



Virtual Speaker Guide

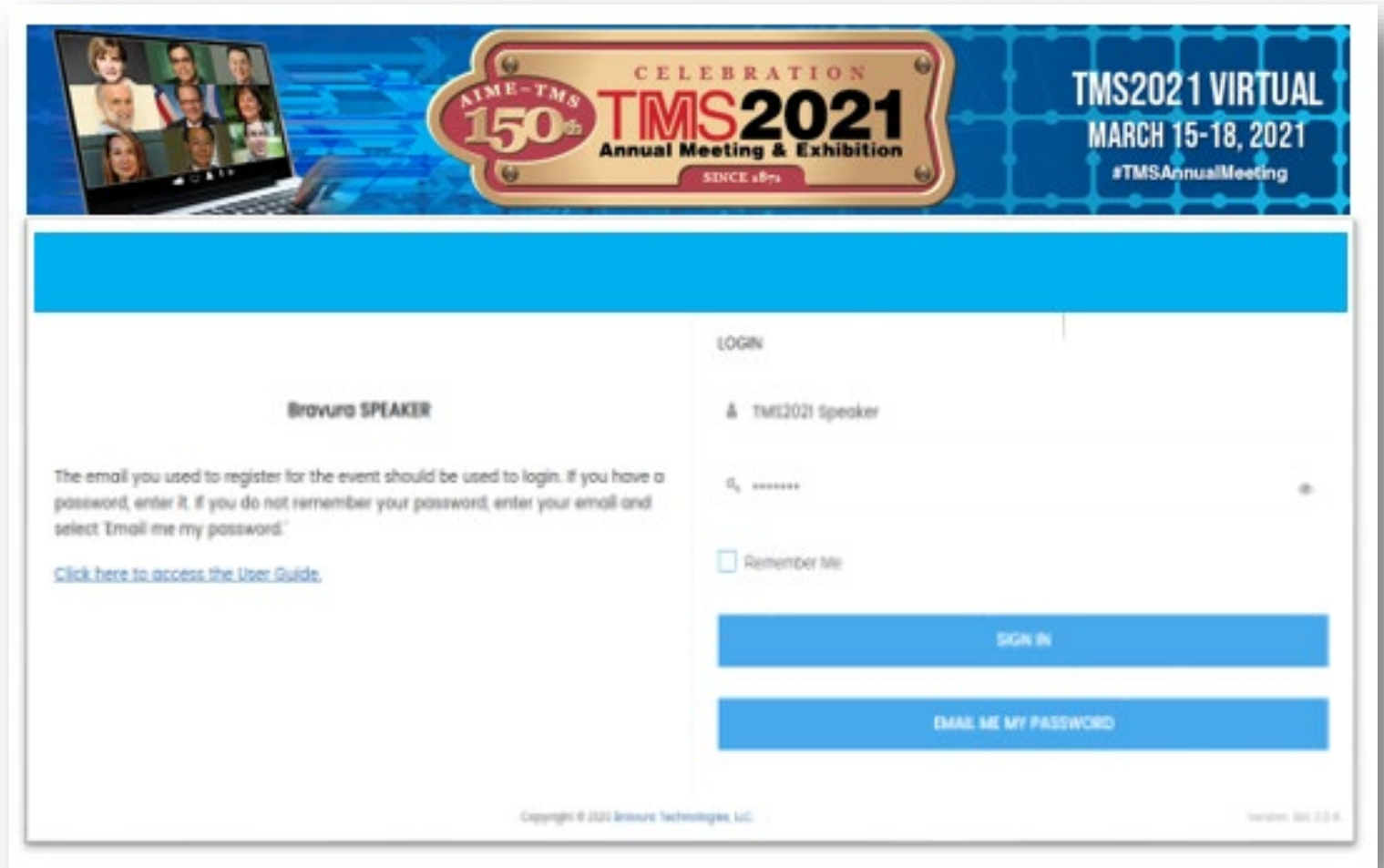
TMS2021 Virtual using Bravura Connect

**Tips for speakers
for pre-recording presentations
and setting up speaker profiles.**



How to Access the Speaker Portal

- Using the link, username, and password provided by TMS staff, log in to the Speaker Portal.
- Once logged in, you can:
 - Pre-record your presentation
 - If you cannot log in, contact TMS Programming at programming@tms.org.
- For best results, use Chrome or Firefox browsers.



The screenshot shows the login interface for the Bravura SPEAKER portal. At the top, there is a banner for the "CELEBRATION 150th TMS2021 Annual Meeting & Exhibition" with dates "TMS2021 VIRTUAL MARCH 15-18, 2021" and the hashtag "#TMSAnnualMeeting". The main content area is titled "Bravura SPEAKER" and includes a login form. The form has a "LOGIN" heading, a username field labeled "TMS2021 Speaker", a password field with masked characters, and a "Remember Me" checkbox. Below the form are two buttons: "SIGN IN" and "EMAIL ME MY PASSWORD". A message states: "The email you used to register for the event should be used to login. If you have a password, enter it. If you do not remember your password, enter your email and select 'Email me my password.'" A link "Click here to access the User Guide." is also present. The footer contains "Copyright © 2021 Bravura Technologies, LLC" and "Version: 301.1.1.4".

How to Record a Presentation

- After logging in, the Speaker Portal will show the presentation titles assigned to you.
- Select the desired presentation and select **Record Now** to start your recording. This will launch a virtual meeting where you will see yourself on camera. You can share your screen to run your presentation.
- If you see an error that indicates the recording room is not available, please reach out to support.

Pre-record for virtual session

Click "Record Now" to pre-record your presentation and play it during the live session. This will launch a virtual session where you will be on camera. MAKE SURE YOU SELECT THE RECORD OPTION WHEN YOU ARE READY TO RECORD.

You can also share your screen or presentation during the recording. Pre-recordings are usually available within 24 hours of the recording. For more details and tips on pre-recording, check the User Guide.

[Record Now](#)

Below is a list of recordings available, delete any you do not need. Download the recording you want to use during your live session and keep it ready to play it during your live session. If you do not see your recording, check back later.

Recorded At	Size	
Jun 11, 2020, 11:00:05 AM	2 MB	Download

Recordings will be available within an hour of your recording session on this same screen.

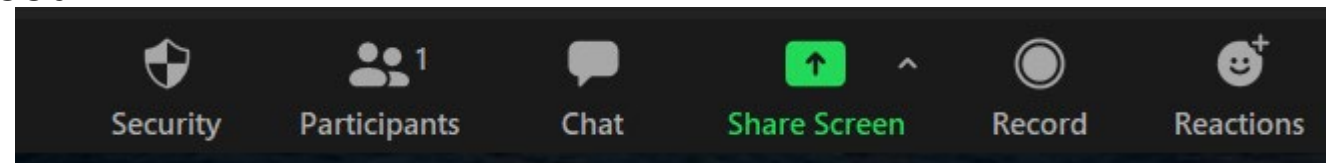
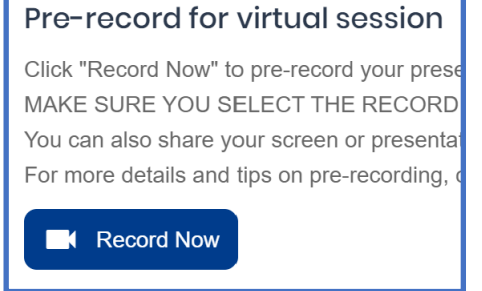
Download the recording to review it. Delete it if you do not want to use it

Recording options may only be available if the admin has enabled access.

Check the 'Tips for virtual speaker' section on this guide for some useful tips.

Record a PRESENTATION

- Read all steps or print this page prior to pre-recording.
- Select the **Record Now** option when you are ready to start recording. This will launch a Zoom meeting
- Join the meeting as if you would join any virtual meeting, if prompted to install, Install Zoom
- Once you are in the meeting, enable your camera and microphone and ensure they are working correctly.
- Share your screen to show your slides.
- Select the Record icon from the Zoom Control Panel and select Record to the Cloud.
- **When you are done, stop recording and end the meeting.** Clicking end the meeting will automatically send your recording to the cloud. You will not receive an onscreen notification.
- The recording will then be available in the Speaker Portal within an hour. You will **not receive an email**, so please be sure to check the speaker portal.
- You may select Record multiple times, each of your recordings will be available in the Speaker console. **Delete the ones you do not need.**



Tips for Virtual Speakers: RECORDING

- Presenters should use Chrome or Firefox browsers. The Speaker Tools and virtual conference platform do not work well using Microsoft Internet Explorer.
- Speakers do not have to utilize special software for this recording: they need a PC, a working webcam and microphone, and need to meet Zoom system requirements.
- Speakers can test their camera and microphone through Zoom by clicking on the carat next to the video button to launch video and audio settings.
- The content you see on screen will be the content recorded. It is suggested you ready materials before hitting the record button.
- You can record and preview as many times as you wish to get the desired results.

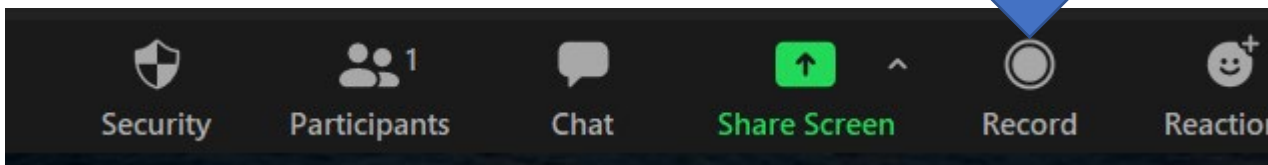
Recording Outside the Speaker Portal

If you choose to use another platform to record, you can use any technology that gives you a MP4 file.
The instructions here use ZOOM for recording.

- ▶ Install and launch a free Zoom meeting
- ▶ Once you are in the meeting, enable your camera and microphone and ensure they work
- ▶ Share your screen if you plan to show a presentation (e.g. Power Point slides)
- ▶ Select the Record icon from the Zoom control panel.
- ▶ When you are done, stop recording and end the meeting. You will receive an onscreen notification.
- ▶ The recording will then be available on your computer. It will be saved as a MP4 file. Review this recording, save to your computer, and upload to the Speaker Portal.
- ▶ You may select Record multiple times and keep/upload only the final one.
- ▶ **For Upload: format MP4 file, file size is limited to 500 MB. If your file exceeds this size, we recommend you re-record using the Speaker Portal, or compress your file.**

If you are recording outside of our console, note that MP4 files should be H264 video codec and AAC audio codec.

Don't forget to press Record!



Pre-record for virtual session

Click "Record Now" to pre-record your presentation and play it during the live session. This will launch a virtual session when you are ready to record. MAKE SURE YOU SELECT THE RECORD OPTION WHEN YOU ARE READY TO RECORD.

You can also share your screen or presentation during the recording. Pre-recordings are usually available within 24 hours of recording. For more details and tips on pre-recording, check the User Guide.

Record Now

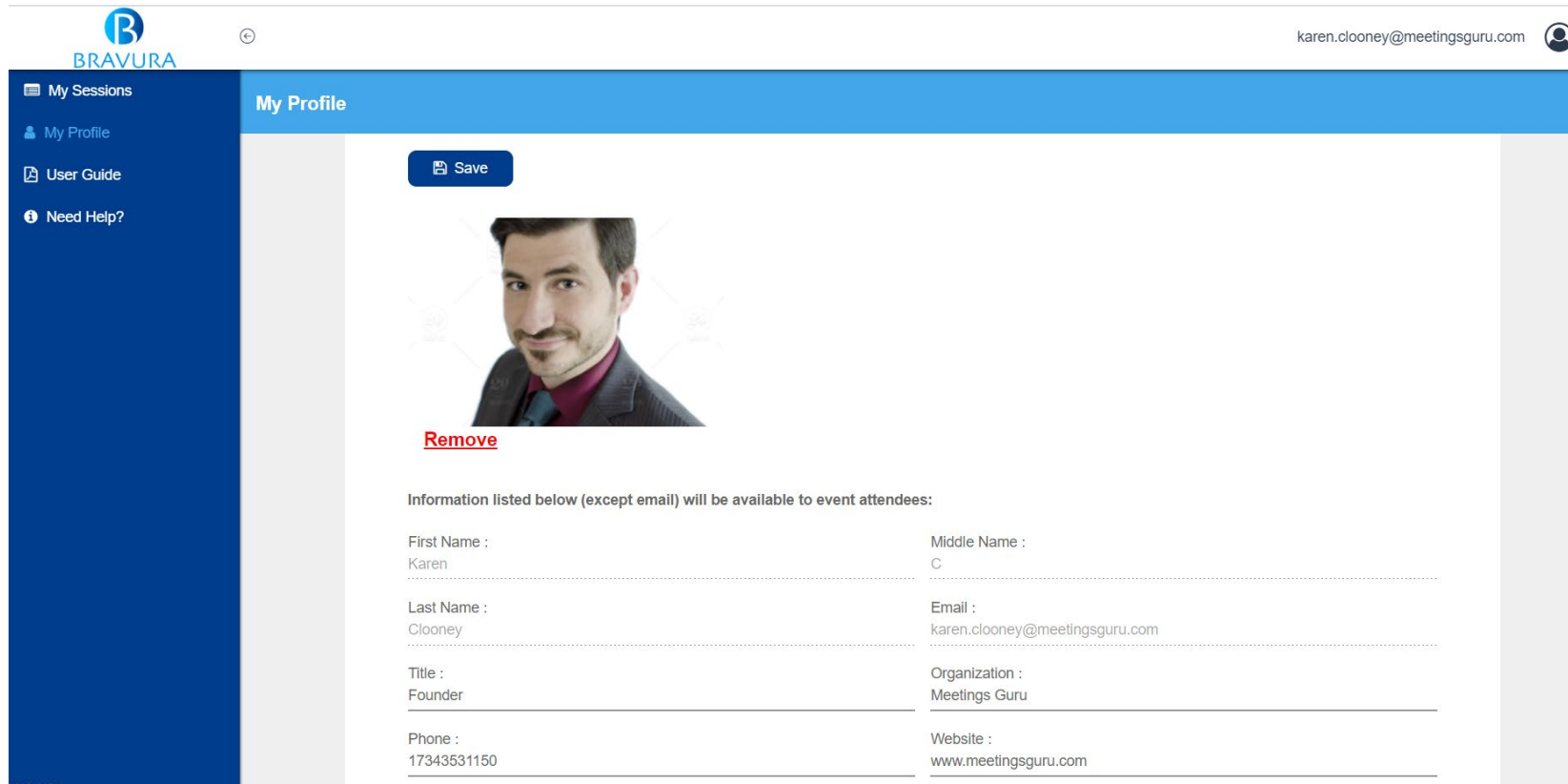
If you have recorded outside our platform, please click "Upload Recording" to upload your recording.

Upload Recording

Upload mp4 file here!

You do not have any recordings available at this time.

Setting Up Your Speaker Profile*



The screenshot shows the BRAVURA 'My Profile' page. The page has a blue header with the BRAVURA logo on the left and the user's email 'karen.clooney@meetingsguru.com' on the right. A dark blue sidebar on the left contains navigation links: 'My Sessions', 'My Profile', 'User Guide', and 'Need Help?'. The main content area is titled 'My Profile' and features a 'Save' button at the top. Below the button is a profile photo of a man with a mustache, wearing a suit and tie. Underneath the photo is a red 'Remove' link. Below the photo, a note states: 'Information listed below (except email) will be available to event attendees:'. The form contains the following fields:

First Name : Karen	Middle Name : C
Last Name : Clooney	Email : karen.clooney@meetingsguru.com
Title : Founder	Organization : Meetings Guru
Phone : 17343531150	Website : www.meetingsguru.com

Upload a profile photo and edit your personal information in the 'My Profile' section

All information uploaded will be visible to meeting attendees, except for your email address.

Meeting attendees can search for speakers using name, affiliation, biography, and keywords

* You can set an attendee profile once you log into the virtual conference site, available in March.

Share Documents with Attendees

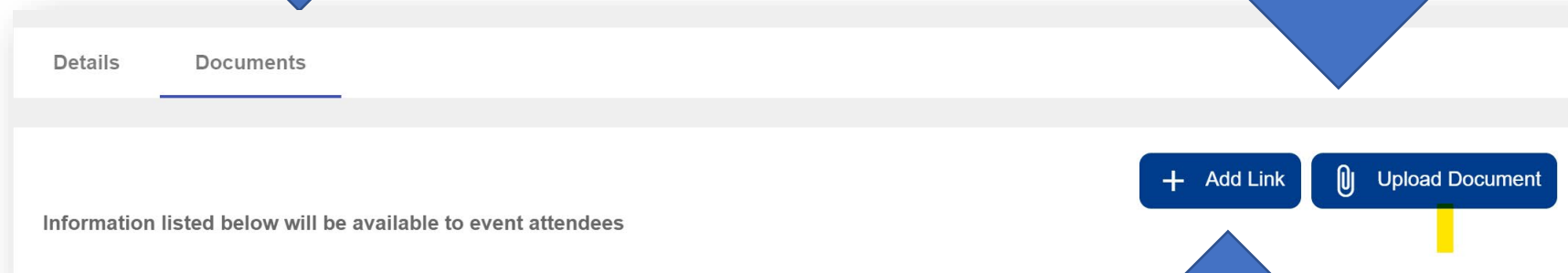
Documents can be uploaded for each of your sessions.

Select the desired session, and navigate to the 'Documents' tab

These documents are available to attendees before, and after your session and not just during your session.

Use this area to upload documents for your session. Each document or link requires a 'Name'

Select 'Upload document' to upload a document from your computer to be available to attendees



Files can be in any format, including video formats but are limited to 25 MB each. If you have a large file, create a link to it and use the Add Link feature. If you are recording outside of our console, note that MP4 files should be H264 video codec and AAC audio codec.

Add a link to or video or website



Participating in a Live Discussion?

We'll have instructions available
in early March.



BRAVURA



Need Help?

For technical questions about uploading your presentation, click on the “Need Help” icon on the left side of the speaker portal screen.

This will connect you to a Bravura representative via live chat.

You may also email support at support@bravuratechnologies.com.

*Instructions and tips in this guide are current as of February 1, 2021.
Some screen images may appear different due to upgrades and customizations.
Please contact TMS Programming or Bravura support with any questions.*

