

# STEPS TO ACCESS YOUR BACKSTAGE SESSION ON HOPIN

## Before your Backstage Session

### Make sure you have the following

- A **laptop or desktop** with a webcam and mic.
- A recent version of **Chrome**.
- A strong internet connection. Just like Skype, you must have a strong internet connection for it to work well. If possible, connect to your router with an ethernet cable instead of using WiFi.
- We recommend wearing **earbuds or headphones** to prevent audio echoes.

If you don't have a laptop or desktop, then you can join on your phone. But the experience is usually best on a laptop/desktop. On Android, we recommend the Chrome browser. On iOS, you must use Safari.

If you're on iOS 14.2, we recommend updating your device before joining. iOS 14.2 has some issues with audio stuttering.

## Lighting

As a presenter, it is essential that people can see you well.

Make sure you have good front light—meaning the light shines brightly on your face.

If your back is to a window, close the shades.

## Background

Try to use a background that enhances your professional image and is aligned with your message.

Avoid a cluttered background or anything that can be distracting.

Your background can either add to your professional presence or detract from it.

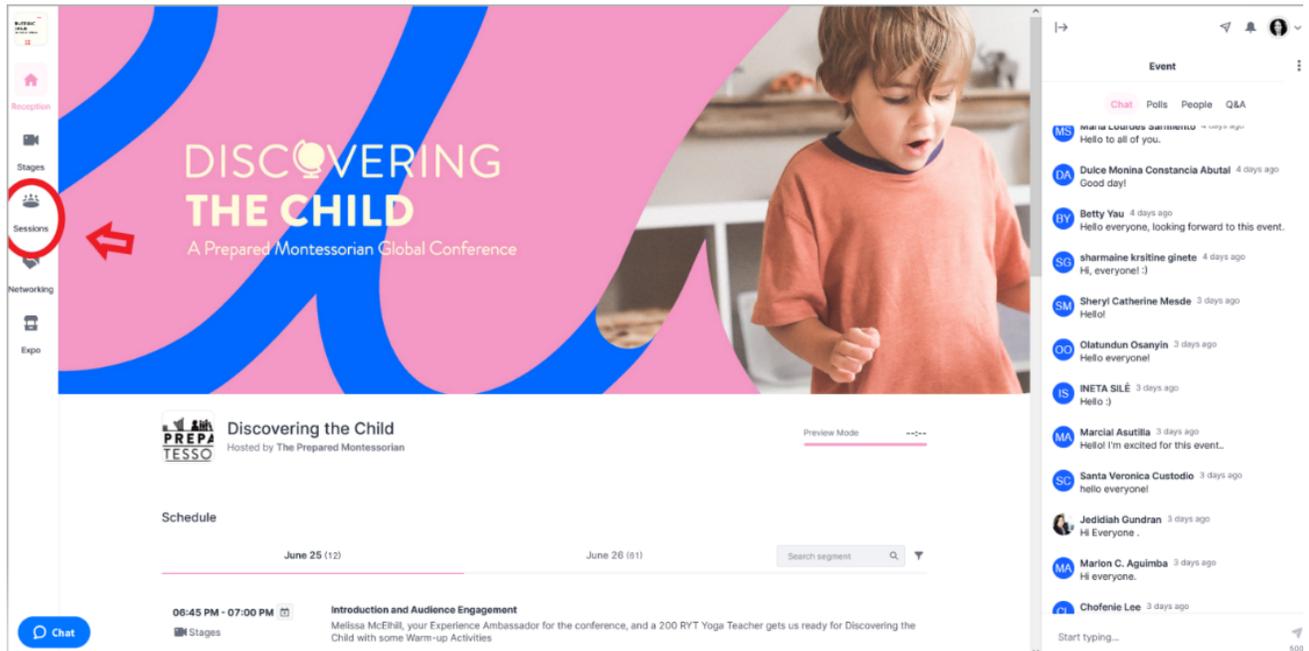
## Joining your Speaker Backstage Session

Follow these steps to join your Speaker Backstage Session 5-10 minutes before your session begins.

1. If you're just arriving at the event, this is the first page you will see. This is the event's "Reception" area.

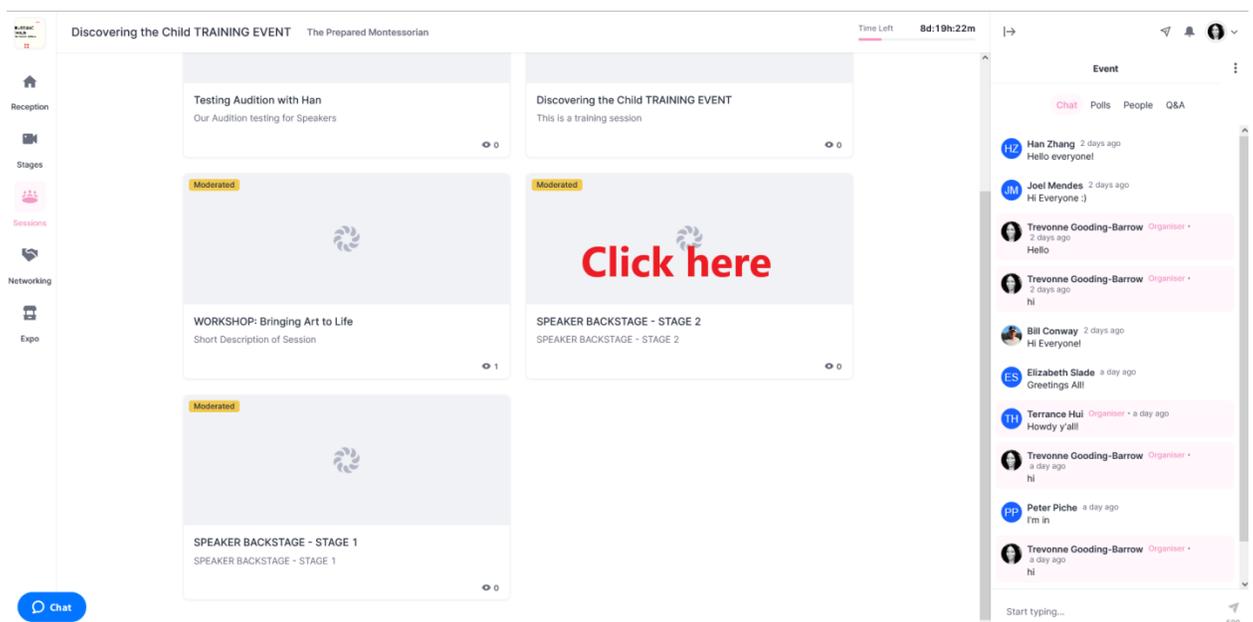
The screenshot displays the event interface for "Discovering the Child: A Prepared Montessorian Global Conference". On the left, a navigation sidebar includes icons for Reception, Stages, Sessions, Networking, and Expo. The main content area features a large banner with a child's image and the event title. Below the banner, the event details are shown: "Discovering the Child" hosted by "The Prepared Montessorian", with logos for PREPA and TESSO. A "Schedule" section shows the event dates as June 25 (12) and June 26 (61), with a search segment dropdown. A session titled "Introduction and Audience Engagement" is listed for 06:45 PM - 07:00 PM, featuring Melissa McElhill and a 200 RYT Yoga Teacher. On the right, a chat window is open, showing a list of participants and their messages, such as "Hello to all of you." and "Good day!".

2. On the left of your screen, you will see various tabs running along the side. Click on the tab that says “Sessions”. You can access these tabs at any time during the event.



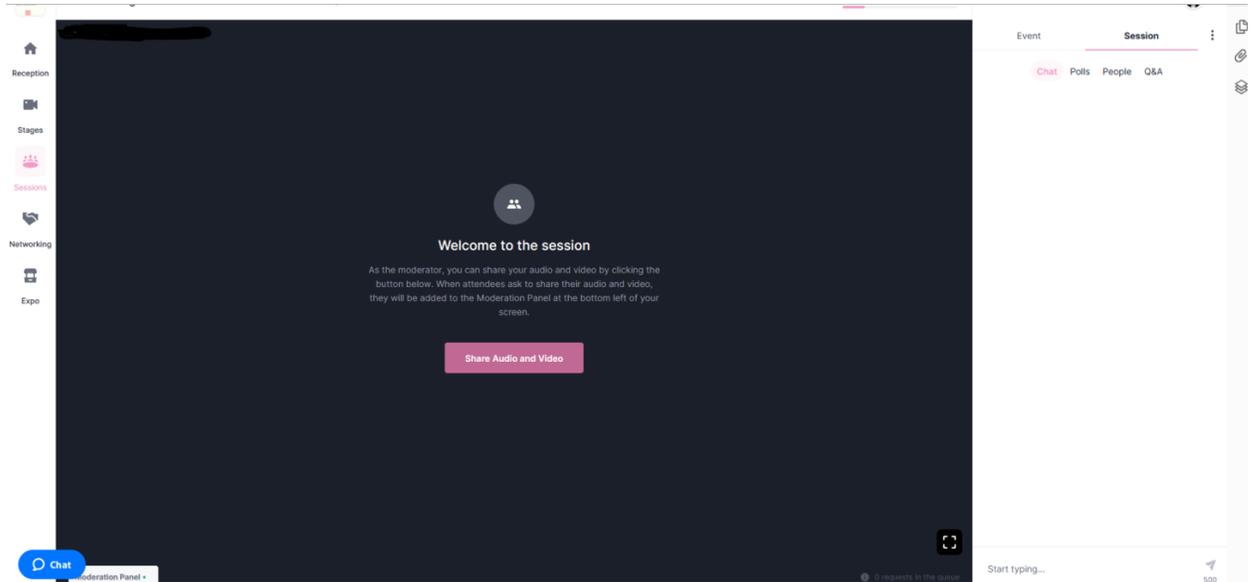
3. To enter your Backstage Session, click on **Speaker Backstage 1** (if your pre-recorded presentation aired on Stage 1) or **Speaker Backstage 2** (if your pre-recorded presentation aired on Stage 2).

**Note:** The Backstage Session will not be named after you or your presentation.

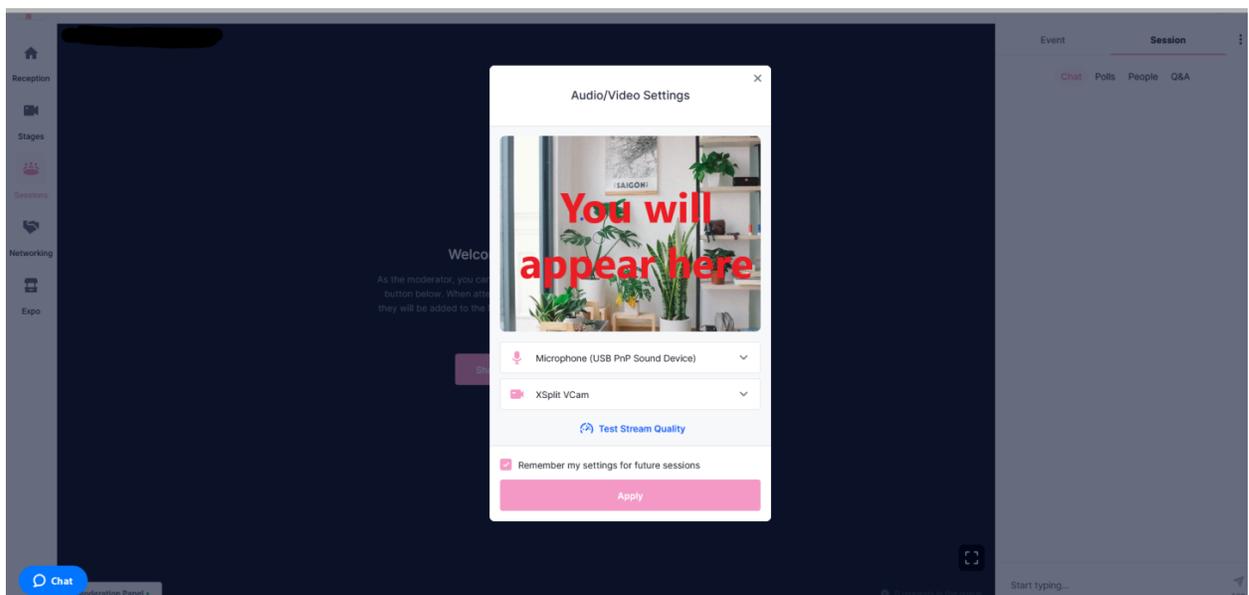


- Once you have entered the relevant Speaker Backstage Session, click on the pink **“share audio and video”** button. Then, select your **camera AND mic** and click **“Apply”** to appear on the Session stage. You can now be seen and heard by everyone and you can begin your session.

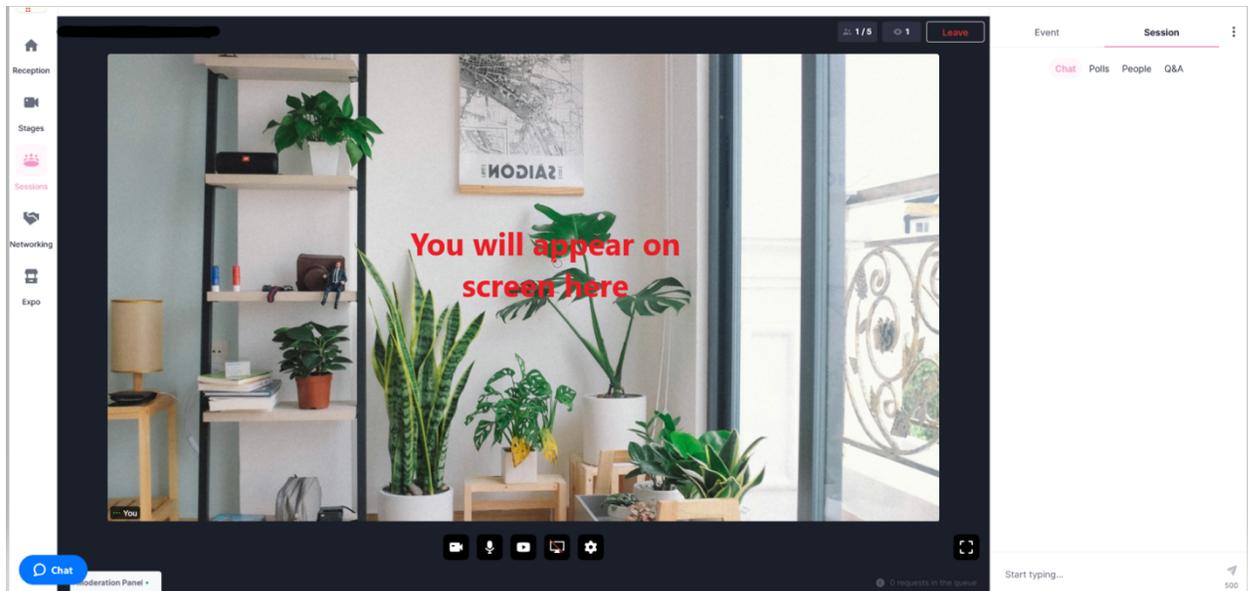
(a) Click on the pink **“share audio and video”** button



(b) Select your camera and mic and click **“Apply”**

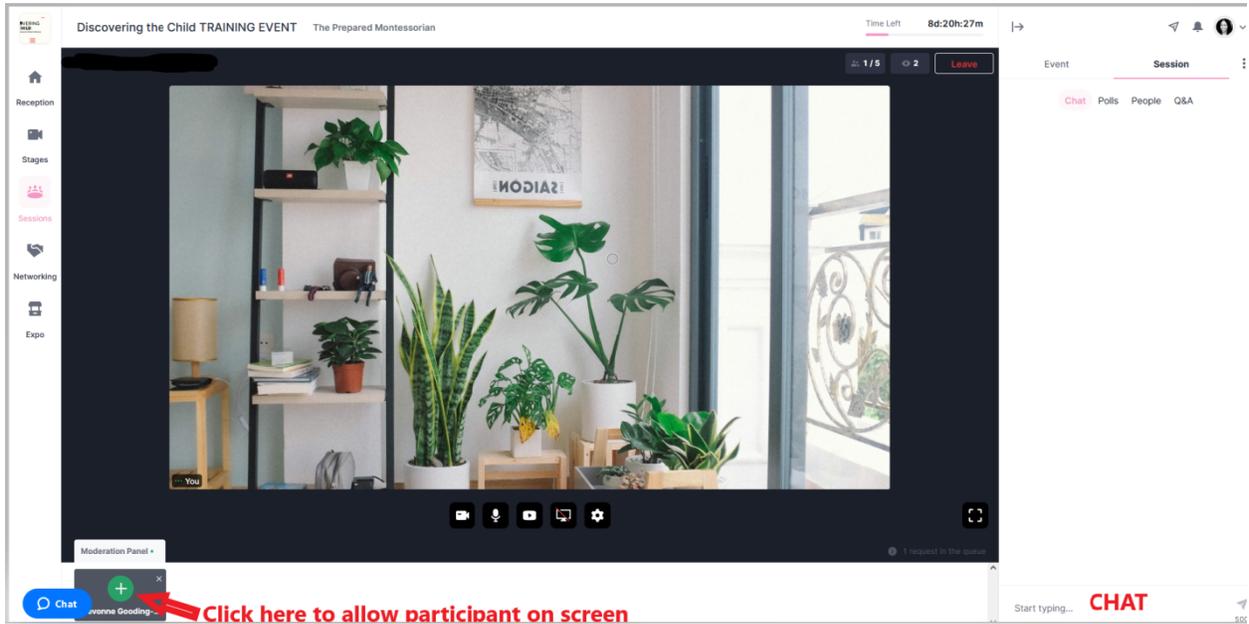


(c) You will appear on the Session stage

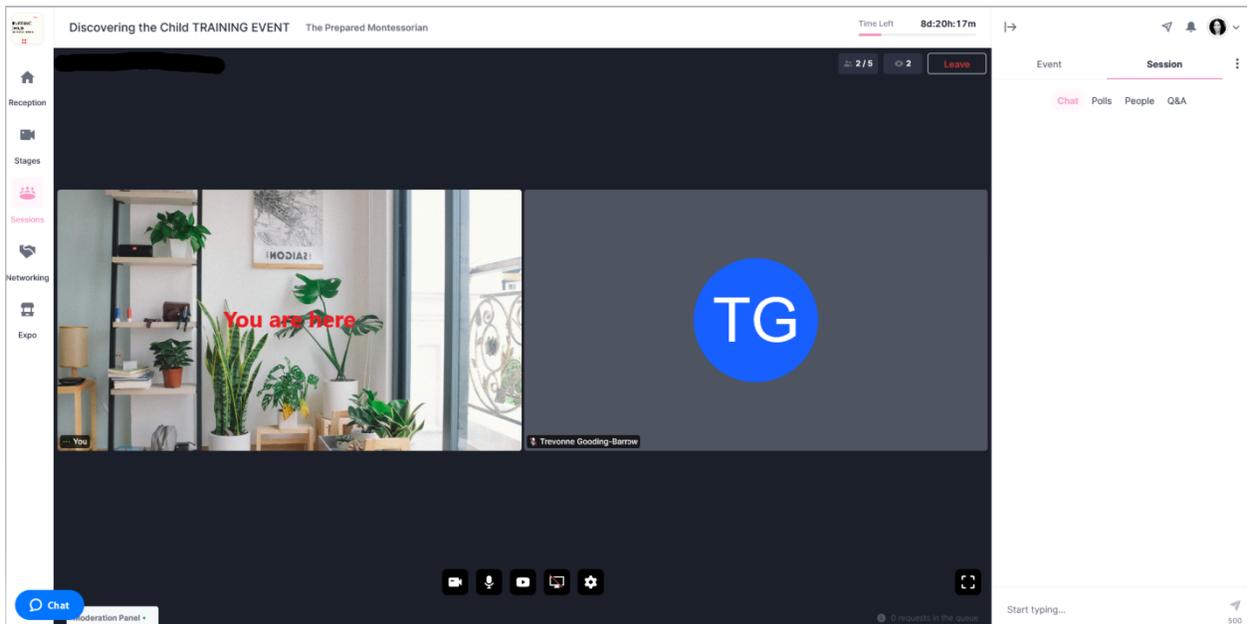


5. In your Backstage Session, you will be in control. You can choose to allow persons to join you on the Session stage to ask questions. When you allow participants on stage with you, just like you, they can be seen and heard by everyone in the session. You can also encourage participants to ask questions in the **CHAT**. Remember to check the **CHAT** to see questions from participants particularly those who are not on the Session stage.

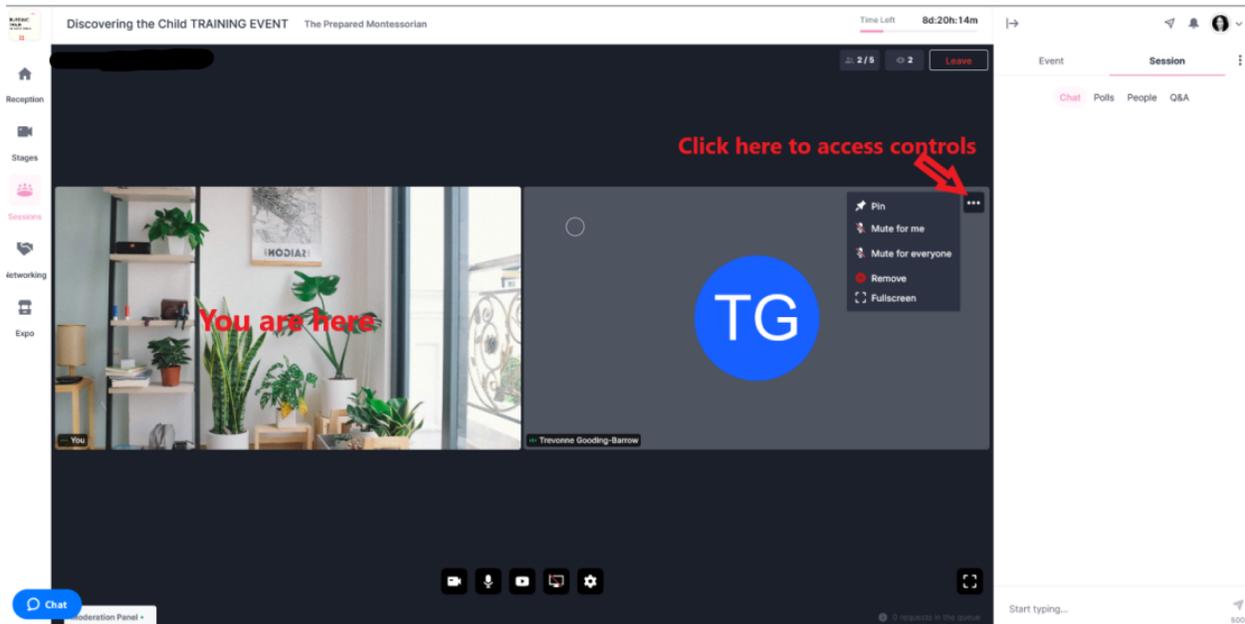
(a) Allow participant on Session stage (you can add more than one)



(b) Participant on Session stage with you (you can add more than one participant)



### (c) Access controls



6. You have 30 minutes to host your Q&A session. At the end of the 30 minutes, say your goodbyes and **leave** your Backstage Session.

