

August 2-4, 2021



Virtual Speaker Guide

SFF 2021 using Bravura Connect

**Tips for speakers
for pre-recording presentations
and setting up speaker profiles.**



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How to Access the Speaker Portal

- Using the link, username, and password provided by the ProgramMaster staff, log in to the Speaker Portal.
- Once logged in, you can:
 - Pre-record your presentation
 - If you cannot log in, contact ProgramMaster staff at programming@programmaster.org.
- Chrome or Firefox browsers are strongly recommended.
 - You may need to disable your browser's pop-up blocker for this site.

The screenshot shows the login interface for the Bravura Speaker portal. At the top, a banner features the event title: "THE 32ND ANNUAL INTERNATIONAL VIRTUAL SOLID FREEFORM FABRICATION SYMPOSIUM - AN ADDITIVE MANUFACTURING CONFERENCE - 2021" in blue and red text, alongside the dates "August 2-4, 2021" and a background image of a city skyline. Below the banner is a blue header bar. The main content area is divided into two columns. The left column, titled "Bravura SPEAKER", contains a login instruction: "The email you used to register for the event should be used to login. If you have a password, enter it. If you do not remember your password, enter your email and select 'Email me my password'." Below this is a link: "Click here to access the User Guide". The right column, titled "LOGIN", contains a dropdown menu for "TMS2021 Speaker", a password input field with a toggle for visibility, a "Remember Me" checkbox, and two large blue buttons: "SIGN IN" and "EMAIL ME MY PASSWORD". At the bottom, there is a copyright notice: "Copyright © 2021 Bravura Technologies, LLC" and a version number: "Version: 2021.03.01.0".


How to Record a Presentation

- After logging in, the Speaker Portal will show the presentation titles assigned to you.
- Select the desired presentation and select **Record Now** to start your recording. This will launch a virtual meeting where you will see yourself on camera. You can share your screen to run your presentation.
- If you see an error that indicates the recording room is not available, please reach out to support.

Pre-record for virtual session

Click "Record Now" to pre-record your presentation and play it during the live session. This will launch a virtual session where you will be on camera. **MAKE SURE YOU SELECT THE RECORD OPTION WHEN YOU ARE READY TO RECORD.**

You can also share your screen or presentation during the recording. Pre-recordings are usually available within 24 hours of the recording. For more details and tips on pre-recording, check the User Guide.

 Record Now

Below is a list of recordings available, delete any you do not need. Download the recording you want to use during your live session and keep it ready to play it during your live session. If you do not see your recording, check back later.

Recorded At	Size	
Jun 11, 2020, 11:00:05 AM	2 MB	Download

Recordings will be available within an hour of your recording session on this same screen.

Download the recording to review it. Delete it if you do not want to use it

Recording options may only be available if the admin has enabled access.


Check the 'Tips for virtual speaker' section on this guide for some useful tips.

Record a PRESENTATION

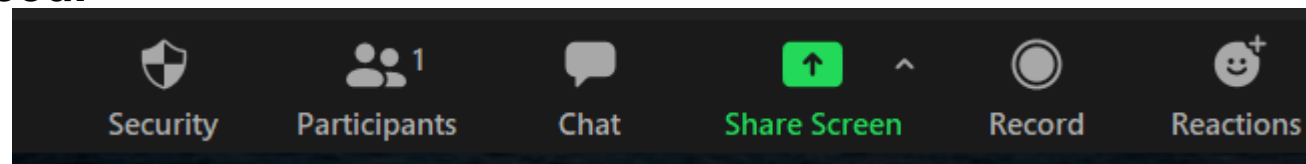
- Read all steps or print this page prior to pre-recording.
- Select the **Record Now** option when you are ready to start recording. This will launch a Zoom meeting
- Join the meeting as if you would join any virtual meeting, if prompted to install, Install Zoom
- Once you are in the meeting, enable your camera and microphone and ensure they are working correctly.
- Share your screen to show your slides.
- Select the Record icon from the Zoom Control Panel and select Record to the Cloud.
- **When you are done, stop recording and end the meeting.** Clicking end the meeting will automatically send your recording to the cloud. You will not receive an onscreen notification.
- The recording will then be available in the Speaker Portal within an hour. You will **not receive an email**, so please be sure to check the speaker portal.
- You may select Record multiple times, each of your recordings will be available in the Speaker console. **Delete the ones you do not need.**

Pre-record for virtual session

Click "Record Now" to pre-record your presentation. **MAKE SURE YOU SELECT THE RECORD TO THE CLOUD OPTION.** You can also share your screen or presentation. For more details and tips on pre-recording, click here.

 Record Now

Don't forget
to press
Record and
select the
cloud option!



Tips for Virtual Speakers: RECORDING

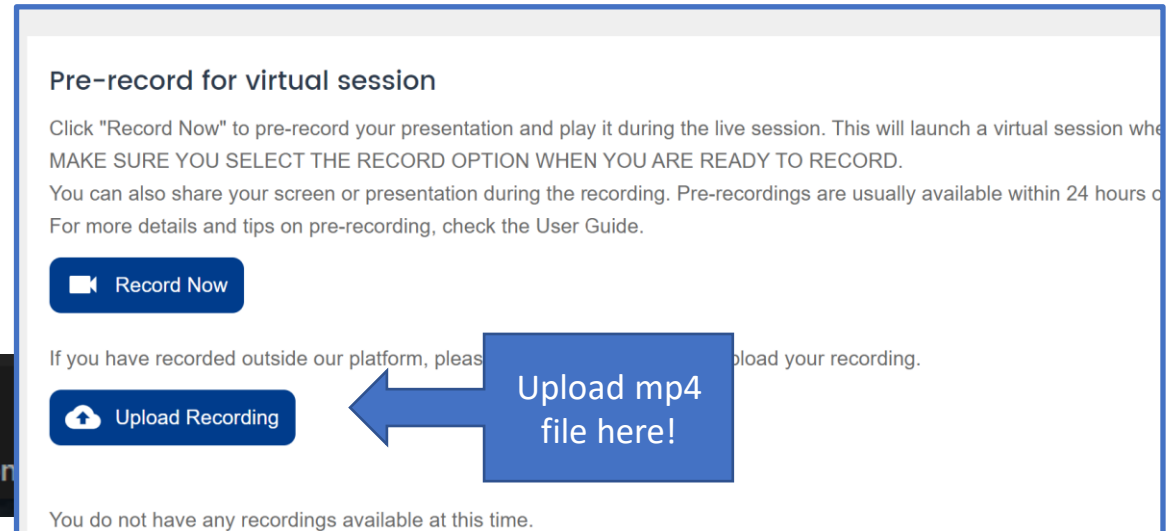
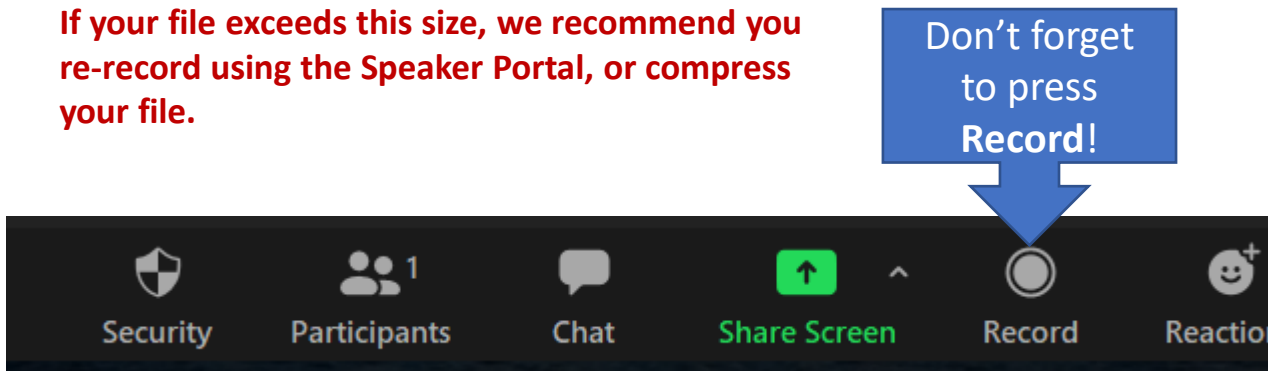
- Presenters should use Chrome or Firefox browsers. The Speaker Tools and virtual conference platform do not work well using Microsoft Internet Explorer or Edge.
- Speakers do not have to utilize special software for this recording: they need a computer or tablet and a working webcam and microphone, and they need to meet Zoom system requirements.
- Speakers can test their camera and microphone through Zoom by clicking on the carat (^) next to the video button to launch video and audio settings.
- The content you see on screen will be the content recorded. It is suggested you ready materials before hitting the record button.
- You can record and preview as many times as you wish to get the desired results.

Recording Outside the Speaker Portal

If you choose to use another platform to record, you can use any technology that gives you a MP4 file.
The instructions here use ZOOM for recording.

- ▶ Install and launch a free Zoom meeting
- ▶ Once you are in the meeting, enable your camera and microphone and ensure they work
- ▶ Share your screen if you plan to show a presentation (e.g. Power Point slides)
- ▶ Select the Record icon from the Zoom control panel.
- ▶ When you are done, stop recording and end the meeting. You will receive an onscreen notification.
- ▶ The recording will then be available on your computer. It will be saved as a MP4 file. Review this recording, save to your computer, and upload to the Speaker Portal.
- ▶ You may select Record multiple times and keep/upload only the final one.
- ▶ **For Upload: format MP4 file, file size is limited to 500 MB.**
If your file exceeds this size, we recommend you re-record using the Speaker Portal, or compress your file.

If you are recording outside of our console, note that MP4 files should be H264 video codec and AAC audio codec.



Setting Up Your Speaker Profile*

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My Sessions
My Profile
User Guide
Need Help?

My Profile

Save

[Remove](#)

Information listed below (except email) will be available to event attendees:

First Name : Karen	Middle Name : C
Last Name : Clooney	Email : karen.clooney@meetingsguru.com
Title : Founder	Organization : Meetings Guru
Phone : 17343531150	Website : www.meetingsguru.com

Upload a profile photo and edit your personal information in the 'My Profile' section

All information uploaded will be visible to meeting attendees, except for your email address.

Meeting attendees can search for speakers using name, affiliation, biography, and keywords

* You can set an attendee profile once you log into the virtual conference site, available in late July.

Share Documents with Attendees

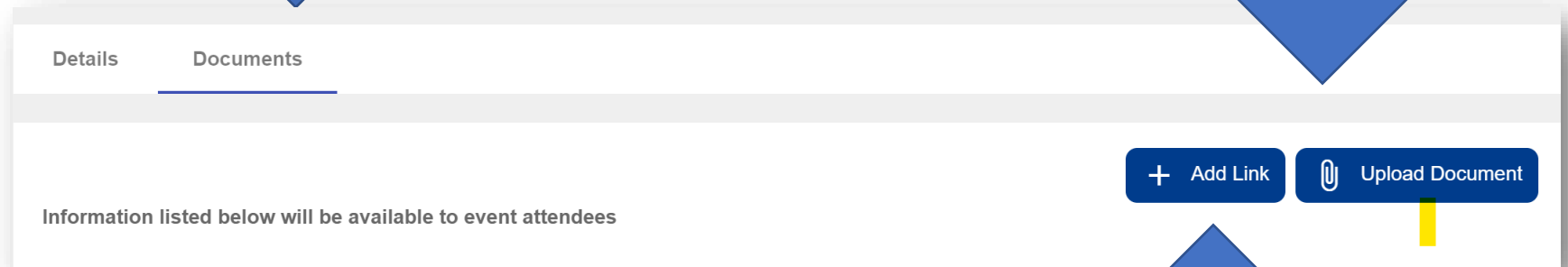
Documents can be uploaded for each of your sessions.

Select the desired session, and navigate to the 'Documents' tab

These documents are available to attendees before, and after your session and not just during your session.

Use this area to upload documents for your session. Each document or link requires a 'Name'

Select 'Upload document' to upload a document from your computer to be available to attendees



The screenshot shows a web interface with two tabs: 'Details' and 'Documents'. The 'Documents' tab is active and underlined. Below the tabs, there is a text line: 'Information listed below will be available to event attendees'. To the right of this text are two buttons: '+ Add Link' and 'Upload Document' (which has a paperclip icon). A yellow vertical bar is positioned to the right of the 'Upload Document' button. A large blue arrow points from the top-left text box to the 'Documents' tab, and another large blue arrow points from the top-right text box to the 'Upload Document' button.

Add a link to or video or website

Files can be in any format, including video formats but are limited to 25 MB each. If you have a large file, create a link to it and use the Add Link feature. If you are recording outside of our console, note that MP4 files should be H264 video codec and AAC audio codec.

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Are you a plenary speaker?

**We'll have instructions
available in early July.**



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Need Help?

For technical questions about uploading your presentation, click on the “Need Help” icon on the left side of the speaker portal screen.

This will connect you to a Bravura representative via live chat.

You may also email support at support@bravuratechnologies.com.

