



PaperWeek Conference Training for Speakers and Sponsors



Speaker introduction

February 7-11, 2022



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- ▶ Microsoft Collaboration Tools specialist
- ▶ Microsoft Most Valuable Professional (MVP)



PaperWeek 2022 Speaker quick reference guide



- ▶ Recommended setup for presenting
- ▶ How to access the conference content from Microsoft Teams
 - ▶ Sign out of your corporate or personal account
 - ▶ Sign in with your @PaperWeek.ca account
- ▶ To do 30 minutes before your session:
- ▶ Find and join your session
- ▶ Share your screen
- ▶ Mute/un-mute Microphone and Camera
- ▶ Session recording
- ▶ Ask support a question

Recommended set-up



- ▶ **A computer with Microsoft Teams installed with the latest version**
- ▶ **Internet access using a wired connection (not wifi) :** Wifi can be un-predictable, it's best to use a wired connection.
 - ▶ Minimum speed of 10 Mb/s of download and 7 Mb/s for uploads
- ▶ **External Microphone:** Audio is the most important portion of your presentation. You should plan to have a USB microphone that is external to your computer.
 - ▶ Avoid using laptop speakers/microphones for best audio. Wired headsets can be a good alternative to the USB microphone. You will want to find a quality headset microphone that does not obstruct your face too much since your image will be visible in most cases.
- ▶ **Web Camera:** Select a HD web camera that delivers a minimum 720p (ideally 1080p) resolution. Position camera at or slightly above eye level.
 - ▶ Test it! Ask for a rehearsal time or schedule your own Live Event/Teams meeting to test the process.

Room set-up



- ▶ Your camera should be stable at, or slightly above, eye level.
- ▶ Make sure you are in a relatively quiet location with a good quality microphone.
- ▶ Use a comfortable seating or standing arrangement. Ensure your set up does not introduce additional noises (squeaky chairs, ceiling fans).
- ▶ Consider putting a sign on your home/office door, so people know when you are presenting.
- ▶ **Lighting:** Consider getting a stand-alone LED light that will provide you with a higher quality image on video. Avoid sitting where there is heavy backlighting.
 - ▶ Make sure your face is in good, even light, with no harsh backlight
 - ▶ In addition, avoid mixing light sources (e.g., window and lamp light) as the different color temperatures will show up in the video
 - ▶ Do not sit in front of a window. Your webcam will compensate, which will cause your face to look dim or dark.
- ▶ Reduce clutter and distracting or bright images in the background

Dress code



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- ▶ Consider what you plan on wearing and how that will show up to your audience. Make sure your wardrobe matches the tone of your presentation.
 - ▶ Please do NOT wear white
 - ▶ Solid colors work best
 - ▶ Avoid small prints, stripes, plaid or patterns
 - ▶ Unless otherwise specified, shirts with logos and trademarks should be avoided
- ▶ Avoid noisy jewelry (necklaces, bracelets, earrings) as it can be distracting to the viewer



Rehearsal Session



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- ▶ Plan a rehearsal session
 - ▶ Especially if you have co-speakers

30 minutes before your session

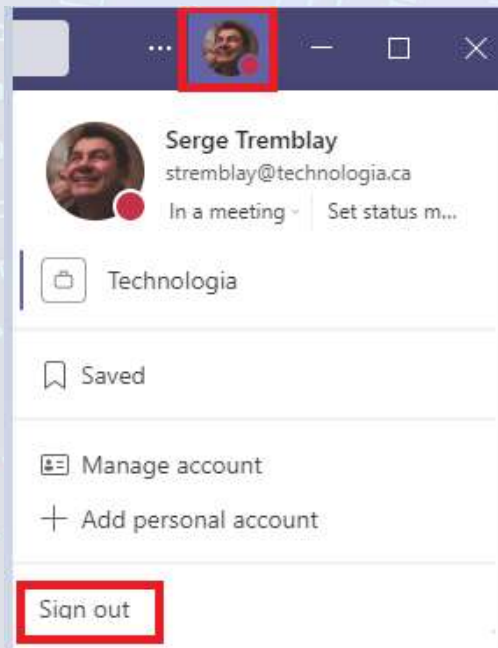


- ▶ Reboot your computer (should be done at least an hour before your session)
- ▶ Open only the applications that you want to share during the presentation
- ▶ To avoid networking issues :
 - ▶ Make sure no-one in your house is gaming online, watching online videos or live music on your network
 - ▶ Have a local copy of your PowerPoint presentation ready (just in case of problem)
 - ▶ Temporary disable Onedrive synchronization for the duration of your meeting
- ▶ Connect to Microsoft Teams client with the @PaperWeek.ca username and password that was provided to you
- ▶ Click on the meeting link for your presentation and test your video and audio
- ▶ Make sure that you have the PaperWeek 2022 background image set on your video

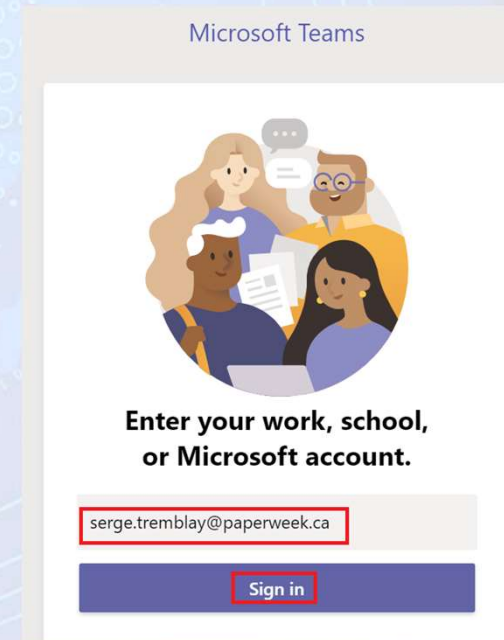
Join the conference



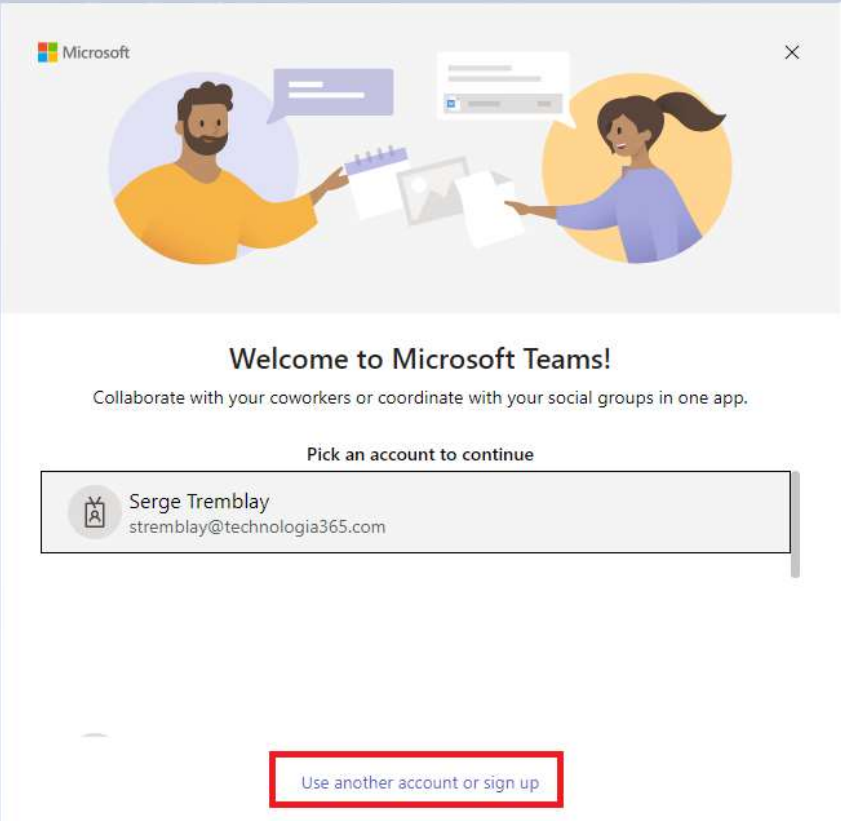
Step 1- Sign out of Microsoft Teams from your corporate account



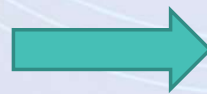
Step 2- Sign in Microsoft Teams with your @PaperWeek.ca account



New sign in experience



A screenshot of the Microsoft Teams sign-in dialog box. At the top left is the Microsoft logo. The main area features an illustration of a man and a woman exchanging documents. Below the illustration, the text reads "Welcome to Microsoft Teams!" followed by "Collaborate with your coworkers or coordinate with your social groups in one app." Underneath is the instruction "Pick an account to continue" and a list of accounts. The first account is "Serge Tremblay" with the email "stremblay@technologia365.com". At the bottom, there is a button labeled "Use another account or sign up" which is highlighted with a red rectangular border.



Error when not connected with PaperWeek.ca account



- ▶ If you are not logged in with your @PaperWeek.ca account and try to join a session you will get this message

⊘ **Only people with access to this org can join its meetings**

If you have an account with access to this org, sign in with that account. Otherwise, contact the meeting organiser.

Dismiss

Getting around the conference



View schedule & Access sessions
Use this tab to see the conference schedule. Simply click on a hyperlink to join a session!

Meet our sponsors
Use this tab to see the list of sponsors and contact a representative

Find information about your topic of interest
Under the PaperWeek 2022 Team you will find a channel for every Track of the conference, Share your PowerPoint Presentation here.

Rechercher

PW2022 **Équipes** PW2022 **Général** Publications Fichiers Wiki +

Vos équipes

PW2022 PaperWeek 2022

Général

- ? Support
- Networking
- BIOFOR
- Opening Session
- Mill Managers Roundta...
- Track Bleaching
- Track Energy
- Track Environment
- Track Management
- Track Papermaking
- Track Process Control
- Track Pulping
- Track Recovery Boiler
- Track Reliability
- Track Safety
- Track Tissue Making

Bienvenue dans l'équipe !

Ask for help
Use the support channel of the Paperweek 2022 Teams to aks for help.
Note: You first need to click on Teams on the left bar, then click on PaperWeek 2022

Ajouter d'autres utilisateurs

Créer d'autres canaux

Ouvrez la page f

Find your sessions (option 1)



After a successful connection to Teams with your @PaperWeek.ca account

1 Click on **Calendar**

2 In the calendar click on your **session**

3 Click on **Join**

The screenshot shows the Microsoft Teams interface. On the left sidebar, the 'Calendar' icon is highlighted with a red box and a green circle containing the number '1'. The main area displays a calendar for January 2021. A session card for 'Session 1 Bleaching' by 'PaperWeek Admin' is visible on Monday, Jan 18, 2021, from 10:00 AM to 11:30 AM. This card is highlighted with a red box and a green circle containing the number '2'. A pop-up window for the session shows a 'Join' button highlighted with a red box and a green circle containing the number '3'. The pop-up also shows 'My calendar', 'Session 1 Bleaching', 'Jan 18, 2021 10:00 AM - 11:30 AM', and a 'Track Bleaching' button.

Find your sessions (option 2)



After a successful connection to Teams with your @PaperWeek.ca account

- 1 Click on **Schedule**
- 2 On the schedule click on the hyperlink for your session

Microsoft Teams

Search

PW2021

Schedule Schedule About

PaperWeek 2021 Schedule

MONDAY FEBRUARY 8, 2021

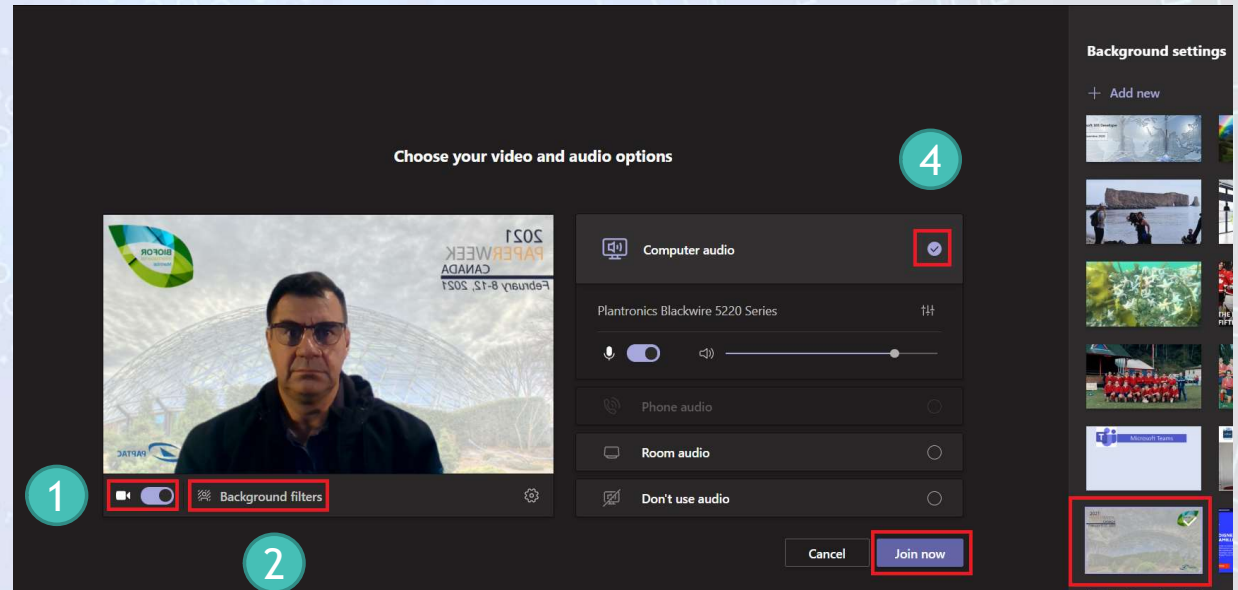
Morning

- 10:00 – 11:30: PaperWeek Technical Sessions
 - 2 Papermaking
 - Management
- 10:00 – 12:00: BIOFOR – Opening Plenary Session

Join your session



- 1 Click on the camera icon to start your video
- 2 Click on Background filters
- 3 Select the PaperWeek 2021 background image
 - ▶ if the PaperWeek background image is not there, click Add new to add it
- 4 Click on Computer audio
- 5 Click Join now





Starting your session



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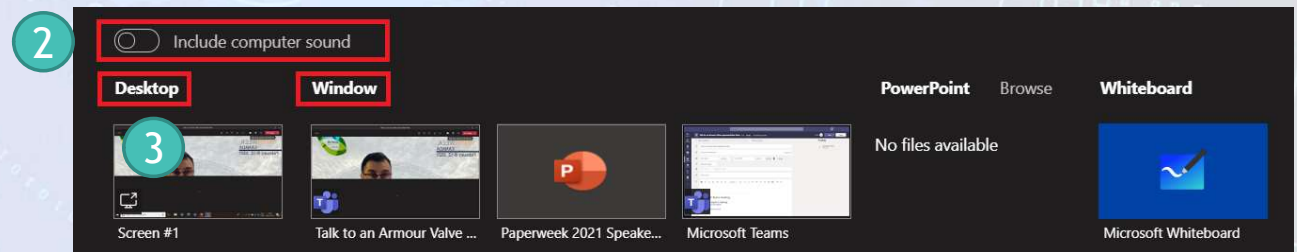
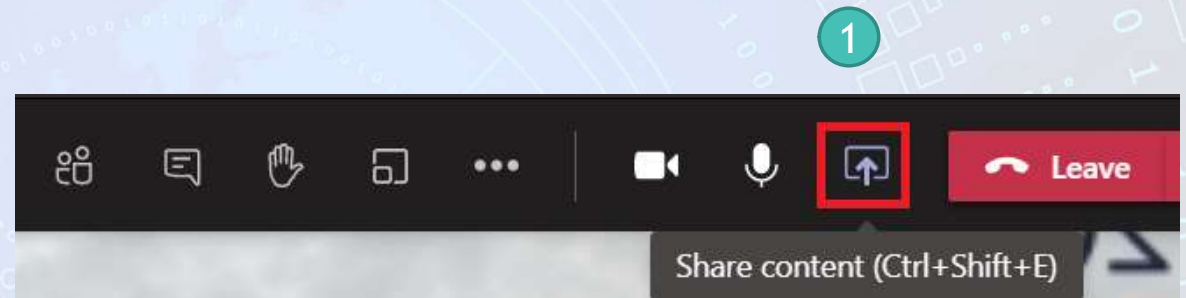
- ▶ The session chair will welcome the user, notify everyone that the session will be recorded and turn on the video recording
- ▶ The session chair will go through the usual meeting information
 - ▶ Ask participants to keep microphone muted
 - ▶ Explain how to raise hand to ask a question

How to share your screen?



To share your screen

- 1 Click on the **Share content** icon
- 2 If you will be sharing a video or audio file Click on **Include computer sound**
- 3 You have the option to share your **desktop** or just a **window/application**
 - If you are not doing demos during your presentation, it is better to select only the window of your PowerPoint Presentation.



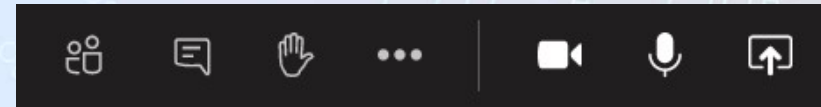
How to mute/un-mute your microphone and/or video camera



To mute or un-mute your microphone click on the **microphone icon**



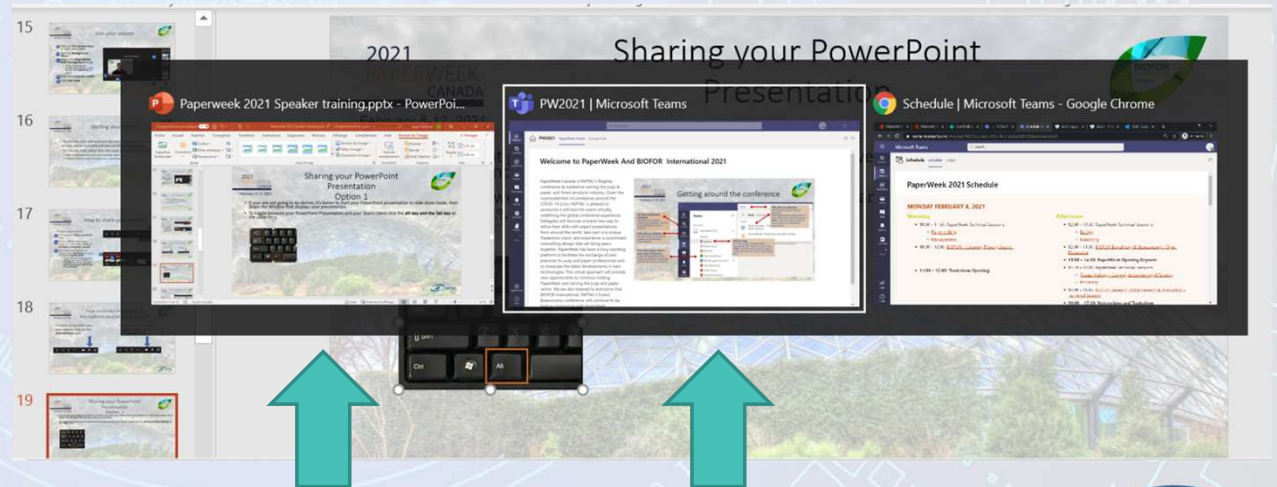
- To start or stop your video camera click on the **camera icon**



Sharing your PowerPoint Presentation Option 1



- If you are not going to do demos, it's better to start your PowerPoint presentation in slide show mode, then Share the Window that displays your presentation.
- To toggle between your PowerPoint Presentation and your Teams client click the **Alt** key and the **Tab** key at the same time.
- A Window will show you a list of the running applications on your computer. Simply click on the application you want to open and show.



Presenter view in PowerPoint (optional)



PowerPoint presenter view allows you to view your actual slide, your next slide and your notes all in one page while the users only see the actual slide.

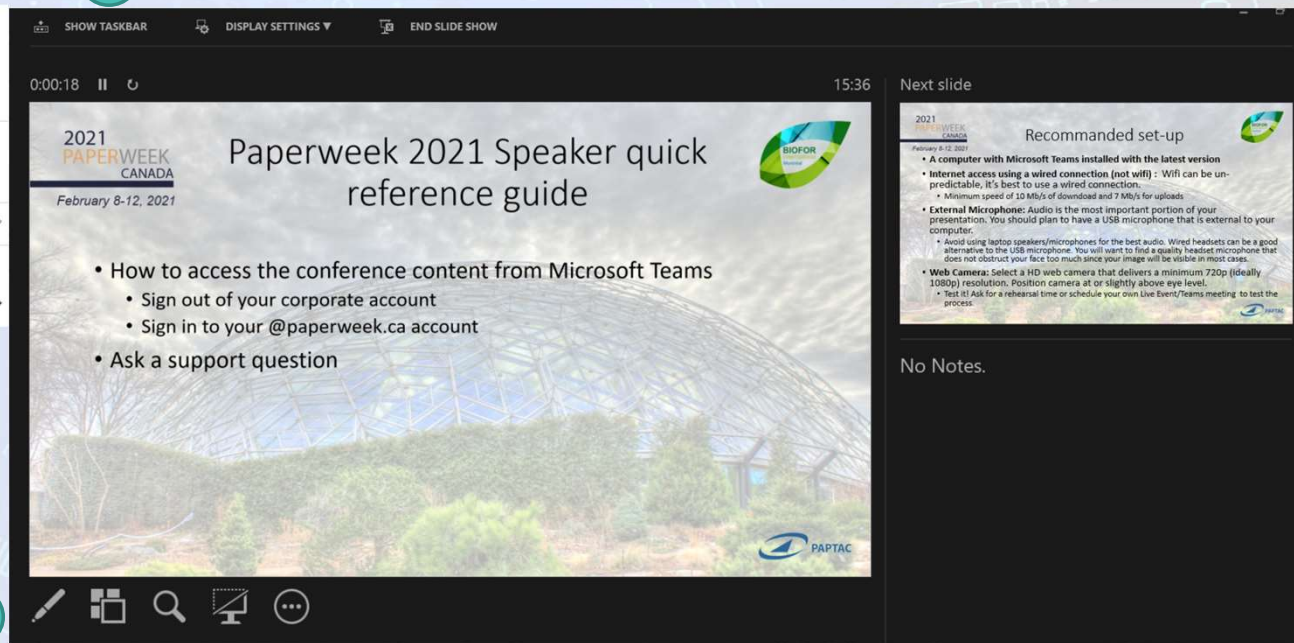
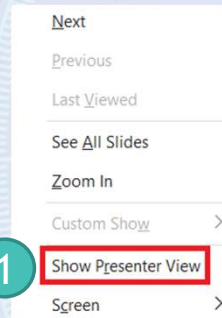
To start the presenter view

- 1 Open a PowerPoint presentation in **slide show mode**
- 2 Right click your slide show and click on **Show Presenter View**

You can click on:

- 3 The **Pen** (to use a laser pointer)
- 4 The **Magnifying glass** (to zoom in)

- **Show Taskbar** (to show taskbar and select another application to share)



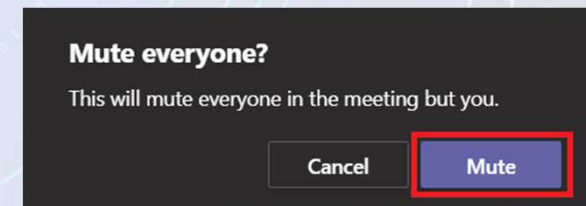
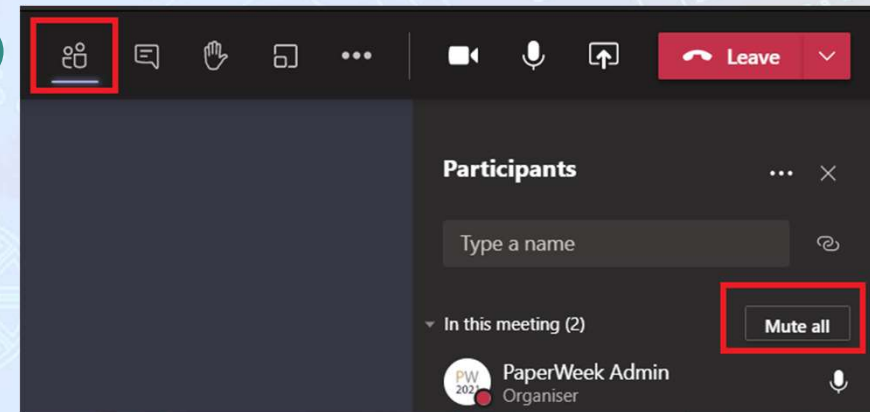
Note: When sharing your screen you must share the screen that displays your slide show, or the application that displays your slide show

How to mute/un-mute all participants' microphone



▶ To mute all participants

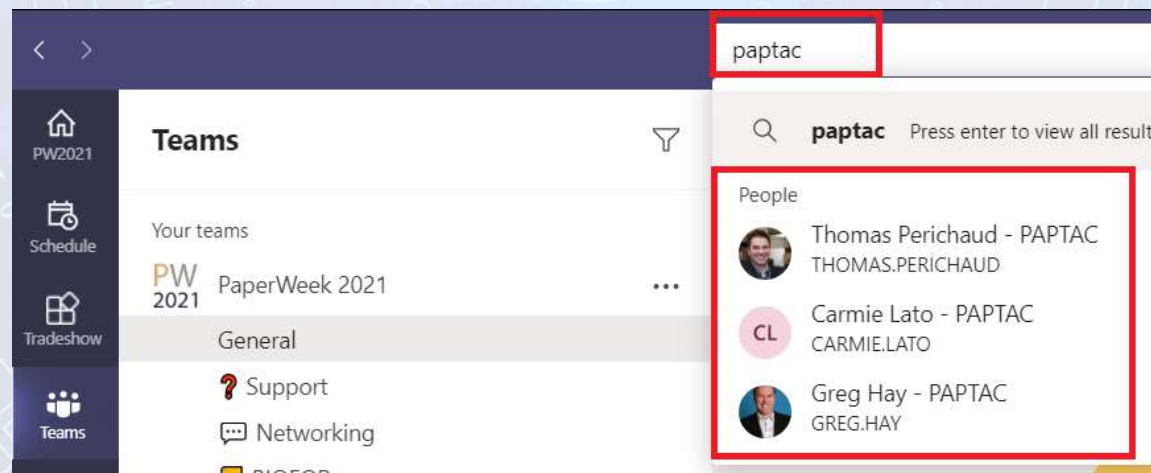
- 1 Click on the **Show participants** icon
- ▶ Click **Mute all** (On the top of the participants list)
- 2 Click on **Mute** (in the confirmation form **Mute everyone?**)



Search for an attendee



- ▶ Use the top search bar to search for conference attendees
 - ▶ You can search by Name or by Company
- ▶ Click on the username in the results to start a chat or audio/video conference with the user



Show hidden Channels



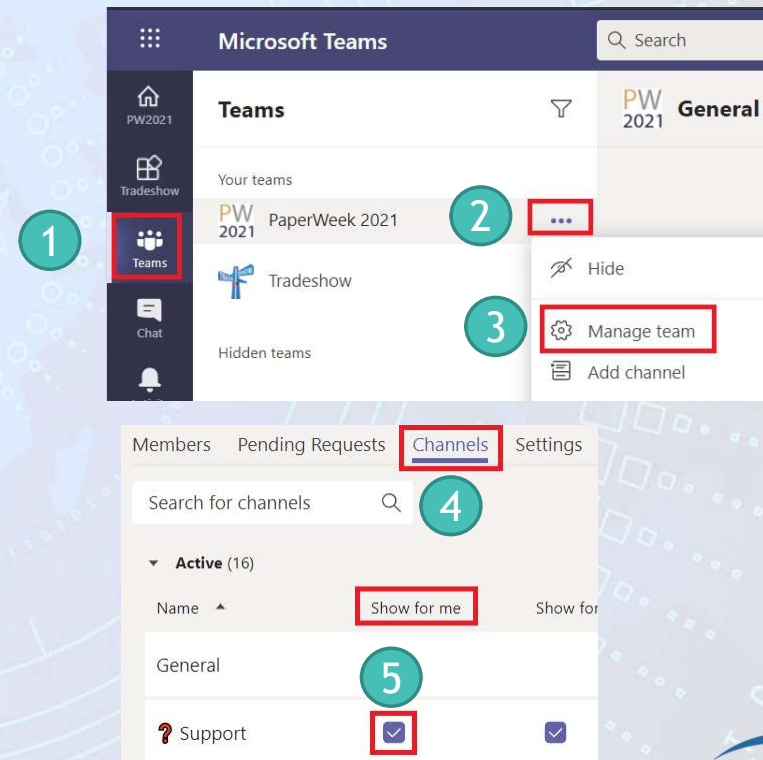
- ▶ In the PaperWeek 2022 team you might have hidden channels

To show hidden channels

- 1 Click on **Teams** (on the left bar)
- 2 Click on the ellipsis (...) to the right of the Team name
- 3 Click on **Manage team**

On the manage Team screen

- 4 Click on **Channels**
- 5 Make sure that there is a **check mark** for **every channel** in the column **Show for me**
 - Note: You will need to scroll down the list to view all channels





Check list 1/3



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- ❑ Computer is plugged into a power outlet
- ❑ Wired network connection is preferred
- ❑ Minimize traffic on your network while presenting
- ❑ Turn off / silence your cell phone
- ❑ Webcam that delivers a minimum 720p (ideally 1080p)
- ❑ Invest or borrow a good external microphone or speaker puck
- ❑ Camera should be at or slightly above eye level (raise your laptop)
- ❑ Backup of materials should be on your local computer
- ❑ Rehearse enough to be comfortable with you material so your personality will shine through.
- ❑ Avoid reading your slides to the audience.

Check list 2/3



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- ❑ Turn off all notifications (Teams, Outlook, Social medias)

If showing demo:

- ❑ 1920X1080 screen resolution
- ❑ Use latest browser (Edge or Chrome)
- ❑ Clear browser history or switch profiles
- ❑ Close unnecessary applications

Check list 3/3



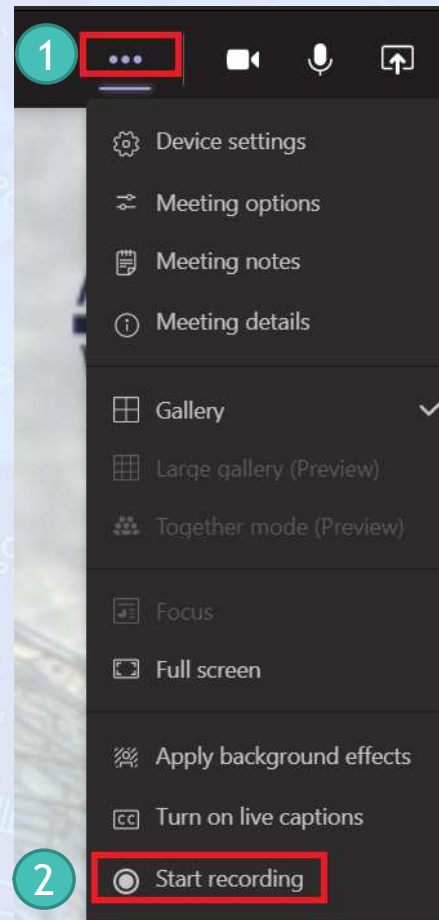
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- ❑ Present from a private room or location (avoid disruptions)
- ❑ No harsh lighting on your face or behind you
- ❑ Warm light (desk lamp) is preferred
- ❑ Backdrop should be natural but uncluttered
- ❑ Use the PaperWeek Teams background image
- ❑ Solid or subtle pattern shirt appropriate for your audience
 - Avoid busy pattern, all white or grass-green shirts (for green screen effects)

How to start/stop recording? (Moderator)



- 1 Click on the Ellipsis (...) on the meeting toolbar
 - ▶ Click on **Start Recording**
- 2 When the meeting is being recorded you will see **Stop Recording**



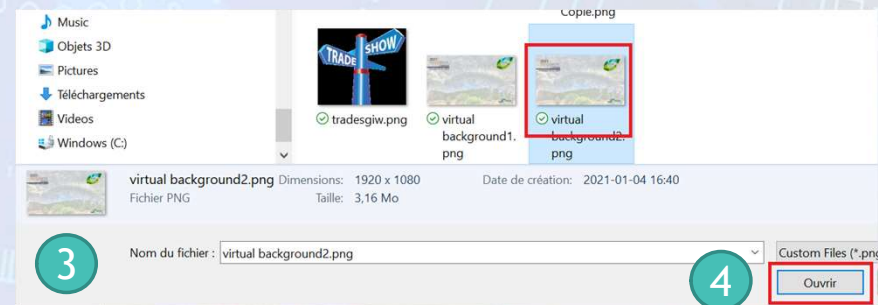
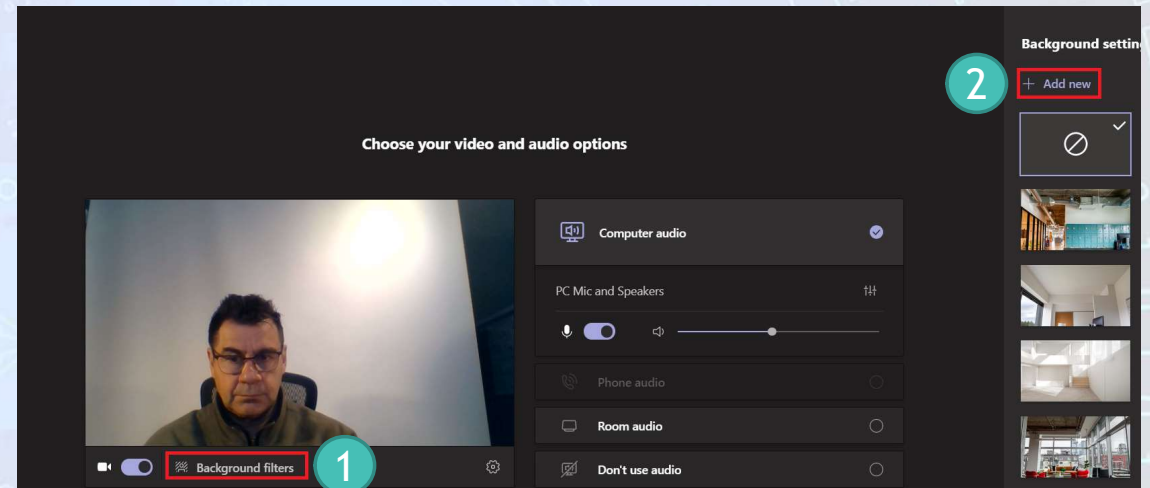
Add the Paper week custom background to your Team's client



- ▶ Sign in to Microsoft Teams with your @PaperWeek.ca account

- ▶ Join your session

- 1 Click on **Background filters**
 - 2 Click on **Add new**
 - 3 Browse to the location of the PaperWeek conference background image
 - 4 Select the image and click **Open**
- ▶ The PaperWeek conference background image will now be available in the list of images
 - ▶ You will see the logo reversed, other participants will see it the right side



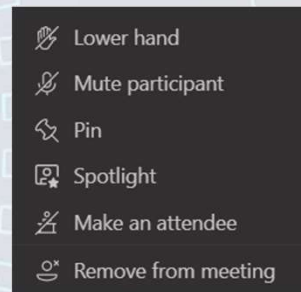
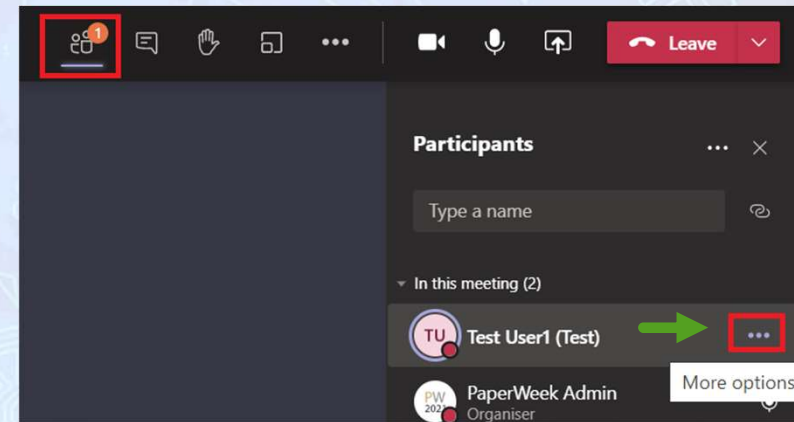
*Minimal version of Teams client required 1.3.00.8663

More actions on participants (Moderators)



- When you click on the show participant button, you can click on the ellipsis (...) to the right of a user's name to:

- Lower hand
- Mute participant
- Pin participant
- Spotlight
- Make an attendee
- Remove from meeting



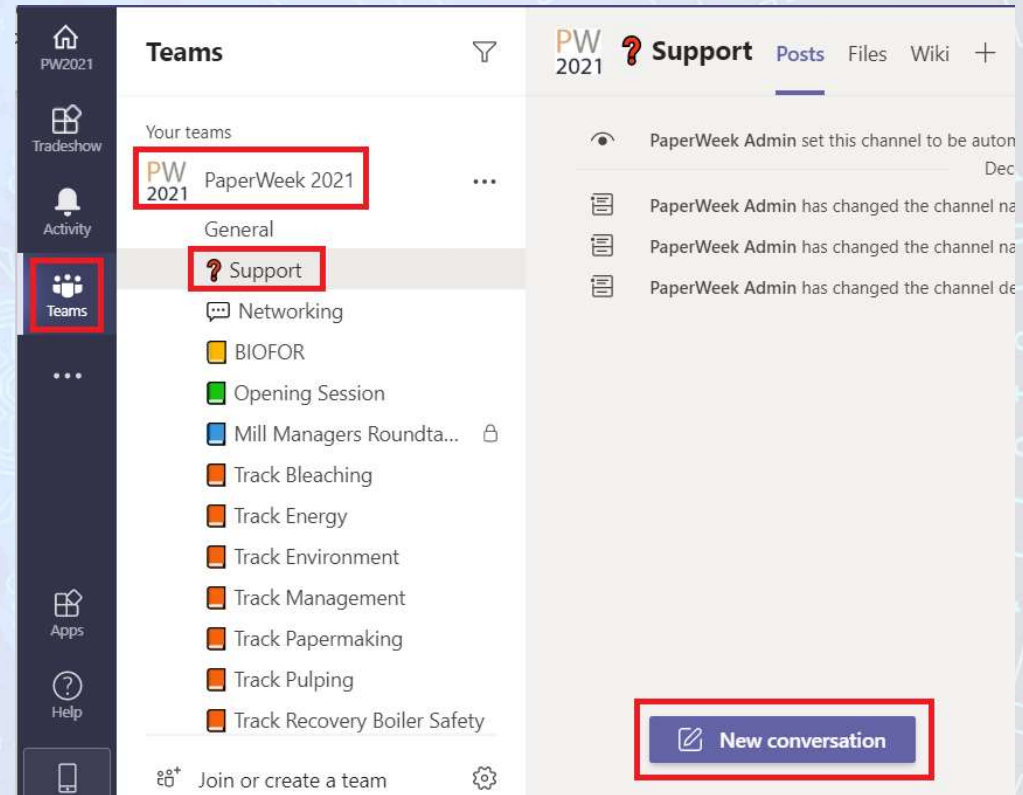
Use the **spotlight** feature to show Spotlight/highlight the video of a specific user to everyone.

❖ **Tips for Moderators:** Spotlight the speaker while he explains something that does not require to view the slides, then stop spotlight to return to the slides.

Looking for help



- ▶ If you are connected to Microsoft Teams with your @PaperWeek.ca account
 - ▶ Use the **support channel** in the **PaperWeek 2021 Team** to ask your question, click on new conversation, type your message and press the send icon
- ▶ If you have issues to connect with your @PaperWeek.ca account, send an email to support@PaperWeek.ca
- ▶ For questions related to the conference use Paperweek@paptac.ca



2022
PAPERWEEK
CANADA



Technical Support

February 7-11, 2022

