# vPUK Presentation Tool Guide

This document will provide you with information on how to use the on-screen presentation tools available to you in the vPUK World. Training sessions will also be available and you should receive an invitation to participate in one of these sessions. Please note that once you have access to the campus you can go in anytime and practice and we would highly recommend that you do this.

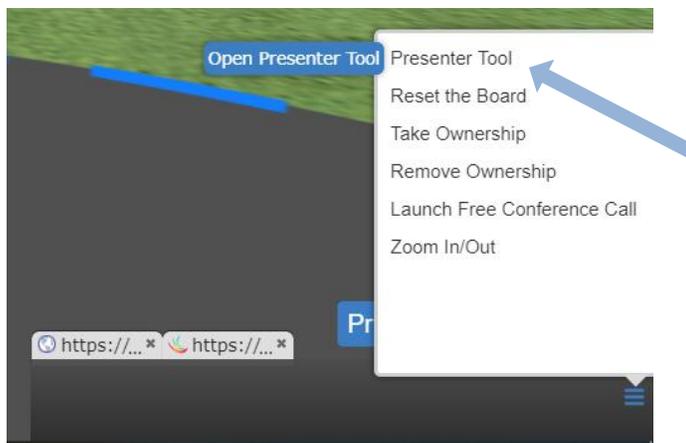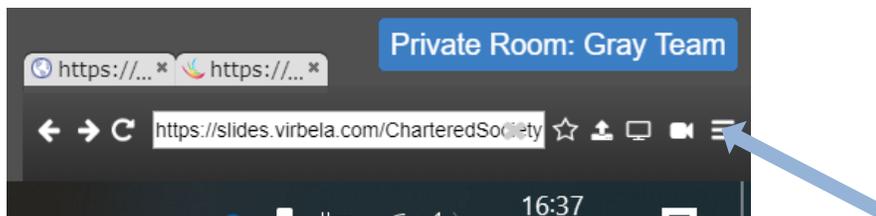## How to use the Presentation Tool

Your avatar role must be set up as a moderator and this permission is granted by the Physiotherapy UK planning team. All registered speakers have been granted this permission automatically and therefore you should see the presentation tool (below) pop up anytime you enter a 'stage area' in front of a screen in one of the presentation rooms. If you do not see this tool, then please contact us at physiotherapyuk@csp.org.uk with an email titled: 'Speaker presentation tool query – urgent'.

Please note the 'stage areas' are those areas in front of the screens in the auditoriums and networking halls. The presentation tool will pop up automatically for you if you enter these areas.
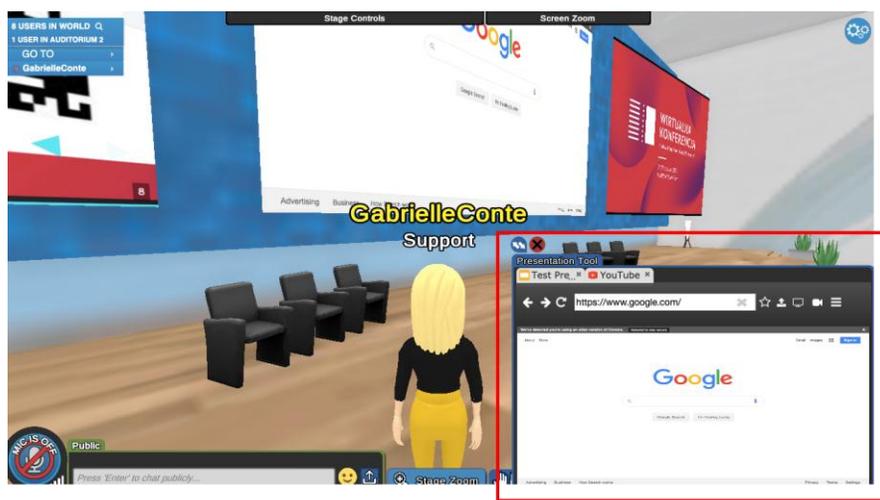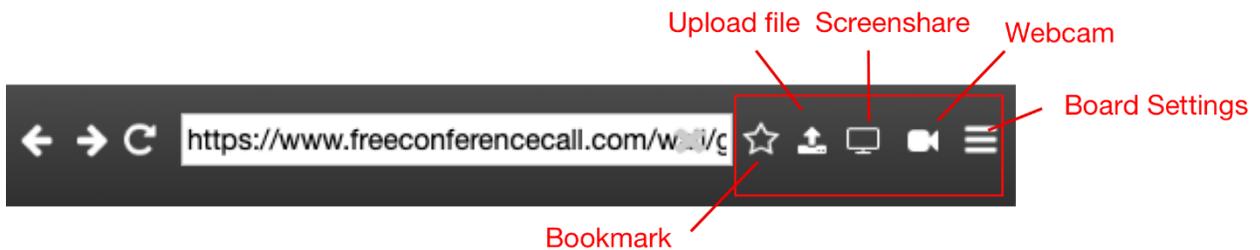


Presentation Tool

**Important note -** On the **networking field** or in the **exhibition hall**, you will need to click on the screen to activate the presentation tool. The presentation tool will be automatically minimised. To be able to see the full presentation tool please select the 'more options' icon (this is the icon with three small horizontal bars) on the tool bar, then select presenter tool. You will then see the full tool. (See steps below)





If you wish to expand the tool to be able to see the presentation screen in the tool window please use the opposite facing arrows on the top right of the presentation tool to resize it as required.

In order to display content on one of the virtual screens, you need to click on the screen you wish to project to and then choose one of these options:



a. **Upload file**
   Content that is 30MB or under can be uploaded directly to the presentation board with this function. Only PDFs and PowerPoint slides are accepted. Once uploaded, the content will be converted into slides and formatted on the screens
   *NOTE: Animations, videos and hyperlinks will **NOT** work if they are part of the PowerPoint presentation

b. **Screenshare**
   Screenshare will share any content the presenter is showing on their current desktop to all other users, it will NOT share audio. **We do not recommend people use the screen share function as your whole desktop will be visible.**

c. **Webcam**
   This native webcam works at 15 frames per second and functions as a normal webcam

d. **Search bar**
   This will allow you to display webpages of your choosing by typing in, or pasting in a copied URL into the search bar.
   *NOTE: If you are using interactive tools for example like Mentimeter you will need to refresh the web page on the presentation tool (round arrow icon) to display the results. It is highly recommended to practice with these tools prior to the event so you are sure of what will work well.

#### e. Bookmark

    **i.** This tool enables you to save content for use as a quick link. A great best practice is to already have them bookmarked so you can easily toggle between them while presenting! **We ask that all speakers bookmark their final presentation for a quick link to use on the day.** See the below instructions for how to use the bookmark tool. Once you have saved a bookmark, this will remain on your profile until you delete it and so they can be set up and saved in advance. (NB: any changes you make to slides that you have bookmarked will not be shown; in this instance you should delete the bookmark and re-upload it with the updated slides.)

## Preparing Presentation Materials Using the Bookmark Tool

We are asking all speakers to use the bookmark function rather than uploading on the day as this will save time.

For example:
Let's say you have 3 URLs that you would like to use for a presentation:
1. PowerPoint Slides
2. A YouTube video (please read important note on playing videos)
3. A web page with additional resources

Before the presentation you can bookmark all of these resources directly onto your presentation toolbar.

To Bookmark a URL:
1. Load the URL on a board
2. Click the STAR icon to the right of the address bar
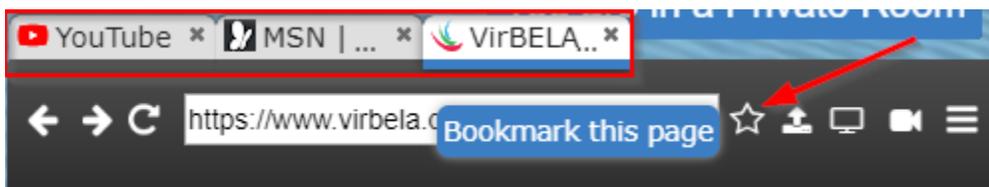
This functionality creates tabs that act as shortcuts to load that URL on any board you encounter. When you are ready to present, click on the board, click on your first bookmark and your first page will load. When you are ready for your next reference, click on the tab that represents the next reference. You can use the back button or the bookmark tab again to return to the previous material.

**Helpful Tips/Reminders**

- Reboot/restart your computer before starting a presentation. Before you log in to the world to present, please shut down all other programs running on the computer in the background. Start with a clean slate. This also clears your RAM memory for
optimum operational ability.

- Only users on the stage with admin or moderator access will be able to manipulate the presentation boards.

- Only the presenter will have access to advance the slides of a multi-slide presentation - all mouse clicks are limited to admins/moderators while on stage

- If you have pre-recorded sessions you wish to play, you must first upload your video** to YouTube; the platform does not currently support Vimeo playback

  ***Important note on playing videos:** When a YouTube video is posted to one of the presentation boards, the video will fill the presentation board and begin playing automatically. Therefore **do not** pre-load this presentation onto the board until you are ready for everyone to start viewing it.*

  *Everyone who intends to watch the video needs to be present at the time the video is started. If someone enters a room after a video has already started playing on a presentation board, then the video will start from the beginning from their point of view (although it will continue uninterrupted for everyone else).*

- If you are using Google Docs directly from the browser (and not screen share); you MUST set the "share" settings to be "publicly visible" or "editable"

- If you have to login to a site/document via the presentation boards then the other users will not be able to view what you are viewing. Please use "screenshare" in

this instance

- Always check and test your audio and internet connection. Use [speedtest.net](speedtest.net) to check internet speed and connection. **You should be operating in the range of 10-20 Mbps download speed.**

- **To use a laser pointer**, press the number 2 on your keyboard, and a laser pointer will appear! All you have to do is move your cursor over the area of the screen you wish to point to. To remove the laser pointer, simply press the number 2 again on your keyboard

**How to manage Q&As**

To manage Q&A each avatar has the availability to raise their hand. So please ask the audience to raise their hands, then use the "Sort by Raised Hands" feature by clicking on the number of users in the world at the top left of the Go To Menu. A dropdown menu will appear and you will then be able to sort by raised hands (the person who put their hand up first will appear first on the list)
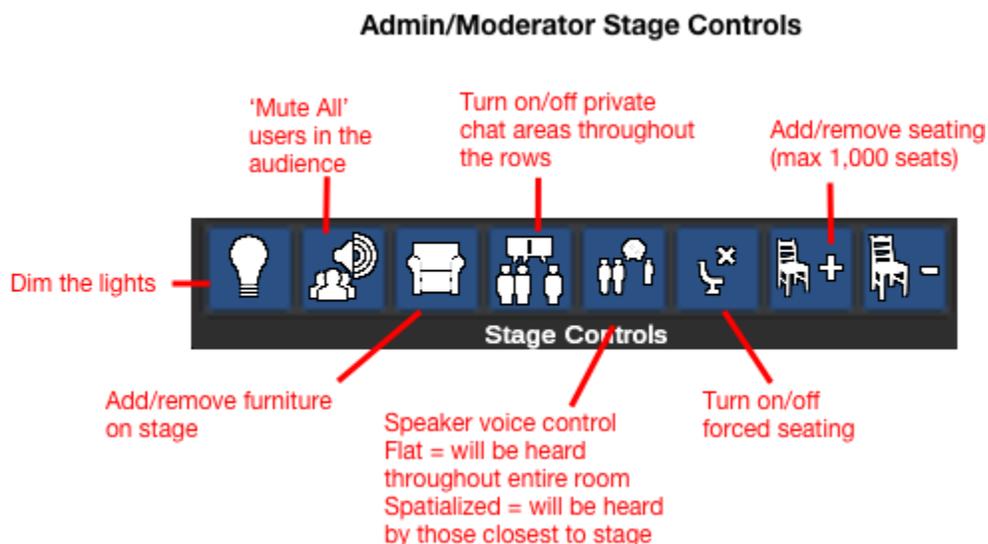


Admin/Moderator: Sort by Raised Hands

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

## How to Use the Stage Controls in an Auditorium

The stage controls can be found at the top of the screen while on stage in the auditorium (image below)



**Admin/Moderator Stage Controls**

**Dim the lights:** this feature will dim the lights in the auditorium. We don't recommend that this feature is used unless you are playing a video.

**Mute all listeners: We recommend that 'Mute audience' is turned on**. When this is turned on you will mute everyone's microphones in the room. You cannot unmute microphones – only an individual can unmute themselves, by using the microphone icon on the bottom left-hand side of their screens.

**Add or remove furniture:** on stage – you can add up to 8 chairs on stage in one go.

**Private Volumes** – when this feature is turned on, a blue line will appear around the pre-specified areas to designate a private chat area. In the auditorium this is every 5 chairs along the rows and in the networking halls this is around each table. With this function enabled, it means that people in that group of seats or on that table can only hear other people that are within the same private volume area, so you won't be able to

hear anyone outside the private area. For example, you wouldn't be able to hear anyone on stage speaking.
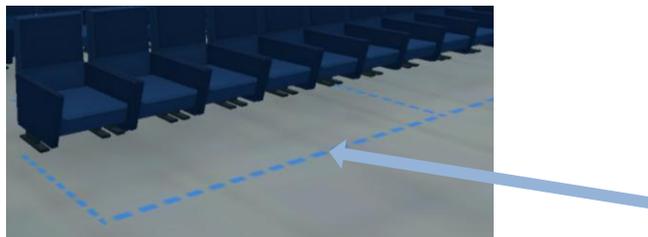


**Speaker voice**: Make sure the voice is configured on the stage controls to **'flat voice'** so their voice can be heard all the way in the back, as opposed to 'spatialized voice' where it can be heard only by those closest to the front of the audience.

**Forced seating**: turning this on means that anyone entering the auditorium will be automatically assigned to a seat. Please note, though, that if they decide to stand up from their seat and move around this does not override that ability. It is simply a tool for allocating seats when someone has walked in to the auditorium. **We recommend turning this tool on once you have all your speakers on stage and are waiting to start your session**.

**Add/remove seats:** this tool allows someone to make the auditorium room bigger or smaller. **Please do not use this function as the size of the auditoriums will be set up before the conference.**

**How to use the stage controls and seating configurations in the Networking Halls**

In the networking halls the controls are slightly different to those in the auditorium. In the networking hall you have two tabs at the top of your screen, one labeled 'Stage Controls' and a second labeled 'Seating Configs'. Below describes the tools and uses:

**Stage controls**



**Mute all listeners:  We recommend that 'Mute' all users in the audience is turned on**. When this is toggled on you will mute everyone's microphones in the room. You cannot unmute microphones – only an individual can unmute themselves, using the microphone icon in the bottom left-hand side of their screens.

**Speaker voice**: Make sure the voice is configured on the stage controls to **'flat voice'** so that the speaker's voice can be heard all the way in the back, as opposed to 'spatialized voice' where it can only be heard by those closest to the front.

**Private Volumes** – when this feature is turned on, a blue line will appear around a specified areas to designate a private chat area. In the auditorium this is every 5 chairs along the rows and in the networking halls this is around each table. With this function enabled, people can only hear other people that are within their private volume area, so you won't be able to hear anyone outside the private area. For example, you won't be able to hear anyone speaking on stage.
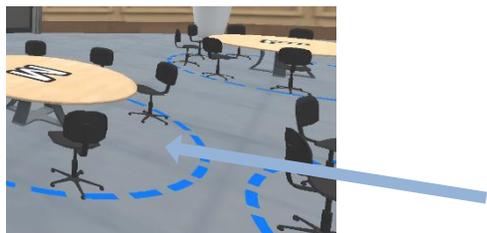
**Seating Configs**



**Please note** you should not need to use this as the rooms will be laid out prior to the event. The room will be laid out in conference table format.

**Conference tables** – this lays the room out in cabaret style with 6 – 8 chairs around a table (you can use the private volumes under the Stage Controls menu to toggle private volume on and off around the tables. This is useful if you are having group table discussions).

**Lecture seating** – this lays out the room as individual desks with one chair to a desk (private volumes are not an option with this seating arrangement)

**Pair partner tables** - this layout sorts delegates on to individual desks, with a private volume area around each desk (you can turn off the private volume areas via the Stage Controls menu)

**None** – this will remove all furniture from the room.