



Geek Gatherings Presenter's Guide

Introduction

This document provides instructions and guidance for presenting at a hybrid or virtual Geek Gatherings event using HopIn. We recommend reading the entire document ahead of time and then referring to each section at the appropriate time.

Terminology

Here are some terms we'll use throughout this document.

Backstage: the area in HopIn from which presentations are given. Attendees have no access to this area and speakers can only enter it via a link provided by the conference organizers.

In-room Facilitator: one of the conference organizers who will sit at the presentation table during remote presentations.

Moderator: one of the conference organizers or a community volunteer who will be backstage with you during your presentation. The moderator will help you get set up for your presentation, will start streaming when you're ready, and will keep an eye on the Chat window to address any problems and to keep track of questions. Synonym for Producer.

Presentation: this is what we've traditionally called a session, a single instance of a specific topic by a specific speaker. Because HopIn uses the term "session" differently, we'll use "presentation."

Producer: See Moderator.

Session: in HopIn, this is a breakout room where a group of people can meet and talk.

Stage: the main presentation area in HopIn, where attendees watch presentations.

StreamYard: the backstage/streaming application HopIn uses for the stage. As of 2023, we have switched from the original HopIn backstage experience to StreamYard.

Advance Preparation

The items in this section should be done before the day of your presentation. They'll help you prepare, so your presentation runs smoothly.

Set up your HopIn account

If you didn't do so when you created your HopIn account, set a photo as your avatar so it'll appear in the speaker listing. To do that, click your name on the HopIn main page, then choose Manage Profile, and then Choose Image for the Avatar setting.

You can also set additional contact information, such as "headline" (which can be your company name or something else to identify what you do), your bio, a Twitter handle,

company website, or LinkedIn address. This information appears in the People panel during the event so attendees can quickly see information about you.

Set up Slack and join our channel

We'll use a Slack channel for communication among organizers and speakers (such as for troubleshooting) during the conference. If you haven't use Slack before, set up a free account at <https://slack.com>. If this is your first time presenting at a Geek Gatherings conference that includes a virtual component, you should have received an email inviting you to our channel. It's very important to keep the Slack window open (you can have it in a browser, but we recommend downloading and installing the app) during the conference days because that's the mechanism we'll use to keep in touch with you and the best way to get hold of us.

You can direct message any of the conference organizers through Slack to ask for help, as well as chat with other speakers. (If you're dealing with a crisis during the conference, please message all three of us, so whoever is available can help.) The Speaker channel is designed to share ideas or ask questions of your peers. Don't hesitate to reach out if you need help or have a suggestion to other speakers based on your experience during the conference.

Consider a headset

In our testing, built-in microphones were generally fine, but consider using a headset for the best audio. If you decide to use a headset, please test it with HopIn ahead of time.

Think about lighting and background

Pay attention to the lighting and background in the room you're in when you do a virtual presentation. The current version of HopIn allows virtual backgrounds for presentations, though strongly recommends having a green screen when you use them. If you want to use a virtual background, you'll need to set that up once you're backstage.

Setting up for HopIn

We'll provide you with links for the attendee view of the event and for the backstage area from which you'll present. You may want to create bookmarks or desktop shortcuts for both links to make it easy to switch back and forth.

Note that when you are backstage, as soon as you navigate to any other area of the event, you can no longer return backstage without using the link again.

Use Chrome

Plan to use Chrome (or a browser based on Chrome, like Edge) to give your presentation. Although Firefox is also supported, we've seen more problems using Firefox than the others.

Enable screen sharing in your browser

Check your Chrome settings for the camera and microphone. By default, the peripherals are blocked. You can set permissions to allow the camera and microphone for the Web site App.Hopin.to using the page shown in **Figure 1**.

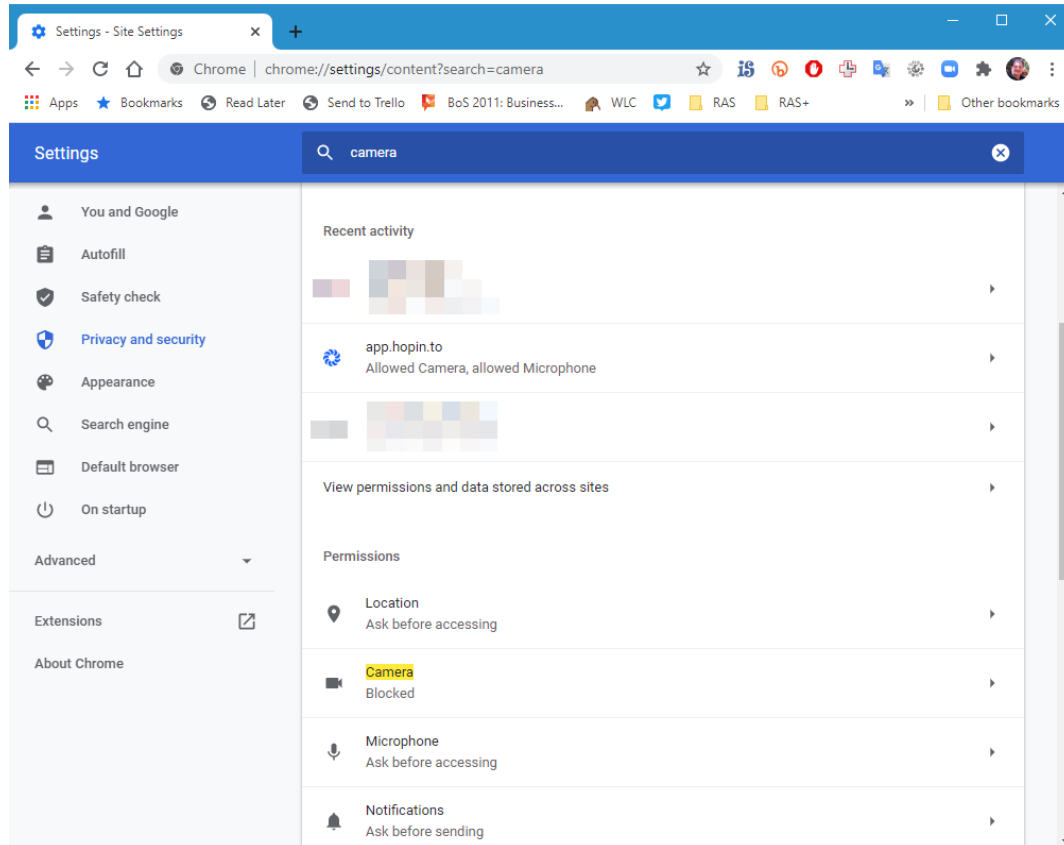


Figure 1. Chrome settings for the camera and microphone are found by searching for camera.

Test your set-up

HopIn provides a step-by-step test to see whether your machine is properly configured to participate in a HopIn event. Click <https://pre-event-check.hopin.com/> or, if you're planning to use a different browser than your default, paste that link into the browser.

Consider using multiple monitors

We recommend presenting using two monitors with one showing the browser containing the HopIn session, and one showing whatever applications you'll be using for your presentation. We will provide a second monitor for in-person speakers to use. (You'll need a USB-C or HDMI port to connect to it., but keep in mind that you'll also need an HDMI port to connect to the projector.) Note that the first time you connect to this monitor, it may change your computer to its maximum resolution, so make a note of your preferred resolution beforehand.

PowerPoint allows you to specify which monitor a presentation appears on. The relevant setting is in the Slide Show tab with the label Monitor, as shown in **Figure 2**. The setting is saved with the file, so if you're preparing the slideshow on the same computer where you'll show it, you can set it to the desired monitor, save the file, and use the Show option in Explorer rather than having to open PowerPoint for your presentation. (If you're presenting on a different computer than the one where you created the presentation, you'll need to open the slideshow on the presentation computer, set the desired monitor, and save to take advantage of this capability.)

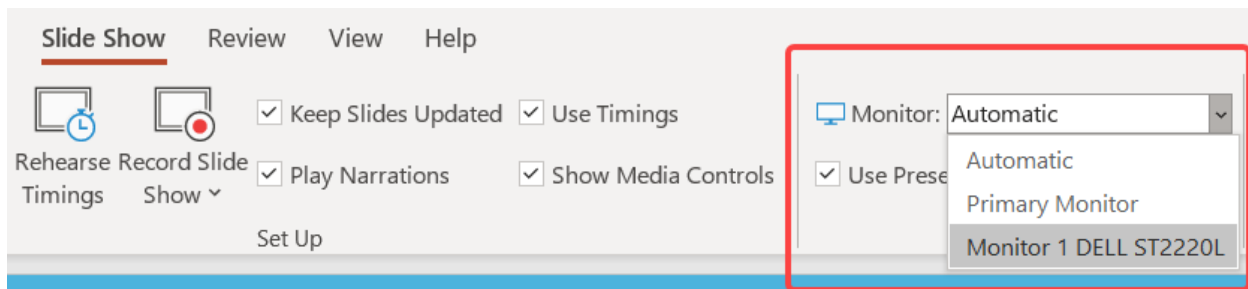


Figure 2. When setting up your PowerPoint presentation, you can specify on which monitor it should display.

Put all the applications you'll want to show on screen onto the same monitor. By doing so, you'll be able to use Alt-Tab during your presentation to switch among them without having to turn screen sharing off and back on.

Consider screen resolution

Your presentation needs to be readable for attendees, both in-person attendees watching the screen in the presentation room and virtual attendees who may be using anything from a giant monitor to a tablet. Plan to set your screen resolution for your presentation to something like 1280 x 720. Make sure you've sized applications appropriately for whatever resolution you'll use. For hybrid events, also remember that the bottom of the physical screen may not be visible to those in the back of the room and try to limit yourself to the upper two-thirds of the display area.

Configure for readability

Set font sizes for Windows, VFP, and any other applications you plan to show to be large enough to be visible to both in-person and virtual attendees, such as 14 or 16 point.

You may want to create a Windows user account just for presentations (thanks to Christof for that idea) that has font sizes already set for the apps you'll show so you don't have to switch font sizes before the presentation and then switch back to normal afterward. This approach also has the advantage of making it easy to hide personal data that might otherwise be visible during your presentation and having a desktop with a minimal number of icons on it.

Consider running test events

Every HopIn user can create events. You may want to create one or more test events, so you can practice your session in the environment where you'll give it. You might invite family members or co-workers to come and serve as the audience.

To create a test event, you'll have to create an organization under your account, because only organizations can create events.

With a free HopIn account, you're limited to events that run no more than two hours, so set your event times accordingly.

Decide how to handle questions

Virtual attendees cannot speak during a presentation, so they'll type questions into the Chat window. The moderator will organize the questions and read them to you. You can choose to answer questions multiple times during your presentation or wait and take them all at the end. Whichever you choose, please tell the audience what you plan to do and remind virtual attendees to type their questions into the Chat window for the Stage. (HopIn offers an event-wide Chat window, as well as Chat windows for whatever area you're in at the moment.) It's a good idea to add a slide with this information before or after your Agenda slide so attendees know what to expect.

We've found that many questions asked in Chat get answered by others before the speaker is ready for questions. That streamlines the questions directed at speakers.

You'll have a Session after your Presentation

We will set up a session (that is, a breakout room) for you to meet attendees following your Presentation, so you can answer additional questions. We expect you to do that for only 15 minutes or so, but if you're a virtual speaker, you're welcome to stay longer if you still have attendees who are interested. If you're speaking live, you'll need to stop after 15 minutes to allow the next speaker to set up for their session. (Of course, you can leave the session room sooner if there are no questions for you.)

Remind attendees about your Q&A session at the end of your presentation.

Register for the event

There will be multiple HopIn events for the conference. We will send you a link to register for each event. Register as soon as you receive the link, especially for the event in which you are presenting. The link to the BackStage will not work unless you are registered.

Before Your Presentation

The items in this section should be done just before giving your presentation. Some apply only for remote presentations, while others apply to all presentations.

Reduce your home's or office's bandwidth consumption

Disconnect or turn off any devices that use a lot of bandwidth, such as video streaming, so that your video will broadcast cleanly.

Restart your computer

A few people have run into issues getting their webcams to work (likely because of having used them with other applications), so it's wise to restart before your presentation (or at least at the start of the day).

Log into your presentation user

If you've created a separate user account, as described in "Configure for readability" earlier in this paper, log out of your regular account and log into that account.

Start Slack

Have our Slack channel open so we can find you and you can easily communicate with us.

Prevent notifications

Shut down any applications (like email clients) that have notifications (except, of course, for Slack). Better yet, turn on Window's Focus Assist setting (found in the Tray or search for "focus assist" in the Windows Search bar), which blocks notifications. (When you connect to a projector, Focus Assist turns on automatically, but because your presentation is online, you won't be connecting to a projector.)

Go backstage

About 15 minutes before the scheduled start of your presentation, leave whatever other area of HopIn you're in. If that area has a Leave button, click the button and then close the tab. Otherwise, you (and ultimately, the audience) will hear echoes. Some speakers had issues with being able to share their audio and video if they just closed a tab without clicking Leave.

Once you've ensured you're not in another HopIn area (but not before the previous speaker finishes their presentation), use the link you've been provided to go to the Backstage area of the event. You'll be met there by the moderator assigned to your presentation, who will have to add you to the stream. (We'll be scheduling the moderators in advance, so you'll know who to expect.)

Set things up the way you want them when your presentation begins. If you want your screen shared initially, then share it backstage. We recommend showing your slides and yourself at the beginning of your presentation.

To share your screen, click Present on the Backstage toolbar (shown in **Figure 3**). From the menu that appears (**Figure 4**), choose Share Screen. The first time you do this, you'll see a dialog with Screen sharing tips; click Share Screen. Then, the dialog shown in **Figure 5** will open to let you decide what to share. If you're going to use more than one application (such

as PowerPoint and Visual FoxPro), it's best to choose the screen that contains those applications. Choose what you want to share and click Share. Once you've shared, your moderator will have to add your screen to the stream.

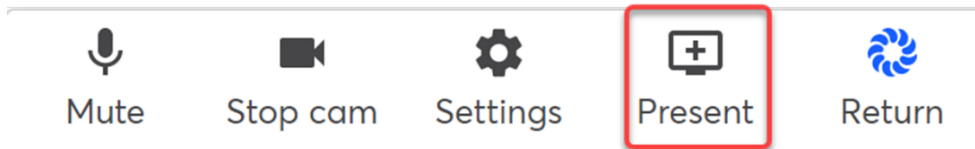


Figure 3. To share your screen, click Present on the Backstage toolbar.

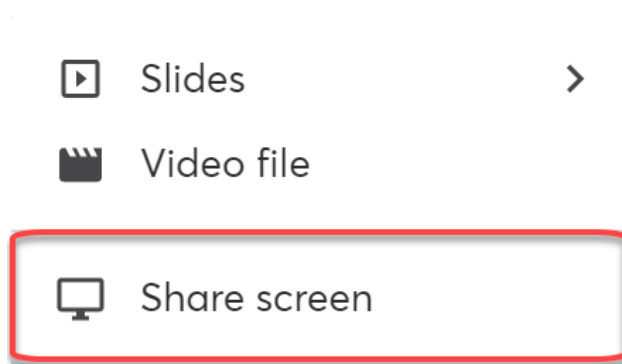


Figure 4. This menu appears when you click Present.

Choose what to share

studio.streamyard.com wants to share the contents of your screen.

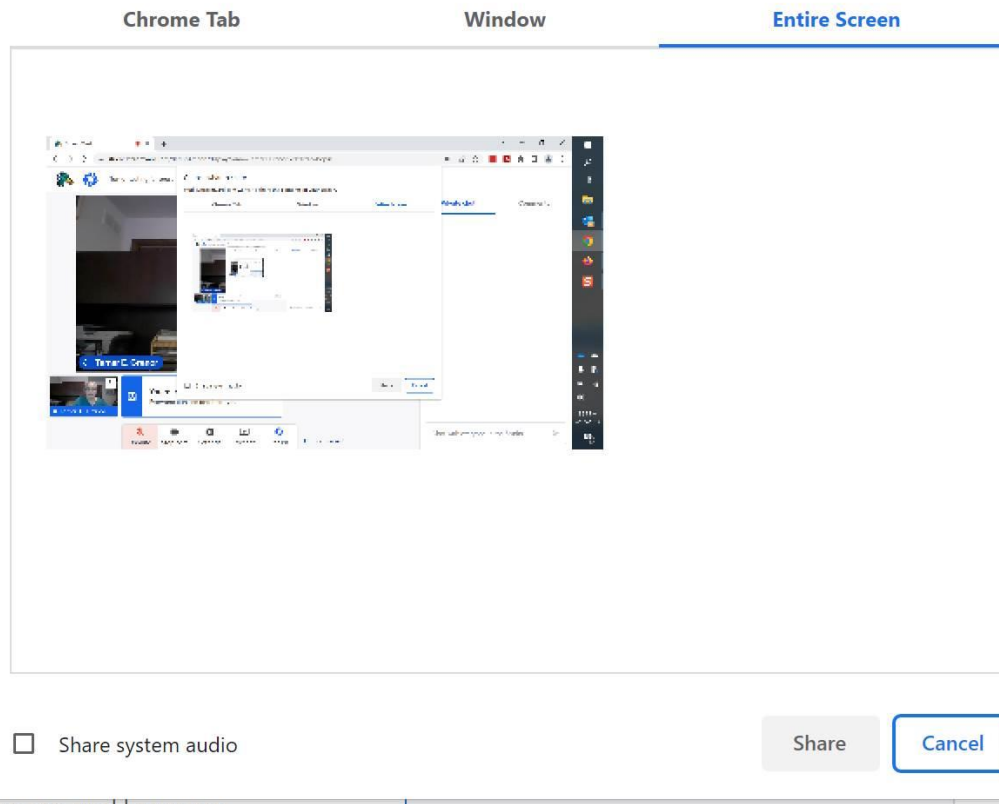


Figure 5. Choose what to share on this form. If you plan to show multiple applications during your session, it's better to choose an entire screen.

Polls

HopIn allows you to poll the audience while you're presenting. If you want to post one or more polls during the presentation, prepare the polls ahead of time and paste them into Slack so the moderator can post them via cut and paste. When you do so, indicate the timing of the poll(s) during the session.

Also, be aware that the presentation on Stage runs about 10 seconds behind what you're actually doing Backstage. So, even if people are quick to respond to a poll, there will be some delay before you have results available.

During Your Presentation

The items in this section apply while presenting.

Starting the Presentation

When you're ready and it's time for your presentation, the moderator will stop their own camera and mic and click the Go Live button. When the broadcast is live, the word Live will

appear in the upper-left corner of the backstage window, and the message “You are live!” will appear briefly in the middle; see **Figure 6**. That’s your signal to start your presentation. As you present, the upper-left corner will show a time counter, as in **Figure 7**. The counter is not visible to the audience, only backstage.

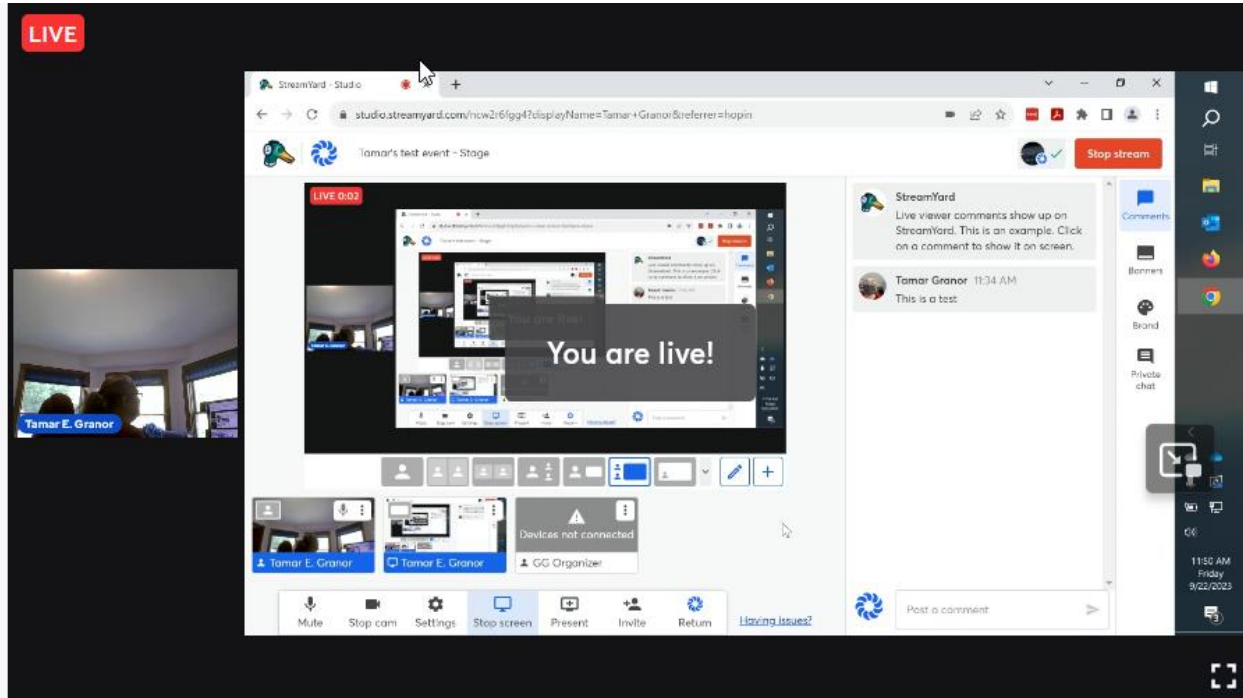


Figure 6. After the moderator starts the broadcast, you’ll see this message. That’s when you should start talking.

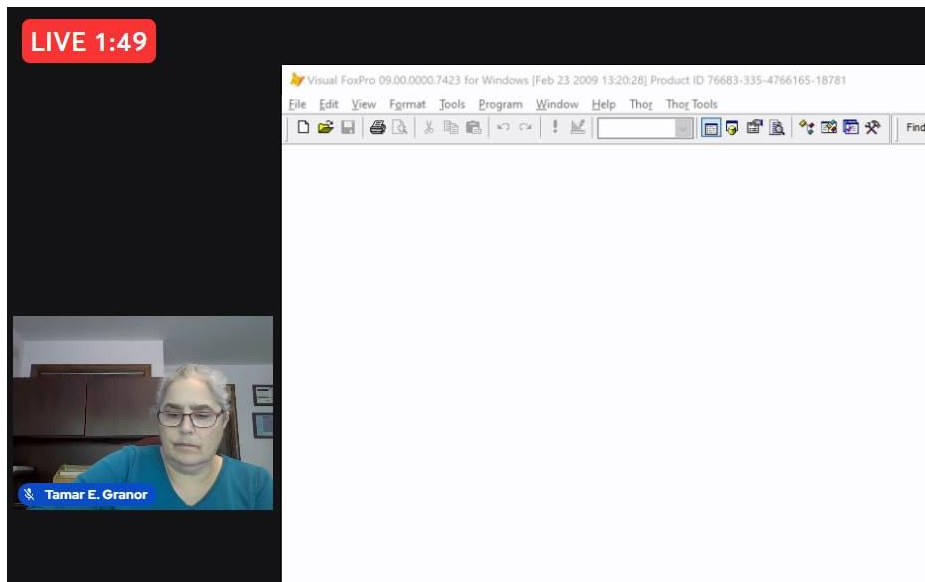


Figure 7. During your session, you (but not the audience) will see a time counter in the upper-left corner.

The moderator will stay in the Backstage area throughout your presentation. You can use the Backstage chat (labelled “Private chat” in menu on the right) to quickly get the

moderator's attention. The moderator will be watching both the BackStage and Stage chats, so they can see what the attendees are saying as well.

What you'll see

You will not be able to see or hear the virtual audience, so if you are remote, it will be like presenting in an empty room (just as when you rehearse before the conference). That may feel very strange, but just proceed. It's better if you don't mention this to the audience, because they're not having the same experience.

By design, there is about a 10-second delay between Backstage and Stage. That is, everything you say and do Backstage shows up on Stage 10 seconds later. That means that you cannot ask a question, even asking for responses in Chat, and then wait for replies.

What to show

The moderator controls what shows up on stage. While StreamYard offers a variety of views, the two we will use are called "Screen layout" and "Cinema layout." In Screen layout (shown in **Figure 7**), anyone backstage (who hasn't stopped their camera and mic) and any shared screen appear, with the presenter(s) to the left. In Cinema layout, only the shared screen appears.

Of course, in Screen layout, the shared screen is smaller. Unless you tell your moderator otherwise, they'll set up Screen layout for the opening of your presentation and switch to Cinema layout after you finish your "About me" slide.

When you ask for audience questions during your session, if you are presenting remotely, your moderator will have to turn their mic back on, which will automatically switch to Screen layout. Your moderator will switch back to Cinema layout when you're done with that group of questions.

Hide the "Stop sharing" window

In Chrome, when you initially share your screen, a window shows up near the bottom of the screen as shown in **Figure 8**. You can hide it by clicking the Hide link on this window. (Firefox has a similar window, which you can hide by minimizing it.) You still can stop sharing your screen by choose Stop Screen from the toolbar in the Backstage window in the browser.



Figure 8. The "Stop Sharing" window shows up and covers up part of your presentation window.

Share how you want to handle questions

Tell the audience how you want to address questions. Some speakers prefer to handle questions at the end of the presentation, while others like to answer them during the presentation.

Questions

If you are an in-person speaker for a hybrid conference, it is essential that you repeat audience questions. Otherwise, virtual attendees will not know what you are answering, even if everyone in the room can hear the question.

In addition, in that situation, when you stop for questions, take some questions from the in-person audience, but then give your moderator a chance to ask questions from virtual attendees.

For remote speakers, the moderator will collect questions from the Stage chat and read them to you when you ask for questions. Live attendees for remote speakers will be able to write questions on Post-It notes and pass them to the in-room facilitator who will add them to the Stage chat for the moderator.

Polls

Tell the moderator when you want them to post a poll that you've prepared (see "Polls" in the "Before Your Presentation" section of this document). To see the results of the poll, you can either choose an answer or click Show Results at the bottom of the Polls panel.

In addition, be sure to tell the audience to switch to the Polls panel to answer the poll. We've found that many people simply type their answer into Chat.

After Your Presentation

The items in this section should be done following your presentation.

Leave the stage

When your presentation is done, the moderator will stop broadcasting. Once the Live indicator disappears, click Return on the Backstage toolbar to exit the backstage area and allow the next presenter to get ready.

Go to your Session room

Navigate to the room for your Q&A session in the Sessions area. The Session room is like sitting around in the bar at a live conference, where everyone can speak and some people may just stand behind and listen. If you need a chance for a one-on-one discussion with a virtual attendee (or speaker), you can do that as well. Use the Networking section of HopIn to set up a video call with an individual.

Send any updates

If you have updates to your materials, send them to Tamar as soon as possible.

Video and Chat will be posted

All HopIn presentations are recorded. We will post all session videos to a site limited to paying attendees soon after the conference ends. They may also be posted on the public Geek Gatherings YouTube page later, but that likely won't be for some months. Videos will

not be edited. In addition, we will capture the Stage Chat during your session to a text file and add it to the materials for the conference. You may want to review it to see what questions were asked and answered in Chat to see how the presentation might be improved for the future.

Evaluations

The evaluations for your sessions are available via the Geek Gatherings Evaluation site (<https://geekgatherings.com/Evaluation>). We'll provide you credentials before the conference. Log in with this username/password. Choose the Speaker view from the group near the upper-right corner of the page.

A summary of the evaluations for each session you've given is at the top. Below that is a list of individual evaluations, and below that are the details of the evaluation highlighted in the list. **Figure 9** shows an example.

Geek Gatherings Conference Evaluation [Log Off]

Home | Submission | Registration | Evaluation | About

Attendee | Speaker | Organizer | Conference

Virtual Fox Fest 2023 (May)
May 10th, 2023
Across the Globe via Hopin.com

Average Session Scores

Time Slot	Event Id	Session Title	Received	Prepared	Know	Interest	Match	Value	Topic	Hear
10/28/2022 1:00 PM	VFF2022Oct	The Anatomy of the VFP Runtime Com...								
8/6/2022 2:30 PM	VFF2022MAY	Visual FoxPro Reporting: XFRX vs. FanyP...								
10/14/2021 3:00 PM	VFF2021OCT	A Decade of Thor Extending Visual Fox...								
8/6/2021 8:00 PM	VFF2021MAY	Inspiring Everyday Practical Intelligence								
10/27/2020 11:55 AM	VFF2020	Builders, Property Editors and Thor Boas...								
10/27/2019 8:30 AM	SWFOX2019	Get More Productive With Visual FoxPro								
10/25/2019 2:00 PM	SWFOX2019	Get More Productive With Visual FoxPro								
10/18/2018 7:00 PM	SWFOX2018	Mindfulness: Reaching Developer Hix...								
10/29/2017 8:30 AM	SWFOX2017	Challenges of the Independent Consu...								
10/28/2017 8:18 PM	SWFOX2017	Data Corruption, the Bane of Our Stat...								
10/28/2017 11:00 AM	SWFOX2017	Challenges of the Independent Consu...								

Session Evaluations

Time Slot	Event Id	Session Title	Pre	Know	Int	Mat	Val	Rei	Agn	Att Id	Modified	Mag
Tue 1:00 PM	VFF2022Oct	The Anatomy of the VFP Runtime Co...									11/22 3:05 AM	
Tue 1:00 PM	VFF2022Oct	The Anatomy of the VFP Runtime Co...									10/27 11:51 AM	Review
Tue 1:00 PM	VFF2022Oct	The Anatomy of the VFP Runtime Co...									10/26 9:34 AM	Review
Tue 1:00 PM	VFF2022Oct	The Anatomy of the VFP Runtime Co...									10/26 8:06 PM	Review
Tue 1:00 PM	VFF2022Oct	The Anatomy of the VFP Runtime Co...									10/26 7:03 PM	Review
Tue 1:00 PM	VFF2022Oct	The Anatomy of the VFP Runtime Co...									10/26 6:16 PM	Review
Tue 1:00 PM	VFF2022Oct	The Anatomy of the VFP Runtime Co...									10/26 6:14 PM	Review
Tue 1:00 PM	VFF2022Oct	The Anatomy of the VFP Runtime Co...									10/26 5:57 PM	Review
Tue 1:00 PM	VFF2022Oct	The Anatomy of the VFP Runtime Co...									10/26 5:50 PM	Review
Tue 1:00 PM	VFF2022Oct	The Anatomy of the VFP Runtime Co...									10/26 4:27 PM	Review

Page 1 of 47 [1] 2 3 4 5 6 7 ... 45 46 47 [20] Page size: 10

Export to CSV | Export to XLS | Export to XLSX

Session Evaluation Id: 6480

Liked

Disliked

Speaker was Prepared: 9
 Speaker was Knowledgeable: 9
 Speaker was Interesting: 10 - Best
 Hear This Speaker Again: 3 - Yes

Session Matched Description: 10 - Best
 Session Provided Valuable Information: 9
 Session Topic was Relevant: 9

Other Comments

Figure 9. The Speaker view of the Geek Gatherings evaluation site lets you review all evaluations you’ve received at Geek Gatherings conferences.

To narrow down the middle list to evaluations for a single session or conference, use the filter options in the table headers. For example, to see only evaluations from Virtual Fox Fest 2022 (October), put VFF2022Oct into the textbox under Event Id and make sure that “Begins with” is checked in the dropdown next to it, as in **Figure 10**. You can also sort the tables by clicking on the column headers.

Time Slot	Event Id	Session Title
	F2022Oct	
Thu 1:00 PM	VFF2022Oct	✓ Begins with
Thu 1:00 PM	VFF2022Oct	Contains

Figure 10. You can see evaluations for a single event, topic, or session, or even all those giving particular scores or scores in a particular range using the filters above at the top of the tables.

To read an individual evaluation, click on it in the middle list. To provide context for you, at the bottom of the page, the average scores that attendee gave across all evaluations they've filled out are shown.

If an attendee asked a question or you want to provide clarification of one of their observations, use the Reply link found in the last column of the list.

You can also export your evaluations in CSV, XLS and XLSX formats.

Sometime after the conference, we will send you a report that summarizes your evaluations and give you the raw data for them so you can slice and dice it as you wish.