THE 32ND ANNUAL INTERNATIONAL VIRTUAL

SOLID FREEFORM FABRICATION SYMPOSIUM 2021

– AN ADDITIVE MANUFACTURING CONFERENCE –

August 2-4, 2021

Virtual Speaker Guide

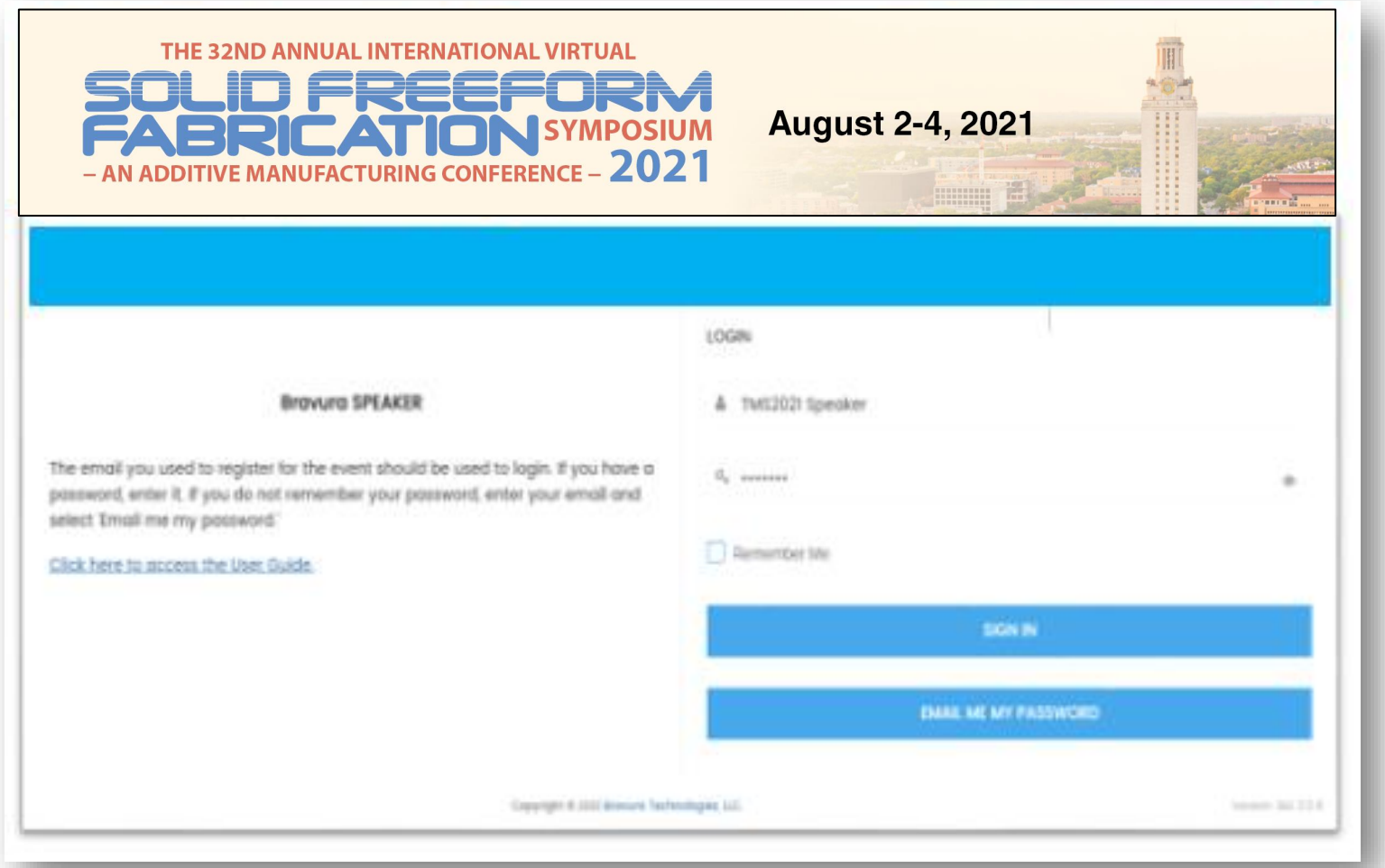
SFF 2021 using Bravura Connect

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

BRAVURA

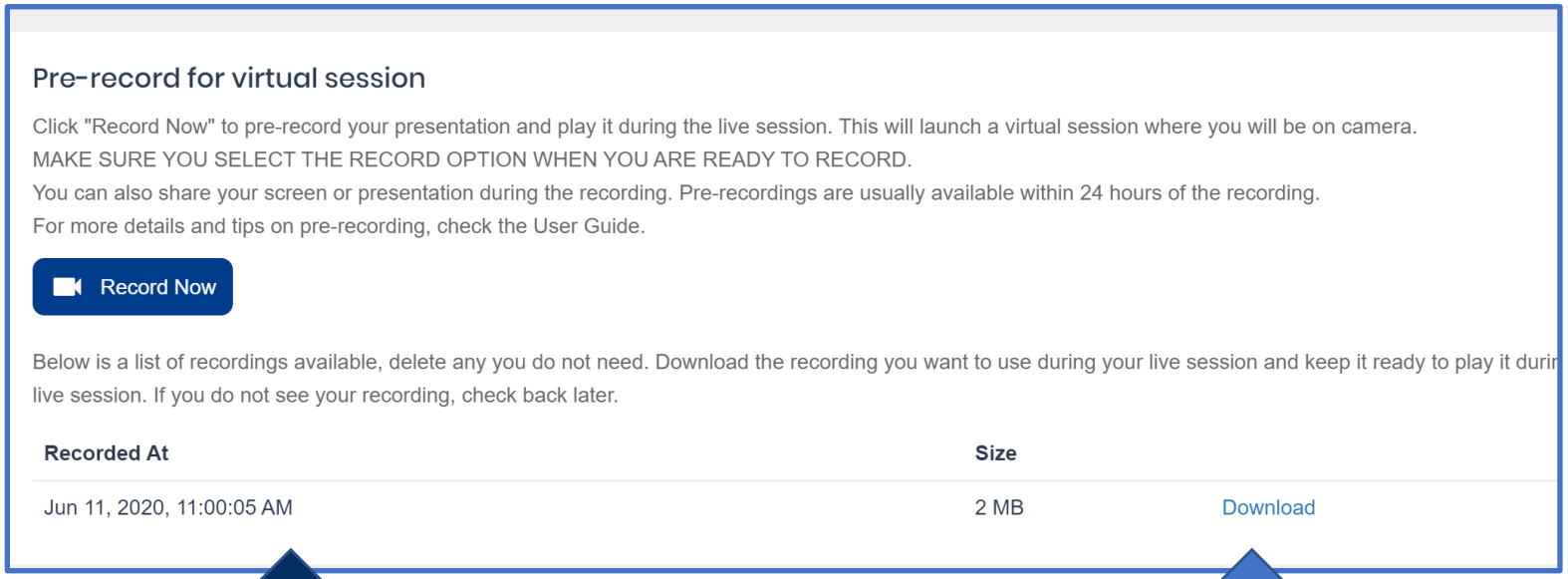
How to Access the Speaker Portal

- 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.



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.



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

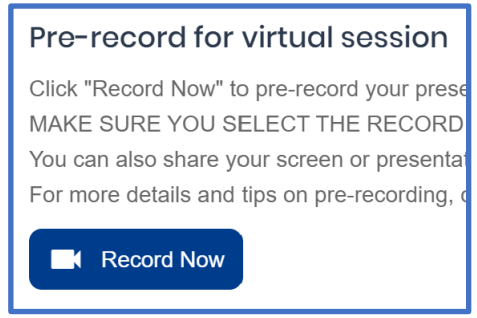
Download the recording to review it. Delete it if you do not want to use it

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

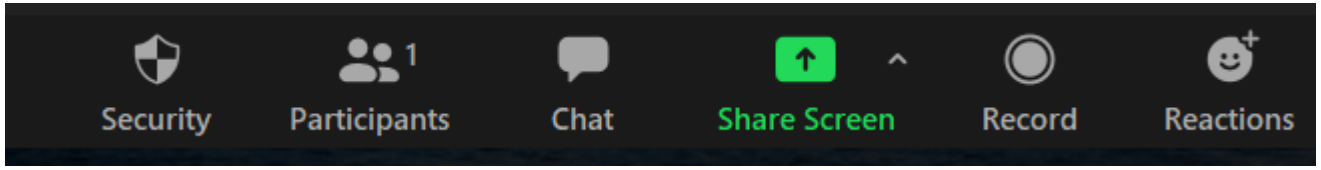
Check the ‘Tips for virtual speaker’ section on this guide for some useful tips.

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.**



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.

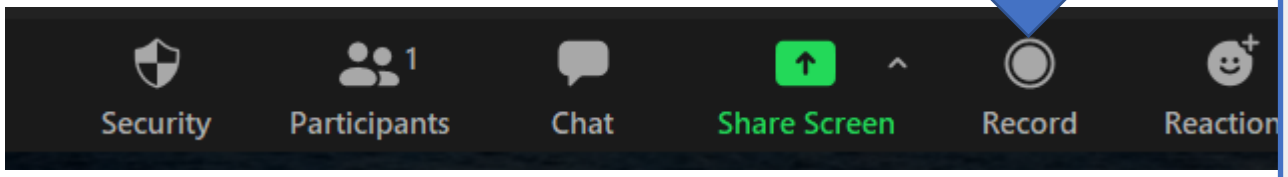
Recording Outside the Speaker Portal

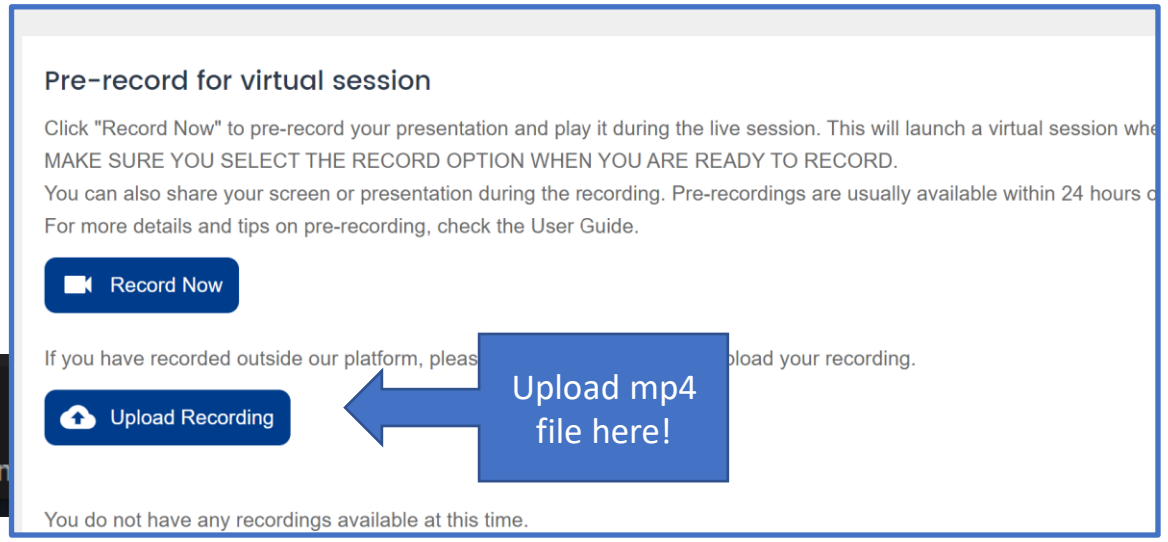
If you choose to use another platform to record, you can use any technology that gives you a MP4 file. The instructions here use ZOOM for recording.

- 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.

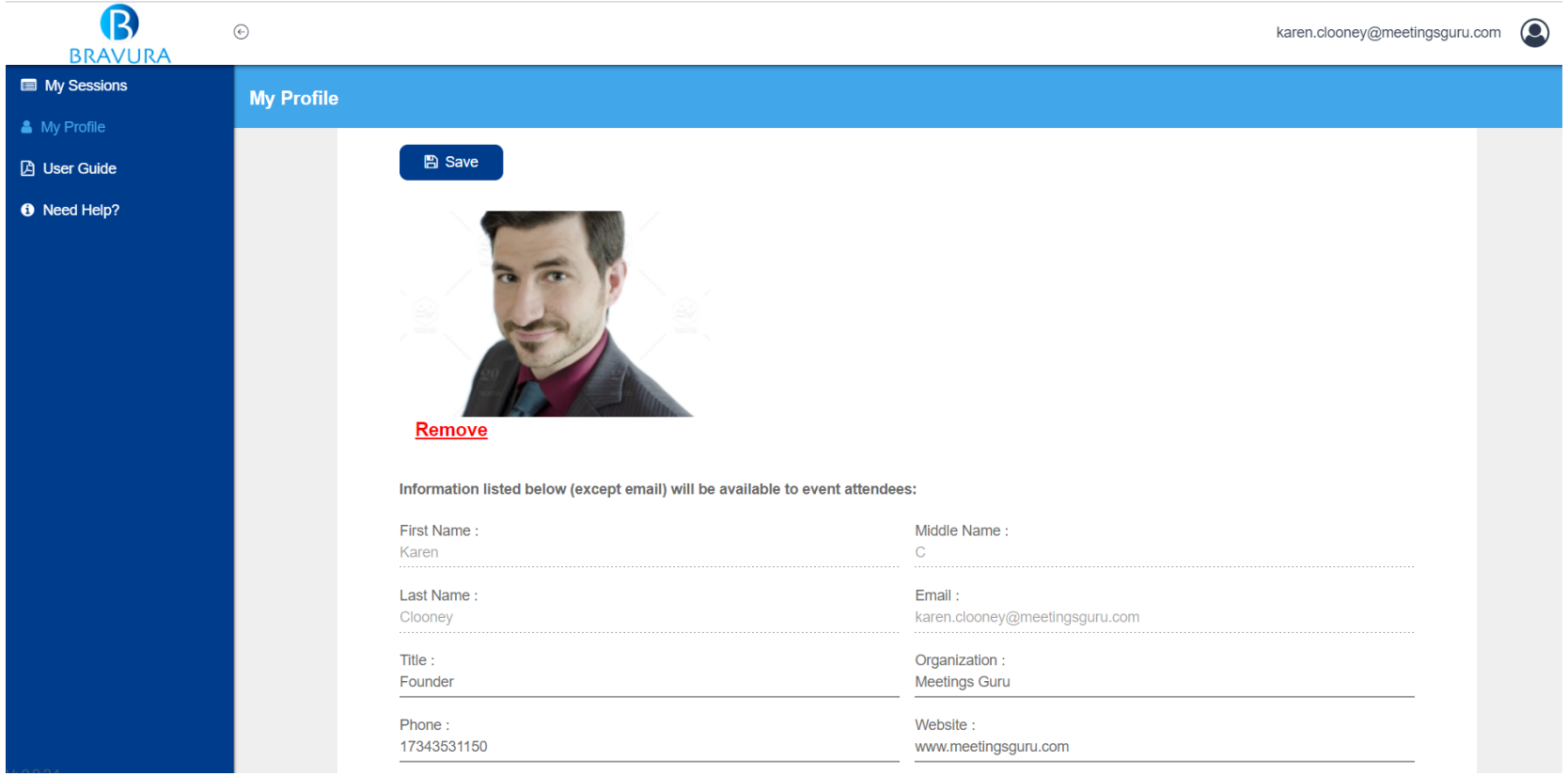
If you are recording outside of our console, note that MP4 files should be H264 video codec and AAC audio codec.

Don't forget to press **Record**!





Setting Up Your Speaker Profile*



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

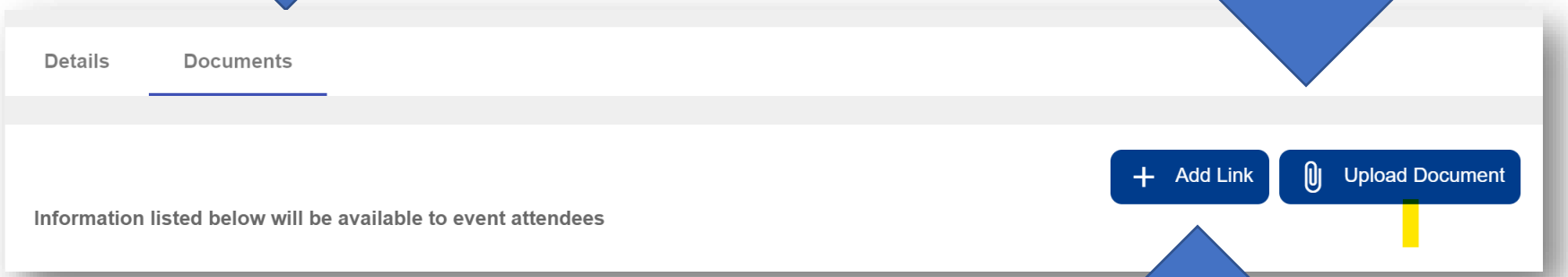
Documents can be uploaded for each of your sessions.

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



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 your 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.

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