



Geek Gatherings Presenter's Guide

Introduction

This document provides instructions and guidance for presenting at a hybrid or virtual Geek Gatherings event using RingCentral Events (formerly known as 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 RingCentral Events 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: someone who sits at the presentation table during remote presentations at hybrid events.

Moderator: one of the conference organizers or another volunteer who is backstage with you during your presentation. The moderator helps you get set up for your presentation, starts streaming when you're ready, and keeps an eye on the Chat window to address any problems and to keep track of questions. For in-person presentations at hybrid events, the moderator sits in the front row near the speaker. 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 RingCentral Events uses the term "session" differently, we'll use "presentation."

Producer: See Moderator.

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

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

StreamYard: the backstage/streaming application RingCentral Events uses for the stage.

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 RingCentral Events account

If you didn't do so when you created your RingCentral Events account, set a photo as your avatar so it appears in the speaker listing. To do that, click your name on the RingCentral Events main page, 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/X 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 (virtual events only)

For entirely virtual events, we use a Slack channel for communication among organizers and speakers (such as for troubleshooting) during the conference. If you haven’t used Slack before, set up a free account at <https://slack.com>. If this is your first time presenting at a virtual Geek Gatherings conference, 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 RingCentral Events 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 RingCentral Events 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 RingCentral Events

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 or Edge

Plan to use Chrome or Edge to give your presentation. Although Firefox is also supported, the only people who had problems in our tests were using Firefox.

Enable screen sharing in your browser

Check your browser 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 studio.streamyard.com as shown for Chrome in **Figure 1**.

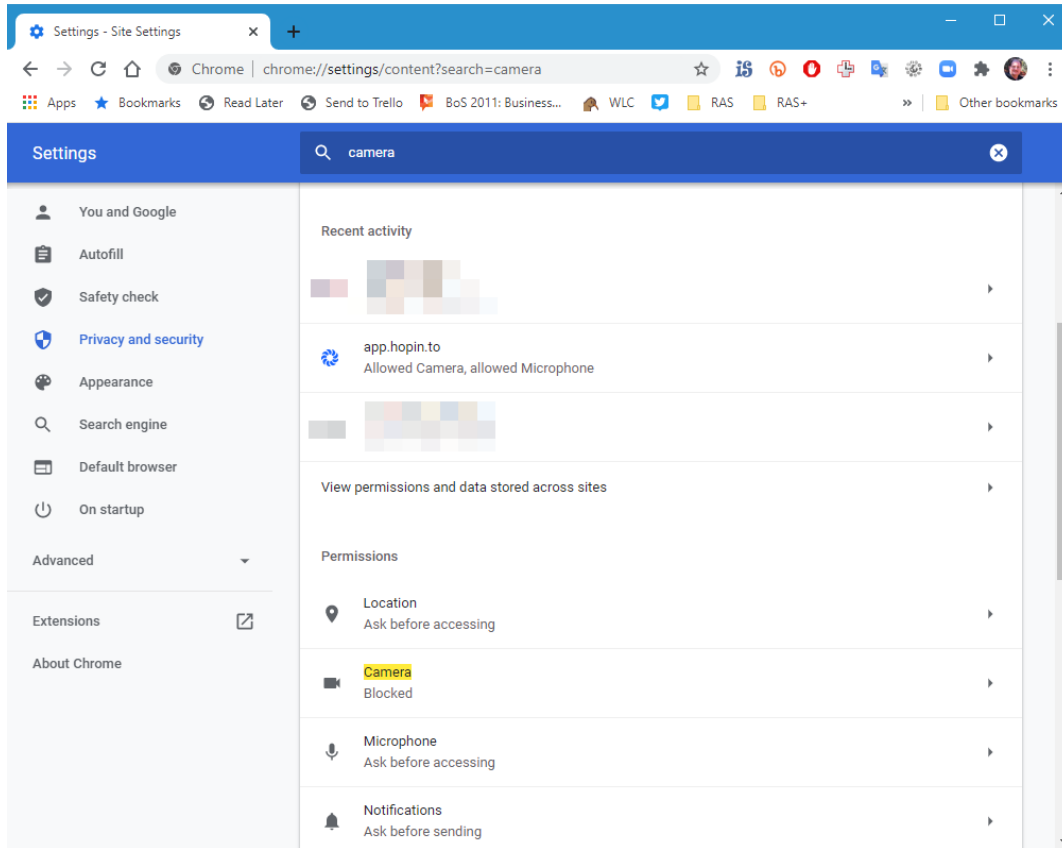


Figure 1. Chrome settings for the camera and microphone are found by searching for camera.

Test your set-up

RingCentral Events provides a step-by-step test to see whether your machine is properly configured to participate in a RingCentral Events event. Click <https://pre-event-check.events.ringcentral.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 RingCentral Events session, and one showing whatever applications you'll be using for your presentation. We provide a second monitor for in-person speakers to use. (You'll need a USB-C or HDMI port to connect to it; 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.)

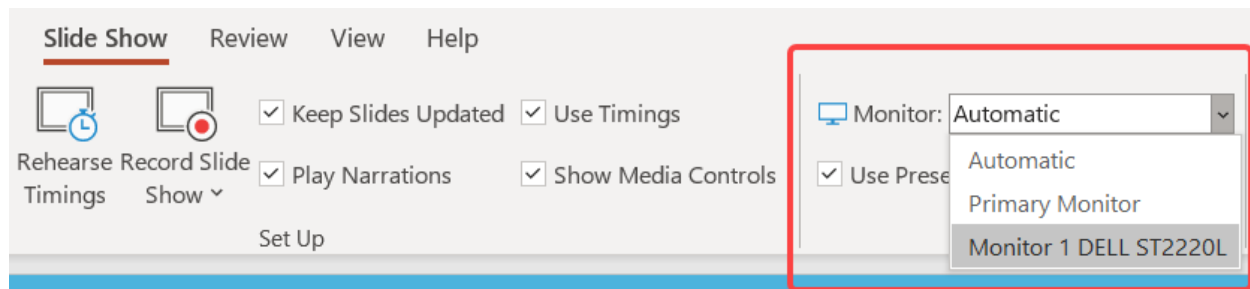


Figure 2. When setting up your PowerPoint presentation, you can specify on which monitor it should display.

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 either set your screen resolution for your presentation to something like 1280 x 720 or to modify Windows scaling to something more than 100% to enlarge things. In our testing, scaling to 150% or more gave the best results and required the fewest other changes. Make sure you've sized applications appropriately for whatever resolution or scaling 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 points. (Keep in mind that some attendees may be watching on monitors much smaller than your own.)

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.

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. (RingCentral Events offers an event-wide Chat window, as well as a Chat window 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.

If you are presenting virtually at a hybrid event, we will provide live attendees with a Google form into which they can type questions and your moderator will include those with the questions from the Chat.

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

We will automatically register you for the conference; you will receive an email when 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 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 (virtual events only)

If you are presenting at a virtual event, have our Slack channel open so we can find you and you can easily communicate with us. Please do so this early in the day, even if your presentation isn't until later.

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 for virtual presentations, you won't be connecting to a projector.)

Focus Assist allows you to decide which applications can send you notifications. We recommend you add Slack to the list of applications whose notifications are not blocked, in case we need to contact you. To do that, open Settings and search for Focus Assist. On the Focus Assist page, click "Customize your priority list" (indicated in **Figure 3**). In the Priority list page that appears, scroll down to the Apps section. If Slack isn't already listed there, click Add an app and then choose Slack from the list of applications that appears.

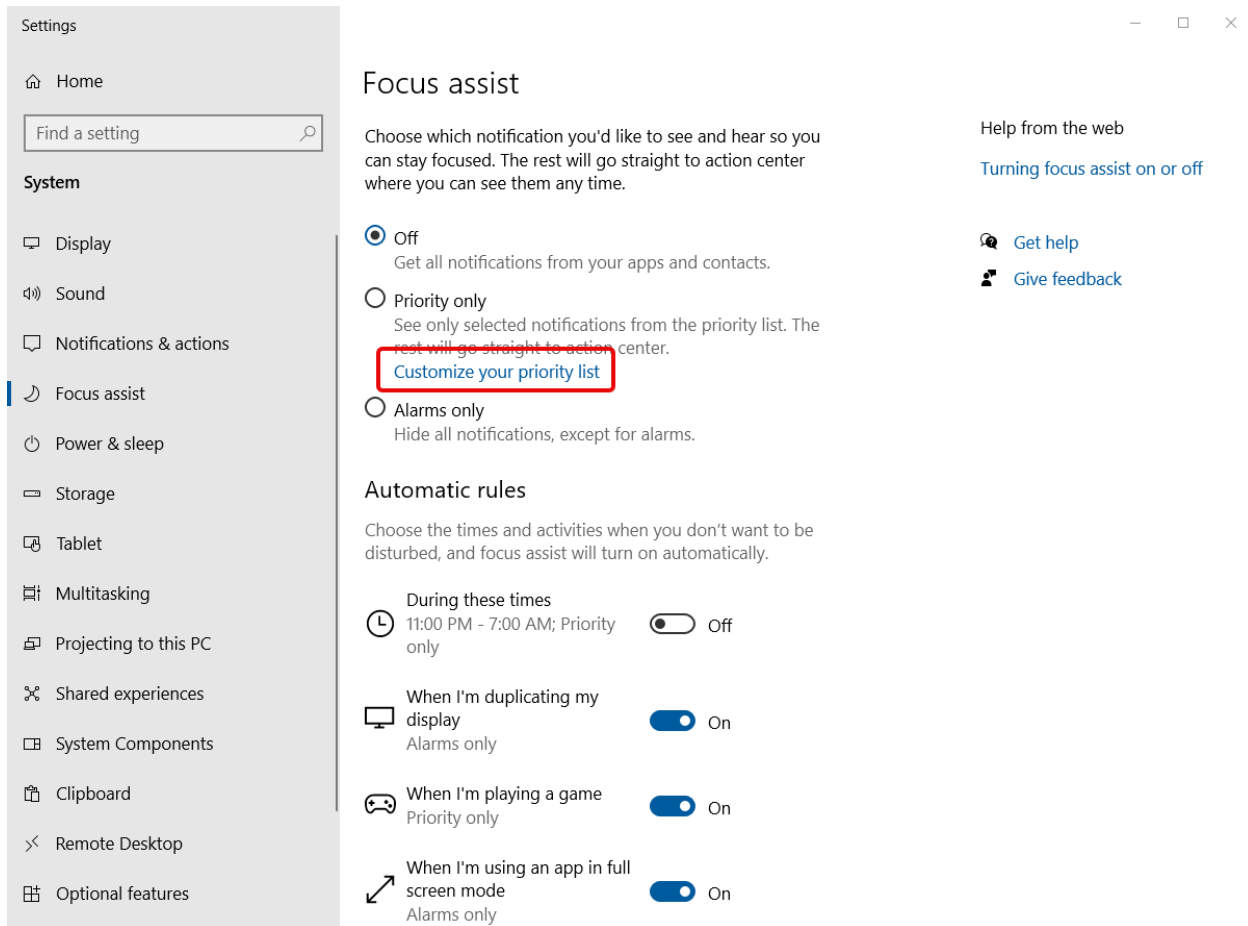


Figure 3. Use the highlighted link to open the Priority List for Focus Assist, so you can add Slack to the list of applications that can send notifications when Focus Assist is turned on.

Go backstage

About 15 minutes before the scheduled start of your presentation, leave whatever other area of RingCentral Events 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 have 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 RingCentral Events 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 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 4**). From the menu that appears (**Figure 5**), 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 6** opens 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 add your screen to the stream.

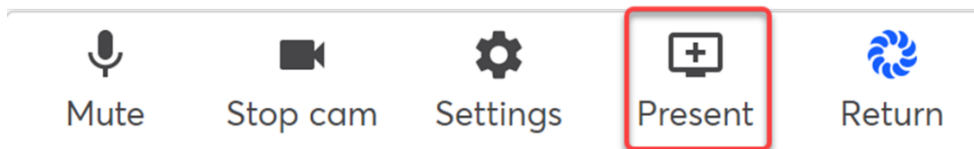


Figure 4. To share your screen, click Present on the Backstage toolbar.

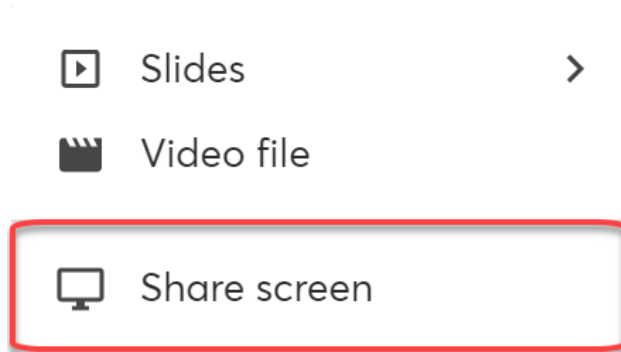


Figure 5. This menu appears when you click Present.

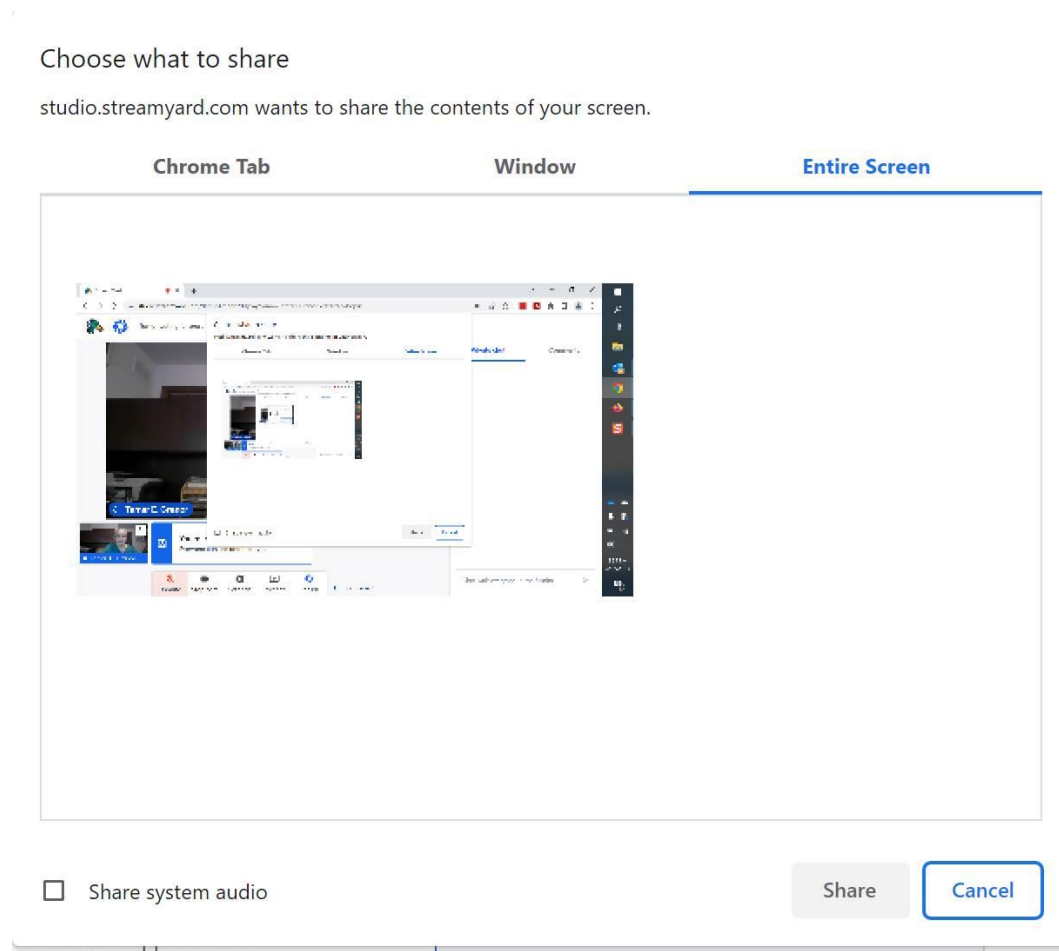


Figure 6. Choose what to share on this form. If you plan to show multiple applications during your session, it's better to choose an entire screen.

Polls

RingCentral Events 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 between 5 and 20 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

appears in the upper-left corner of the backstage window, and the message “The broadcast is live” appears briefly in the middle; see **Figure 7**. That’s your signal to start your presentation. As you present, the upper-left corner shows a time counter, as in **Figure 8**. The counter is not visible to the audience, only backstage.

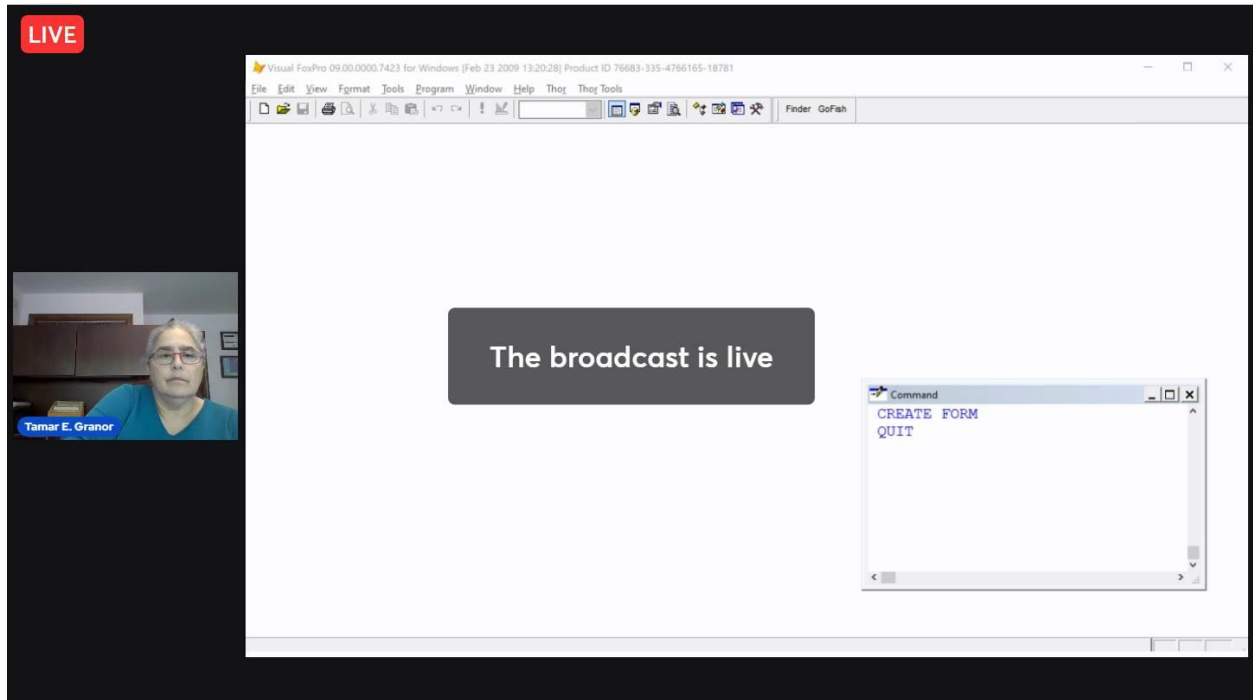


Figure 7. After the moderator starts the broadcast, you’ll see this message. That’s when you should start talking.

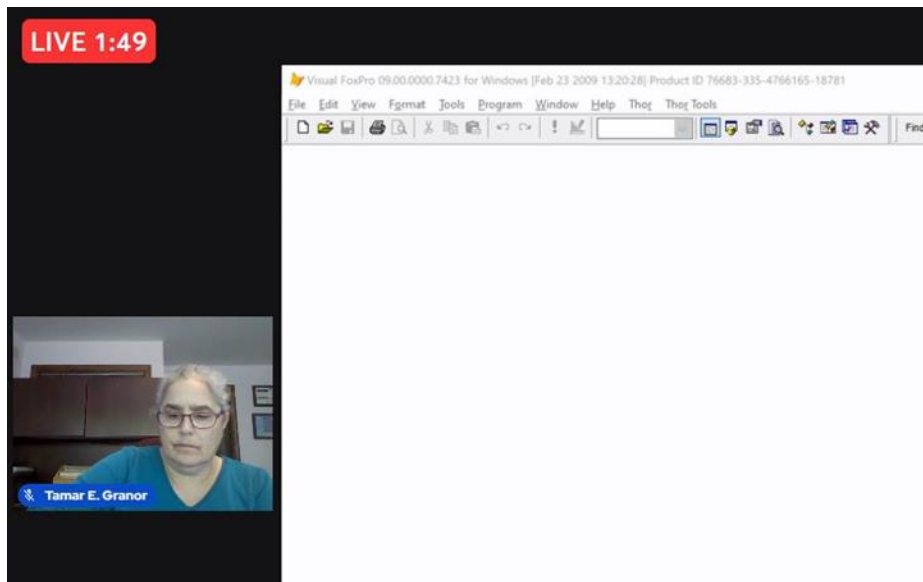


Figure 8. During your session, you and your moderator (but not the audience) will see a time counter in the upper-left corner.

The moderator will stay in the Backstage area throughout your presentation. You can use the Private (backstage) chat to quickly get the moderator's attention. The moderator will be watching both the Private 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 about 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 use are called "Screen layout" and "Cinema layout." In Screen layout (shown in **Figure 8**), 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 turn their mic back on, which automatically switches 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 9**. You can hide it by clicking the Hide link on this window. (Even after you hide this window, you can stop sharing your screen by choose Stop Screen from the toolbar in the Backstage window in the browser.)



Figure 9. 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 the Google form used by live attendees and read them to you when you ask for questions.

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 stops 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, you can do that as well. Use the People section of RingCentral Events 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 RingCentral Events presentations are recorded. We will post all session videos to a site limited to paying attendees soon after the conference ends. Videos from virtual events will also be posted on the public Geek Gatherings YouTube channel (<https://www.youtube.com/@geekgatherings>) within a few days of the conference. For hybrid events, videos likely won't be posted to the YouTube channel 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 credentials for you 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 10** shows an example.

Geek Gatherings Conference Evaluation

[Log Out]

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: XPREX vs. FanyR...								
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 11:00 AM	VFF2020	Build it, Properly Edit it and Thor Boos...								
10/27/2019 8:30 AM	SWFOX2019	Get More Productive With Visual FoxPro								
10/26/2019 2:00 PM	SWFOX2019	Get More Productive With Visual FoxPro								
10/18/2018 7:00 PM	SWFOX2018	Mindfulness: Reaching Developer Hiv...								
10/29/2017 8:30 AM	SWFOX2017	Challenges of the Independent Consul...								
10/28/2017 8:15 PM	SWFOX2017	Data Corruption, the Bane of Our Stat...								
10/28/2017 11:00 AM	SWFOX2017	Challenges of the Independent Consul...								

Session Evaluations

Time Slot	Event Id	Session Title	Pre	Know	Int	Mat	Val	Rel	Agm	Att Id	Modified	Mag
Tue 1:00 PM	VFF2022Oct	The Anatomy of the VFP Runtime Co...									11/2 3:05 AM	Edit
Tue 1:00 PM	VFF2022Oct	The Anatomy of the VFP Runtime Co...									10/27 11:51 AM	Edit
Tue 1:00 PM	VFF2022Oct	The Anatomy of the VFP Runtime Co...									10/26 9:34 AM	Edit
Tue 1:00 PM	VFF2022Oct	The Anatomy of the VFP Runtime Co...									10/26 8:08 PM	Edit
Tue 1:00 PM	VFF2022Oct	The Anatomy of the VFP Runtime Co...									10/26 7:03 PM	Edit
Tue 1:00 PM	VFF2022Oct	The Anatomy of the VFP Runtime Co...									10/26 4:16 PM	Edit
Tue 1:00 PM	VFF2022Oct	The Anatomy of the VFP Runtime Co...									10/26 4:14 PM	Edit
Tue 1:00 PM	VFF2022Oct	The Anatomy of the VFP Runtime Co...									10/26 3:57 PM	Edit
Tue 1:00 PM	VFF2022Oct	The Anatomy of the VFP Runtime Co...									10/26 3:50 PM	Edit
Tue 1:00 PM	VFF2022Oct	The Anatomy of the VFP Runtime Co...									10/26 4:27 PM	Edit

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[Export to CSV](#)
[Export to XLS](#)
[Export to XLSX](#)

Session Evaluation Id: 6480

Liked

Disliked

Speaker was Prepared
9

Session Matched Description
10 - Best

Speaker was Knowledgeable
9

Session Provided Valuable Information
9

Speaker was Interesting
10 - Best

Session Topic was Relevant
9

Hear This Speaker Again
3 - Yes

Other Comments

Figure 10. 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 11**. 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 11. 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.