



# Networking Hall Guidance

This guidance is designed to help you plan and manage your networking session. Please read this and plan your presentation with the other speakers and chair involved in your session.

More information can be found on the [vPUK speakers' page](#) and we can be reached at [physiotherapyuk@csp.org.uk](mailto:physiotherapyuk@csp.org.uk) if you have any questions.

## Pre-records or live presentations

Based on feedback from vPUK 2020, we will be offering the opportunity to pre-record any presentations which form part of your session. Using pre-records will depend on how you decide to format your session and are more suited to sessions where speakers will present for a short time each, for example at the beginning. Live discussions, Q&A and polling could follow this. If your session is more participatory, you may wish to present everything live.

If you pre-record a part of the session, the stage manager will play your presentation and you can respond to questions live. If you present anything live, you will need to share any slides yourself, using the presentation tools. How to use the presentation tools will be covered in training and a detailed guide can also be found on the [vPUK speakers' page](#).

## Pre-record format

If you wish to pre-record a part of your session, please follow the guidance below.

The pre-record should show your presentation slides, accompanied with a clear audio track and yourself on webcam, presenting the presentation. Each presentation within a networking session will be shown separately, so for example, if there are three speakers in a session they will each submit a separate presentation.

The pre-record must be saved as either an MP4 or [webM](#) file. You can use any software you wish to pre-record your presentation e.g. Zoom.

Once complete, please save your file using the following format:

**Name, Networking. Room (please insert your auditorium number), presentation date (day, month, year), presentation time (use 24hr clock)**

E.g. Fran Fitch. Networking. Auditorium 3. 05.11.21. 09:00



Please send us your pre-recorded content by the **1<sup>st</sup> October**. Due to the large volume of pre-recorded presentations, it is critical to send it to us by this date and no later. This will enable us to check the audio quality, convert the file and upload it the platform. Failure to submit by this date may mean we are unable to show your presentation.

To submit your pre-recorded material, access our content collection site [here](#) and upload your file, using the login details below.

**Username:** submissions

**Password:** Up!0ads2021!

### **Audience Polling and Q&As:**

Audience polling or Q&A's are taken live during the session. You can take Q&A's or conduct a poll at any time, except when a pre-recorded presentation is being shown.

For audience polling we would ask that you use [Poll Everywhere](#) as this is the polling software which integrates best with the platform. If you wish to use this feature, let us know by the **10<sup>th</sup> September** so we can provide you with additional information.

### **Seating people**

The networking halls are set in cabaret style; there are 14 tables with 8 seats around each table. The furniture is fixed so you cannot adjust the number of tables or seats. You can accommodate additional avatars around a table for discussion as they can stand around the table between the chairs.



Consider asking people to fill the tables up at the front first. You can do this by having instruction on the display screens, greeting people and ushering them to the front and using sticky notes – see below for the use of sticky notes.

Please note that we cannot prevent avatars from entering a room even when the tables are full. Therefore you may wish to decide how to accommodate a larger audience if required or know that some may not be participating in the table discussions.

## Sticky notes

There is a sticky note function which you can use to put up notes which everyone can see. You can use these notes, for example, to inform people where to sit or if the room is full. The sticky note function is only available to speakers and can be found via the blue menu in the top right hand corner of your screen, click on your names and scroll to the bottom to select sticky note.



Please note that sticky notes are viewed front on only and therefore for anyone behind them the writing would appear backwards. You can place sticky notes on the tables and floor. You can delete and move sticky notes using the tabs at the top of the sticky notes. Please do not use the orange colour sticky notes as these will be used for official vPUK messaging throughout the virtual world.



## Speaking

Please be aware that if you are speaking to someone else, everyone in the room can hear you, unless private volumes for tables are turned on and you are speaking within a private volume (explained below). We recommend that all speakers and the chair arrive 15 minutes before the session begins. You can also arrange to meet your fellow speakers in one of the speakers' lounges at any time for a private conversation. The private chat function for one-on-one conversations can be used, or you could create a WhatsApp group for all of your speakers and chair for private conversations as a group.

## Private volumes

Use the private volumes if you are planning to have table discussions. This function means that anyone within the blue circle can hear each other, but avatars outside of this space cannot hear their conversation. You can find the private volume icon in the stage controls at the top of your screen. You must be within the stage area, which in the networking hall is the dark blue area near the screen, to activate these controls.

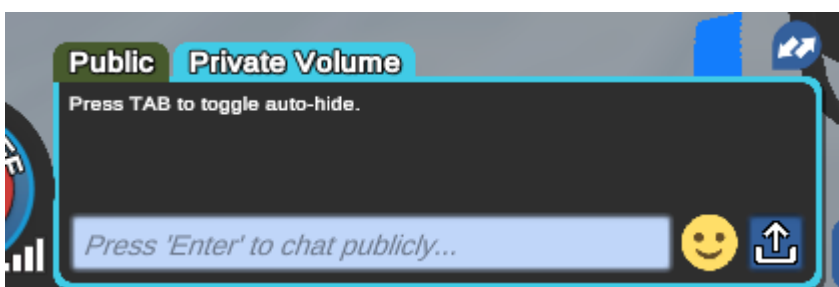


Please note that private volumes are only available around tables which means that any one sitting on the side seats will not be in a private volume and thus audible to those on stage and vice versa.

### **Public Chat Box.**

You can use the public chat box to share for information, links and documents with delegates. When you are in the Networking Hall only those within the Networking Hall will be able to see the chat box function.

Please note that when you use the private volumes function around the tables you will also get a private volumes tab in the chat box to for each table to use. The private volume tab in the chat box is only viewable to the avatars within their private volume space so they can have private conversations as a smaller group. As soon as the private volumes are removed, this chat will also be disabled.



If you would like to copy a transcript of the text in the chat box, place your mouse cursor in the black area of public chat box and right click. When you do this a blue tab at the top of your screen will briefly pop up to say transcript copied. You can then open a word document and paste the chat box transcript into it.

## Microphones – when facilitating table discussion

You can use the microphone icon to mute and unmute yourself. If you are facilitating a table discussion, you may find it easier to hold down the 1 key when you wish to speak and letting it go when you have finished speaking. This shortcut is easier and reduces the risk of forgetting to mute yourself or risking microphone feedback from other delegates.

## Breakout Rooms

You can also make use of any of the breakout rooms which can be found on the 'GO TO' menu on the top left-hand side of your screen, should you have more people than can fit around the tables.

There are 14 breakout rooms available for use but please be aware that these rooms cannot be reserved so you may find they are in use by others.

