Guide for Live Presenters

The Gallery

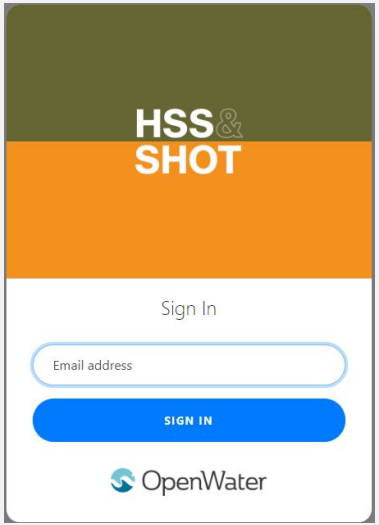
Sessions Gallery is the Hallway to the conference

- You will be able to login using your email: https://hss-shot.secure-platform.com/a/organizations/main/home
- Gallery is the “Hallway” to your conference. In the gallery you will be able to browse through the schedule and find the session you will be joining.

Logging into the Gallery

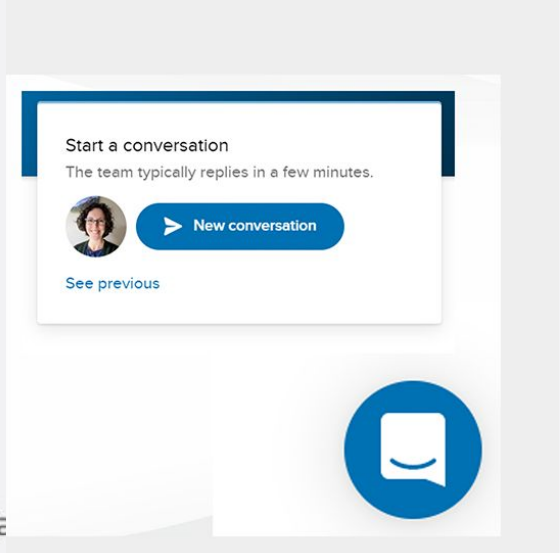
How to login

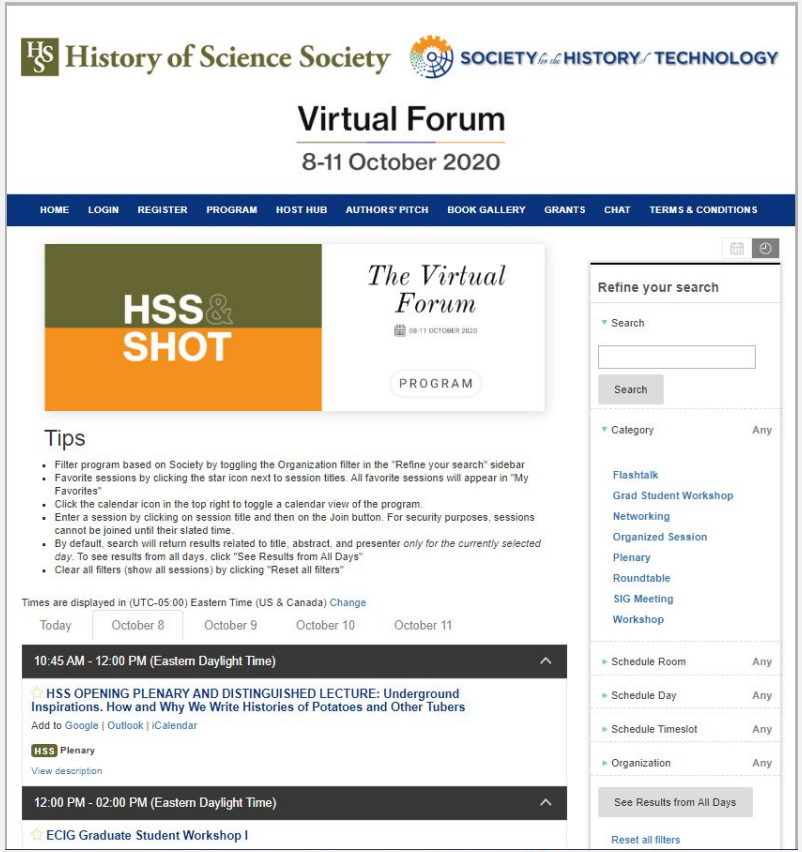
1. Follow this link to log into the conference gallery: https://hss-shot.secure-platform.com/a/organizations/main/home
2. Select **Login With HSS-SHOT**
3. Use your registered email and credentials to sign into the gallery. When you put in your email you will receive a login link in your email inbox.



How We Work With You - Live Event

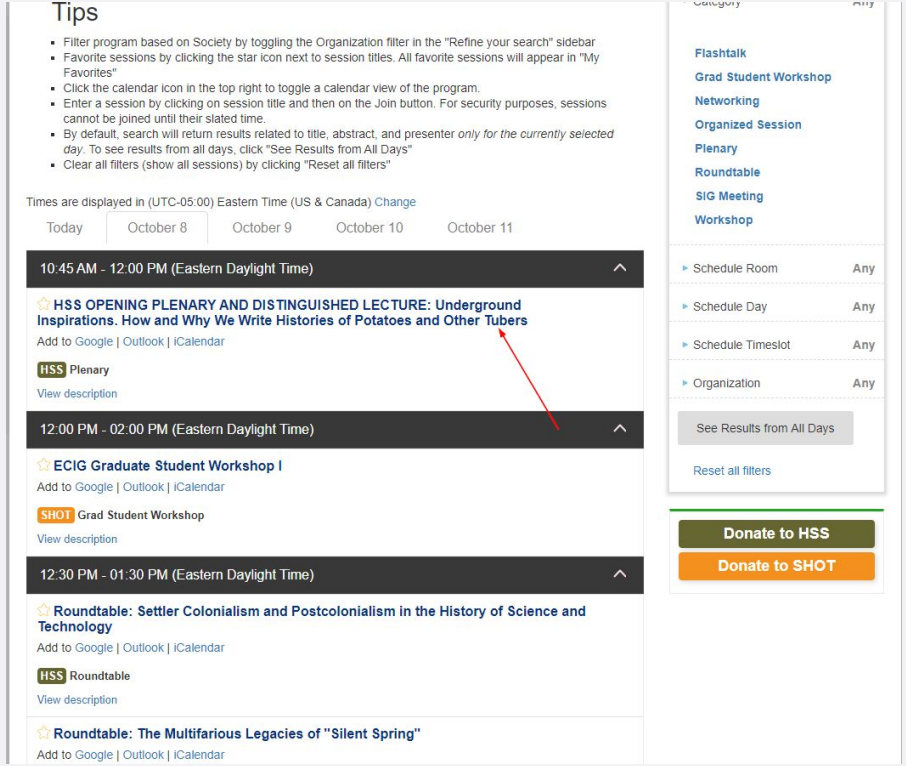
- Once you are signed in, select **Program** to find the conference schedule.
- Browse through the schedule to find your session.
- If you run into any issues, select the **Live Chat Widget** on the bottom right of the gallery. This will connect you with OpenWater Live Support who can point you in the right direction or send you direct links to any session.





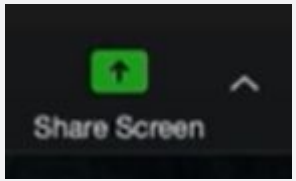
Joining Your Session

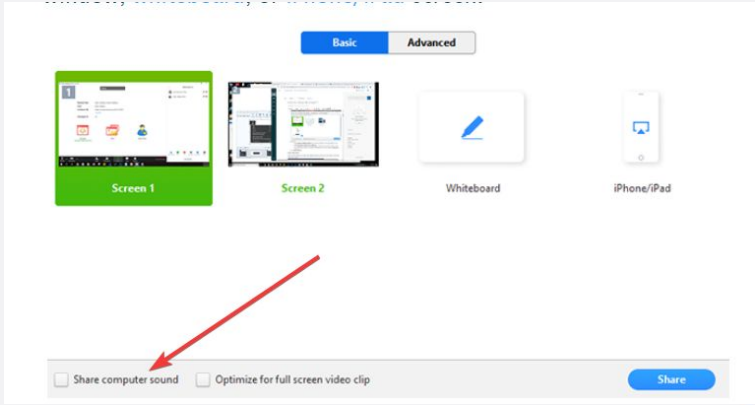
- Find your session in the conference schedule and **Select the course title**
- On the left side of the screen is the **Session Information.** On the right side of the screen is where you will be able to join the session.
    - Host for each session will open rooms **15 minutes** prior to the schedule start time by clicking **START MEETING**. Before the 15 minute mark a message will display reading **ROOM CLOSED UNTIL X:XX AM / PM**
    - When it is 15 minutes before the scheduled start time and the host has started the room, that message will change to a button that says **JOIN MEETING.** Click to join the meeting.



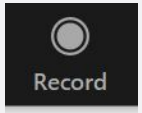
Screen Sharing Best Practices

- In your meeting you may want to share your screen to show a presentations and / or a pre-recorded video.
- To do this, click **Share Screen** in the Zoom toolbar.
- You can choose which screen, application, or page you'd like to share.
- OpenWater recommends sharing an **Application** vs an entire screen, as this will limit the chances of unwanted popups or notifications from displaying in your meeting.
- If you will be sharing a pre-recorded video, **make sure you select Share Computer Sound** before you select share. This will play sounds directly from your computer rather than picking up sound from your microphone. We also recommend **Muting Yourself** to prevent any sound feedback while you're sharing.
- We **do not** recommend clicking **Optimize full screen video clip**. This will compress your video and make it too choppy and make most text in a video illegible.





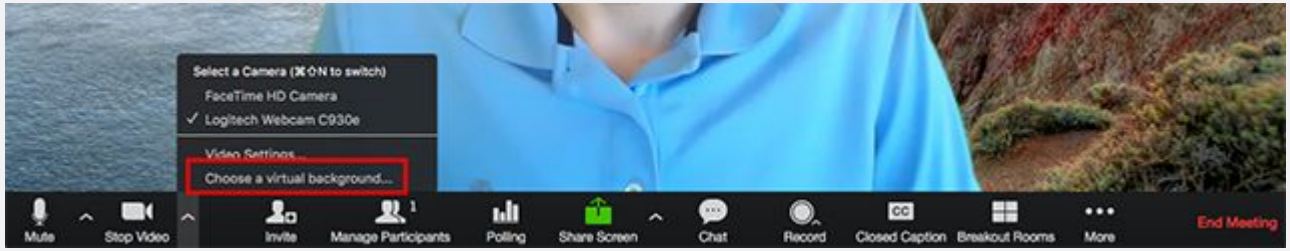
Screen Sharing Best Practices

- Before starting your broadcast close any other windows / tabs
- Close anything that might create a pop-up notification (Outlook, Teams, Slack, Skype)
- Practice sharing your screen with a partner or if you are practicing by yourself choose the **Record** option to watch how your presentation looks. 

- You can share the screen with your camera on or off. Use **Start Video** and **Stop Video**

Set Your Virtual Background

- Click on the arrow next to **Start Video** and **Choose Virtual Background**

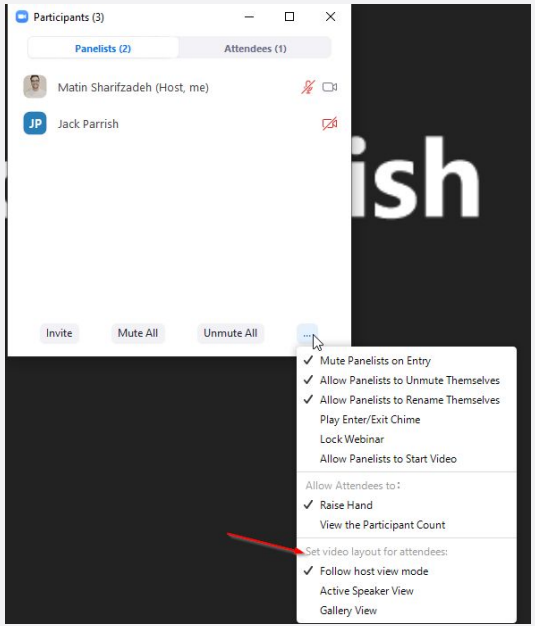


- The virtual background will work even if you don't have a green screen. If you have a bookshelf or a lot of angles, the virtual background won't work well.

- Please check our conference website for the official virtual backgrounds for download.

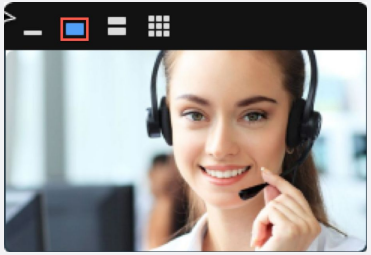
Camera Views

- The host can control their own camera views as well as the view for all attendees.
- In **Participant Settings** the host can control attendee camera views. The host can also allow Panelists to start their videos.
- Regular attendees cannot share their cameras.

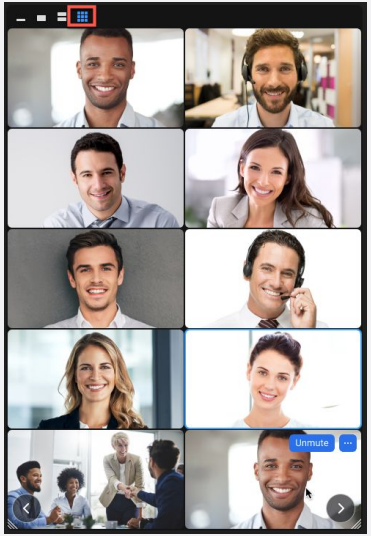


Camera Views

- Active Speaker



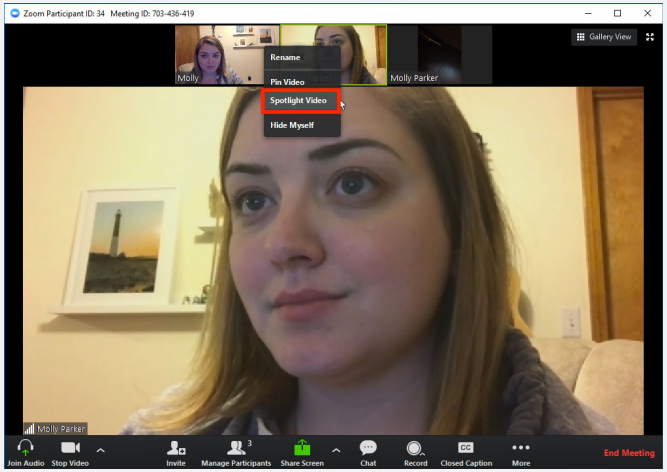
- Gallery Grid

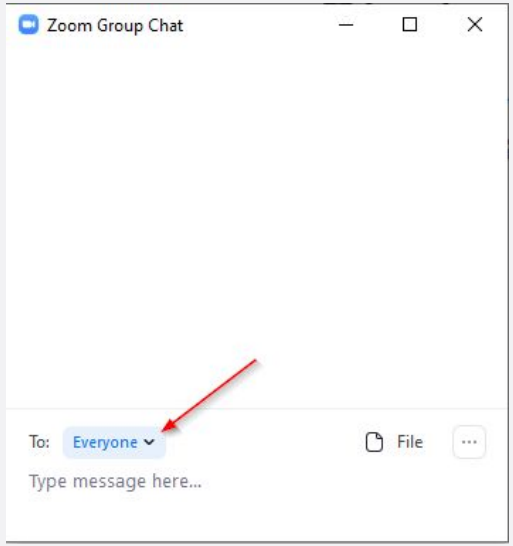
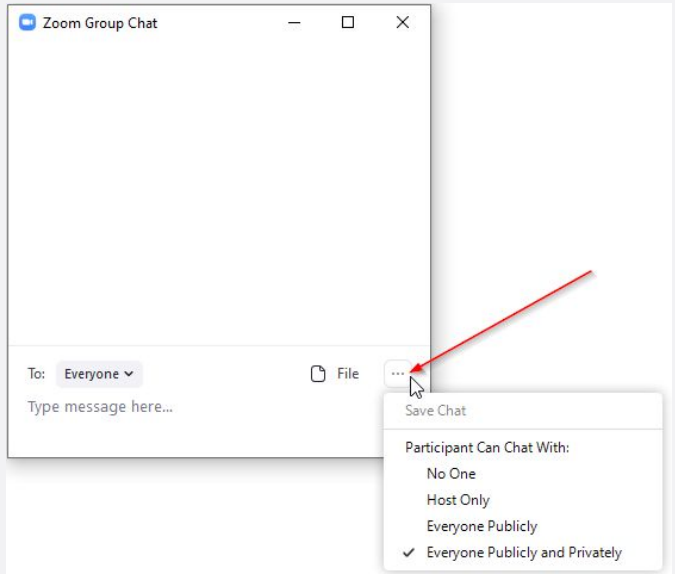


Camera Views

- By default the active speaker is shown

- Right click a speaker and choose **Spotlight Video** to keep focus on them. Right click again and choose **Cancel Spotlight** when done



Chat

- The chat feature can be used to communicate with attendees throughout the meeting
- Hosts can select who to chat with, either everyone or a specific attendee privately, and can also upload files if it is enabled.
- Clicking the ellipses icon in the chat allows you to chose who people can chat with during the meeting.