Plenary / Main Stage (Hopin)

Getting Ready to Speak on the Hopin Stage

- Use either Chrome or Firefox (ensure it is updated to the most recent version)
- Ensure you can access the following website domains to use Hopin:
  https://hopin.to/events/nyds
  - You may have to check with your IT department if using a device or network provided by your employer.
- Check out general Hopin troubleshooting tips here
- **You will need to:**
  1. **Register with the magic link emailed to you**
  2. **When ready to begin test / participation in plenary, go to (link TBC)**

Using the Hopin Studio (Backstage)

https://www.loom.com/share/3fd19aa0d3a0459fb8465026d962af2e

- Navigate to the Hopin Studio (backstage) using the special link provided by the event organizer. Clicking the link WON'T put you directly into the broadcast—don't worry!
- On the right of your screen, toggle to the *backstage* chat; this is how the event organizer will communicate with you during your remarks. Say hello in the *backstage* chat when you've arrived backstage.
- When the event organizer asks you to, click "Share audio and video."
- Three buttons are at the bottom of the video screen: video on/off, mute and screen share.
- NOTE: there is a ~10 second delay from when you speak to when the audience hears you; if you're watching the event chat during your session, people's comments will seem delayed to you.
  - We will have volunteers monitoring the chat
- When you're finished/changing over with next interpreter, press "leave" to remove yourself from screen. *Note: if you do not do this, the organiser will have to remove your video manually; this will mean you need to request permission to share audio/video again.*
- *NB for Organizer: DO NOT click stop broadcast! That will stop the livestream*

Troubleshooting

- Speakers: make sure you only have ONE Hopin tab open, otherwise there will be audio issues of double-play happening
- If your screen cuts out or something goes awry, refresh browser, and then click the "Share audio and video" button again
- Once you're backstage, don't navigate to any of the other areas (Expo, Sessions, etc.) because it will remove you from backstage and you'll need to re-enter with your special link