vPUK20 Session Set up Guide

All speakers **must** have pre-bookmarked their final PowerPoint presentation, PDFs or any web links etc. that they wish to use prior to the 13th November. Below is a quick reminder on how to bookmark a presentation/webpage but please also make sure you have read the vPUK presentation tool guide.

To upload and bookmark a presentation/web page you need to:

1. Move your avatar into the 'stage' area (near the screen), in the auditorium or networking halls.

When you are in the correct position, the 'Presentation tool' will become visible in the bottom right-hand corner of the screen (see left).

2. If you are in a room with multiple screens, turn to face them and click on the screen you wish to show your PowerPoint or PDF presentation. Upload your presentation via the presentation tool. Please note that your presentation must be in PowerPoint or PDF formats as other formats are not accepted.

3. Click on the star icon to bookmark the page. A tab should then appear for your bookmarked presentation:
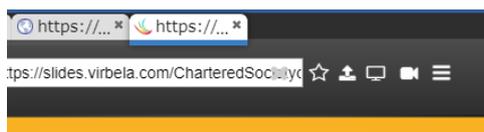
4. This tab will now stay with you in your presenter's tool. When it is your turn to present you can simply click on the screen you are presenting on and click the bookmarked link:

Click on the screen you wish to present on…

…then click on the desired booked marked tab within the presentation tool bar.

Important note: For the Networking fields, you will need to be within the circular coloured area in front of the screen you wish to use, click on the screen for your presentation tool bar to pop up and once this is displayed follow the above instructions for bookmarking your presentation/web page etc.

Session set up guides:

Please see below for how each session will be set up and run.

1. Focused symposia & Spotlight Sessions

Each auditorium has three screens. Each screen is able to be changed using the presentation tools.
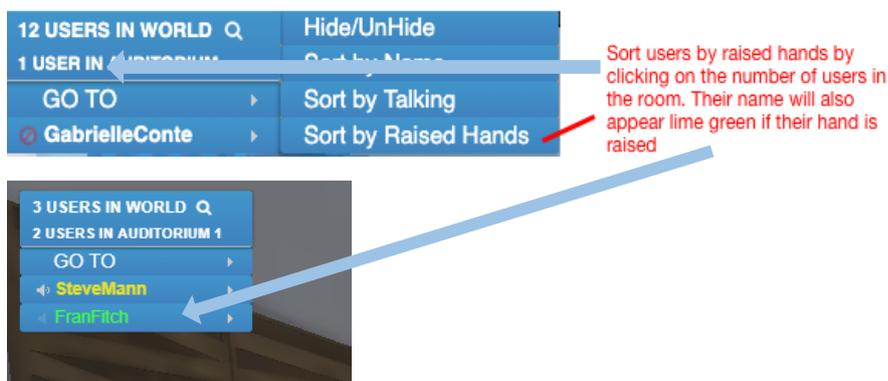

Use the left screen (as if facing the stage) for your web camera if you have one, the central screen for your PowerPoint or PDF presentation and the right screen for either a web page – such as Mentimeter or video. **Please note** do not share a video until you are ready to play it as it will play automatically and start as people enter the auditorium. Please read the 'vPUK20 Presentation Tool guide' for uploading videos.

For Q&As – Ask the audience to raise their hands…

…then use the filter on the left hand side to invite an audience member to pose their questions

Tip: The presenters may find it best to just have one PowerPoint with all the slides, to reduce time between changeovers of slides.

2. Platform Presentations

Each auditorium has three screens. Each screen is able to be changed using the presentation tools.


Use the left screen (as if facing the stage) for your web camera if you have one, the central screen for your PowerPoint and the right screen will display the vPUK logo.

For Q&A's – Ask the audience to raise their hands…

…then use the filter on the left hand side to invite an audience member to pose their questions

3. Rapid 5 Presentations

Each auditorium has three screens. Each screen can be changed using the presentation tools.

The first three Rapid 5s should set up, one presenter to each screen, with the running order from left to right (as facing the stage). The first three Rapid 5s will present and then there will be a 15-minute break for Q&As before the next set of Rapid 5s. The next three rapid 5 presenters should be ready to load their presentations onto the correct screen towards the end of this 15-minute session, in readiness for their own speaking slot.

For Q&A's – Ask the audience to raise their hands…

…then use the filter on the left hand side to invite an audience member to pose their questions

Admin/Moderator: Sort by Raised Hands
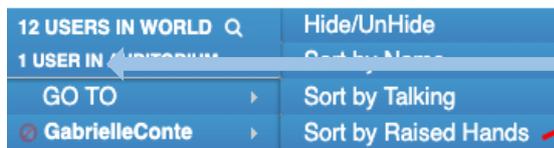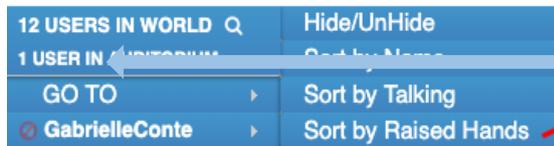
Sort users by raised hands by clicking on the number of users in the room. Their name will also appear lime green if their hand is raised

4. Networking Hall Sessions

Please set up the screens to suit the needs of your session. We suggest that the main content is always displayed on the central screen. Please note that if you do not have content to go across three screens it will be okay to leave the holding slides in place.

Use the private volumes if you are planning to have table discussions and see the presentation tool guide for how to use these functions. (See the Presentation Tool Guide for details of how to turn the private volumes on and off.)

5. Networking Field Blue and Orange zones

The networking field is set out as a football field and you will see a coloured circle with a screen in each of the four corners. We have designated the orange and blue circles for the networking field sessions. To see which circle you are in please refer to the online programme

The circles are private volume zones and this means that you need to enter the circle in order to hear and see the presentation on the screen.

There is only one screen available per circle on the networking field, which can be used to show any content you wish. For example you might just want to have one slide outlining the details of your session or your logo/content details. If you do not want to use the screen then simply leave the holding slide in place.

You can break out into groups and if you want to do this then please direct people to stand in groups outside of the circle, when you want to draw people back together again you will need to visit each group to bring them back into the circle area. Please note that if you are standing inside the circle you are in a private volume area and therefore will not be heard by those standing outside of it.