that if a presenter is sharing their screen or a file, only one presenter is visible and there are no options to change the layout of the screen.

This is how the attendees view the session when the presenter is sharing a file:

