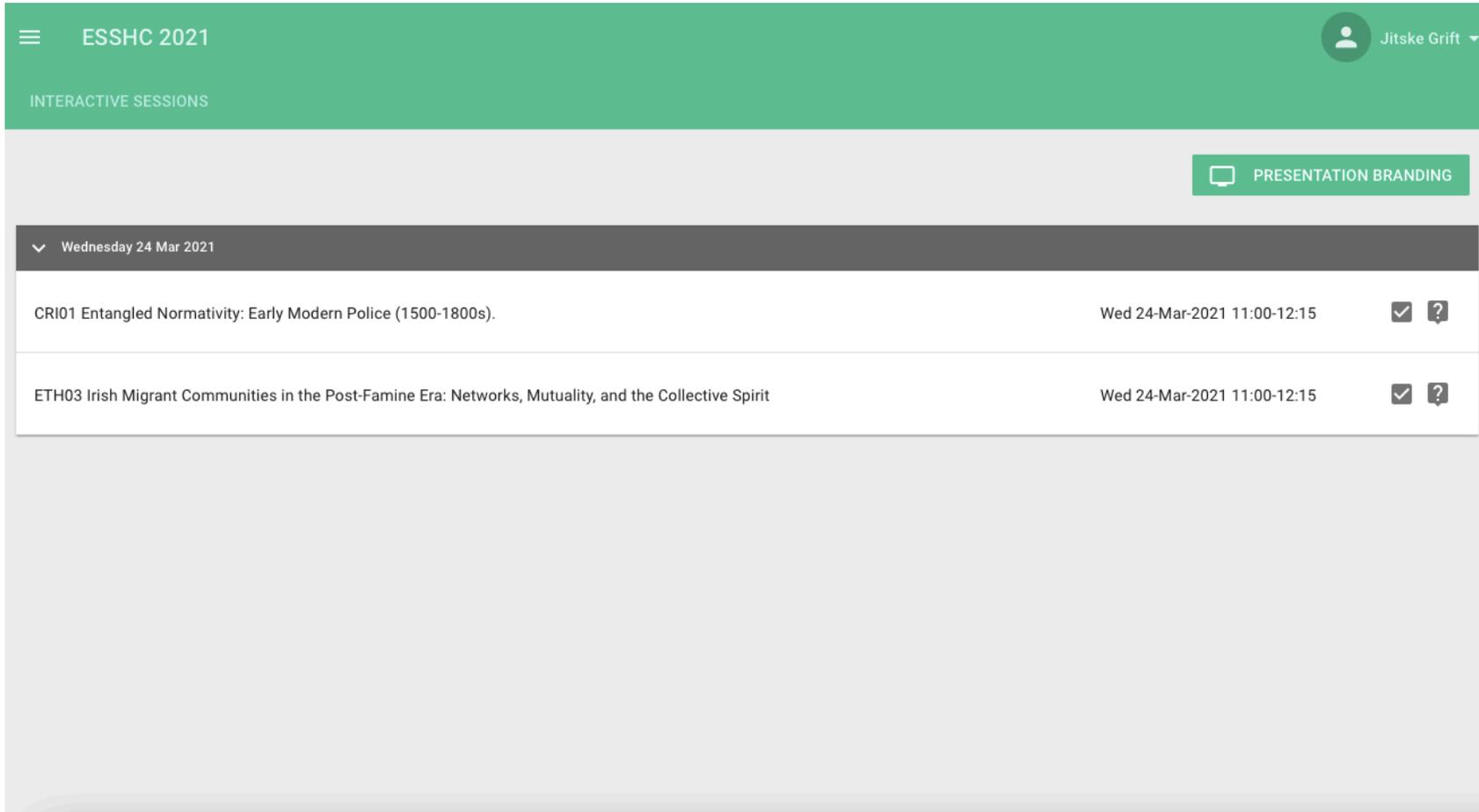


Instructions for speakers

In the first weeks of March you have received an email with a link to the virtual dashboard.

You will need to sign in when you are already registered, or create an account when you have not registered yet. After that, you will see all sessions and presentations to which you have access on your dashboard.

On entering the speaker dashboard for a session for the first time, it looks as follows:



The screenshot displays the speaker dashboard for ESSHC 2021. The top navigation bar is green and contains a hamburger menu icon, the text "ESSHC 2021", and a user profile icon for "Jitske Grift". Below the navigation bar, the text "INTERACTIVE SESSIONS" is visible. A "PRESENTATION BRANDING" button is located in the top right corner of the main content area. The main content area features a dark grey header for the date "Wednesday 24 Mar 2021". Below this, a table lists two sessions:

Session Title	Date and Time	Status	Help
CRI01 Entangled Normativity: Early Modern Police (1500-1800s).	Wed 24-Mar-2021 11:00-12:15	✓	?
ETH03 Irish Migrant Communities in the Post-Famine Era: Networks, Mutuality, and the Collective Spirit	Wed 24-Mar-2021 11:00-12:15	✓	?

After that, you will see all sessions and presentations to which you have access on your dashboard.

Click on one of the sessions and you will see this

←  CRI01 Entangled Normativity: Early Modern Police (1500-1800s).
11:00 - 12:15

[Report a problem](#)  Jitske Grift ▾

 Audience view

Drag and drop your slide here

or

[Upload slides](#)

Supported file format: PDF
Max file size: 25 MB - or use  Share screen

Camera off



[Chat](#) [Q&A](#)  (4)

Something went wrong



[Present Live](#) [Pre-Record](#)

Only other speakers can hear you when your microphone is on.

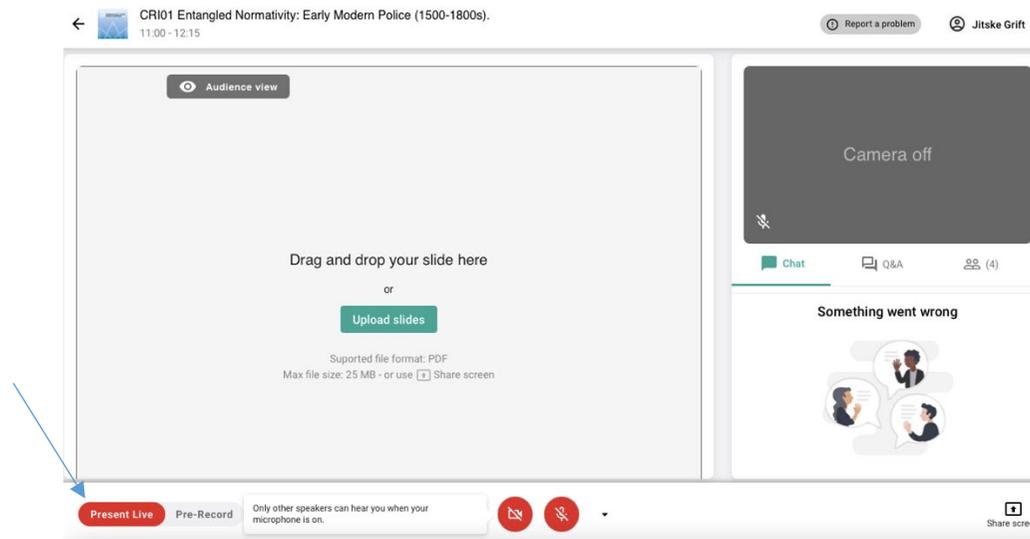
 Share screen

The following features are available:

Views Switch

At the bottom, you can switch between 3 views:

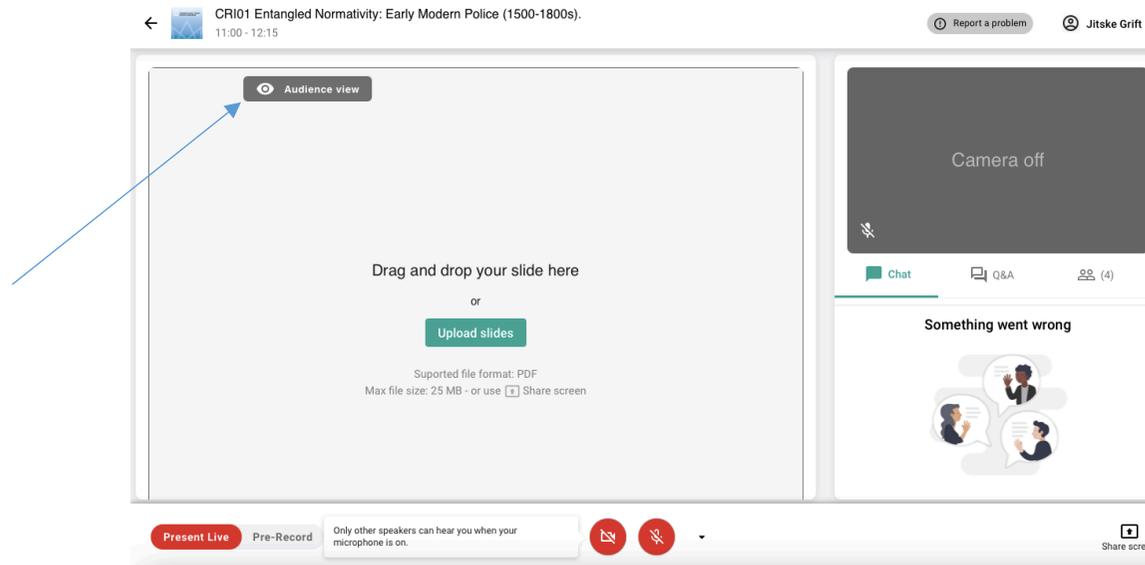
- **Present live:** This view is used to present your slides live during the session. You can hear and be heard by others.



The present live button can be found at the bottom left, as indicated by the arrow

- **Pre-record presentation:** During the ESSHC, we do not make use of this option.

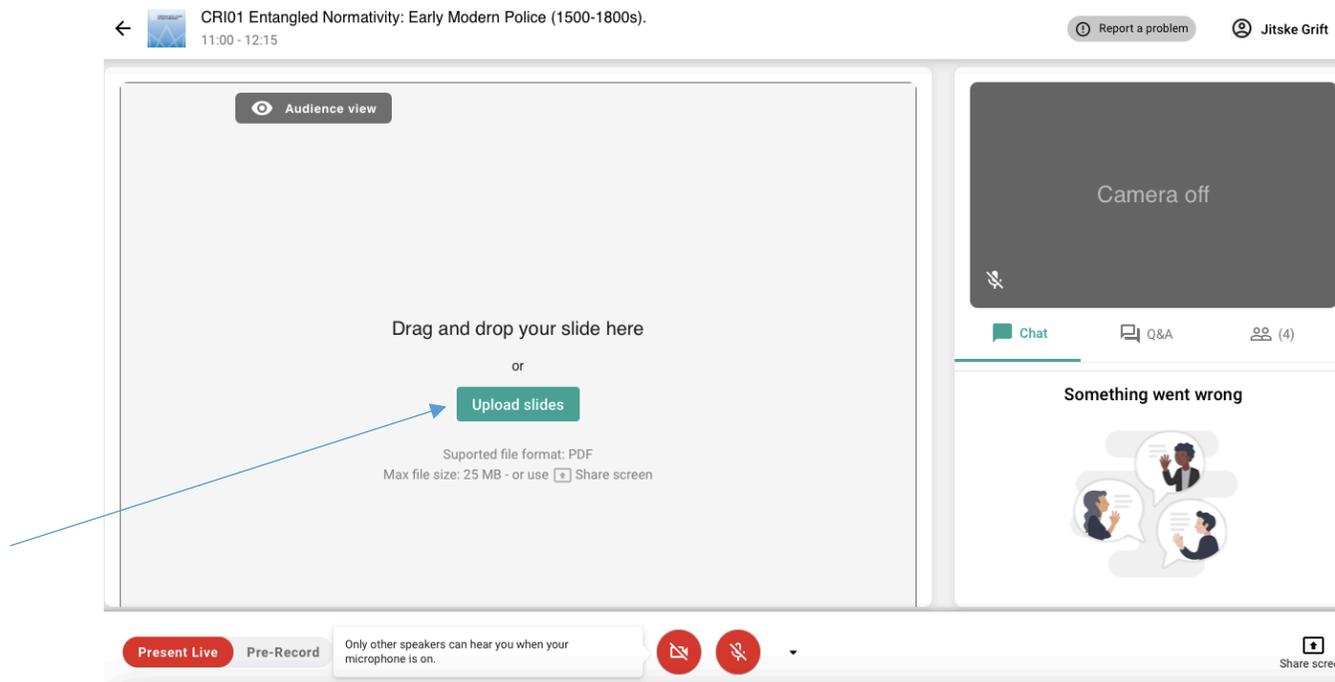
- **Audience view of session:** In this view, you can see the session like attendees see them, so you can use it to watch the presentations of other speakers in the same session. Please note that this option is only available when the session is broadcasting; otherwise it is greyed out. In this tab you can be heard by others. While you are in the *Audience view* when the moderator selects you to be the active speaker, you are automatically switched to the *Present Live* tab.



The audience view shows up on the top left when moving your mouse over the slide square, as indicated by the arrow

Slides and Camera Frame

- **Present slides** that can be uploaded as a PDF file. You can click through them with the Next and Previous buttons; attendees will see the slide you are currently at. Alternatively you could share your screen, see the instructions below under Bottom Toolbar > Share your screen.



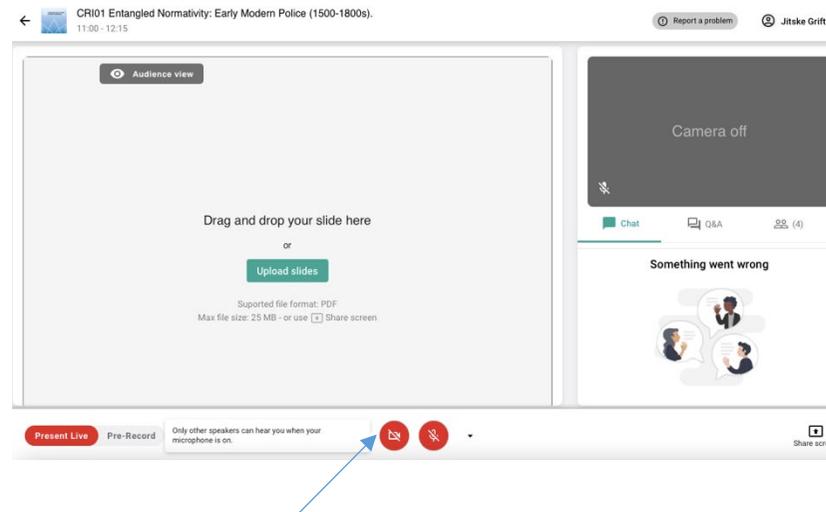
Your slides can be uploaded by clicking on the upload slides button

Vote Section

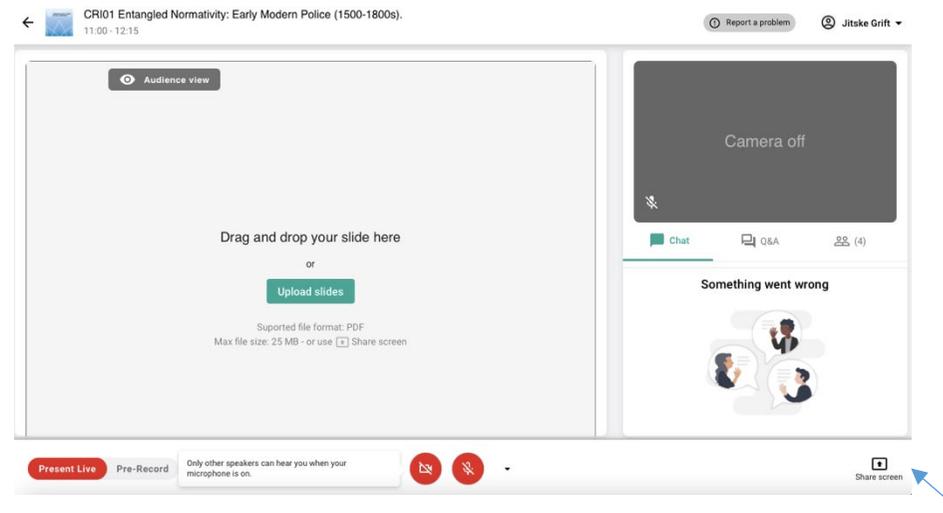
- During the ESSHC, we do not make use of this option.

Bottom Toolbar

- **See your and the room's status** in the bottom-left corner. If the room is open and broadcasting, there is a red tag saying *Live*. If it is not broadcasting, this tag is *Not live* and is white. If you are the active (presenting) speaker, another tag *You are presenting* is added next to it. If someone else is presenting, this tag shows *Another speaker is presenting*.
- **Turn on/off camera and microphone** using the buttons at the bottom of the screen. With the arrow on the side they are able to select another microphone or camera than the default.



- **Share your screen** with the button in the bottom toolbar. If the screen share button does not respond, check your browser settings:
 - Mac: click *System Preferences* > *Security & Privacy* > *Privacy* > *Screen Recording* and add Chrome.
 - Windows: if screen sharing is not working, this might be due to a missing screen sharing extension in your browser. You can check this by typing `chrome://extensions/` into the address bar of your browser. If the screen sharing extension is already there, it might be enabled. In that case, you can switch it on. If the screen sharing extension is not there, please visit the Chrome Web Store to install one for free via [this link](#).



You can find the share screen button at the bottom right corner

Interactive Features

Depending on the settings of the virtual room that the moderator has set, you can:

- **See the questions** asked in the Q&A and submit questions.
- **See the attendee list** of the session.

Please check the FAQ section: <https://esshc2021-compass.web.indrina.com/faq>

As well as the trouble shooting section: <http://support.conferences.cc/en/articles/4778143-troubleshooting-the-virtual-event-platform>

If you have questions on the Platform, send an e-mail to esshc@iisg.nl while mentioning 'platform' in the title.