

WINNER

WEEK OF INDONESIA-NETHERLANDS
EDUCATION AND RESEARCH

Guidelines for Moderators and Speakers

26 – 28 October 2021

To see how to participate in the WINNER Conference, please watch the [video tutorial](#) or visit our [guidelines and FAQ](#). The objective of these guidelines is to provide an overview on how to successfully make use of Hopin's backstage as a moderator or speaker in WINNER. Every session in WINNER will take place on what in Hopin is called a 'Stage' and you as a moderator or speaker will need to have access to the 'Backstage' to be visible for the participants and conduct the session.

How to join the Backstage

1. In order to access to Backstage, you need to first be registered in the WINNER Conference through [this link](#)
2. Once registered and you have verified your account (Hopin will send you a verification email), check your inbox or spambox after registering WINNER), the WINNER team will send you a **Backstage link***. You can access the Backstage by clicking the link, which we advise to do not later than **5 minutes** prior to the time of your session.
3. The screen may indicate that you have to wait in case the previous session's speakers are still on the stage. This so called 'loading page' should not take long. It is also possible that you will access the Backstage, but you can see the previous session still in action-finalising.
4. After clicking the Backstage or when you are passed the loading page, click '**Allow Mic/Cam Access**' button to continue (Make sure that you [give browser permissions](#) to use your camera and mic by clicking allow on the pop-up window). Click [this link](#) if you somehow cannot join the Backstage.
5. Check your '**camera**' and '**microphone**' settings and type in your '**display name**' that will be displayed on the (live) screen when your camera is being displayed. Fill in your **name and institution's name**.
6. Click '**Enter studio**' and you will enter the backstage. If the previous session is still running, please wait until the stage manager will inform you via the private chat that your session is about to go live.

*) The link to access backstage as a speaker is different for every session. You will receive a unique link from the organiser to access your designated backstage.

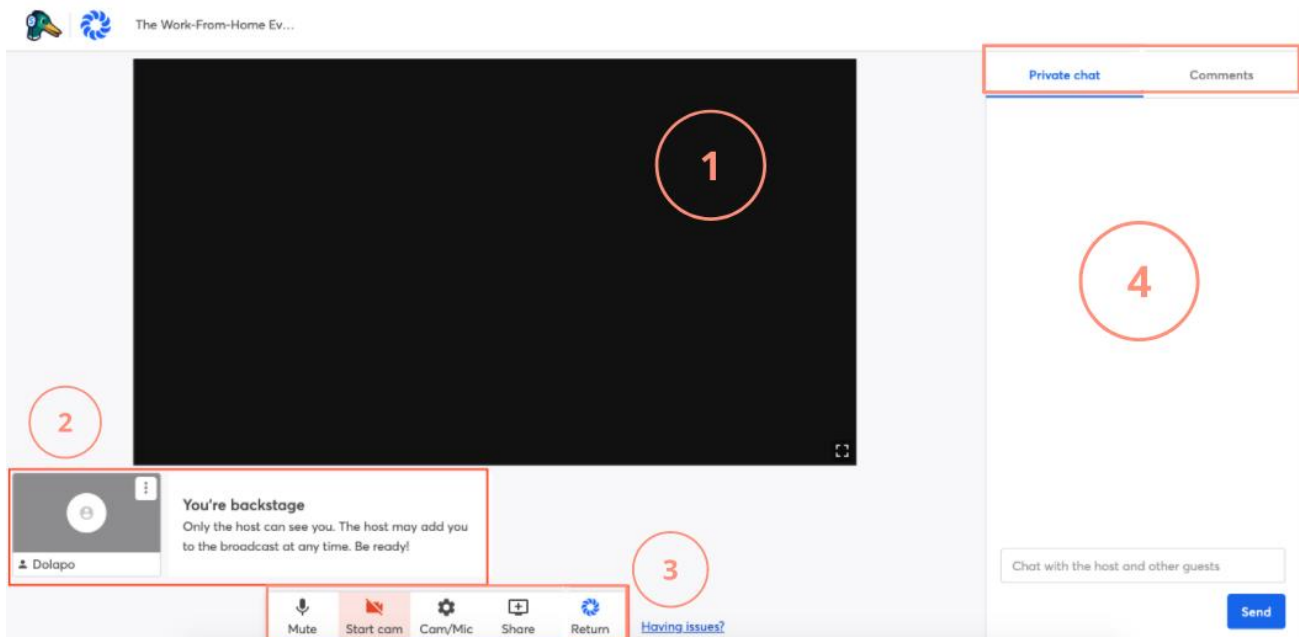
[Backstage is a dedicated place](#) where you meet to prepare and go live. When the backstage is not live yet, the people that attend your session cannot yet see you. This is the perfect time and place to run final checks. Once all is set, the stage manager will click '**Go Live**' (visible only to stage manager, who will inform you in the private chat) and you will be live within seconds. Watch the [Backstage tutorial](#) to get a further idea on how the Backstage works.

Technicalities

- For ease of access during the live event, please share your **WhatsApp number** for additional communication channel with the stage managers.

- In general, Hopin runs well on Windows, MacOS or Android as an operating system. It is recommended to use **Google Chrome or Firefox** as your browser.
- Please ensure that you have a **stable internet connection**. It is advised to have an additional internet/wifi connection standby to which your computer/laptop can connect in case of an unstable primary connection. **Make sure you have at least 30Mbps+** on both download and upload speed for the best experience and highest resolution across the event.
- Please stand by at your designated backstage **5 minutes** prior to the Stage goes live.
- There will be **two persons in charge as stage managers for every session backstage**. They are mainly responsible for running your session (technical matters) and as your contact point.
- This online event will be recorded and be uploaded into [WINNER's YouTube channel](#).
- Make sure that you do not open any other platform that uses your camera/mic during your session.
- 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. Please wait for instructions from the stage managers to turn back on your audio. If the issue persists, please close and re-join the backstage link.

Backstage Visual Preview



1. This is where your camera will be shown on the backstage and how it will look on the main stage once your backstage has gone live. The stage manager 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. If your camera is not added to the stream (screen), you can only communicate within the backstage via the private chat.

3. This area gives you options for
 - Turning on/off your mic/cam
 - Setting up your cam/mic
 - Sharing your screen or a file on your computer. We highly suggest you send the materials to us, so the stage manager can help you with screen sharing.
 - 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 speakers and stage managers
 - Chats submission from the Stage (from attendees) will be shown in the '**Comments**' tab. You do not need to worry about selecting the questions coming in from the audience. The WINNER organisers will support the moderators in selecting questions.