Guidelines for Moderators and Speakers
10 – 12 October 2022

To see how to participate in the WINNER International Conference, please watch this video tutorial and visit our FAQ page. The objective of this guideline is to provide an overview of how to successfully make use of **the backstage** as session conveners.

How to join Backstage

1. Create a new Hopin (RingCentral) account or sign in to an existing account
2. Register for the WINNER 2023 International Conference through this link
3. Once registered and your account has been verified, click the **Backstage link*** which has been given by the WINNER Organising Team. You can join **5 minutes** prior to the time of your session. You may have to wait for a moment in case the previous session's speakers are still using the backstage
4. Click the **'Allow Mic/Cam Access'** button to continue (Make sure that you give the browser permission 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 your institution's name**.

- Click 'Enter studio' and you will enter the backstage.

*) The link to access backstage as a speaker is different for every Stage. You will receive a unique link from the organiser to access your designated backstage.
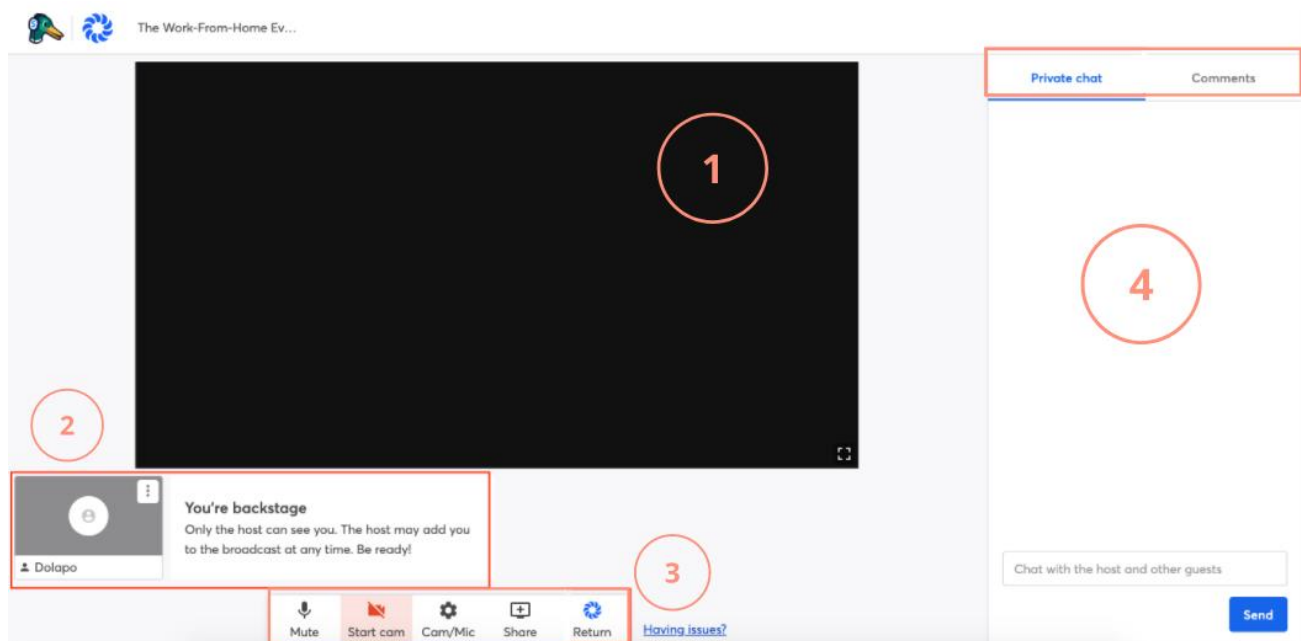
Backstage is a dedicated place where you meet the other speakers/moderator to prepare your session before going live. When the backstage is not live yet, you will not be visible to the attendees, this is the perfect time and place to run final checks. Once all is set, the stage manager will click **'Go Live'** and you will be live within seconds. Watch the Backstage tutorial to get an idea of how the Backstage works.

Technicalities

- For ease of access during the live event, please share your **WhatsApp number** for additional communication channels with the stage managers.
- If your setup works with Hopin, it should work well with the Backstage. In general, on Windows, MacOS, and Android, it is recommended to use **Chrome or Firefox**.
- Please ensure that you have a **stable internet connection** and prepare with you additional internet data (e.g., mobile data) in case of unstable connection occurs, **make sure you have at least 30Mbps+** on both download and upload speed for the best experience and the highest resolutions across the event.
- Please stand by at your designated backstage **5 minutes** prior to the Stage going live.
- There will be **two persons in charge as stage managers for every Stage**. They are mainly responsible for running your session (technical matters) and as your contact point.

- This online event will be recorded and be uploaded to WINNER's YouTube channel.
- Make sure that you **do not open another platform that uses your camera/mic** during your session.
- On very rare occasions, echoes from your audio might occur. When it occurs, please turn off your audio, and all will do the same thing. Please wait for instructions from the stage managers to turn on your audio back. If the issue persists, please close and re-join the backstage link.

Backstage Knowledge Base

1. This is where your camera will be shown on 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 to 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.