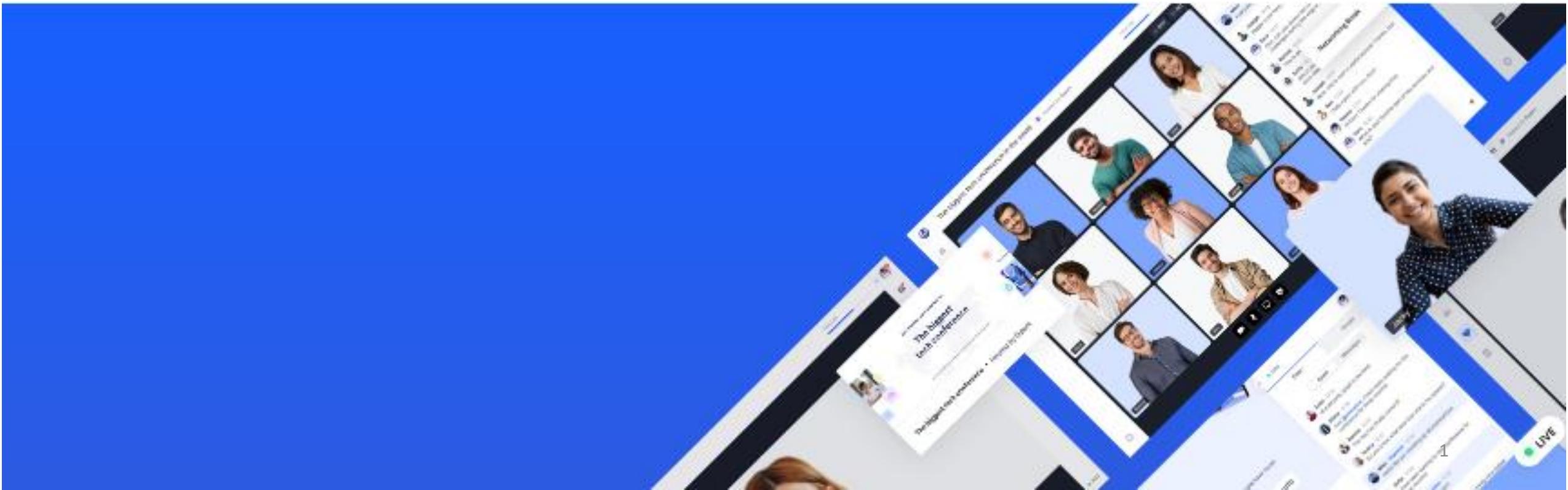


# Handout [hopin.to](https://hopin.to) Tutorial for speakers



## Summary

1. Technical equipment and the optimal browser
2. Registration on hopin.to
3. Editing your personal profile
4. Speaker in a session: how to get in a session
5. Speaker in a session: basic functions as a speaker
6. Speaker in a session: usability in a sessionroom
7. Speaker in a session: leaving the sessionroom
8. Speaker at the mainstage: backstage area
9. Speaker at the mainstage: live on stage
10. Speaker at the mainstage: leaving the stage

## 1. Technical equipment and the optimal browser



When you're attending an event as a speaker, please make sure that you're using one of the following devices:

- **PC**
- **iMac**
- **Laptop**
- **Macbook**

You will also need a webcam and a microphone or headset.

**We recommend using a headset! This provides a good audio quality and prevents audio-feedback.**

When using notebooks, please ensure that they are connected to a power supply via a power supply unit.

## 1. Technical equipment and the optimal browser



Google Chrome

**We recommend using google chrome in it's latest version!**

You should have an Internet connection with at least 10 Mbit/s download/upload and DO NOT use VPN. Please also note the [network requirements of Hopin](#).

**For Mac-users:**

It is recommended for Mac users to switch to the "Google Chrome" browser instead of the standard "Safari" web browser.

***Please note, that the Microsoft Internet Explorer is not supported!***

## 2. Registration on hopin.to

The screenshot shows the Hopin event registration page for 'Tutorialvideo'. The event is scheduled from Sep 25, 11:20AM to Sep 27, 5:10PM and has 2 people attending. The page features a video player with the Hopin logo and the text 'Events without limits'. Below the video player are tabs for Description, Sponsors, Schedule, and Booths. The Description tab is active, showing a message: 'We will use this event to show you how to find your way around the Hopin site.' Below the description is a 'Proudly Supported By' section with the Smart Events logo. The Schedule section shows a session titled 'Introduction' on 'Today 11:20PM-12:00PM - Stage'. On the right side of the page, there is a 'Tickets' section with a price range from \$0.00 to \$500.00. The ticket options are: 'ticket - exhibitor' (Free), 'ticket - moderators and speakers' (Free), 'ticket - organization' (Free), 'ticket - visitor' (Free), 'free ticket' (Free), and 'ticket - VIP ticket' (\$500.00). A blue 'Checkout' button is located below the ticket options. A blue circle with the number '1' is placed to the right of the ticket options, and a blue circle with the number '2' is placed to the right of the 'Checkout' button.

a) You have received a link from the organizer to purchase an event ticket:

→ open this link

b) The start page of the event opens. You will see all ticket options and the ticket suggested for you:

1

→ click on your desired ticket category

2

c) If you confirm via the "Checkout" button, you will receive the virtual ticket and thus have access to the event.

→ You will now be asked to log in with your account.

→ If you do not have an account yet, we will explain how to create one on the next page.

## 2. Registration on hopin.to

hopin

### Sign up to get started

Already registered? [Sign in](#)



innovationDays 2020  
Digitale Events - live & online

You're almost registered for this event, please login or signup for a Hopin account to attend.

First name

Last name

Email address

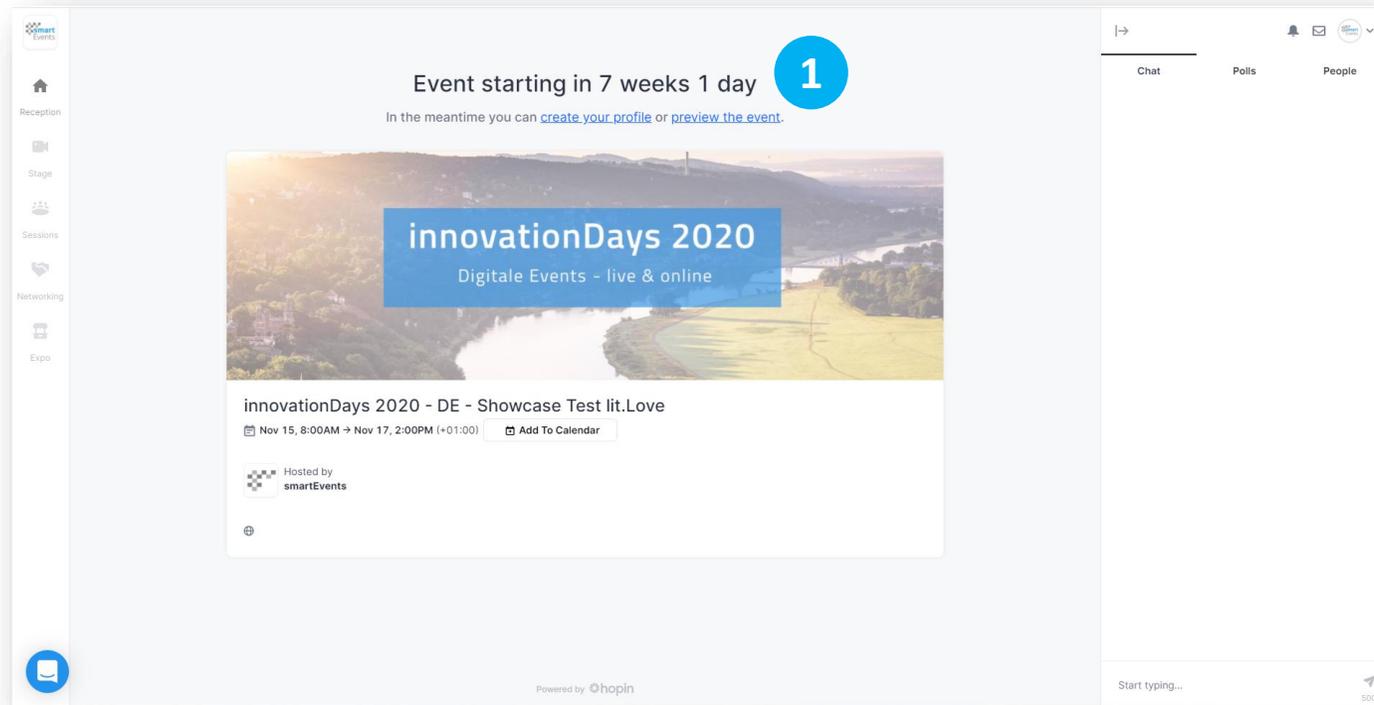
Password

By creating this account, you agree to Hopin's [Terms & Conditions](#) and the [Privacy Policy](#).

Or continue with

- 1) Please enter your contact details and an email address here.
  - 2) Please choose a secure password.
  - 3) **Please note that the key information is your given email address. You're going to use this to log in to hopin.to at future events too.**
- You should therefore check it's correct spelling twice.
- 4) Confirm your agreement to the general terms and conditions and the data protection regulations.
  - 5) Click the „Sign up“ button.

## 2. Registration on hopin.to



You are going to be redirected to the real event.

1 If the event has not started yet, you will be shown this preview.

As soon as the event is opened, you will automatically be redirected to the reception area.

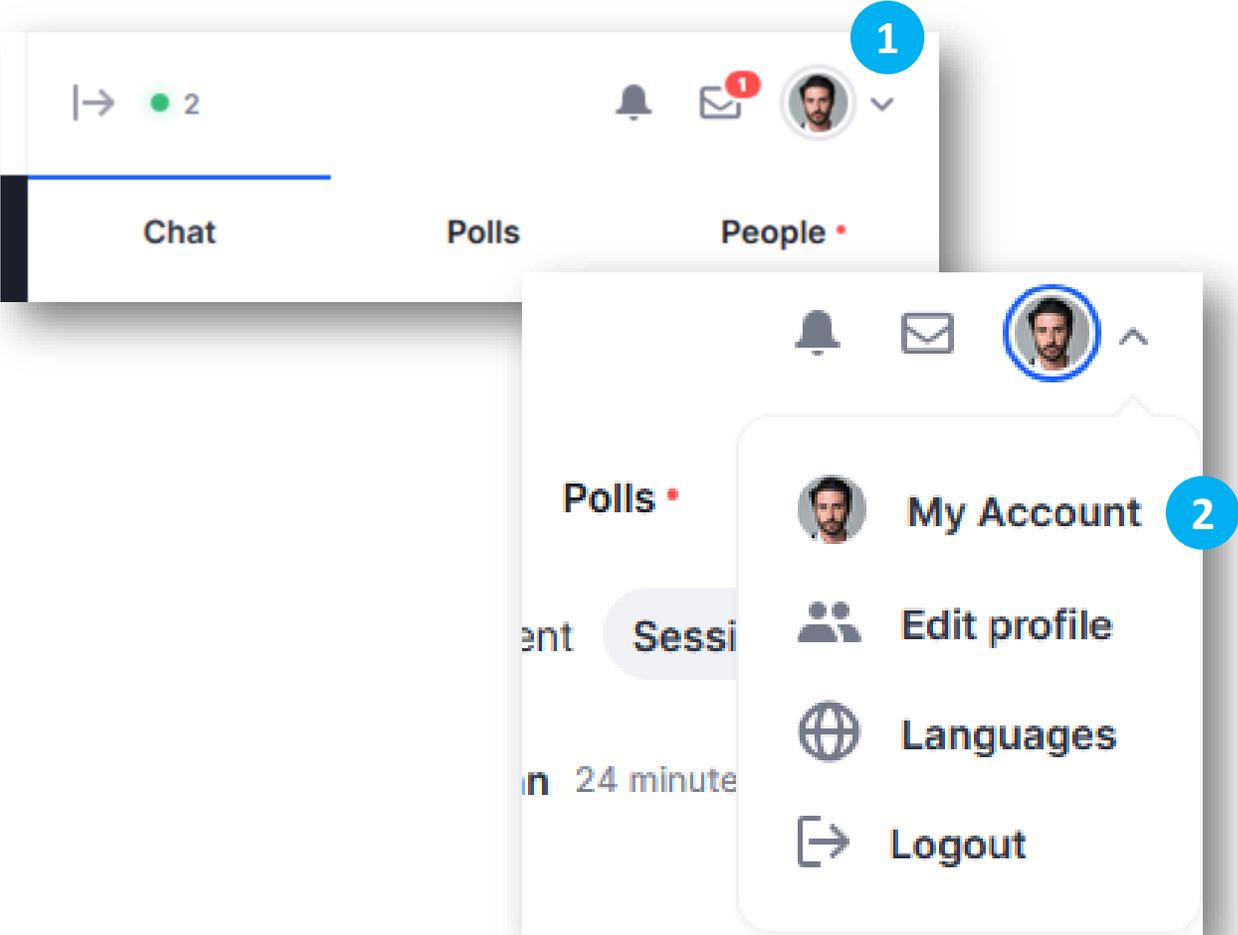
## 2. Registration on hopin.to

The screenshot displays the Hopin event interface. On the left, a navigation sidebar includes icons for Reception, Stage, Sessions, Networking, and Expo. The main content area features a blue banner with the Hopin logo and the text "Events without limits". A large blue circle with the number "1" is overlaid on the banner. Below the banner, there is a "Tutorialvideo" section with a "Time Left" of "2d:5h:48m". A "Description" section follows, stating: "HERE in the reception you can get an overview of the event. Look for which area is currently live, when your favorite speaker or artist is performing and who has sponsored this event." Below the description is a "Proudly Supported By" section featuring the Smart Events logo. On the right side of the interface, a video conference window shows a 3x3 grid of participants. Below the video window, there are tabs for "Chat", "Polls", and "People". At the bottom right, a chat input field is visible with the text "Start typing..." and a send icon.

1 When entering the event you are at the **Reception area**.

If you visit an event for a test in advance, you will find workshops and sessionrooms in the **Sessions area**.

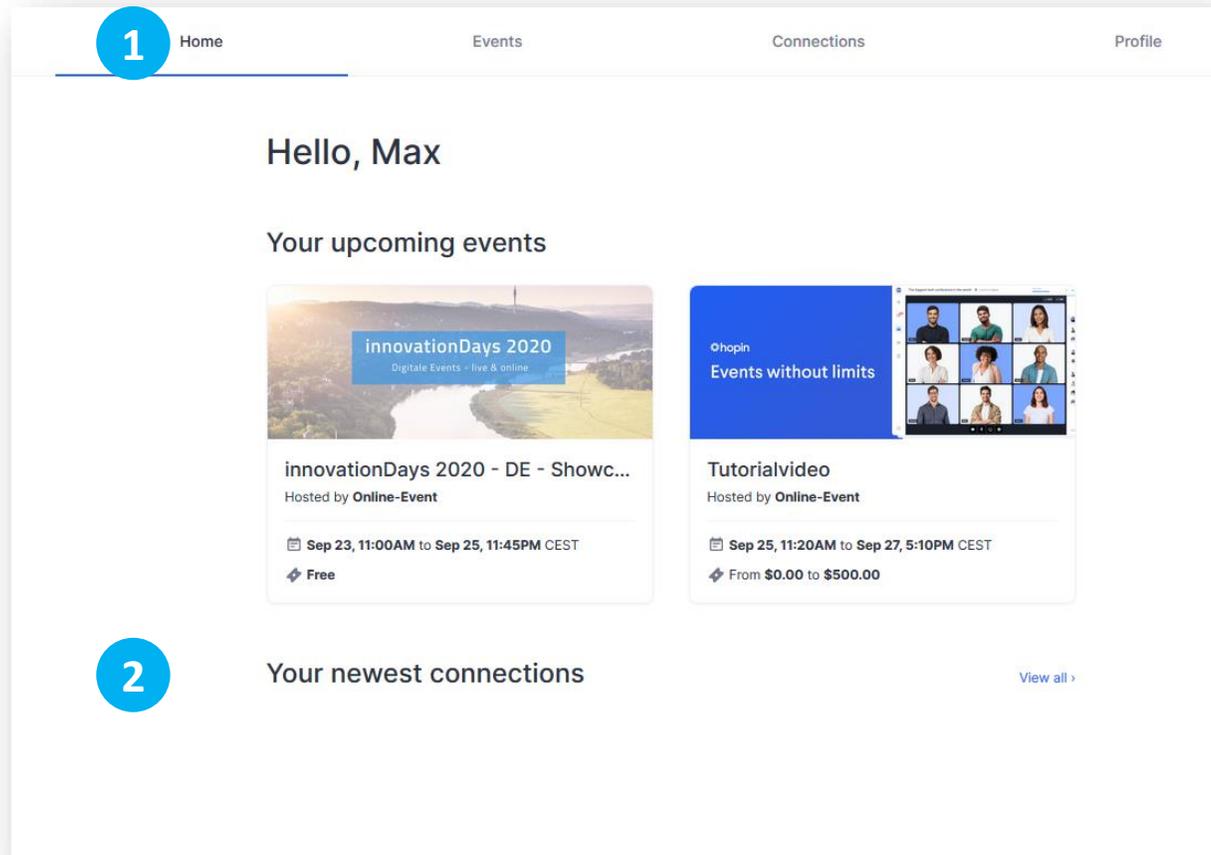
### 3. Editing your personal profile



When you have completed the registration you can edit and complete your profile. To do this, click on your initials in the top right corner of the event window.

You will now be directed to your personal hopin profile page.

### 3. Editing your personal profile

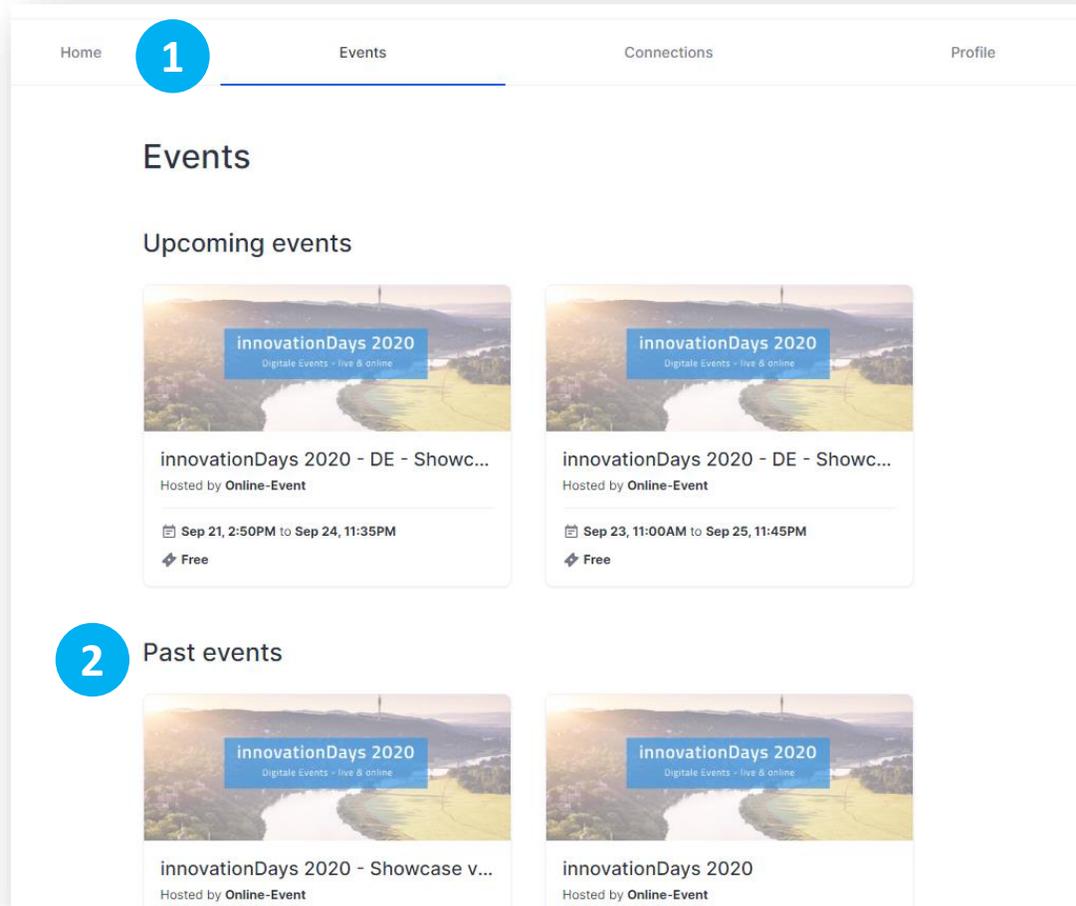


1 The “Home” tab shows all events for which you have already registered,

as well as

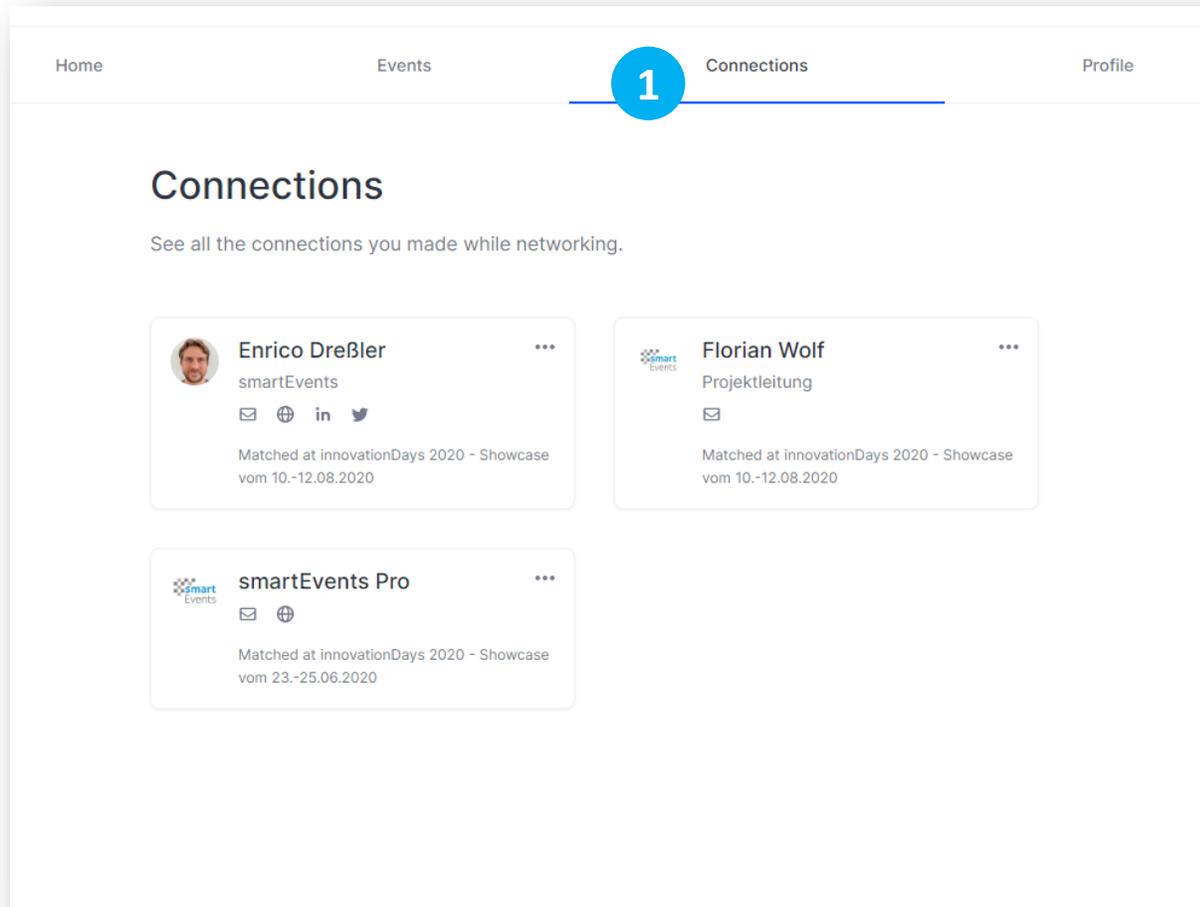
2 "Connections" that you have completed using the networking tool.

### 3. Editing your personal profile



- 1 The „Events“ tab shows all the event’s you’ve registered for, as well as the event’s you have attended in the past.
- 2 You will also see all events you have already participated in.

### 3. Editing your personal profile



You can take a look at all the „Connections“ you have made during past events and take your time for following up on them.

### 3. Editing your personal profile

Find events Help ▾

Home Events Connections **1** Profile

## Profile

Fill your profile so people can know more about you during events.

Avatar [Choose image](#)

First name  Last name

Headline

Bio

Email

[Change password](#)

1

Under "Profiles" you can edit your personal data again, enter a brief description of you and your work and change your password.

### 3. Editing your personal profile

Change password

#### Social profiles **1**

Twitter

LinkedIn

Website

Save

#### Delete account **2**

This cannot be undone. Please enter the confirmation phrase *confirm-delete-max-mustermann* if you are sure.

Confirmation phrase

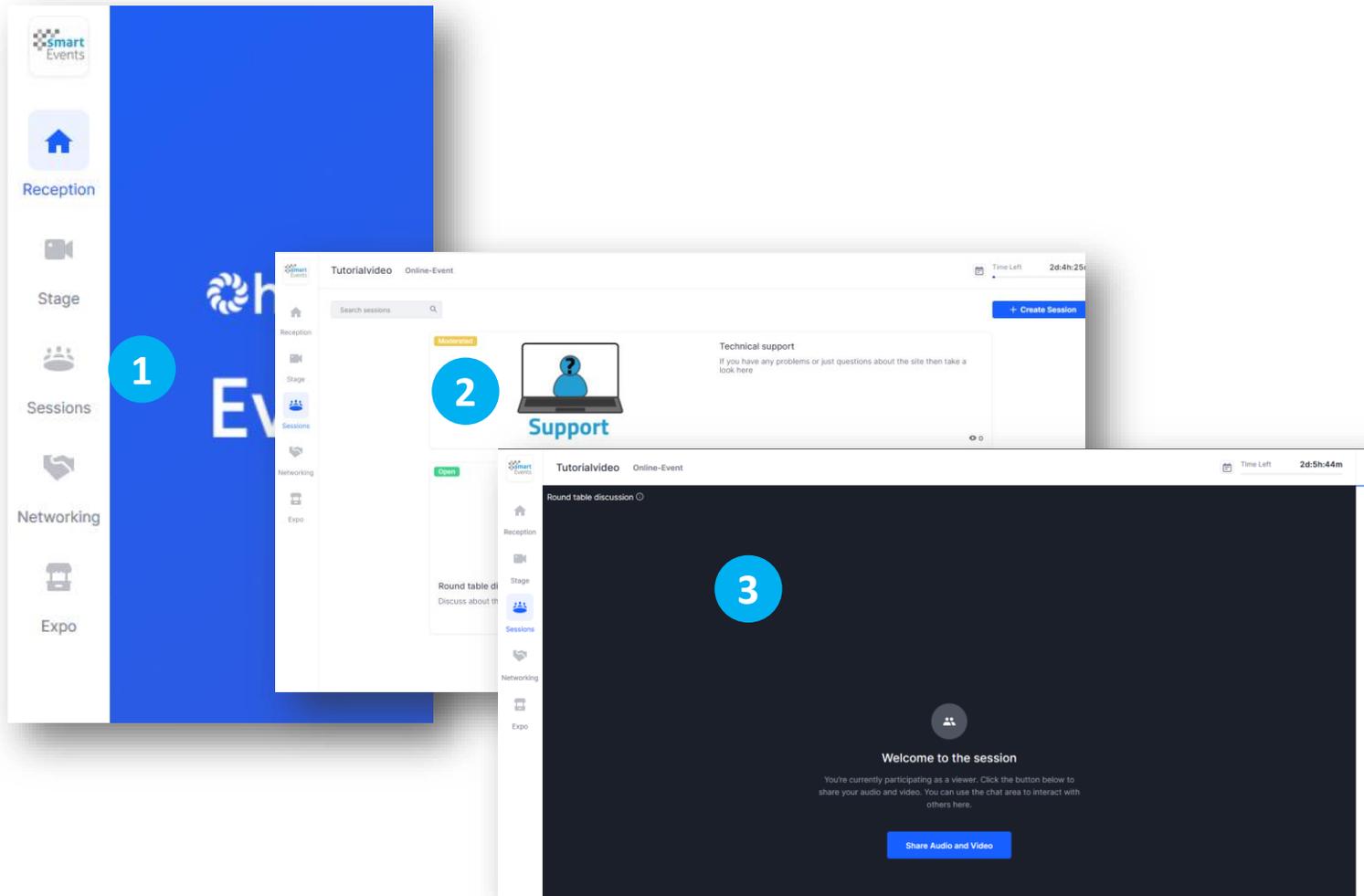
Delete account

Live events **3**

- 1** You can also enter your Twitter profile, LinkedIn profile and your website or that of your company.
- 2** Last but not least, you can delete your account here after the event if you wish.

→ This means that all events, connections and settings that you have made will be lost.

## 4. Speaker in a session: how to get in a session



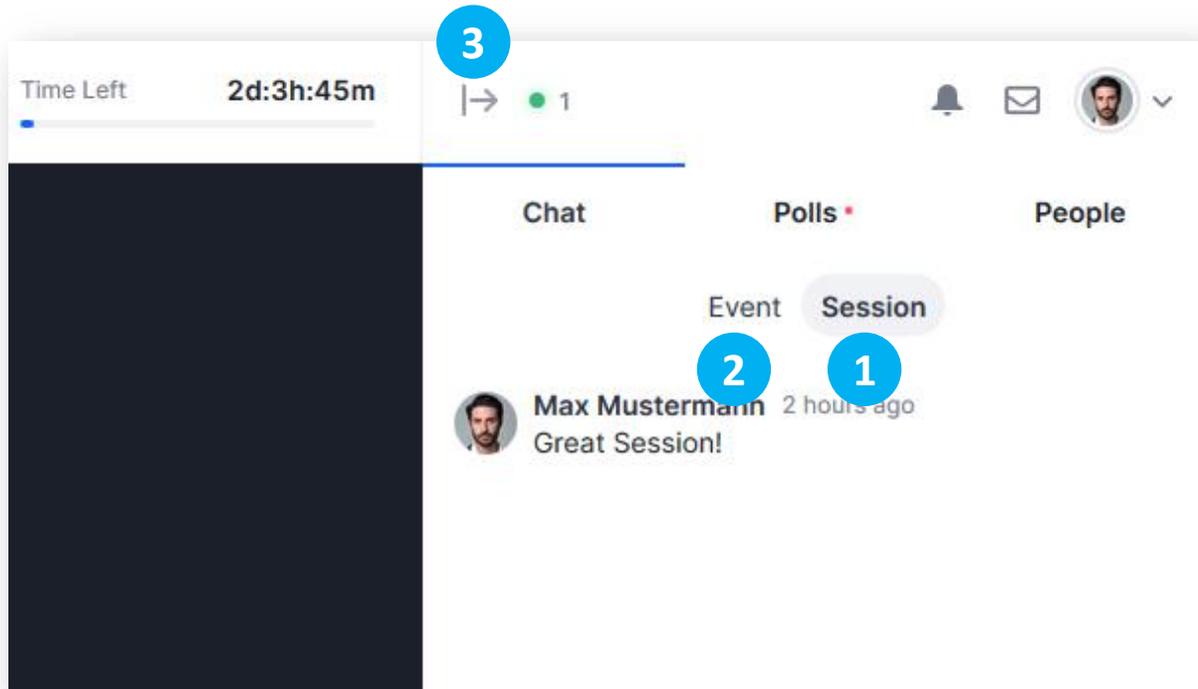
1 Click on the "Sessions" area in the left menu bar.

The session page opens and you can see all the sessions that have been created and released for you in the event.

2 To enter your session, simply click on the desired sessionroom.

3 You are now in your room. Depending on the event, you can also share your audio and video and can then be seen by the audience. We explain this to you on the next page.

## 5. Speaker in a session: basic functions as a speaker: the chat



The chat of a hopin event is shown on the right side.

**1** Each session room has its own session chat.

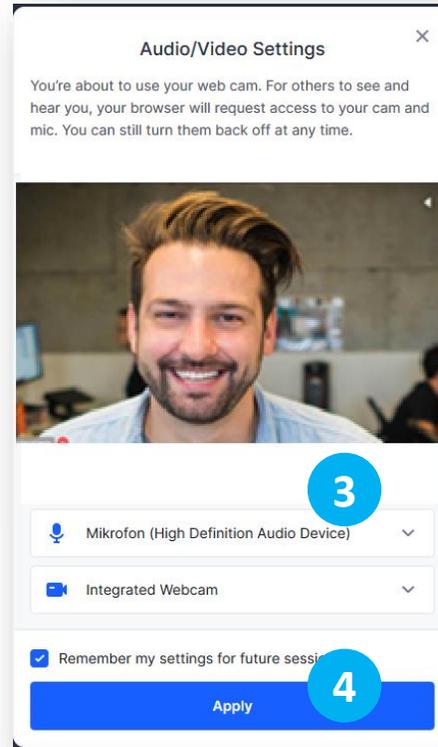
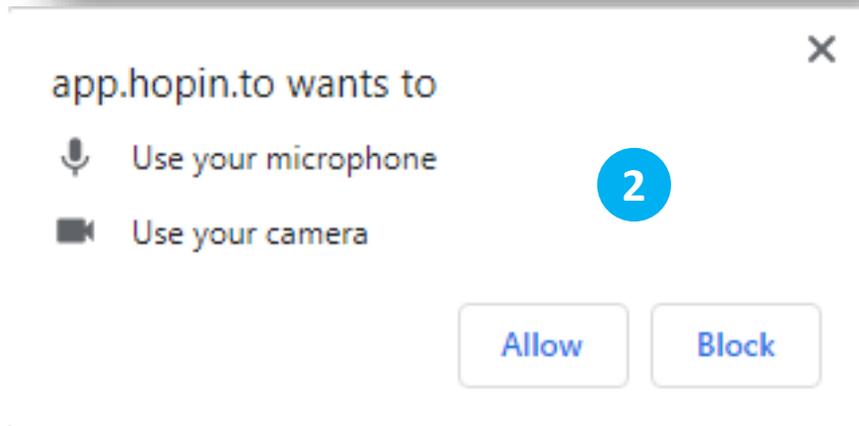
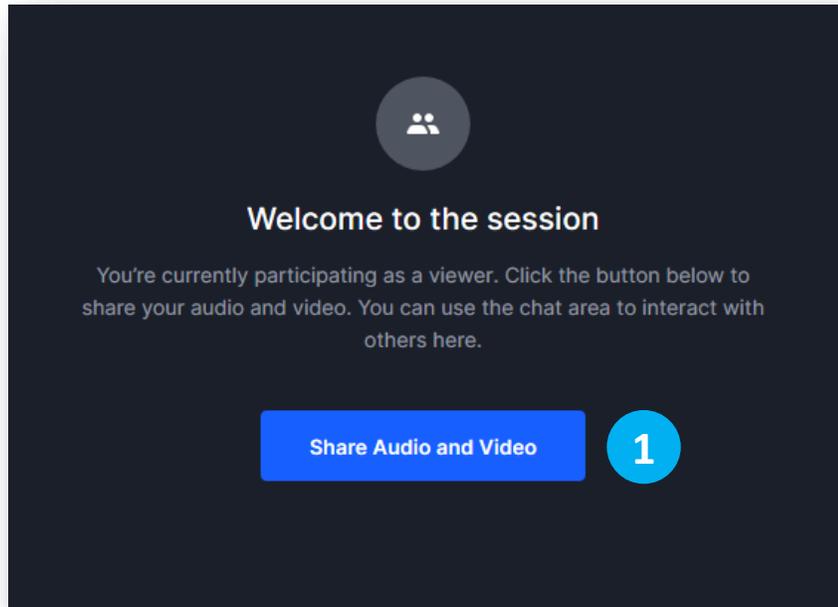
In this chat only the participants, speakers and moderators of the session can communicate, ask questions or express their opinion.

All other participants in the event or in another session cannot see what has been written here.

**2** If you want to use the general event chat, click on "Event".

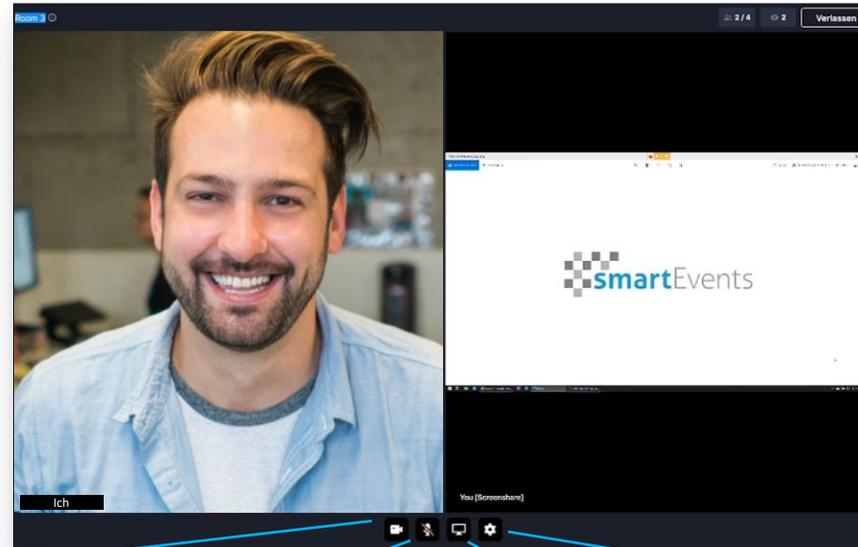
**3** You can hide and unhide the chat using the arrow above the chat tab.

## 5. Speaker in a session: basic functions as a speaker: share audio & video



- 1 To do this, click on the "Share audio and video" button.
- 2 You may have to confirm the approval of your camera and microphone through the browser again.
- 3 A new window will appear. You can choose which microphone and which camera you want to use.  
Hopin.to will automatically recognize these if they have been set up properly beforehand.
- 4 Click on confirm to apply these settings.

## 5. Speaker in a session: basic functions as a speaker: share audio & video



You can deactivate and reactivate your video image with the camera symbol.

**Practice example:**  
You want your audience to see your webcam picture or you don't want to.



The microphone icon allows you to deactivate and activate your microphone.

**Practice example:**  
You are showing a video with sound on your screen and do not want to be heard during this time.

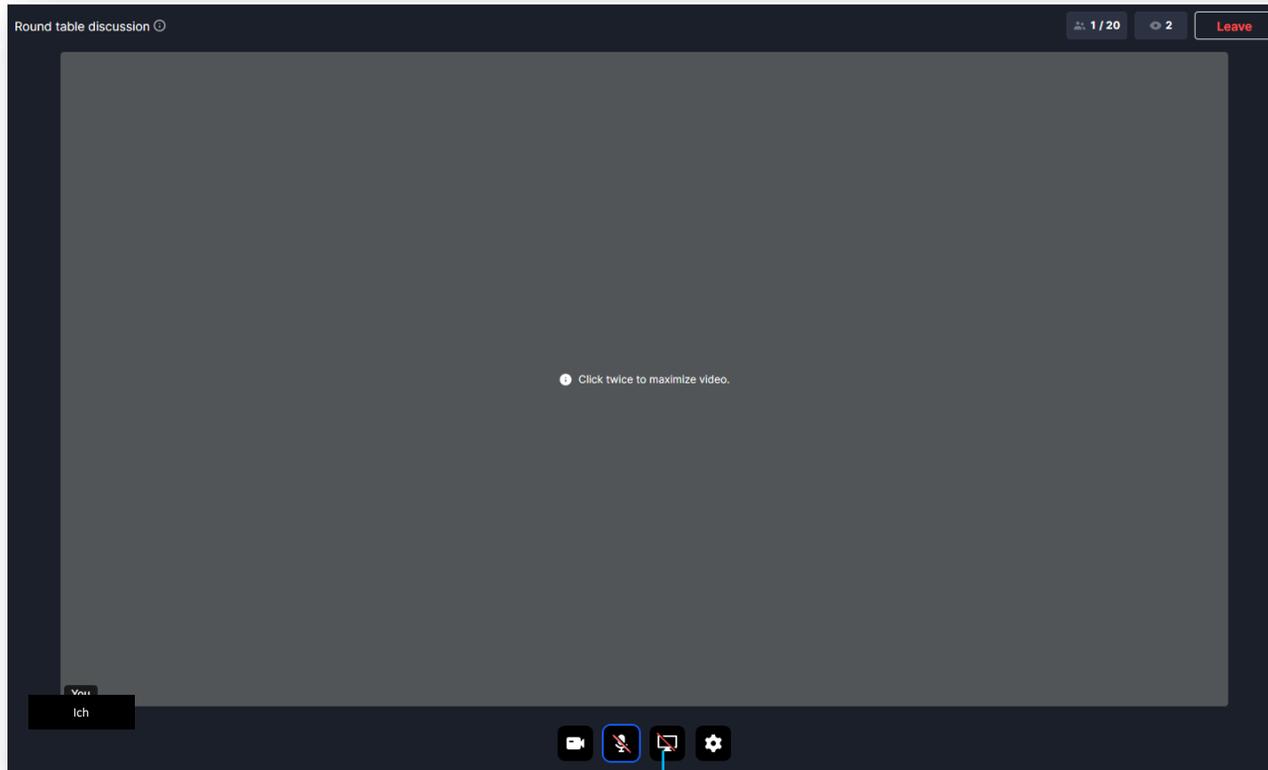


You can share your screen with other participants using this button.



You can re-adjust your AV-settings here.

## 6. Speaker in a session: usability in a sessionroom

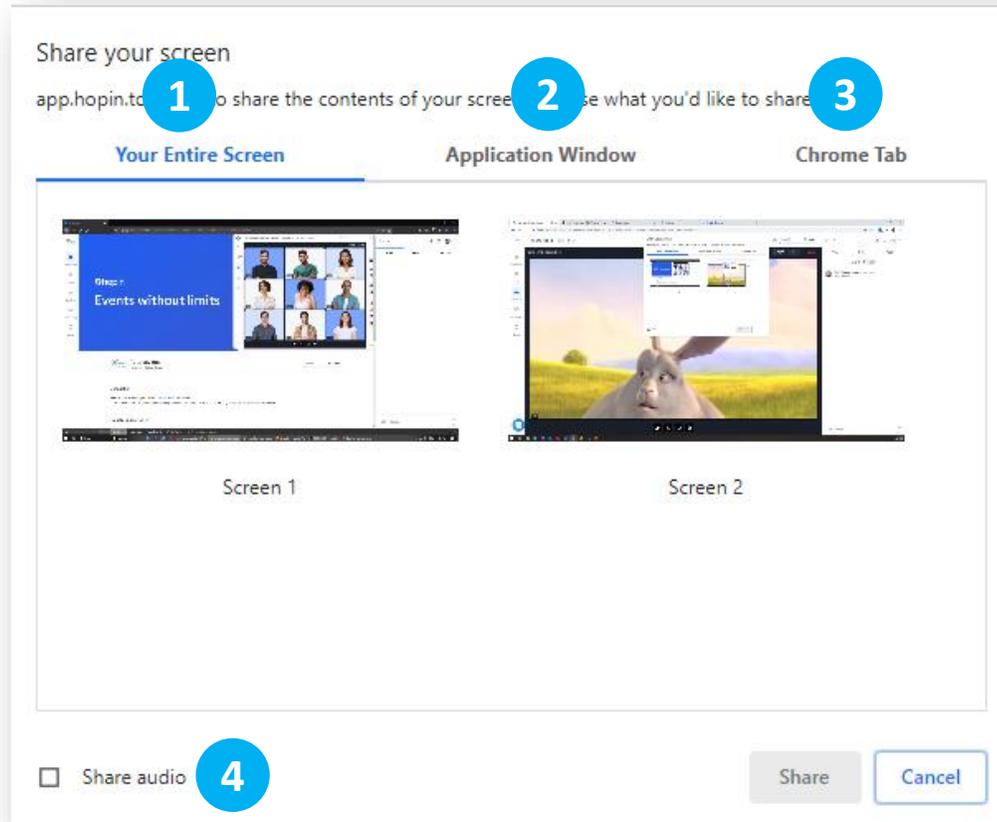


- 1 In a session, you can share your entire screen or parts of it to show other viewers something on your desktop.

The viewers can decide individually whether they want to see your presentation or you yourself.

**When you have finished your presentation, you must close your presentation on your own. To do this, click the monitor symbol again.**

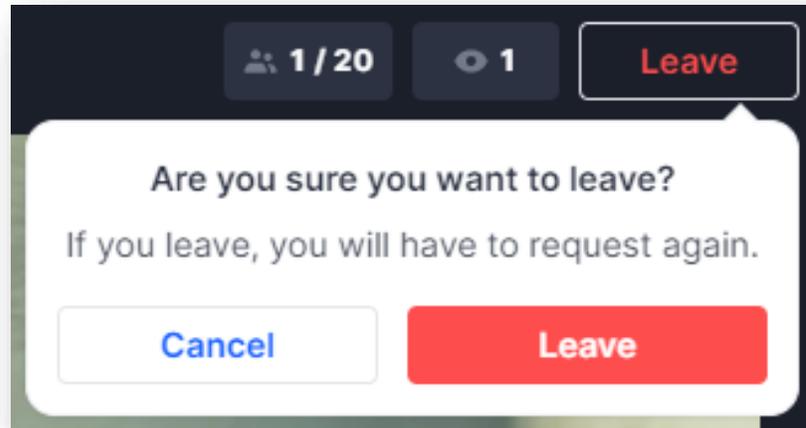
## 5. Speaker in a session: basic functions as a speaker: screensharing



You've got the following sharing-options:

- 1** • Your whole screen
- 2** • Specific programs
- 3** • Certain browser tabs
- 4** • If you want to present content with sound, you also need to share your audio.

## 7. Speaker in a session: leaving the sessionroom



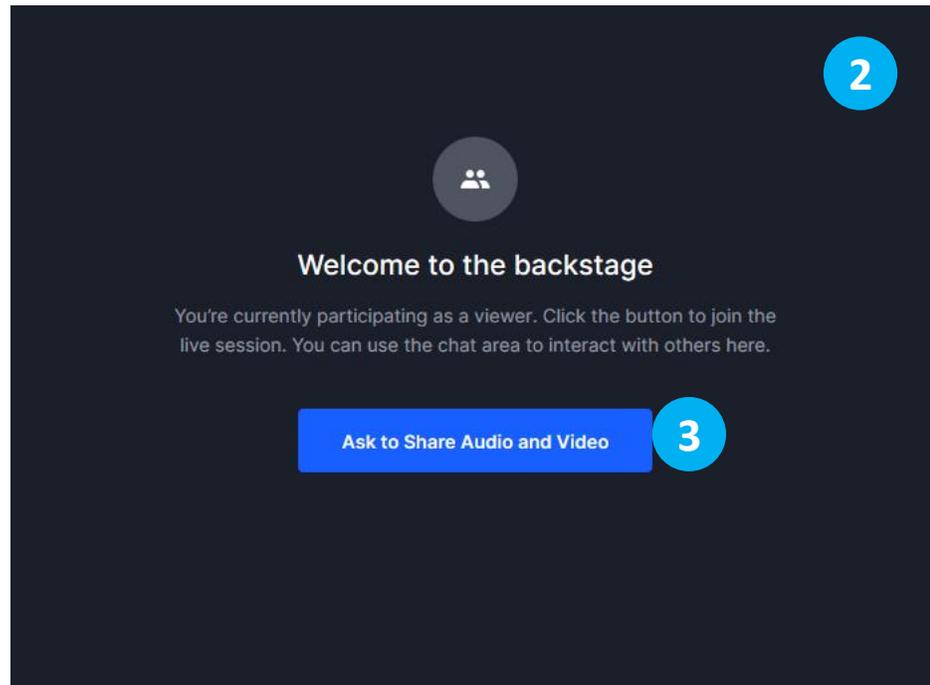
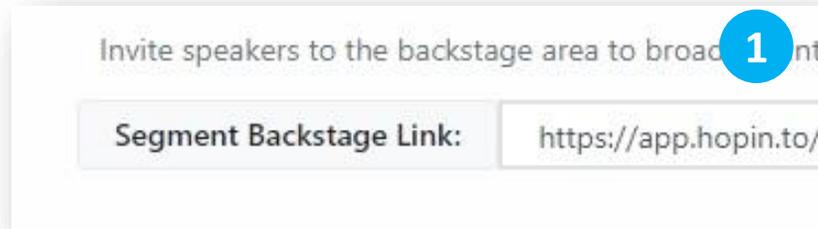
To end your live performance, you can use the red "Exit" button on the top right.

You have to confirm this again.

If it was an accident, you can cancel the process.

You are still attending the session and can still watch.

## 8. Speaker at the mainstage: backstage area



1 If you are a speaker on the main stage, you will receive a link for the backstage area from the organizer.

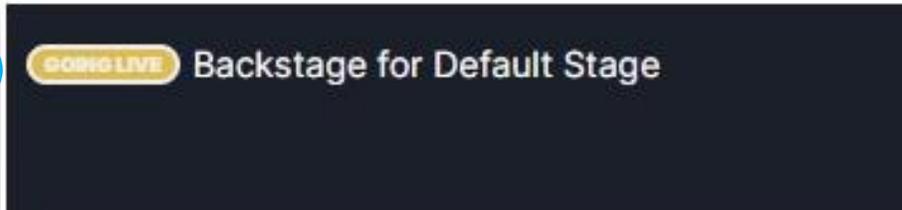
2 This link takes you to the backstage area of the stage. Everything you see here can only be seen by you and not by the audience. The idea corresponds to a real backstage area, in addition to which the audience is not allowed to enter.

**This only applies if the stage is not yet live and visible to the audience. However, the backstage chat is always hidden. Here you can also communicate with the speakers and the moderator when there is a live program on stage.**

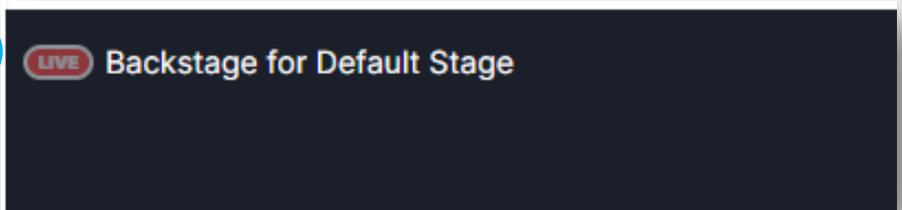
3 To get into the backstage area, you need to request permissions to share your audio and video.

## 9. Speaker at the mainstage: live on stage

1



2



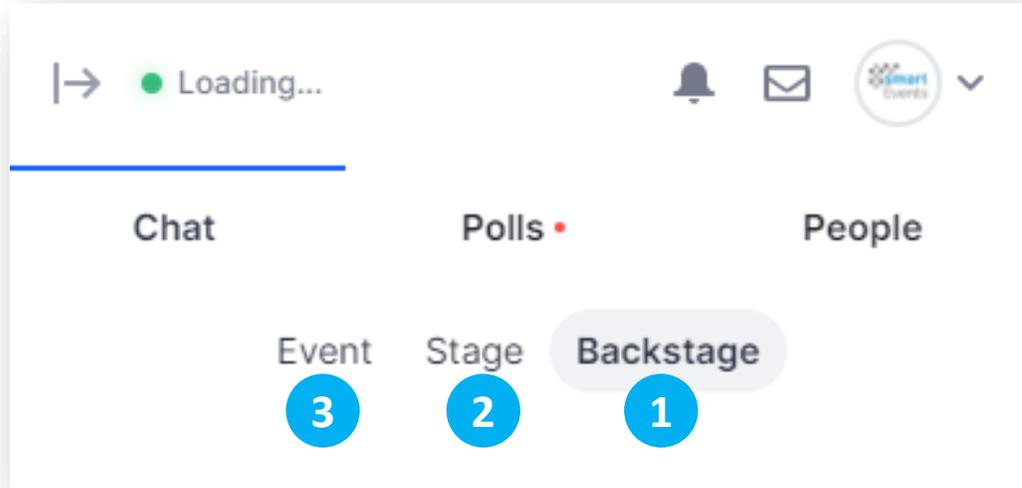
1

When you are ready to go live and have given the moderator your okay, he can switch you live to the stage with the click of a button. This will take a few seconds. During this time you will see a yellow **GOING LIVE** symbol in the top left corner.

2

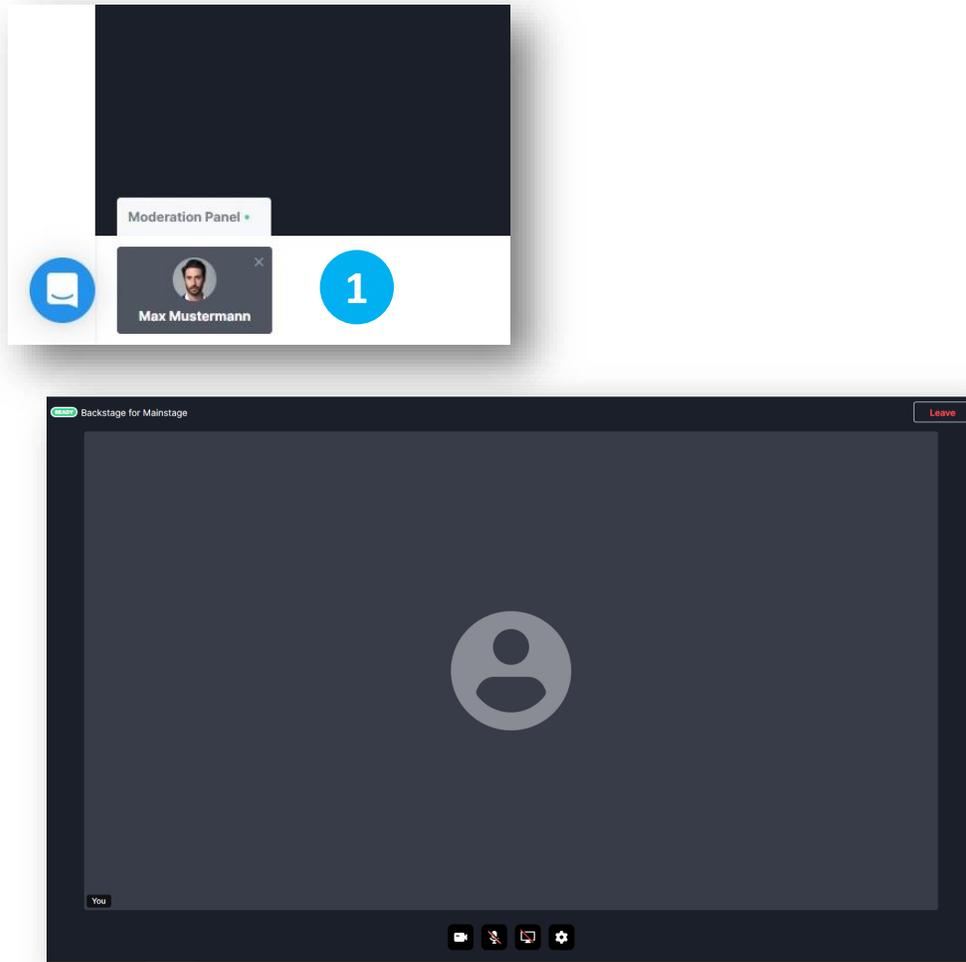
As soon as you are live and visible to all viewers, the yellow icon changes. A red **LIVE** symbol appears. You can now start your presentation.

## 8. Speaker at the mainstage: backstage area



- 1 In the backstage area, you have your **own chat**, which you can use to communicate with other participants in the backstage area, **even while the stage is live**. Non of the other participants in the event can see what has been written there.
- 2 The event's global chat can be found under Event.
- 3 In addition to the backstage chat, there is also the stage chat. The audience can talk to each other here, exchange their opinion on the presentations or ask questions about your presentation.

## 8. Speaker at the mainstage: backstage area



**1** The stage moderator receives your request and has to confirm it.

There may be a certain waiting time.

When the moderator has confirmed your request, you will be taken to the backstage area with video and audio.

You can discuss the exact process again with the moderator or other speakers, readjust the settings of your webcam or microphone or test your presentation.

The viewers don't notice anything.

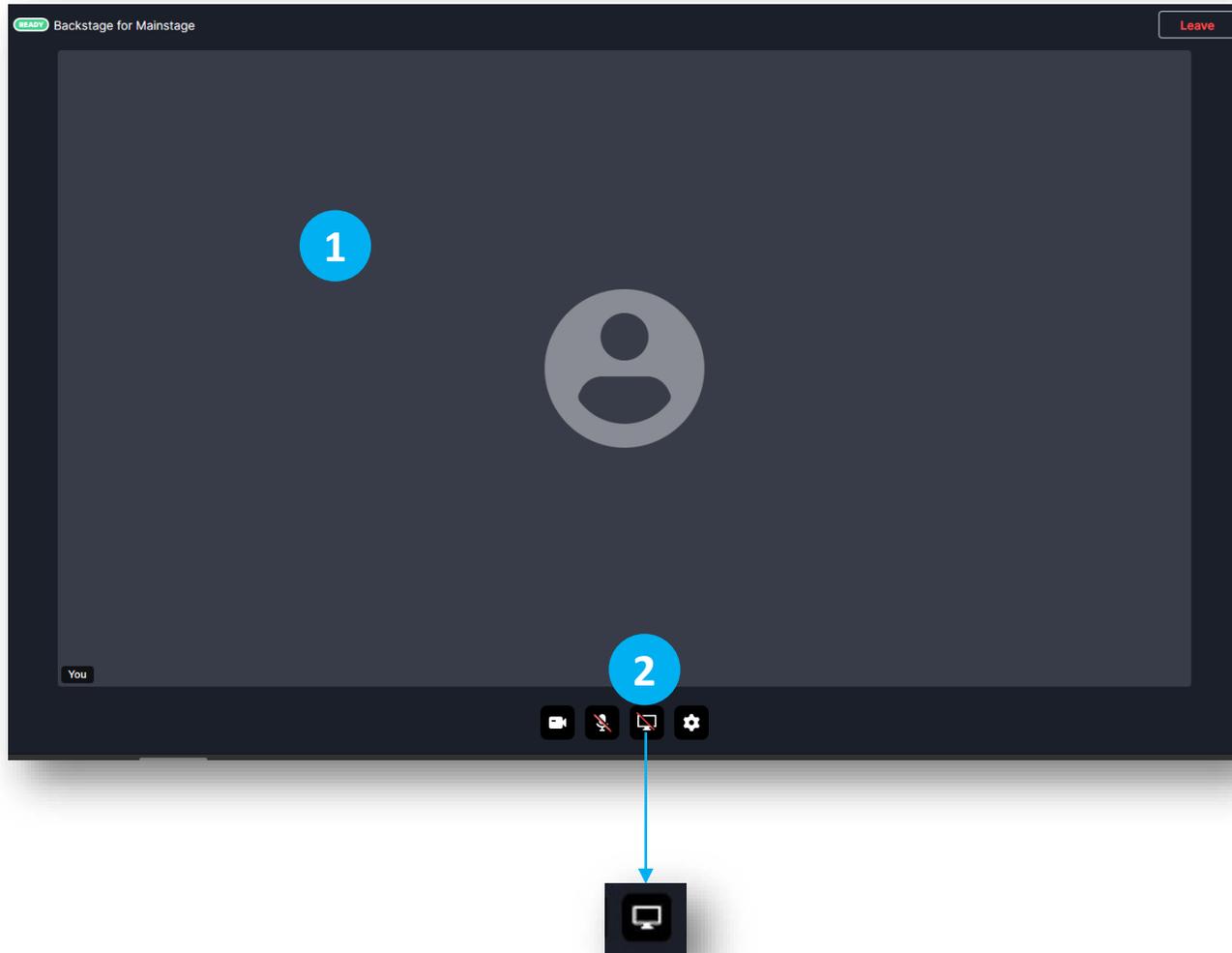
**This only applies when the stage is not live!**

**If the stage program is visible live to the audience, the moderator will only let you join when it is your turn and you will go straight to the stage!**

**Do not enter the backstage area at the start of your presentation!**

**We ask you to submit your request in good time and to allow some standby time.**

## 9. Speaker at the mainstage: live on stage



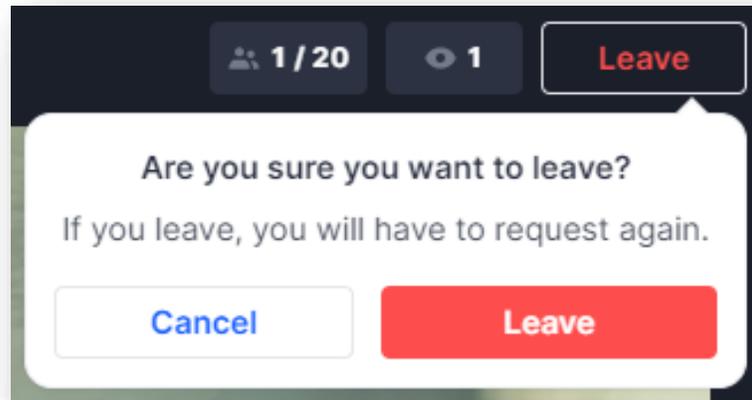
- 1 When you are on stage, the audience will see you in full screen mode.

If you share your screen, it will be enlarged.

This view is generated automatically by hopin.to.

- 2 **When you have finished your presentation, you must close your presentation on your own. To do this, click the monitor symbol again.**

## 10. Speaker at the mainstage: leaving the stage



To leave the stage, you can click the red "Leave" button on the top right-hand side. You have to confirm this again. If it was an accident, you can cancel the process.

At the end of your presentation, the moderator will end the live connection. You will then automatically return to the backstage area.

## Further information about the stage

When the backstage area goes live on stage, **everything that is currently happening in the backstage area is broadcasted on the stage.**

This makes it possible to invite additional speakers to the stage during a lecture.

They can join Backstage via the Backstage link and communicate with the moderator via the Backstage chat.

When it is the speaker's turn, the moderator can give him a sign in the chat. Then the speaker can share their audio and video.

The moderator can then send the additional speaker to you on stage with one click.

The guest speaker must be announced to the moderator, otherwise he will deny the speaker access to the stage.

## Informations

Not for every event all features are active or can be used in the same way.

About possible other uses (e.g. the session rooms) please contact your organizer.

If you have further questions, please feel free to visit our website [smartevents.de/speaker](https://smartevents.de/speaker).

**Thank you for your attention!**  
We hope you enjoy your hopin.to event!

