

7TH EDITION OF THE SPACE PROPULSION CONFERENCE



SPACE
PROPULSION
20+1



VIRTUAL CONFERENCE
17-18-19 MARCH 2021 - LIVE CET TIME ZONE

SPEAKER GUIDELINES

*How to use "Let's Get Digital" platform and present your paper during
Space Propulsion Virtual Conference*



LET'S GET DIGITAL

Digital that *feels like physical*

Speaker Guide



What is in this Speaker Guide?

- ★ **TIPS FOR EVENT PREPARATION**
Ensure you are able & ready to deliver great content
- ★ **TIPS FOR DURING THE EVENT**
What you should do & things to keep track of
- ★ **TIPS FOR POST-EVENT**
How you can still get value from the event



Prepare for attending the event

★ DOWNLOAD THE EVENT APPLICATION

Download in the AppStore or PlayStore, login with your event credentials & start your event experience!

★ COMPLETE YOUR PROFILE

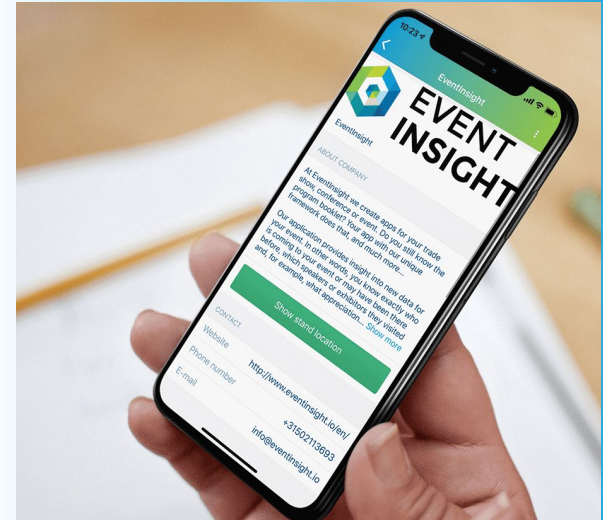
Add your profile photo, contact information, bio & interests! The sessions you are speaking at will already be linked to your profile.

★ GET PLANNING

Check out other program items, create your personal programme & maybe even schedule some appointments.

★ GET INTERACTIVE

Chat with attendees, make connections & more!



Prepare for speaking at the event

★ UPDATE YOUR GOOGLE CHROME

All speakers should attend the event via Google Chrome. Ensure this browser is **fully updated** on the device that you will be attending the event from.



★ ENSURE A STABLE INTERNET CONNECTION

Make sure you have a reliable & strong internet connection. You can check your internet speed at <https://fast.com/>.

★ TEST YOUR MICROPHONE & CAMERA

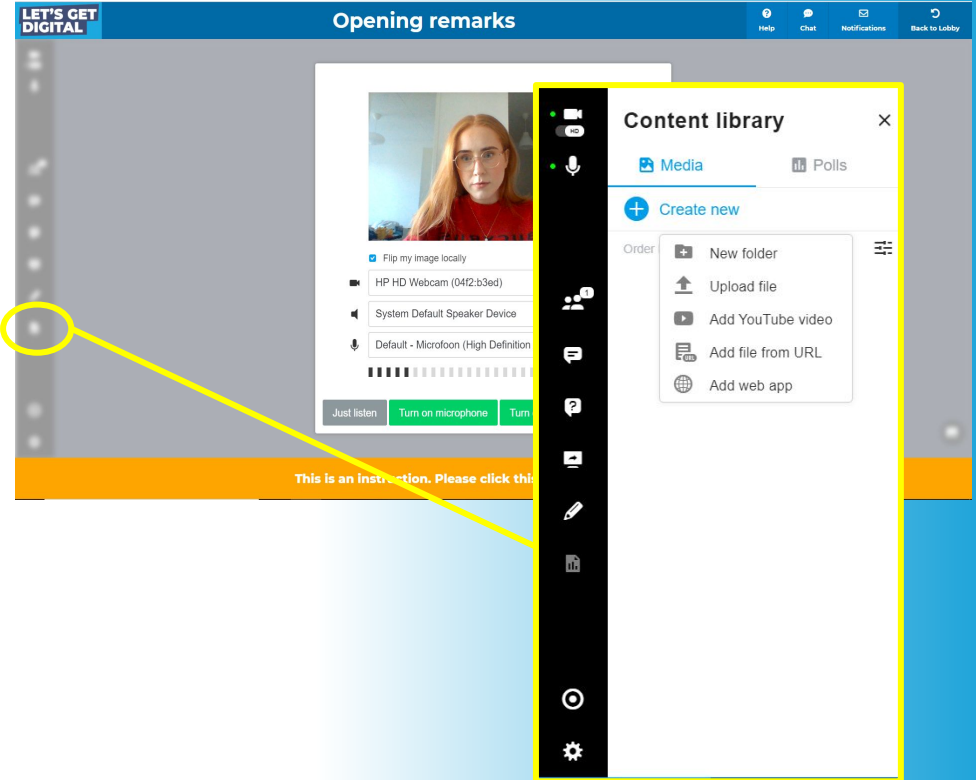
If the microphone & camera work on the device you are using for the event, do not change your settings again.



Prepare for speaking at the event

USE THE SPEAKER TESTING SUITE...

- ★ **Receive an email invite to your 'virtual room'**
This contains a link whereby you can visit & test out your 'virtual room'.
- ★ **Log in to your virtual room**
To access your room, you must log in with your personal event credentials. Once logged in, you can familiarise yourself with your room.
- ★ **Prepare your content in advance**
Already have your content ready? Then upload it in your content library. Upload a range of media or videos & even create polls!



★ CHECK-IN & GET GOING

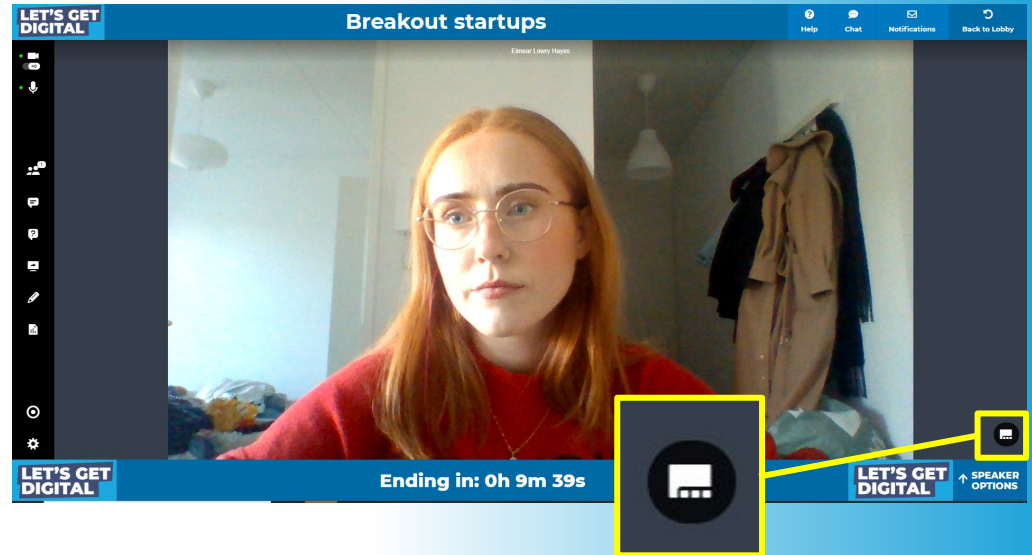
Click on event link or roomlink & enter your login details (received in email)

★ ENTER YOUR VIRTUAL ROOM

Do this **at least 20 min in advance** of your session start-time. Other participants can enter your room 2 min before your official start time.

★ SET YOUR LAYOUT

Via the bottom right of your virtual room. You can also enforce a desired layout for your session participants if you like.



★ **RECORD YOUR SESSION**

Via the record icon in the left bar. This is your responsibility!

★ **DRIVE INTERACTION**

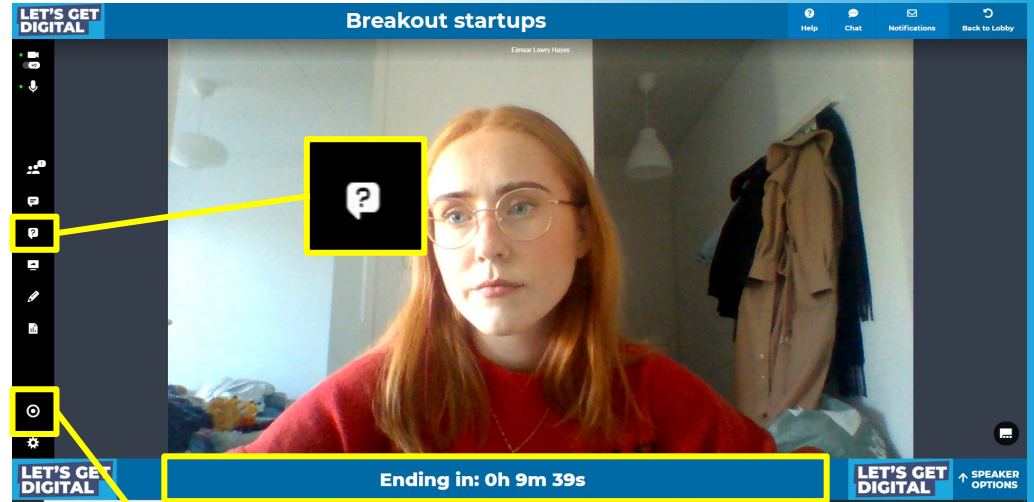
Answer questions live, allow guests on-stage

★ **KEEP AN EYE ON TIME**

Watch the timer at the bottom of your screen to stay on track

★ **FOLLOW UP**

Contact participants who had unanswered questions after your session via message or video chat (see next page).



2. Day of Event...

... FOLLOW UP!

- ★ **How can I speak with my participants after my session has ended?**
- Note the name(s) of participants who questioned/commented in your session
- Search their name(s) in the attendees list
- Continue the discussion via;
 - ◆ 1-on-1 messages (Start chat)
 - ◆ Instant video chat
 - ◆ Schedule an appointment
 - ◆ Add to connection

Tim Schaafsma

Tim Schaafsma
Partnership Manager at
EventInsight

Start chat

Contact

Phone number: +31502110431 📞
E-mail: tim@eventinsight.io

Speaks at

Breakout startups
Already taken place

Close

3. After the event



★ **CONTINUE GETTING VALUE**
Use the event application for after the event has ended.

- ★ **Continue conversations with your participants & others**
- ★ **Make even more connections**
- ★ **Downloads handouts & brochures**
- ★ **Watch recorded sessions**