Get to Know Your Virtual Event! Southern Exposure

sepc
southeast
produce council

April 8-10, 2021

Welcome to Southern Exposure Hybrid on SEPC Virtual Garden. Now that you have set-up your profile, here is a navigation guide to help find your way around.

- Home Screen

- Leaderboard, Notifications, & Messages

- Meeting Manager

- Virtual Networking Tables

- Virtual Sessions

- Notes

Event Home Screen

This will be your main screen and the first page you will see when logging in.

You can click the HOME button or EVENT LOGO to return to the home screen at any time.

HOME

GoVirtual Marketing Event

Leaderboard

The Leaderboard can be accessed via the Trophy icon.

You will be awarded points for viewing profiles, scheduling meetings, sending messages, attending sessions and more.

Leaderboard — Points

01 382
Jared Ward
VP of Technology

02 215
Darren Green
Director

03 214
Nicole Quattrock
Sales Executive

04	**Melissa Minkler** Director of Client Management	167
05	**Darren Green** Marketing VP	138
06	**Mic Young** Client Manager	71

Jared

Notifications

To keep up to date on event activity, all the notifications will be found in the Notifications tab. It is always available and can be accessed by clicking the Bell icon.

Notifications will show you who viewed your profile, requested a meeting, event contests, when sessions are starting and more.
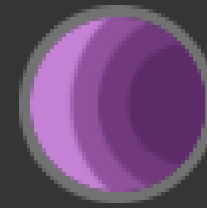
Check out the latest AAE Fashion in AAE Logo Product Store at the Member Center or click the banner!
12 days ago
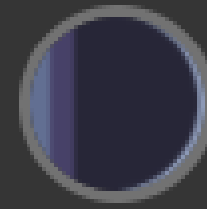
Don't forget the Endo Voices Podcast will be streaming LIVE from AAE HQ TODAY 8/19/20 at 5 PM EST
12 days ago
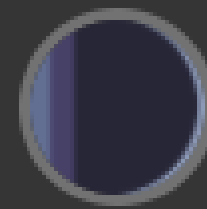
Don't forget the Endo Voices Podcast will be streaming LIVE from AAE HQ TODAY 8/19/20 at 5 PM EST
12 days ago
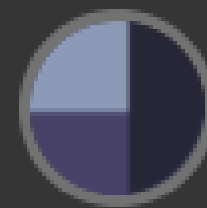
Join us in a friendly match against your peers for title of Ping Pong Champion!
13 days ago

Messages

The **Messages icon** is where you can find all current and new messages in GoVirtual Networking.
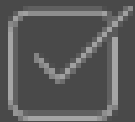
You can mark messages **Read** or **Unread** with this icon.
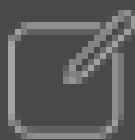
You can **Compose a New Message** with this icon.

To **Exit**, you can click anywhere on the screen, or the **X icon**.
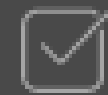
Conversations
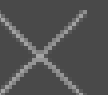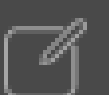
Nicole Quattrock
Hello! Do you have time to demo y...

just now

Start new chat
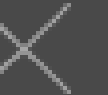
Enter attendee name...
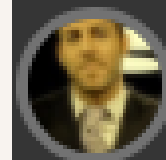
Darren Green, Twitter

Meetings

To schedule a meeting, click an attendee or exhibitor profile. Then select **Meet** .

Scheduling a Meeting

FIRST -

You will select the day that works best.

SECOND -

Select the best time slot from morning, afternoon or evening.

THIRD -

Send a quick message (required) and then click the **Send** button.

Meeting Manager

All of your meetings can be found under **Meeting Manager** in the top navigation bar...
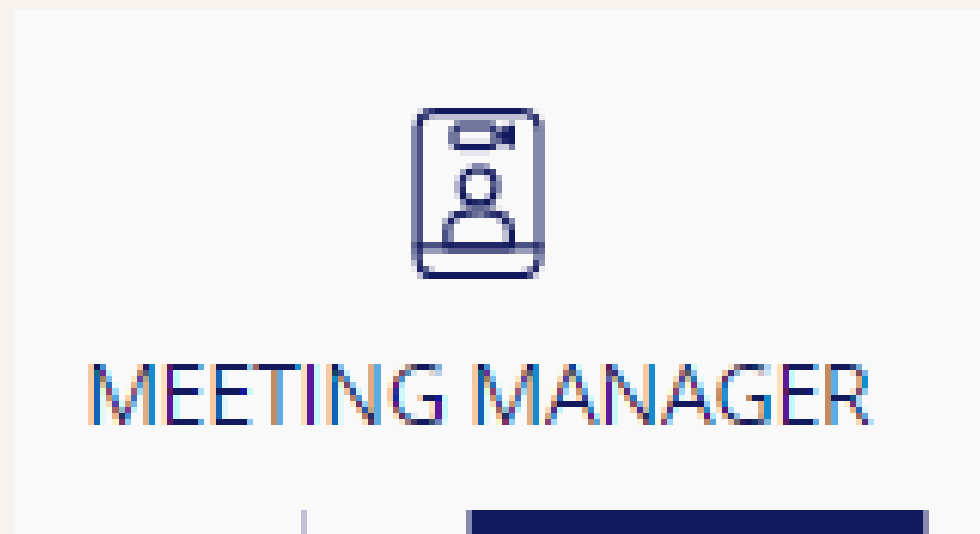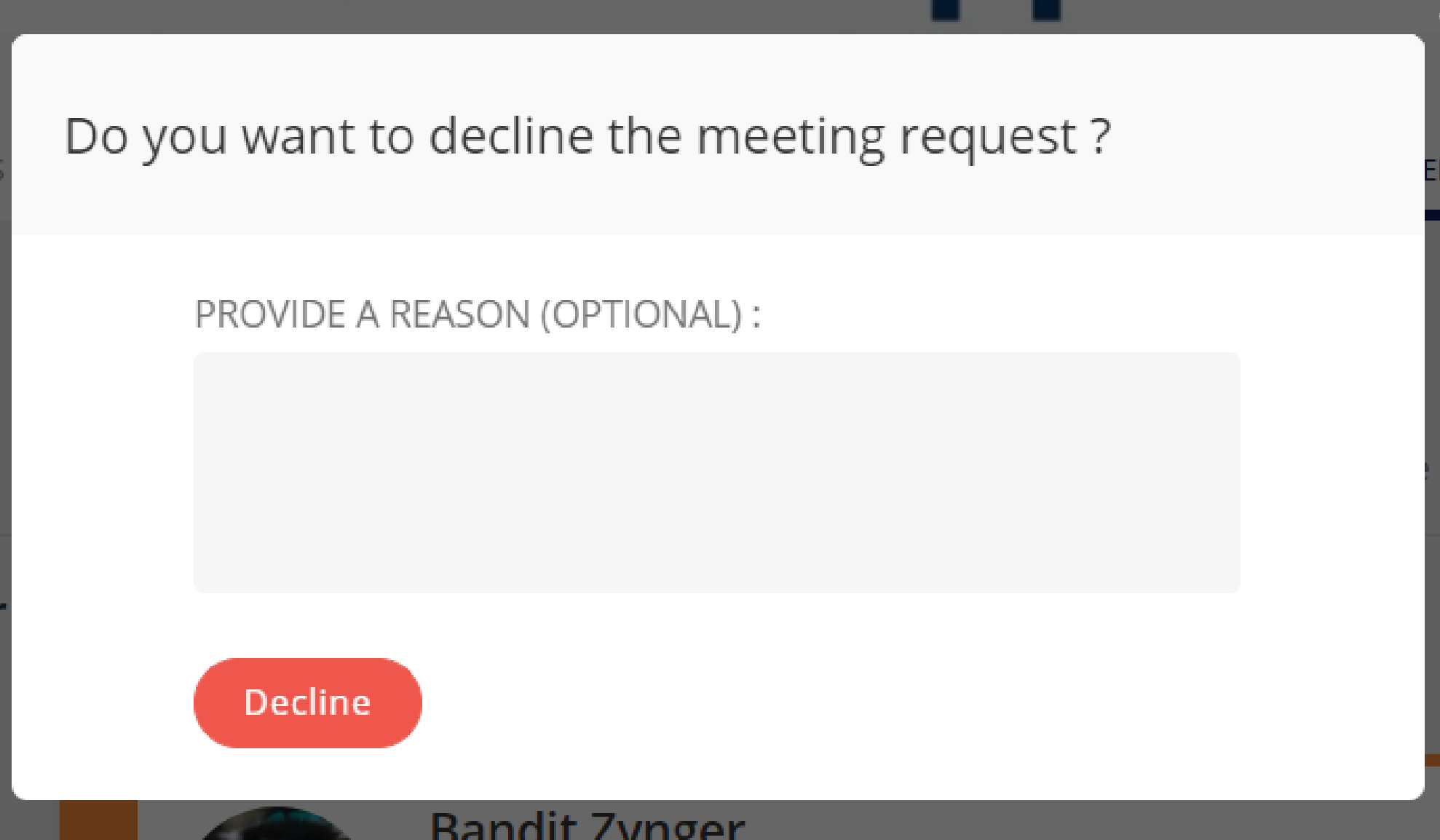
Meeting Manager

They can also be found on the **Home Screen** in the **right hand side** of the page.
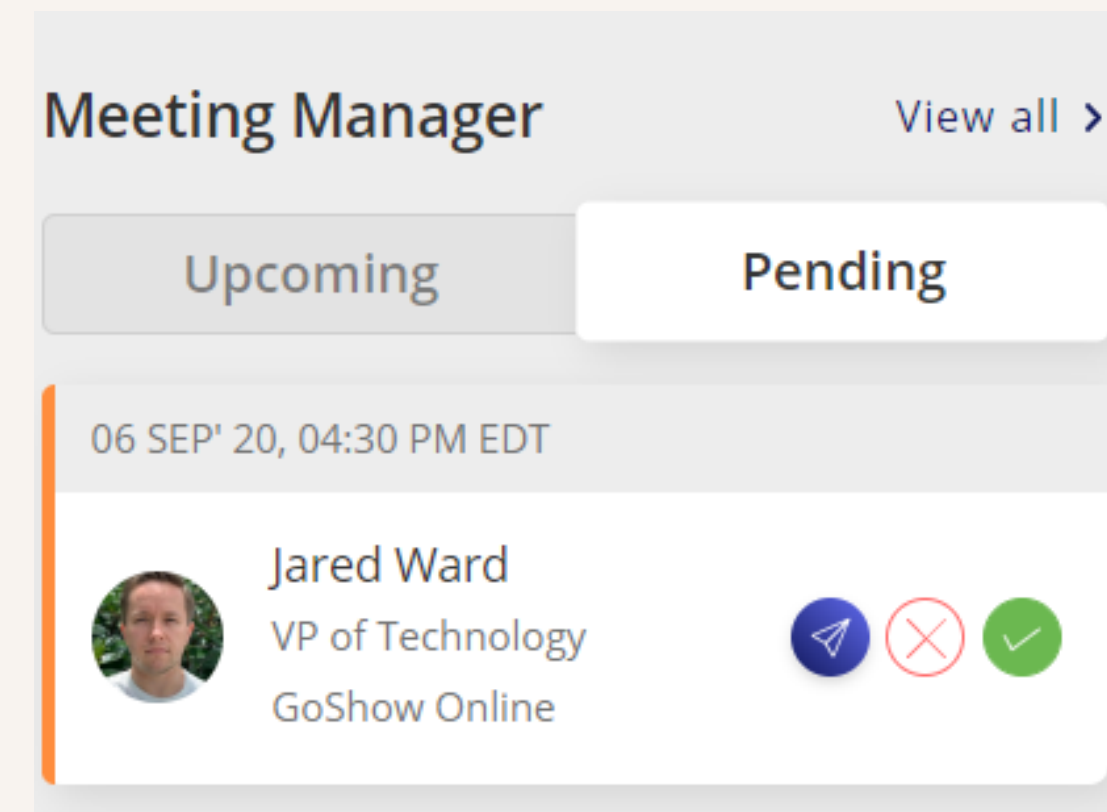
CONFIRM OR DENY MEETINGS

To confirm any pending meetings, you can click the **green check mark**. To deny any pending meetings, click the **red X icon**. You can provide a reason why the meeting was denied.

Do you want to decline the meeting request ?

PROVIDE A REASON (OPTIONAL) :

Decline

Bandit Zynger

CONFIRM MEETINGS TO MOVE FROM PENDING REQUESTS TO UPCOMING

Meeting Manager   View all ›

Upcoming   Pending

06 SEP' 20, 04:30 PM EDT   ⋮

Jared Ward
VP of Technology
GoShow Online   ✈   JOIN

⋮
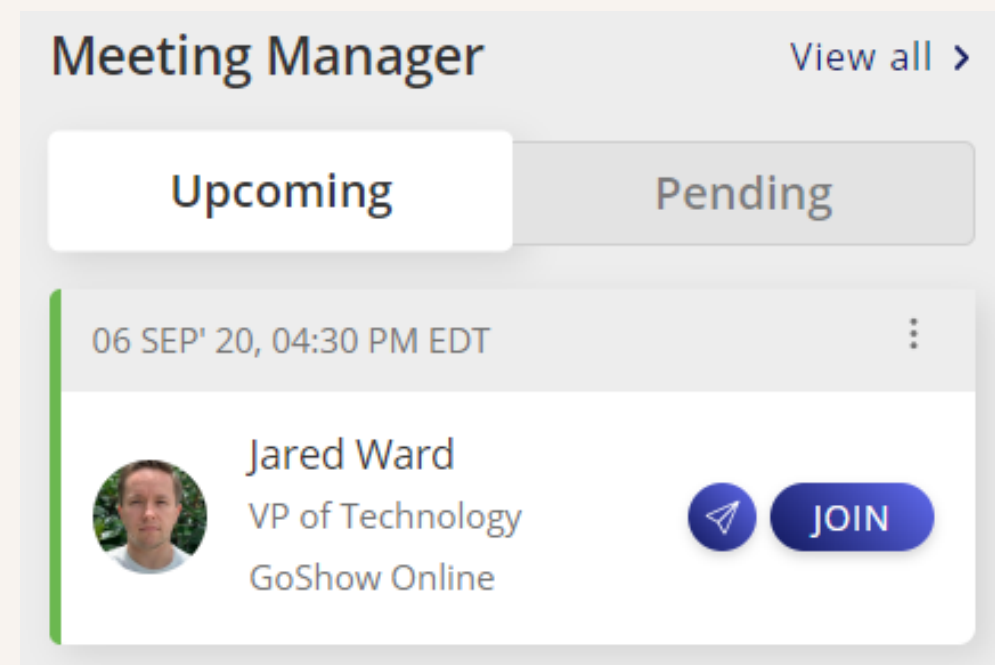
CANCEL

Once a meeting is confirmed, it will move from **Pending** to **Upcoming** in your *Meeting Manager*.
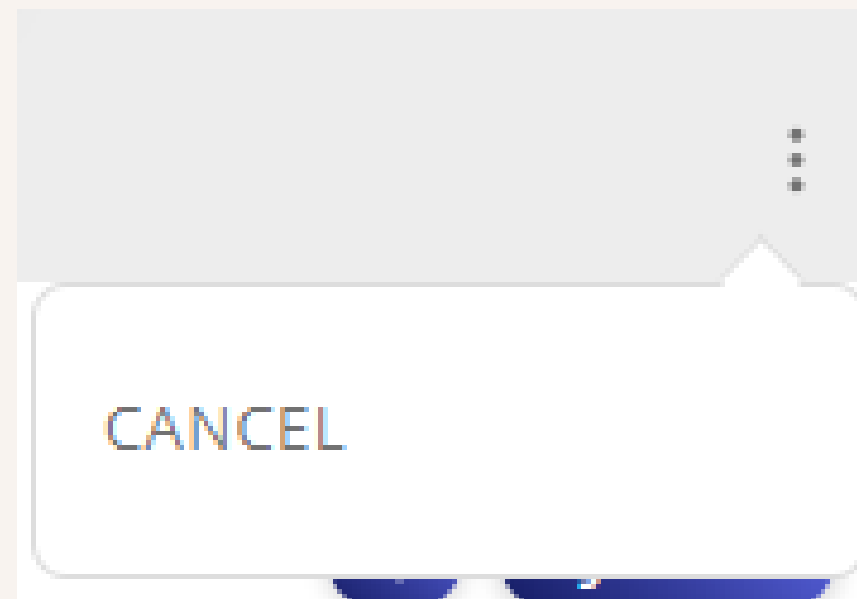
You will receive both an email and pop up notifications when meetings have been accepted and are upcoming. If for any reason you need to cancel a meeting, you can click the three dots and select **Cancel.**

JOINING A MEETING

1 Once you are ready for the meeting, select the **JOIN** button and GoVirtual Networking will automatically launch into a separate meeting window.
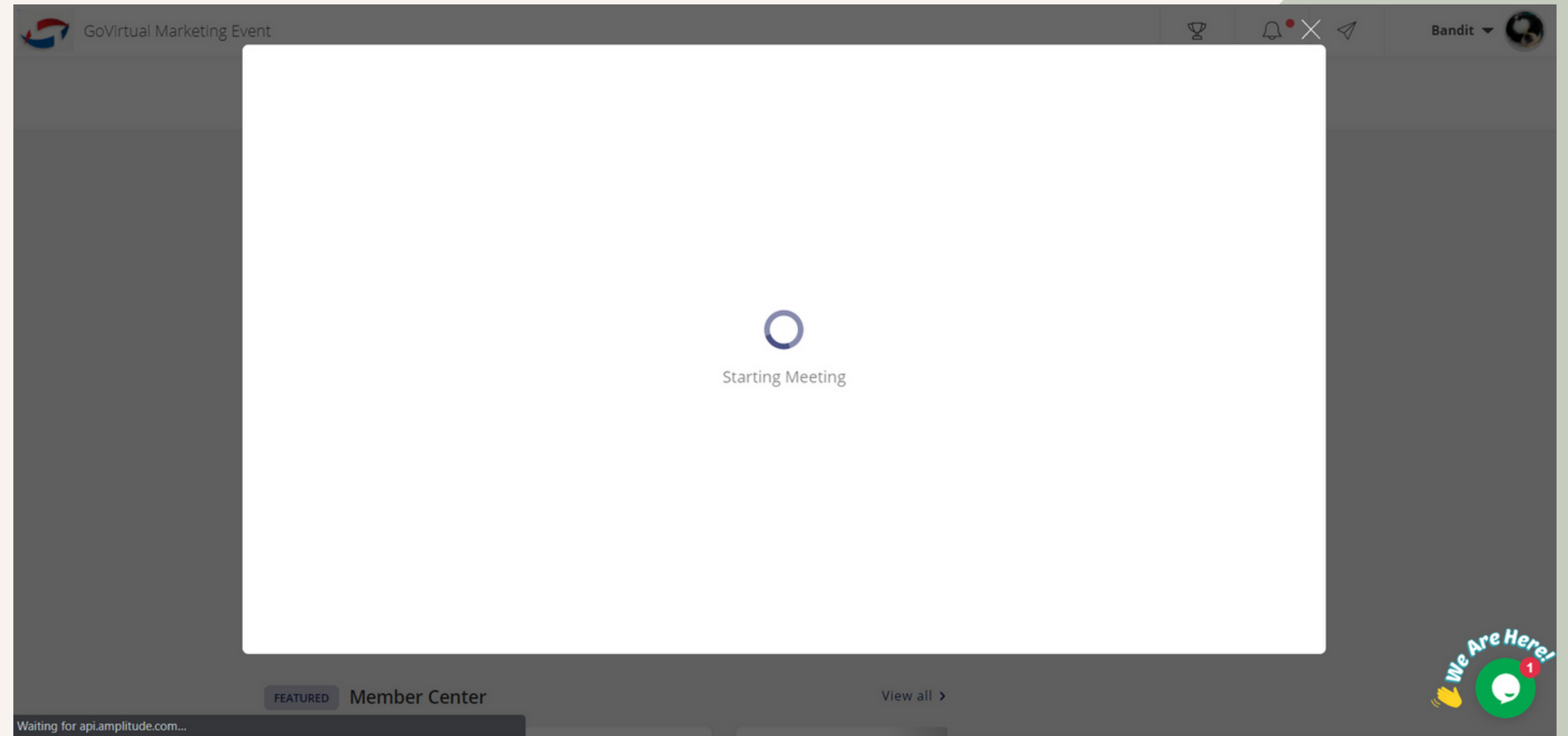
JOINING A MEETING

2

Make sure to **allow** access to your Webcam and Microphone in your browser!

govirtual-demo.yaregroup.com wants to

🎤 Use your microphone

📹 Use your camera

Allow   Block
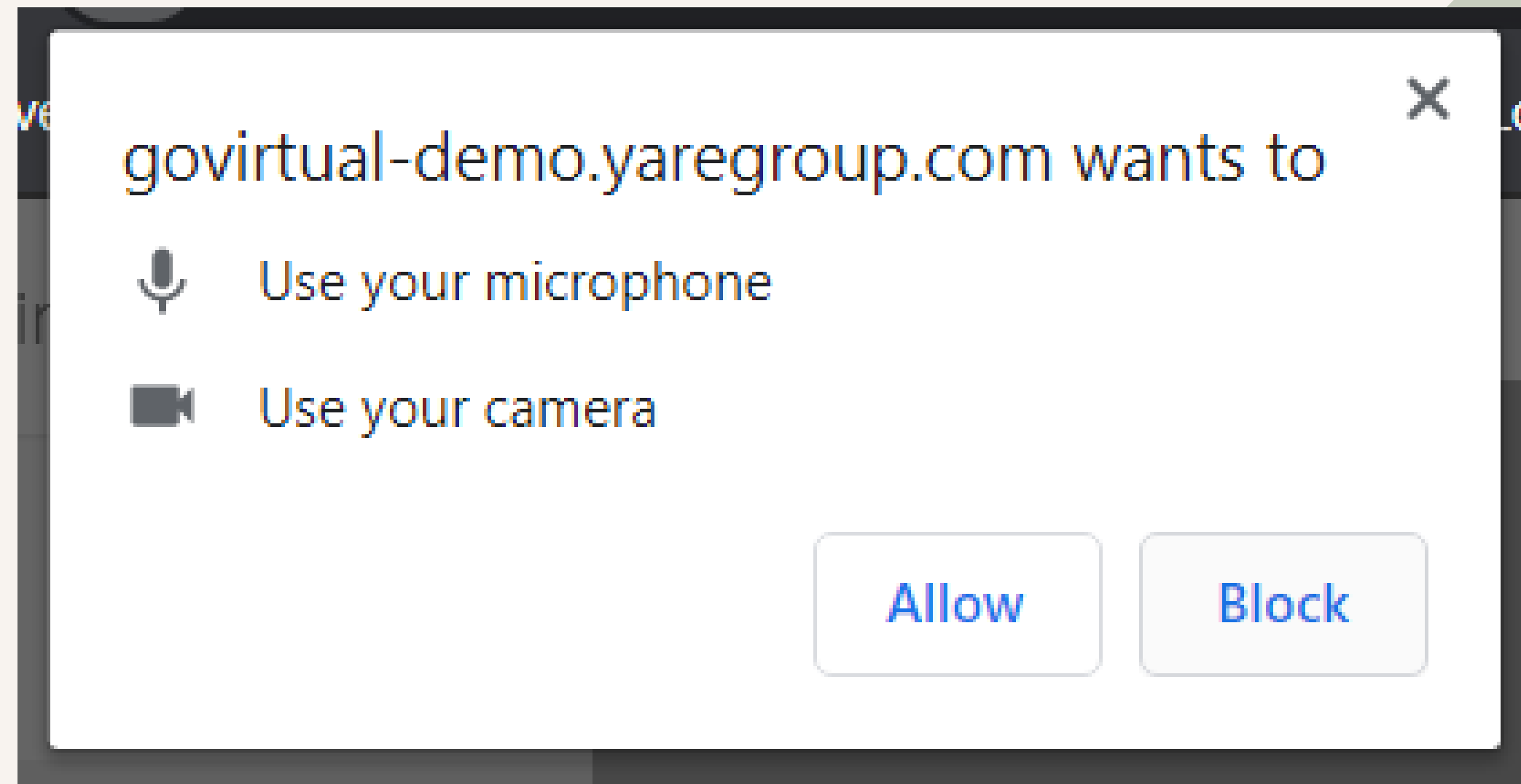
JOINING A MEETING

3 Once you have allowed access, GoVirtual Networking will take you to a waiting room where you can enter your name. When you are ready, click the **Join Meeting** button.

Join meeting

JOINING A MEETING

4 You can control the ability to Enable and Disable both your microphone and webcam once in the meeting.
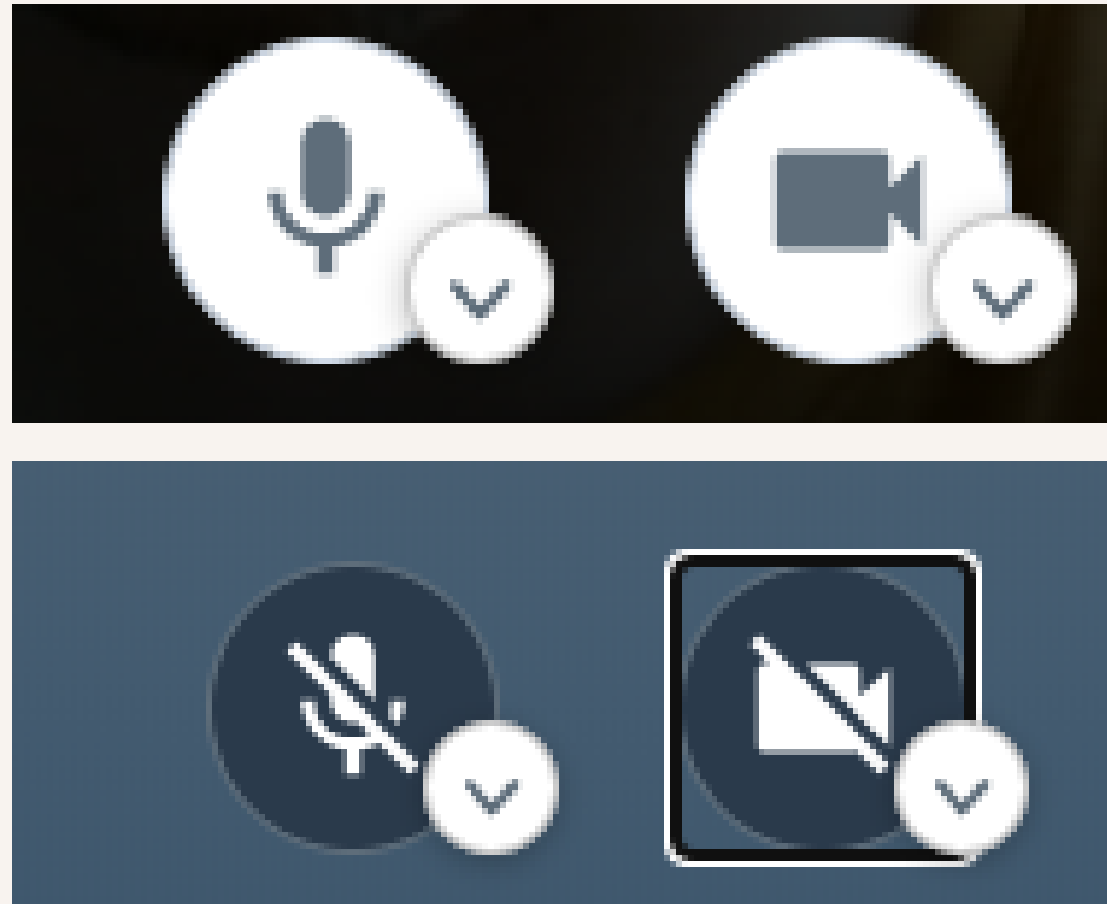
JOINING A MEETING

5 To leave the meeting, click the r**ed phone** button.

Virtual Networking Tables

Using the top navigation bar, click on the **Networking Lounge** to go to GoVirtual Networking's Tables!
From here, you can view all tables that you are interested in. If a table has an open spot, you will see an empty chair. **Click on a chair to automatically join a table!**
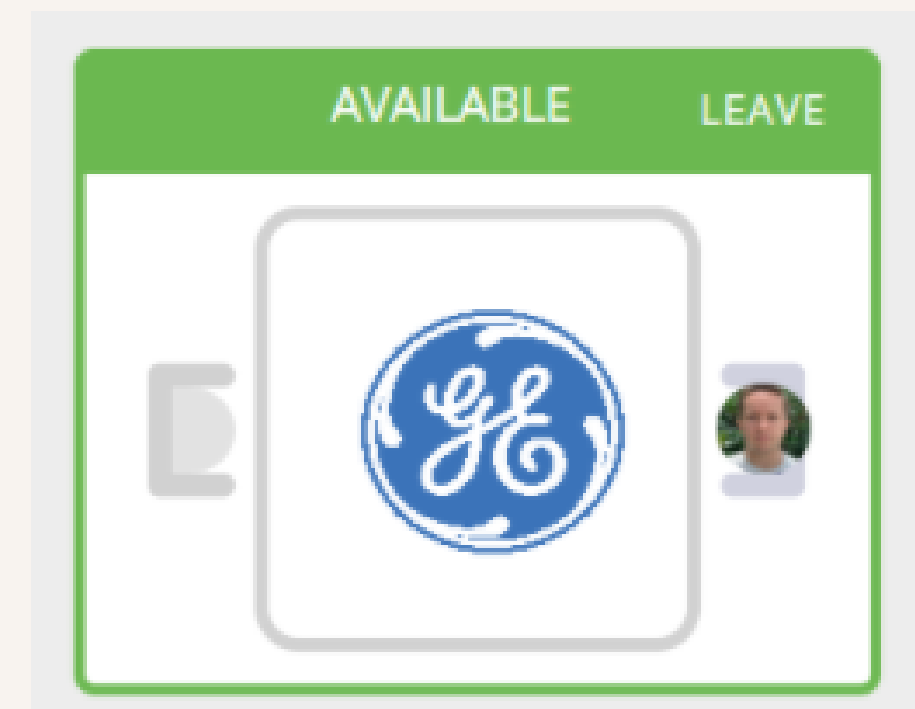
Virtual Networking Tables

- If you are the first one seated at the GoVirtual Networking Table, nothing will happen.
- As soon as someone joins the table, or you join an already occupied table, a video screen will populate, and you will automatically be joined into the video!
- You can control both your microphones and webcam using the **Enable & Disable** buttons.
- To leave the meeting, click the r**ed phone button**.
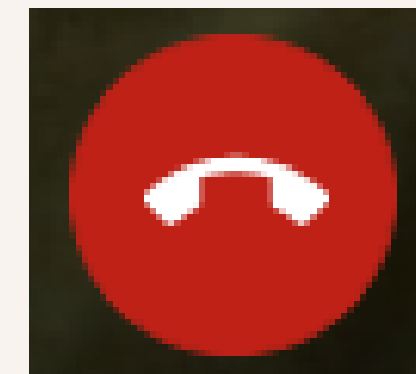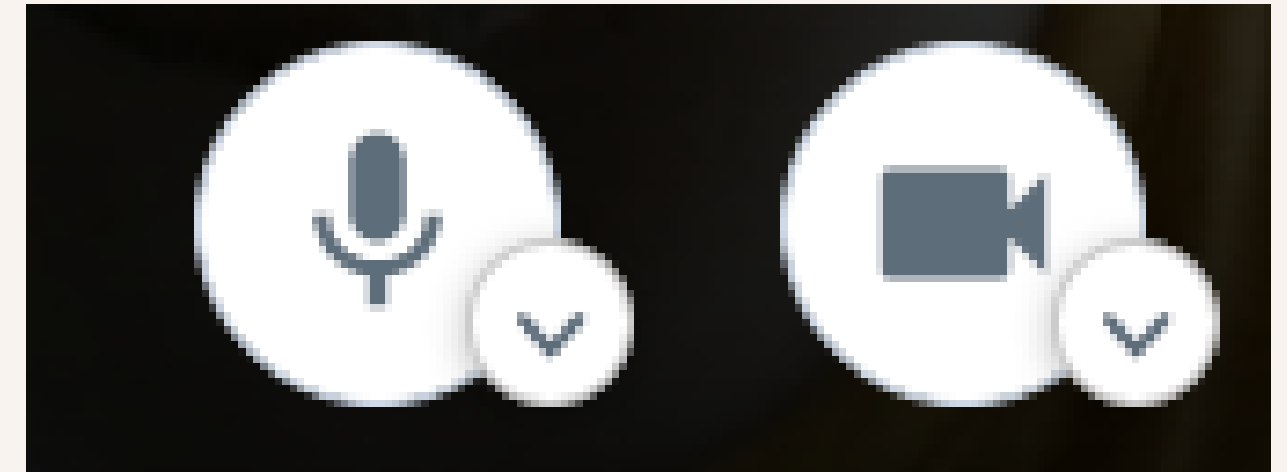
JOINING A SESSION

1

To view or join a virtual session, click the **Schedule and Events tab** in the top navigation bar.

From here, you will be able to view all sessions. You can utilize the **filter option** to view a custom schedule. Or you can browse by session tracks across the top.

SCHEDULE AND EVENTS

FILTER

JOINING A SESSION

2

- GoVirtual Networking allows you to rate, like, add notes and add sessions to your calendar.

- You are able to view a session by selecting the **Join Session** or **Watch Session** buttons.

RATE : ★★★★★   Note   ♡ 4 Likes

▶ WATCH SESSION

JOINING A SESSION

3

Clicking this button will launch you in a window, and the video will automatically play. You will notice a new area has appeared where you can chat with other attendees, participate in a Q&A session, answer any poll questions, view other attendees in the session, and view and participate in other upcoming sessions.

To leave the session, simply select the **Leave button**.
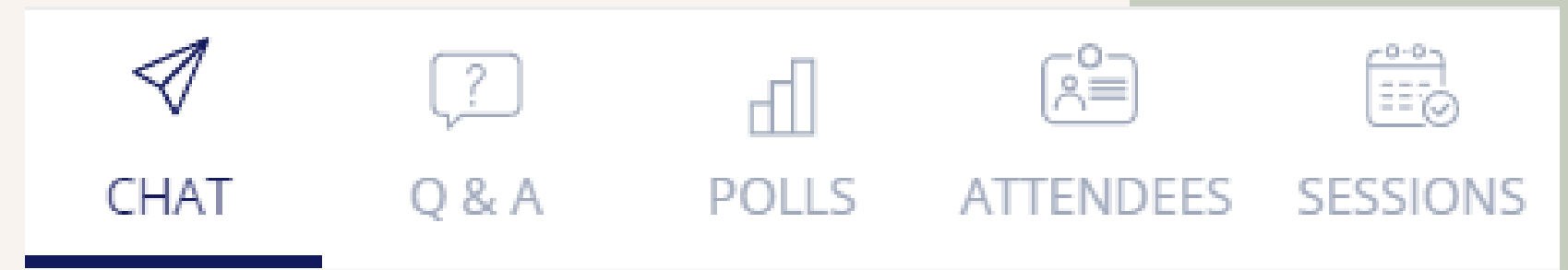
NOTES

- GoVirtual Networking has a unique note taking feature. Throughout GoVirtual Networking, if you see the **Notes icon**, you can take personal notes on sessions, attendees, and exhibitors.

- To View ALL notes that you have taken in your Virtual event, simply go to your profile and select the **Notes icon.**
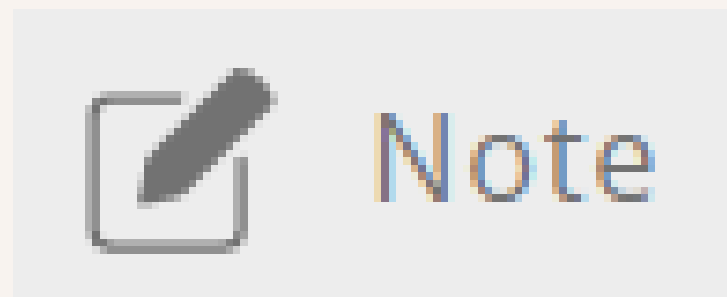
Corporation

✎
NOTES

☆
FAVORITES

Looking for :
Developer

✎ UPDATE

Offering :
Event Planner

TECHNICAL REQUIREMENTS & RECOMMENDATIONS

AGS recommends the following formats and considerations for successfully integrating video and a 3rd party AV services provider into your Virtual and Hybrid events.
Video for Simu-Live and On-Demand - From Venue (Pre-Recorded)
Whether accepting video from speakers, exhibitors or sponsors

- Videos should be in a minimum resolution of 1920x1080 at 29 FPS, in MP4 format (H.264 video codec format)
- Use of a high-quality, USB connected microphone for clear audio capture
- Camera, either integrated or independent that can capture 1080p video
- Recording software that allows for capture at rates described above – we recommend OBS (Open Broadcaster Software – LINK)
  - This can be used by speakers and exhibitors, as well as professionals for recording digital line-in AV content
  - Zoom can also be employed to capture video from a user, but there is a tendency for this video to be compressed during recording leading to lower quality video and audio content
- Delivery of these elements should be done via Dropbox or a large, reliable file-send service

Live Sessions – From Venue

- Streamed from a computer, for those presenting or participating
  - Internet Speeds: 15Mbps upload/download speed of internet, hardwired connectivity
  - Present all content in the form of a power point or pre-recorded element within the session/presentation, or directly in-person video capture
- AV Streamed Video
  - **Submission of content via RTMP stream** or via **LiveStream submission hook/link**.
  - We can support direct RTMP encoder streaming to our live Virtual Networking viewer.
  - High-end onsite computer/workstation to encode and manage scene changes via a software like OBS.
    - *These stations should have a dedicated video card or a high-end Intel i7 10th Gen processor or better. Video processing live or prerecorded can be resource intensive. A station should be dedicated for each live or recorded stream.*
   - This is especially true for camera scene cuing, as noted in the bullet below. For simpler, single camera formats, you can simply start the stream on the master camera scene and let the content be captured.
    - At least one person, not associated with the camera filming, to manage the station and stream
  - Getting the right shots, if variability in the look and feel matter. Usually, this can be left to camera professionals. Common 3-pronged approach:
    - First camera focused on the "wide" shots Second camera focused on the "tight" shots Third
    - camera mobile, to go to interesting locations throughout your scene

TECHNICAL REQUIREMENTS & RECOMMENDATIONS

Video for Simu-Live and On-Demand - From Home (Pre-Recorded)

- Videos should be in a minimum resolution of 1920x1080 at 29 FPS, in MP4 format (H.264 video codec format)
- Microphone, either integrated or independent for clear audio capture Camera, either integrated or independent that can capture 1080p video
- Recording software that allows for capture at rates described above – we recommend OBS (Open Broadcaster Software – LINK)
  - Zoom can also be employed to capture video from a user, but there is a tendency for this video to be compressed during recording leading to lower quality video and audio content
- Present all content in the form of a power point or pre-recorded element within the session/presentation, or directly in-person video capture
- Delivery of these elements should be done via Dropbox or a large, reliable file-send service

Live Sessions - From Home

- Live Streaming from a desktop or laptop computer, for those presenting or participating:
  - Internet Speeds: 10 Mbps upload/download speed of internet, hardwired connectivity preferred or an ultra strong wifi connection.
  - Processor Requirements: Dual-core 2Ghz or higher (Intel i3/i5/i7 or AMD equivalent) 4 GB of RAM
  - Use of a high-quality, USB connected microphone for clear audio capture
  - Camera, either integrated or independent that can capture 1080p video
- Live Streaming from a mobile device, tablet, or iPad:
  - iOS 8.0 or later
  - iPadOS 13 or later
  - Android 5.0x or later
  - Safari5+, Chrome, & Webkit
  - Any 1 Ghz single core processor or better (non-Intel)
- Present all content in the form of a power point or pre-recorded element within the session/presentation, or directly in-person video capture

Additional Training Tools

For your convenience, below are links to some additional training videos and guides you might find helpful as you get acquainted with the platform:

- HELP VIDEOS