



WEEK OF INDONESIA-NETHERLANDS
EDUCATION AND RESEARCH

Guidelines for Speaker

Main Stage

26 – 28 October 2021

The second edition of WINNER Conference will return in an online format on **26 – 28 October 2021** through its theme **“Innovation for the SDGs: Education and Research Collaboration towards the future.”** This year, WINNER will host various sessions on topics ranging from urban-rural dynamics, innovating food systems, water and energy management, internationalisation of education, COVID-19, and public health, to climate change and climate adaptation. There will also be ample opportunities for online networking and matchmaking.

To see how you can participate as an attendee, please read the information [here](#). The objective of this guideline is to provide an overview of how to successfully make use of Hopin’s backstage as session conveners.

Get Set Up

- Create a [new Hopin account](#) or [sign in to an existing account](#)
- Register to the WINNER Conference through [this link](#)
- Once registered, ask the organiser to send you the link to the **backstage**
- Confirm that your Audio and Video devices are connected and ready to use

Note: The link to access backstage as a speaker is different for every Stage. You will receive a unique link from the organiser to access the backstage. [Backstage is a dedicated place](#) where you meet before going live and start sharing your presentation.

Backstage/Stage

- When it's time for your presentation, head to the backstage with the link provided to you by the WINNER Organising Team.
- Click 'Allow Mic/Cam Access' to continue (Make sure that you [give browser permissions](#) to use your camera and mic)
- Please check [this link](#) if you somehow cannot join the backstage.
- Check your 'camera' and 'microphone' and type in your 'display name' that will be displayed on the (live) screen when your camera is being displayed.
- Click 'Enter studio' and you will be allowed by the organiser to join the backstage.

Note: When you are not live yet and the event attendees cannot see you, this is the perfect time and place to run final checks. Once all is set, the organiser will click **'Go Live'** and you will be live within seconds.



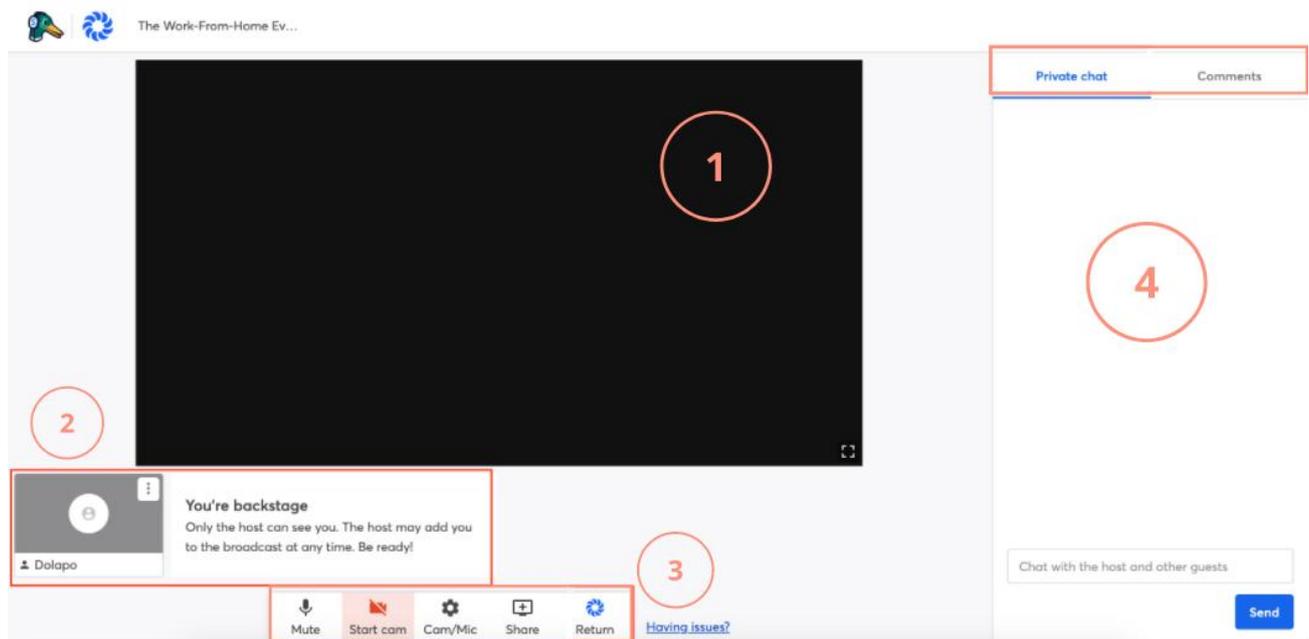
nuffic neso



Tip: While participating on the Backstage, you can turn off your camera and mic using the controls at the bottom of your screen (see below image). By clicking 'add stream' and 'remove,' it will allow you to disappear from the event Stage for attendees, even though your grey avatar is still showing in the Backstage. It's a sneaky way to transition smoothly between speakers.

Watch the [StreamYard Backstage video guides](#) (from an organiser point of view) to get the idea on how the StreamYard Backstage works. It will also show you how to **screen share your slides**.

StreamYard Knowledge Base



1. This is where your stream will be shown on the backstage and how it will look on the main stage once both have been shared and turned on. The organiser will manage the video layouts.
2. Your video camera will be shown at this portion of the backstage and the organiser will add you to the stream once it is your time for your presentation/talk.
3. This gives you options for turning on/off your mic/cam, sharing your screen or a file on your computer, and returning to the WINNER main event.
4. This area is where the chat comes through. The '**Private chat**' tab allows you to communicate with the committee and speakers, while all chats including questions submission from the Stage (from attendees) will be shown in the '**Comments**' tab. Speakers cannot post messages in the Comments area in and can only see messages coming from the Stage.

Technicalities

- For ease of access during the live event, please share your WhatsApp number for additional communication channel with the organiser.
- If your setup works with Hopin, it should work well with StreamYard. In general, on Windows, MacOS, and Android, it is recommended to use Chrome or Firefox. On iOS, Safari is required.
- Please stand by at your dedicated backstage **15–10 minutes** prior to the Stage goes live.
- There will be **two persons in charge as organiser for every Stage**. They are mainly responsible for running of your session (technical matters) and as your contact point.
- This online event will be recorded and be uploaded into [WINNER's YouTube channel](#).
- Please ensure that you have a stable internet connection and prepare with you an additional internet data (e.g., mobile data) in case of unstable connection occurs, make sure you have 30Mbps+ on both Download and Upload speed for the best experience and highest resolutions across the event.
- On a very rare occasion, echoes from your audio might occur. When it occurs, please turn off your audio and all will do the same thing. Please wait instruction from the committee to turn on your audio back. If the issue persists, please close and re-join the backstage link.