ELUNA learns Speaker Guide


Powered by the Community.
• Please review this entire presentation before attending your training session.

• Submit all content (presentation, videos, polls, related content links) at least two weeks before your session date via the submission form. If sending polls/videos to use with a ppt, please indicate between which slides the polls/videos should be inserted.

• PPT - Slides must be 16:9 (widescreen format). Please do not embed video. These need to be submitted separately. Indicate where in the presentation the video should play (i.e., between slides 9 and 10). More guidelines here.

• Note: If your slides have many detailed screen shots, they may degrade when converted to on24. If you see this issue when reviewing the presentation in on24 after it is loaded, please use this workaround to resolve this issue. If using animations, this workaround may cause additional issues.

  • Open your PPT deck and click on Design > Slides Size > Custom Slide Size
  • Set to 20in x 11.25in
  • Making this change can impact the font size on certain slides, and the fonts will need to be resized.

• Videos must be mp4 format, 1 mbps, 16:9 (1280 x 720 or 800 x 450). Please see our best practice guide for creating videos. If your entire presentation is pre-recorded, you will need to also send a 2 slide ppt, with the intro and outro slides to surround the video.
• **Please review this entire presentation before attending your training session.**

1. After your content is loaded into the system, please log into presentation manager (via link in outlook invite) and preview your slides/videos to confirm there were no formatting issues during conversion.

2. Practice your presentation to ensure you can deliver all content and leave an appropriate amount of time (recommendation is 5 minutes) for audience questions.

3. Please use chrome to connect to presentation manager.

4. Use the same set-up (computer, headset, internet) in training session and during live event.

5. Please join the live event at 12:30 pm eastern for a tech check session.
ELUNA has selected the on24 platform to provide a feature rich user experience for the online meeting. Users can resize and rearrange the tools in the console to suit their preferences.
1. **Media player.** Displays active speaker. If a video is played, expands to larger size.
2. **Speaker bio.** Allows users to see speaker photos/bios.
3. **Slide view area.** Displays active slides and questions pushed to audience.
4. **Closed captions.** Displays feeds provided by live captioning partner.
5. **ELUNA Learns Registration.** Links out to registration pages.

6. **Q&A.** Used by participants to submit questions.

7. **Attendee Chat.** Allows attendees to network/comment.

8. **Related Content.** Links to additional content (please submit with your presentation/video)

9. **Menu bar.** Includes additional tools.
Speakers log into a separate interface (Elite Studio) during the live session. The link for login is included in the training and live event calendar invites.

- Use chrome
- Select speaker option on log in
- Turn off vpn
- Exit all other applications
- **You will be prompted to connect via webcam or dial as soon as you log into the Elite Studio.**
1. **Menu.** This allows you to select additional on24 tools. Please watch the getting started video before attending training.

2. **Connection panel.** This is where you choose your connection type, mute, unmute, and toggle video.

3. **Live View.** Shows the active slide, poll, or audience question. Active speaker uses the arrows to navigate through slides.
4. **Storyboard.** This shows all slides/videos that will be used in the event, in chronological order. Use with **Preview** tool to view a slide before it is presented, or to jump forward and backwards in the presentation.

5. **Media Player.** Shows active speaker or launched videos.

6. **Team Chat.** Communication tool used during the live session to ensure speakers know stop time, and to address any tech issues that arise.
1. During live event, mute when not presenting. The media player tracks the loudest noise and displays that view.
2. If you suddenly cannot see/hear/use tools, refresh your browser. Note that the system connects “hot”, so mute immediately after reconnecting.
3. If you want to use a live Screen Share, practice this during the training session and re-check during the tech check prior to the event.
4. Only navigate using the Live View when it is your turn to speak. This is a shared control of the slide that is visible to the audience.
5. Preview can be used with the story board to check slide content.
6. Keep Team chat open to see time and technical difficulty prompts from producer and MC.
7. Do not keep Audience View open. The audience is on a 5 second delay for sound and visuals. You will create echo/dead air if you try to use this view.
8. Q&A and Group Chat will be moderated by producer and MC. You do not have to monitor these when presenting.
9. You can see attendees/count at any time by clicking on Attendees and hitting refresh.