

PEST ODYSSEY 2021-
THE NEXT GENERATION

Conference speakers and workshop contributors instructions

As a speaker, you will need to access the conference online provider's (Accelevents) Backstage area to be able to see your scheduled talks and start your live broadcast.

We have outlined below the steps from start to finish on how to join the event as a speaker.

Please to log in and test that you can access these backstage areas as soon as possible before the event as this will reduce the risk of issues occurring on the day.

There will also be technical support available during the conference for any last minute technical hitches.

The first thing to note is that:

- **Chrome** is the preferred browser to access the event page, virtual event hub, and backstage studio link.
- However, when using an iPhone or an iPad, **Safari** may work better.

1. Access the Email Invitation

As you have been added to a conference as a speaker or contributor, you will have received an email inviting you to join the event.

This will have been sent to the email address your conference ticket was sent to.

If you cannot find this email- please contact the Pest Odyssey Committee at pestodysseyuk@gmail.com and we will be able to resend it.

There will be 2 links in that email:

The screenshot shows an email from Accelevents (account@accelevents.com) received at 10:51 AM. The main content is a calendar event titled "Virtual Test Event" for Saturday, May 16, 2020, from 3am to 4am PST. The event is organized by an "Unknown Organizer*" and is located at <https://www.accelevents.com/e/DemoVirtualEvent/portal/mytalks>. An "Add to calendar" link is provided. To the right, an "Agenda" for Saturday, May 16, 2020, lists "No earlier events", followed by "3am Virtual Test Event", "4:30am Amanda Davis and Alex Kazarian", and "8am Ariane Ramirez's Zoom Meeting". Below the event details, a message states: "Virtual Test Event is inviting you to be a speaker at Hosting a Hybrid Event during Virtual Test Event." Two links are highlighted with red boxes: "You can access a list of your talks here: <https://www.accelevents.com/e/DemoVirtualEvent/portal/mytalks>" and "You can join the talk directly by visiting: <https://www.accelevents.com/e/DemoVirtualEvent/portal/studio/7>". At the bottom, there is a "calendar.ics" file with a "Download" button.

The first link is the **Virtual Event Hub Link** which will allow you to access **My Speaking Schedule Tab**.

This will allow you to *access a list of talks* that you are presenting where you will see the **Virtual Event Hub** and **My Speaking Schedule** tab.

Access this link when you want to explore the event as a speaker.

When you are ready to practice accessing the 'Backstage area' and/ or start your talk, you can click the "**Join the Studio**" button - this will take you to the backstage link.

The second link is the **Accelevents Studio Link (or Backstage Link)**.

This link allows you access the area where you will give your talk and/ or be part of Q&A, if you have provided a pre-recorded talk.

This link will bring you directly into the **Accelevents Backstage link**, where you can enable your camera/microphone and start your live broadcast.

When this page opens, you will be asked to set up your camera and microphone to prepare for your talk.

When you're ready, you can go live by clicking the Start Broadcast button.

For those who have provided a pre-recorded talk:

If you have provided a pre-recorded talk, the session chair will start your presentation.

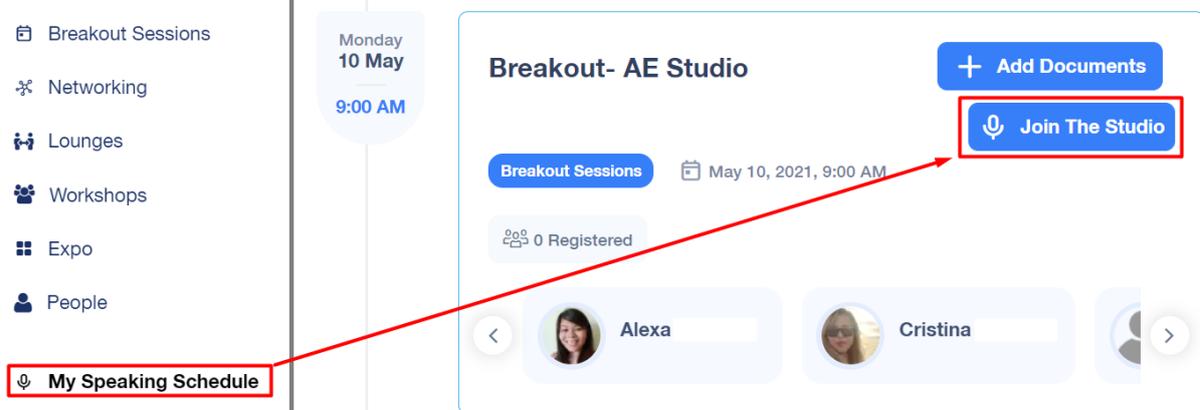
You will need to '**Start your Broadcast**' when you are invited to join the Q&A session at the end of the three talks in your 'Session'

You can click either of these 2 links to access the conference backstage area, but the second link will bring you directly to the backstage link, where you can begin broadcasting live.

2. What will you see when you access the Link:

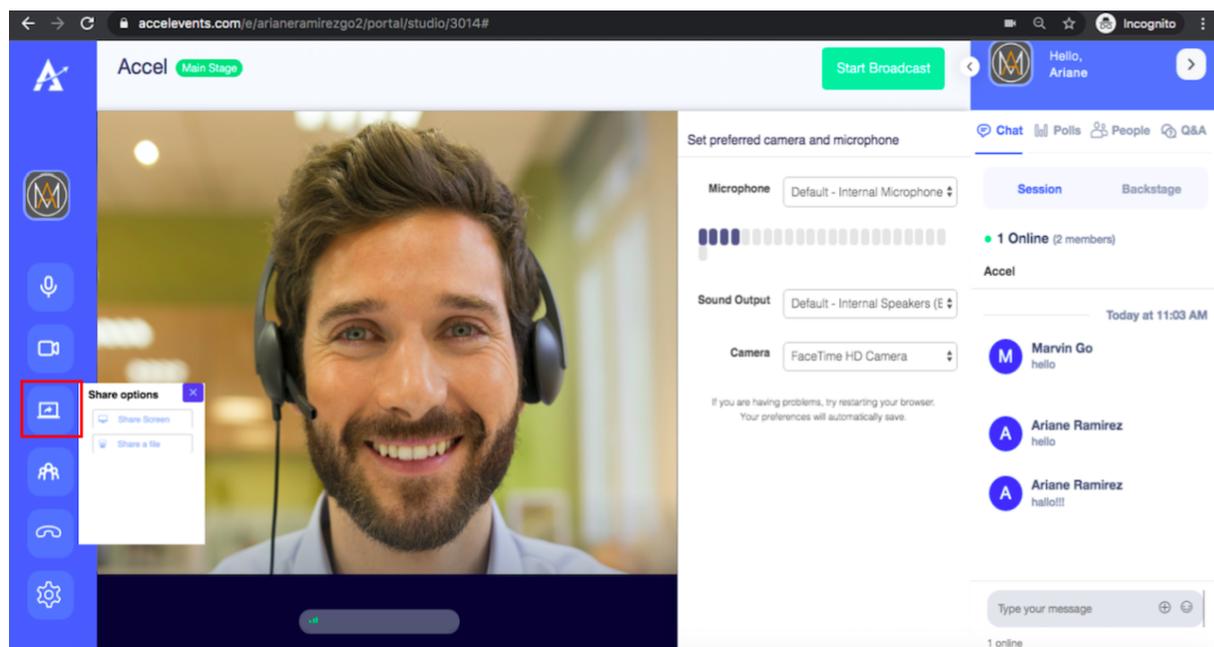
If you clicked the **Virtual Event Hub Link**, this is what you will see.

Click **“Join the Studio”** to access the backstage link to start your live broadcast.



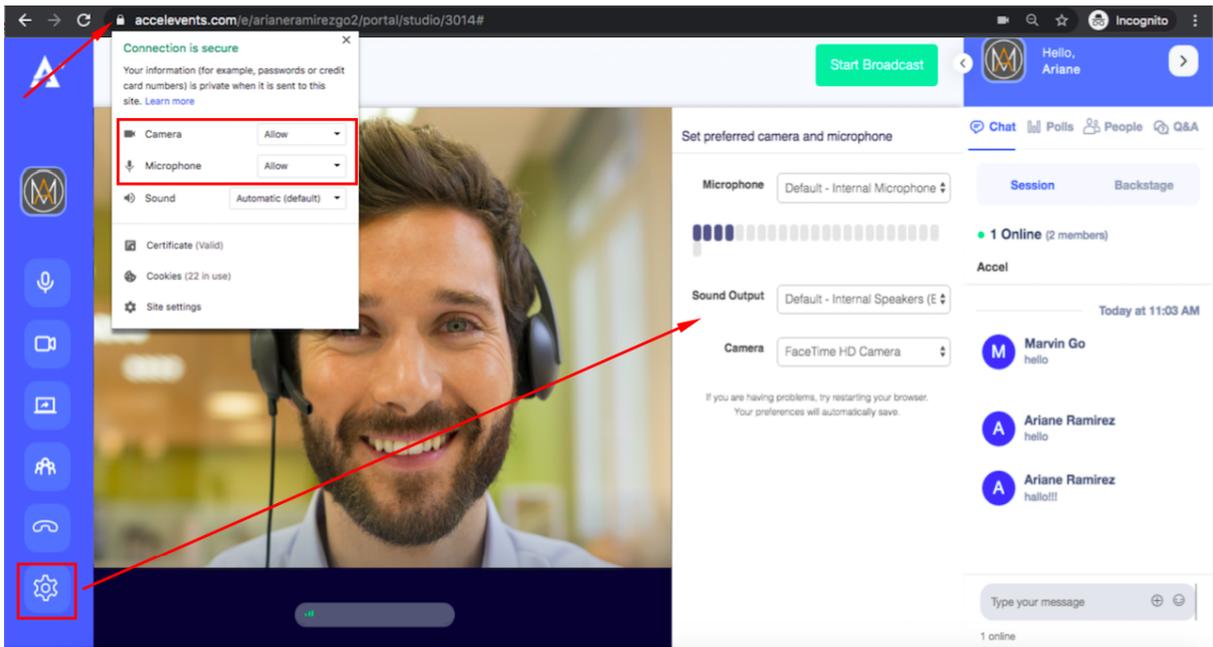
If you clicked the **Backstage link**, this is what you will see.

This is the same page that you will see if you clicked the **"Join the Studio"** button.



Before beginning the broadcast of the session you can adjust your audio & video settings or upload any materials/media by clicking the “Share” icon as outlined below.

If you cannot do this, make sure that your browser allows camera and microphone access as well as check the volume and camera output settings of your Accelevents Studio.

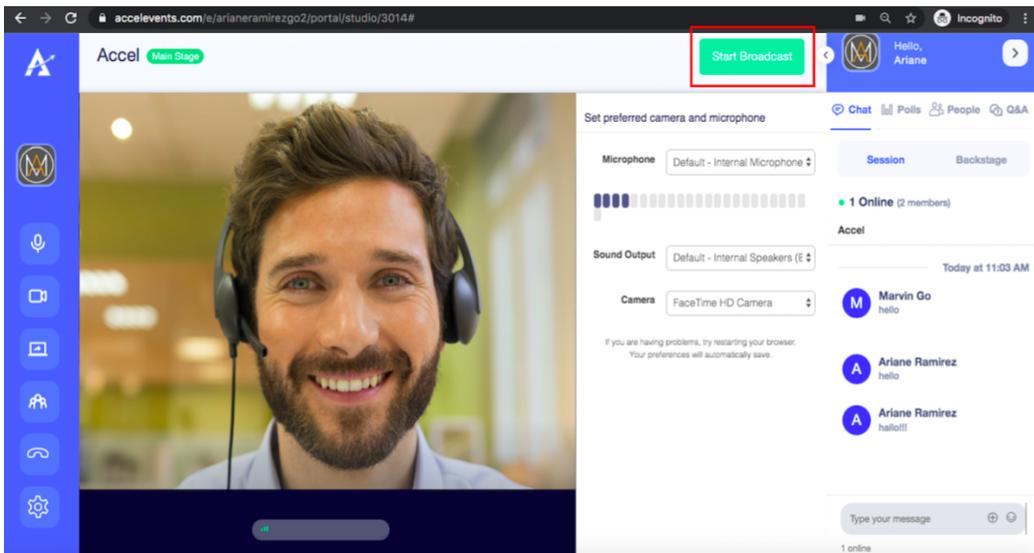


NOTE: You will see an "audio transparency" option. Audio transparency aims to improve the end-result of the recording so that it matches the original audio as best as possible while still compressing the audio file. This is done by removing audio data which is imperceptible to humans, making the compression transparent (indistinguishable).

When you are ready to go live, click "Start Broadcast"

NOTE: Only speakers listed as moderators will have control over starting the broadcast.

Please contact us at pestodysseyuk@gmail.com if you do not see the start broadcast button.



VERY IMPORTANT NOTES:

- When you have finished your presentation, **please wait around 30 seconds before you hit the “stop broadcast” button** to allow for delays in broadcasting.
If you stop early, attendees may not see the last 15 to 30 seconds of your presentation.
- There is currently a **6 Hour Time Limit** when being in the studio.
This Includes the moment someone enters the studio, **NOT JUST** when the broadcast is started!
So if you have been inside the studio for 6 hours, the broadcast will end even if you are in the middle of your talk or Q&A session. This is a hard limit and outside of our control.

If you have any issues and/ or want to know more information about how to set up your computer to allow you to broadcast, please refer to the Technical information sheet provided, click on the below link or contact us at pestodysseyuk@gmail.com for more support.

[I'm a Speaker in a Session, what do I do?!](#)