Speakers brief
Get prepared for your digital event
Interpretation: Important

To have the interpretation tool available, it is compulsory that you download the zoom application [here](https://zoom.us/support/download) on your computer.

It is the same app for Windows or Mac computers.
Tips and tricks before taking the floor

**Arrival**
- Connect to the meeting space 30 min/1 hour before the beginning of the session to test your equipment (micro, audiostream) and your internet connexion.
- Technical test: Make sure you can attend the technical test with our technician

**Camera**
- Make sure your background is clear and that there is no window in the back to avoid backlight.
- Try and pick a simple background at home (a white wall or a closet with the doors closed).
- Frame your camera so that your whole face is visible.

**Sound**
- Use a headset preferably with a built-in microphone, in order to have the best possible sound quality.

**Internet**
- Pre-test your connection at the same location you’ll be viewing from and test the device you’ll be using.
- Ideally, your internet connection should be at least 1Mbits/s.
- Your internet connection can be tested on this website: [https://www.speedtest.net/](https://www.speedtest.net/)

Use the chat of the video call system if you have a message to pass to the technician

Dress accordingly (casual chic)

Stay calm
Speak clearly
Tips and tricks before taking the floor
About Zoom – tutorial

Zoom is the virtual meeting room you’ll be using to be connected with your participants. Please follow the tutorial below for a proper use during the meeting.

Entering the meeting room

Isabelle Birot is inviting you to a scheduled Zoom meeting.

Topic: ZOOM Meeting
Time: Oct 1, 2020 08:45 AM Paris

Join Zoom Meeting
https://us02web.zoom.us/j/84245240891?pwd=NMVjOToyNTl3UmJYb1oyd25yZ2ljUT09

Meeting ID: 842 4524 0891
Passcode: 429232

Click on the link that has been sent by your stage manager.

You can also login with meeting number and password.

You can connect either by using the app if it is installed on your computer, or its web version.

You are now in the lobby.

Note that if you arrive before the meeting has started, you’ll be asked to wait and the host of the meeting will be notified of your presence.
While you are waiting: check your parameters

1. **Sound check** (check volume)
2. **Microphone check** (record a message that you can hear afterwards)
3. **Video check** (turn on your camera and check if the quality is ok)

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*Image showing the settings page in Zoom with options for sound, microphone, and video checks.*
Joining the *meeting room*

You can choose to join the meeting with your camera and microphone activated or deactivated.

Share your *whole screen* or just a specific *window* on your screen.

Click on *Share Screen*
Participants and chat

To check the active participants click on the participants tab.

1. You’re able to see if they’re muted
2. You’re able to see if camera is activated
3. You’re able to see if anyone has raised his/her hand. This is to attract the attention.

You also have the possibility to react to others presentation by clicking on these buttons.
Participants and chat

You can also chat with your participants.

1. To everyone.
2. Or to one person in particular.
Different views: **Active speakers view**

**Active speaker video view**: puts forwards the current speaker or anyone in the meeting whose microphone records sounds. It will put your own camera in the bottom right.

**Mute your microphone** in order to concentrate on one speaker at the time.
**Different views: Gallery view**

**Gallery view**: This view allows you to see all the participants of the conversation in a gallery, which means all the streams of the participants will be side by side.

**Advised view for a panel**, given that it allows you to see at all times all the participants.
Interpretation

You can choose the language in which you want to listen to your meeting by clicking on "Interpretation". Then click on the language of your choice.

\[\text{It is important to download the Zoom application to access the interpretation.}\]