



*Conference Dates: February 28 – March 3, 2022*  
*On-Demand starts on March 14, 2022*

# **On-Demand Speaker Guide**

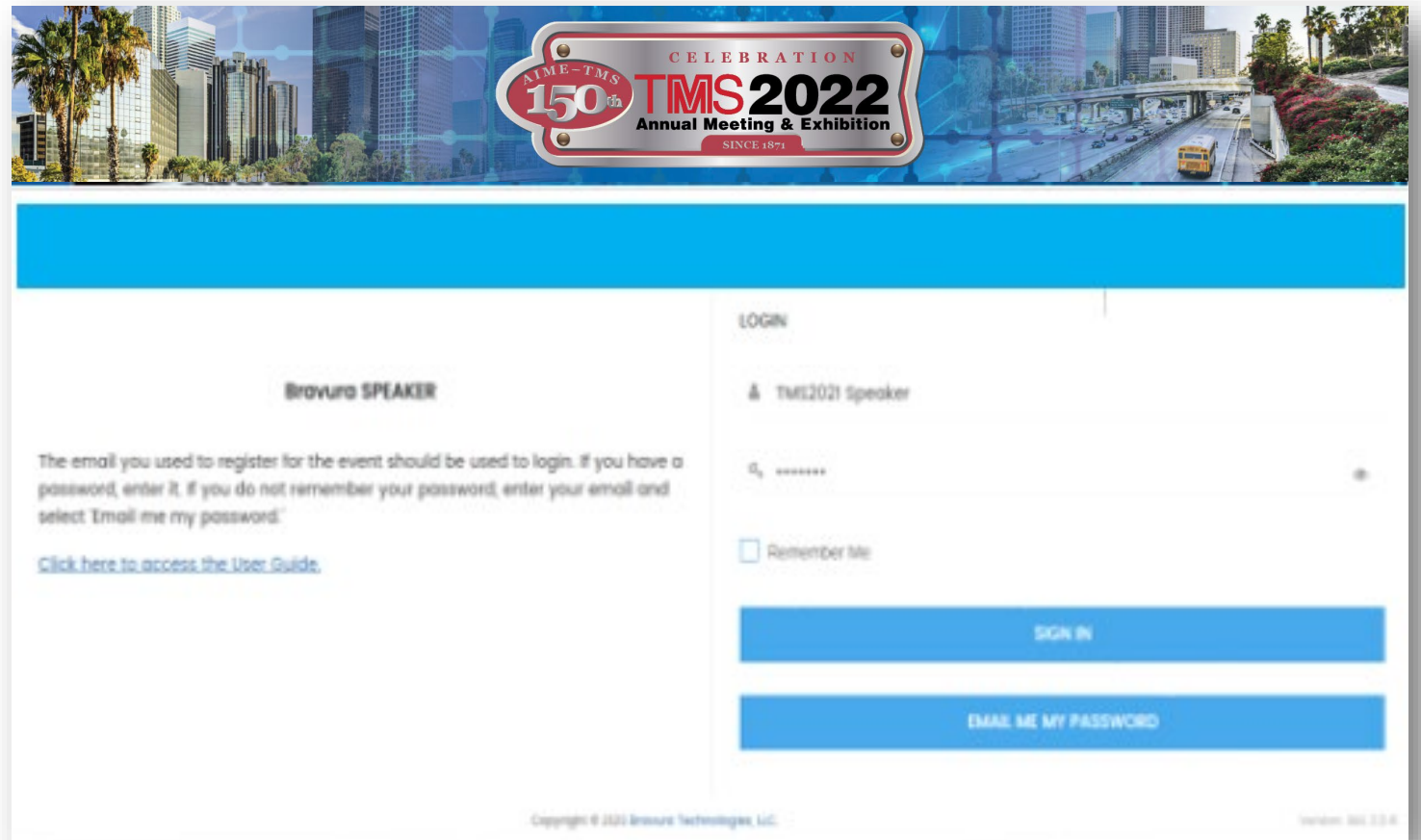
## **TMS2022 Using Bravura Connect**

**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 the ProgramMaster staff, log in to the Speaker Portal.
- Once logged in, you can:
  - Pre-record your presentation
  - If you cannot log in, contact [support@bravuratechnologies.com](mailto:support@bravuratechnologies.com) or click the “email me my password” blue button.
- Chrome or Firefox browsers are strongly recommended.
  - You may need to disable your browser’s pop-up blocker for this site.



CELEBRATION  
150<sup>th</sup> TMS 2022  
Annual Meeting & Exhibition  
SINCE 1871

Bravura SPEAKER

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.'

[Click here to access the User Guide.](#)

LOGIN

TMS2021 Speaker

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Remember Me

SIGN IN

EMAIL ME MY PASSWORD

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# 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	<a href="#">Download</a>

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

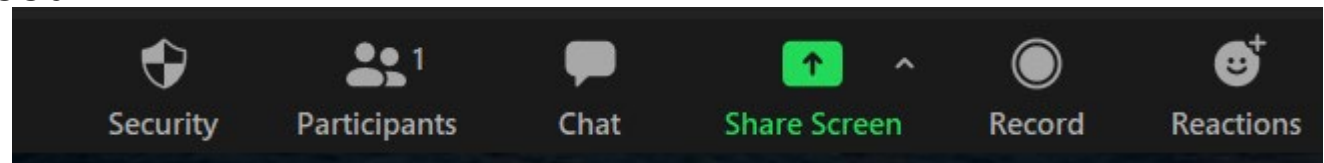
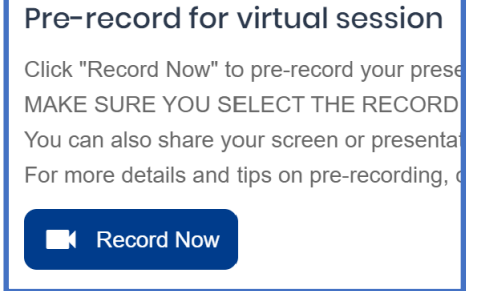
Download the recording to review it. Delete it if you do not want to use it

**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 or Edge.
- Speakers do not have to utilize special software for this recording: they need a computer or tablet and a working webcam and microphone, and they 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.



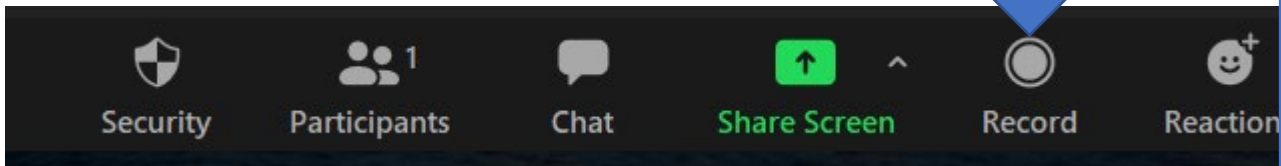
# Recording Outside the Speaker Portal

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!



A screenshot of the Speaker Portal recording interface. At the top, it says "Pre-record for virtual session". Below that, there is a "Record Now" button with a camera icon. A text block explains that clicking "Record Now" will launch a virtual session and that users should select the record option when ready. It also mentions that pre-recordings are available within 24 hours. Below the text is an "Upload Recording" button with a cloud icon. A blue arrow points from the "Upload mp4 file here!" text box to the "Upload Recording" button. At the bottom, it says "You do not have any recordings available at this time." The "Record Now" button is highlighted with a blue box.

Upload mp4 file here!

# Setting Up Your Speaker Profile\*

BRVURA

karen.clooney@meetingsguru.com

My Sessions

My Profile

User Guide

Need Help?

Save

Remove

Information listed below (except email) will be available to event attendees:

First Name :	Middle Name :
Karen	C
Last Name :	Email :
Clooney	karen.clooney@meetingsguru.com
Title :	Organization :
Founder	Meetings Guru
Phone :	Website :
17343531150	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 mid-January 2022.

# Share Documents with Attendees

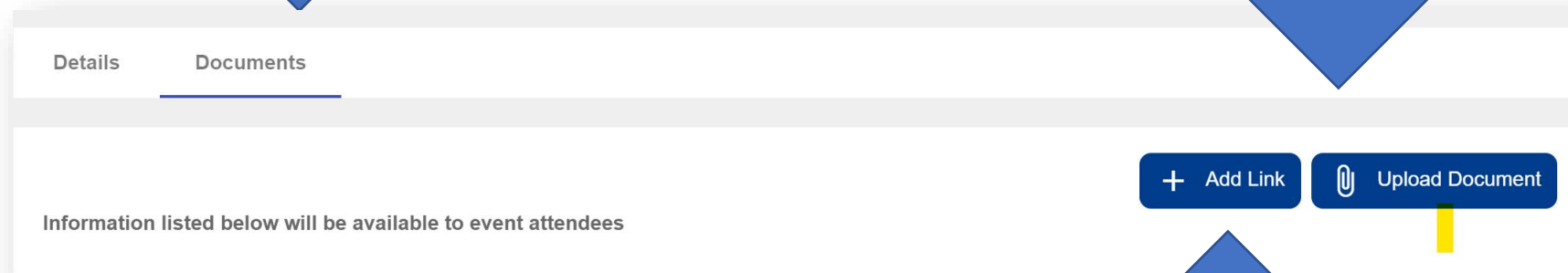
Documents can be uploaded for each of your sessions.

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'

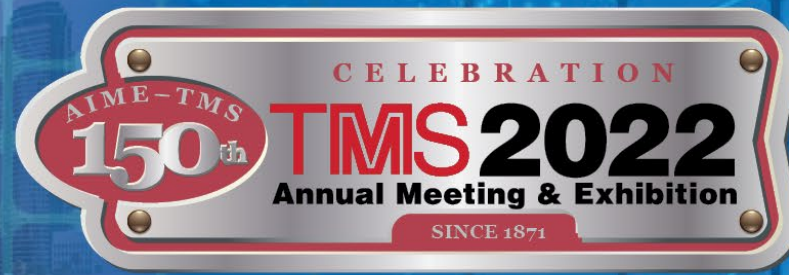
Select 'Upload document' to upload a document from your computer to be available to attendees



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





# 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](mailto:support@bravuratechnologies.com).**

**Registration or Portal Password Questions**

**Contact: [customerservice@rcsreg.com](mailto:customerservice@rcsreg.com)**

**TMS2022 Program Questions:**

**Contact: [programming@tms.org](mailto:programming@tms.org)**



**BRAVURA**