



# NAPSA 2020 Virtual Conference Presenter Training

## Clarity Experiences Team

Craig Putnam – Regional GM

Chad Johnson - Producer

Derek Mitchell - Producer

## NAPSA Team

Lori Delagrammatikas – Executive Director

Karen Campbell – Assistant Director

## Topics to Cover

- Event Platform & Interactive Player Training
- Email Communications for Presenters
- Technical Specifications
- Rehearsing Your Session
- Additional Support

## Virtual Event Platform



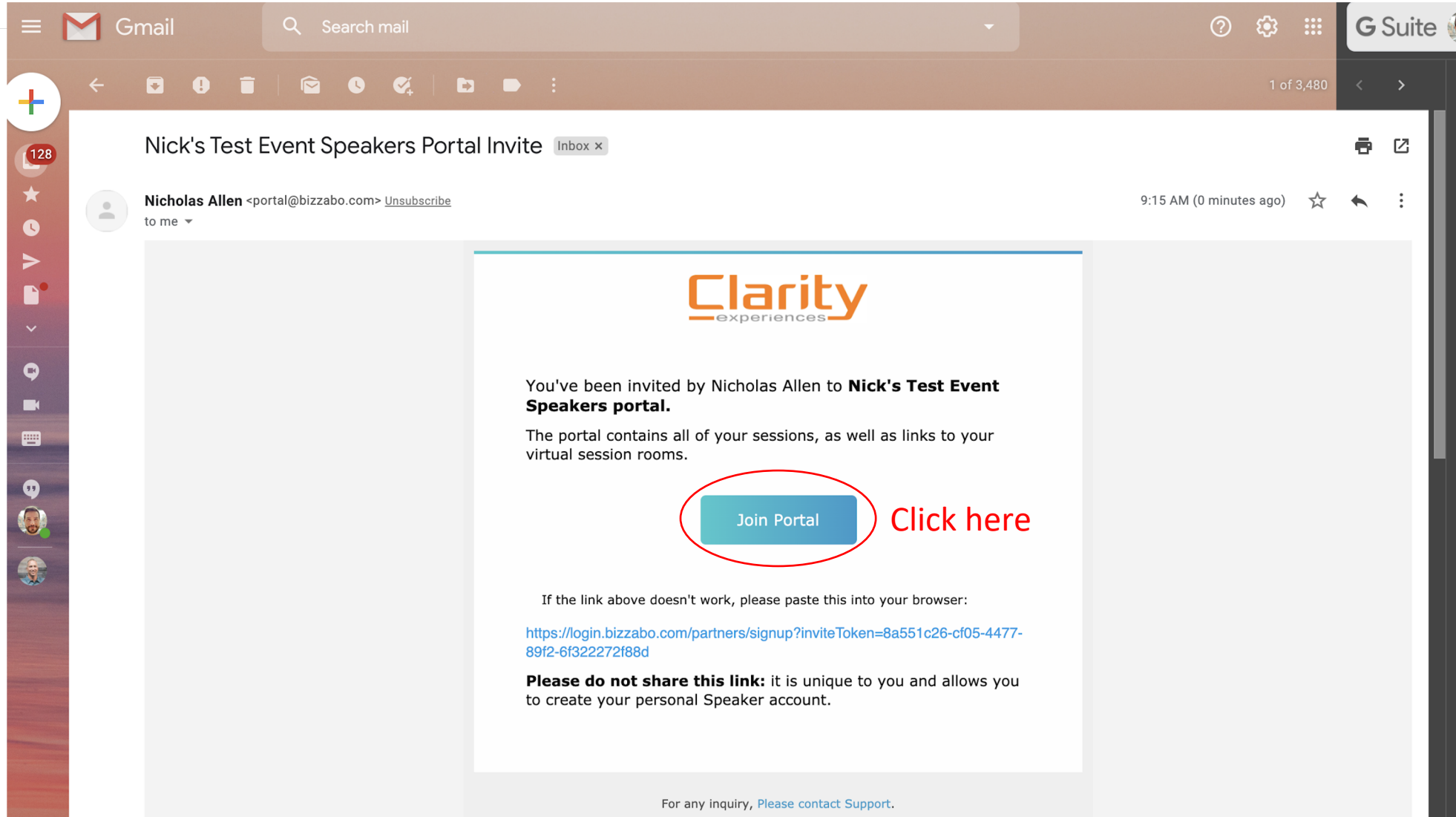
Presenter Portal Email – [portal@Bizzabo.com](mailto:portal@Bizzabo.com)

Attendee Email – [registration@Bizzabo.com](mailto:registration@Bizzabo.com)

- Bookmark your tabs and save password. Make password easy.
- Email address you registered for the conference is always your username
- Computers with added security & VPN are not compatible
- Google Chrome recommended web browser



# Speaker Portal Email





# Creating a Bizzabo Account

A screenshot of the Clarity Speakers Portal registration page. The page has a light grey background. At the top center is the Clarity experiences logo. Below it, the text "Welcome to Nick's Test Event Speakers Portal" is displayed. Underneath, the heading "Create your Speaker account" is followed by an "Email" field containing "nick.allen@clarityexperiences.com". Below the email field is a "Choose new password" field. A red oval highlights the "SIGN UP" button, which is a teal-colored rectangle. To the right of the "SIGN UP" button, the text "Click Here" is written in red. Below the "SIGN UP" button is a link that says "Registered user?". At the bottom of the form is a "LOGIN" button, which is a white rectangle with a blue border and the word "LOGIN" in blue capital letters. At the very bottom of the page, there is a small link that says "Need Help? Contact Support".

\*It is highly recommended that users use Google Chrome as their web browser



# Creating a Bizzabo Account



Take a moment to complete your profile



Upload

First Name \*

Last Name \*

The First Name field is required.

Company \*

Job Title \*

By pressing submit, you agree to Bizzabo's [terms of service](#) and [privacy policy](#)

SUBMIT

Nick's Test Event

MY SESSIONS



## Speaker Public Profile



SPEAKER ID 701668

**Tony Allen**

Producer

US Clarity

## Related Sessions

### Speaker Training Session



Thu, Aug 06, 05:00 AM - Wed, Sep 23, 11:00 PM

#### DESCRIPTION

Thanks for your interest in this Speaker Training Session. Here you will learn how to effectively use this platform for amazing and engaging presentations

#### SESSION ID

#314464

#### SPEAKERS



**Tony Allen**  
Producer  
Clarity

SPEAKER

# Speaker Portal – Time to go LIVE!

Nick's Test Event

MY SESSIONS



## Speaker Public Profile



SPEAKER ID 701668

**Tony Allen**

Producer

US Clarity

## Related Sessions

### Speaker Training Session

Thu, Aug 06, 05:00 AM - Fri, Aug 07, 04:00 AM

#### DESCRIPTION

Thanks for your interest in this Speaker Training Session. Here you will learn how to effectively use this platform for amazing and engaging presentations

#### SESSION ID

#314464

#### SPEAKERS



**Tony Allen**

Producer

Clarity

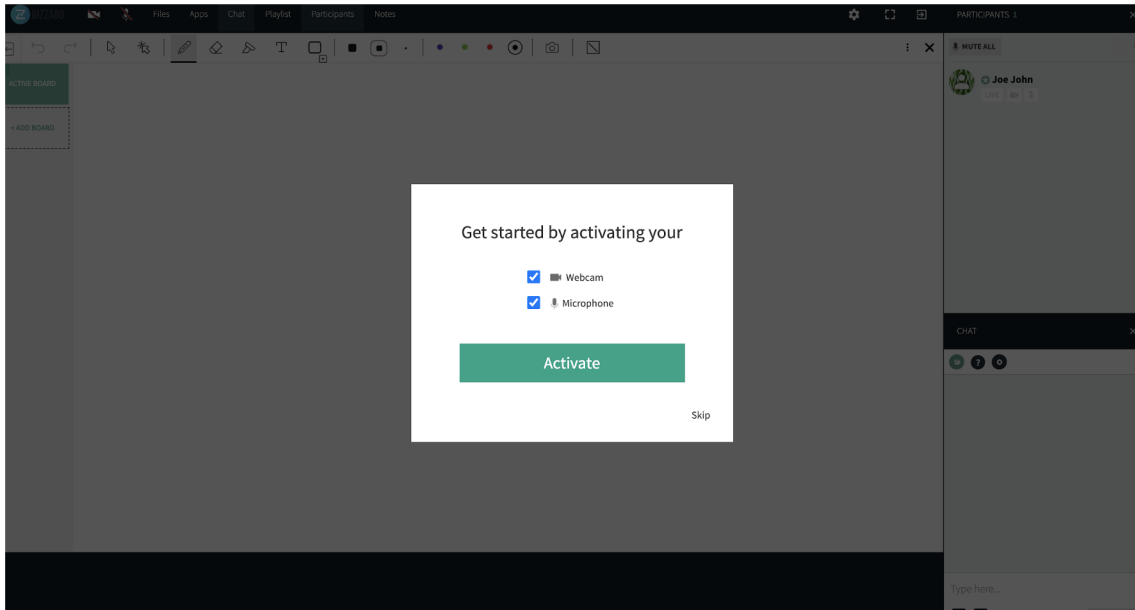
SPEAKER

ENTER VIRTUAL ROOM

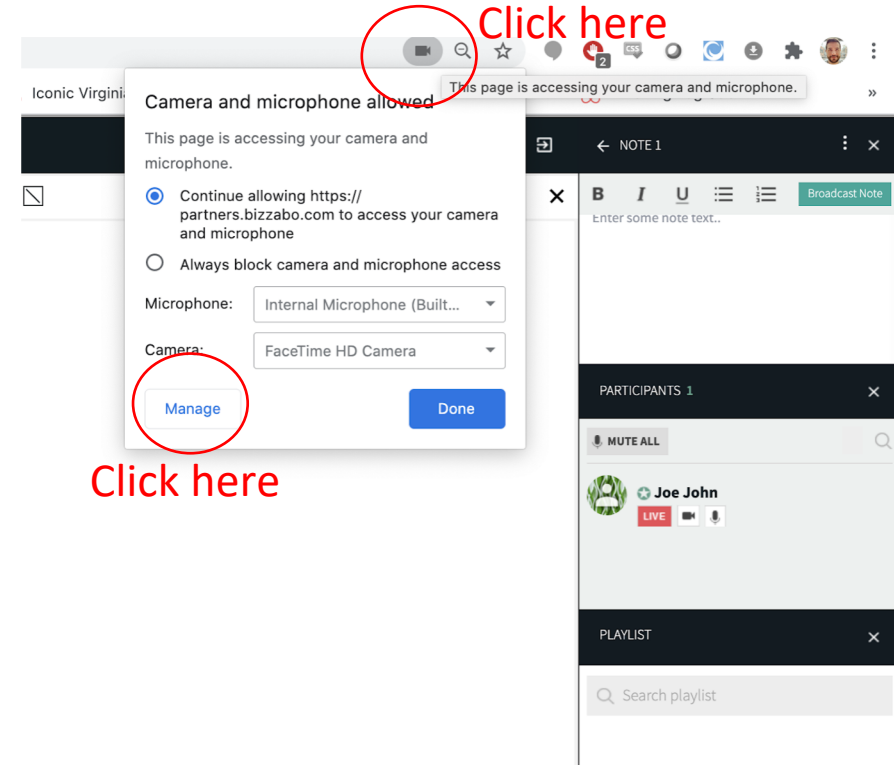
Click here



## Sharing your Microphone and Webcam

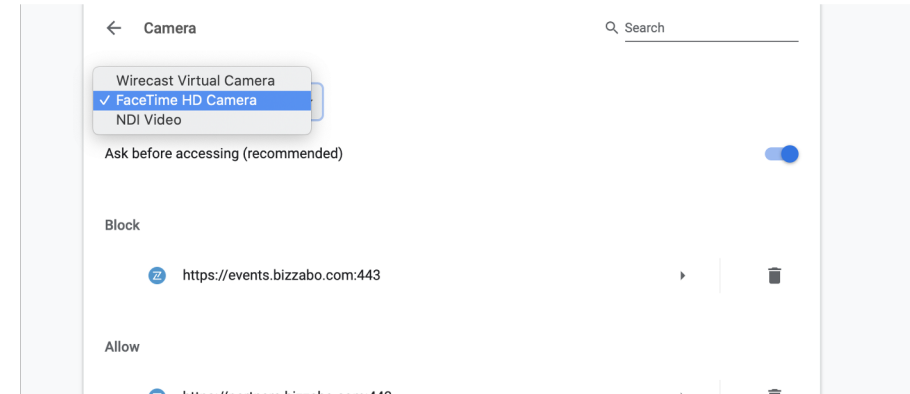
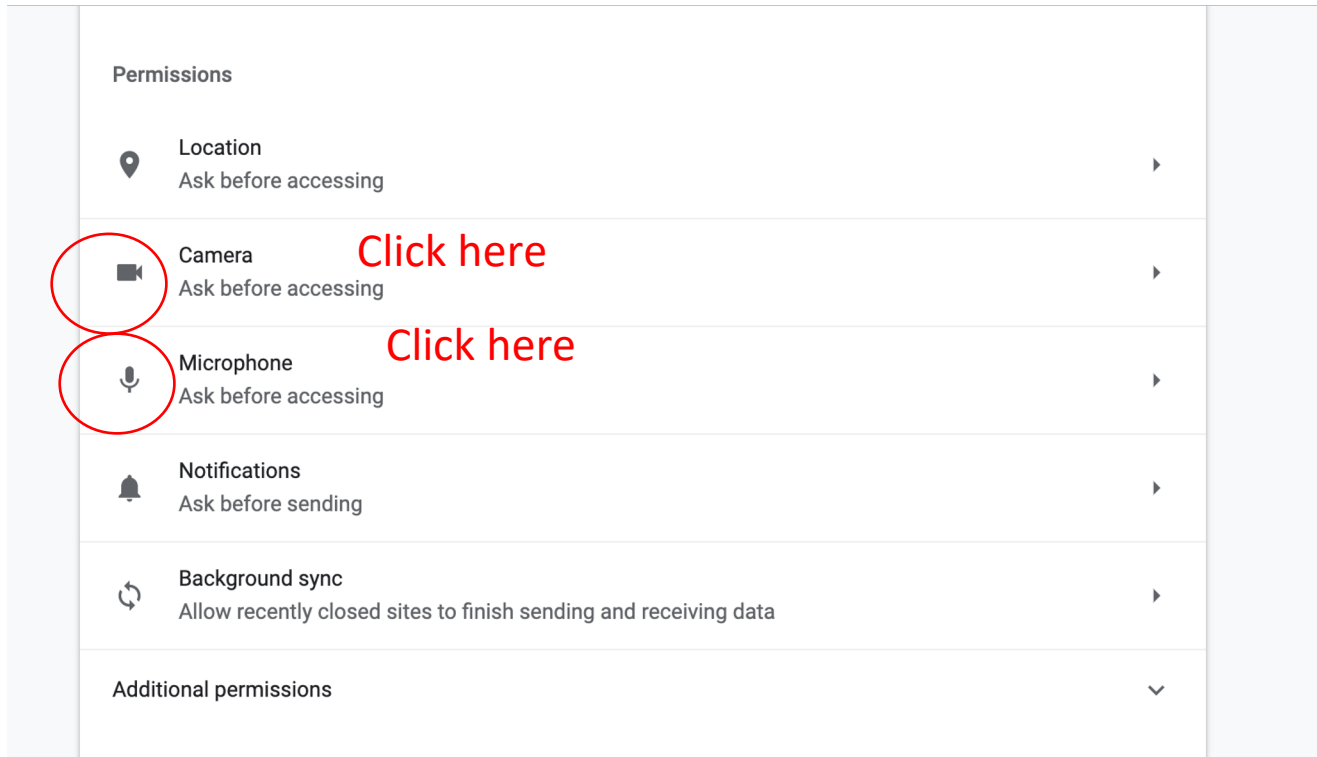


Once a presenter has joined, they will receive a popup asking to grant this website access to you microphone and webcam

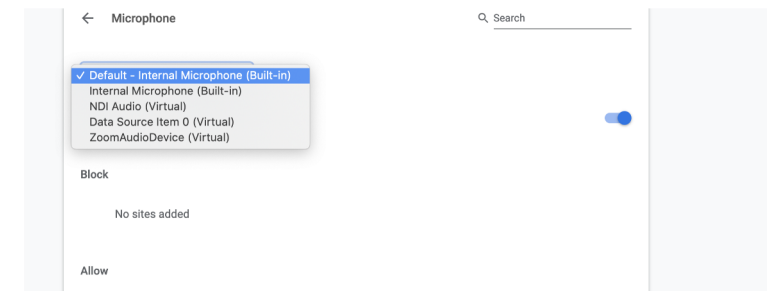


To select the correct microphone and webcam, click the camera icon on your URL bar, then click Manage

## Selecting the Proper Equipment



Camera Selection



Microphone Selection

After clicking “Manage,” scroll down to find these options



## Interactive Player Demo

- Activate camera & mic
- LIVE means you are eligible to be seen & heard
- Sharing Files & Utilizing the Playlist or Desktop Share
- Polling (Quizzes in Bizzabo)
- Breakouts
- Chat, Q&A & Raise Hand
- Recording
- 2 Minutes Prior to Session Start Time Participants Allowed In
- Housekeeping Tips - welcome participants, explain features being used, Q&A protocol, etc



## Session Rehearsal Contacts

Following this training we kindly ask you to block out time to find your breakout room and familiarize yourself with its features.

If you run into any issues or have additional questions regarding your breakout sessions or navigating the platform, please reach out to your designated Clarity Support Technician. We will work to resolve your issue or setup a 1-on-1 time to meet in your room to walk you thru anything.

**Workshop 101-108**  
**Workshop 201-207**  
**Workshop 301-309**  
**Networking 101-107**

Craig Putnam  
[craig@clarityexperiences.com](mailto:craig@clarityexperiences.com)

**Workshop 401-408**  
**Workshop 501-508**  
**Workshop 601-608**  
**Networking 201-207**

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**Workshop 701-709**  
**Workshop 801-809**  
**Workshop 901-909**  
**Networking 301-307**

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