

SPEAKER'S GUIDE

Open Horizons

VIRTUAL SUMMIT

17.-19. Nov 2020



| OpenHorizons

Open Horizons Virtual Summit 2020

The Open Horizons Virtual Summit will be hosted on bigmarker.com. Creating an account is a prerequisite to present and participate.

Bigmarker is a browser-based, no-download webinar software and offers a wide range of functions.

CHAT

Each webinar room offers a public & private chat where attendees and presenters may interact with each other.

POLL

Capture feedback and data by asking your audience.

Q&A

Questions submitted by the audience. As the audience upvotes them, the best rise to the top.

HANDOUTS

Upload your handouts in advance. As soon as you release the handout all attendees will be able to access the file

RECORDING

Each webinar will be automatically recorded and manually published after the event (if needed).

FLEXIBILITY

A wide range of functions are available for presenters. Presenters may upload slides, handouts or audio & video files, share screen & webcam and create pre-defined polls.

How do I get access to my session?

All speakers should have received an invitation email.

This email contains all the information you need to access your session. Please follow the instructions to create an account on the webinar platform. There are two links in the email - one for testing and one for joining your webinar.

Link 1: 'Test my webinar':

As soon as you are logged in you might follow the link in the email to enter the test room of your webinar.

Link 2:

The second link allows you to enter the webinar on the event day
Prior the event the link leads to the presenter's landing page.

Open Horizons Virtual Summit
Presenter Notification

File Governance
Thursday, November 19, 2020 · 05:00:00 PM · Berlin

GET READY TO PRESENT

Dear ,

You've been added as a presenter for the lab **File Governance**.

The lab will be on Thursday, November 19, 2020 · 05:00:00 PM · Berlin.

How can I test my webinar?

1. Please visit the [Open Horizons Bigmarker Channel](#) and click on "subscribe" to create an account. Please make sure you use the same email address for the account as we used for this invitation. If you already have an account please sign in.
2. After signing in you may test your webinar by using the link below.
[Test my webinar](#)
3. The link to join the webinar on the event day can be found below.

System Requirements:

- Browser: Chrome or Firefox (Up to date)
- Internet: Consistent, high-speed, 10Mbps+
- Firewalls: None that block webinars
- Video Apps: None open (e.g., Skype)

Link
https://www.bigmarker.com/conferences/eb4b614816ff/presenter_content/79ac1e769bfe?invited_presenter_id=79ac1e769bfe

Date
Thursday, November 19, 2020 · 05:00:00 PM · Berlin

Duration
2 hours

About
This course will give overview to File Governance solution, File Reporter, File Dynamics and integration to Identity manager and Identity governance. The course will also break down each product and will highlight customer success stories. Finally, the course will cover what is in the pipeline for each product and why File Governance is the future.

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This session is brought to you as a hands-on exercise and is limited to 30 participants. Session preregistration is mandatory and follows a 'first come, first serve' approach. You will be guided how to access your personal training environment at the beginning of the session.

You have to join the session on time to take your spot. Otherwise, you will be deregistered from the session to make room for others.

GET READY TO PRESENT

Looking forward to seeing you,
Your Virtual Summit Team

Open Horizons
summit@open-horizons.net

Bigmarker Facts

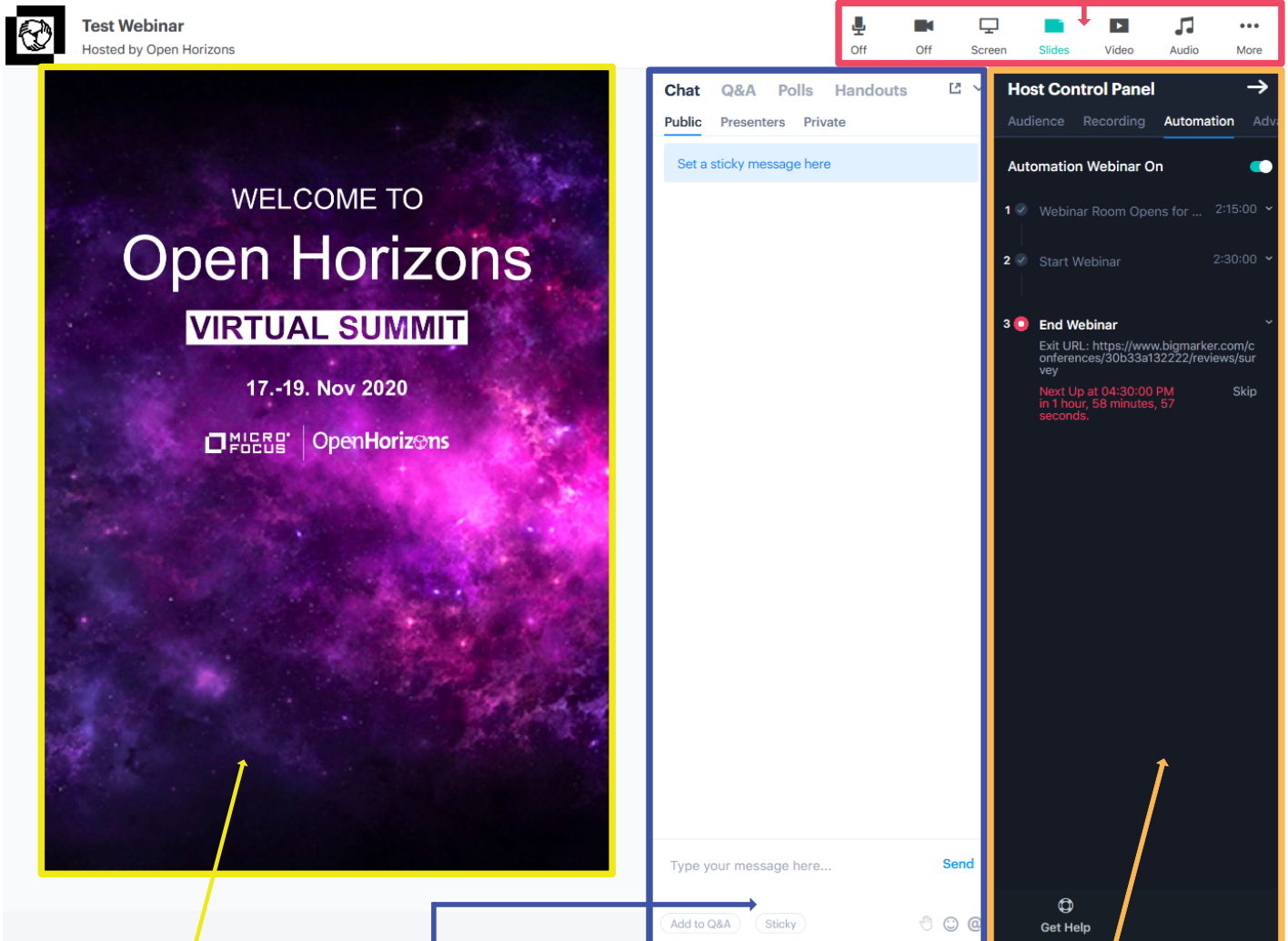
- The webinar testing mode will be accessible until the webinar starts. 60 minutes before the webinar starts presenters may join the webinar room for preparation.
- All data uploaded during the test (e.g. Handouts, polls, slides, audio/video files) will be saved and available at the event day.
- The „attendee view“ does not work within the test mode.
- By default all sessions (except Focus Groups) will operate in webcast mode. Webcasts stream on a 10-15 second delay, with higher video quality, and compatibility with a larger number of browsers and devices. It is best suited for hotlabs, deep dive sessions, and other content where the audience interacts via Chat, Q&A, Polls, and other features, but not via mic + webcam.
- All focus group sessions will operate in interactive mode in real-time without delay to enable audio (via mic) and webcam communication.
- All webinars are pre configured and automated for you as a speaker and will start automatically without changing any further settings.
- A PowerPoint template and other visuals can be downloaded here: <https://open-horizons.net/visuals>
- During the sessions Open Horizons administrators will be present to observe the session process and will try to help you in case of any occurring problems.

Feel free to contact them within the session or email to summit@open-horizons.net for assistance

IMPORTANT

Presenters View

Switch between different presentation modes



Any content shared by the presenter (slides, video, screen, ...) when you join the webinar room the first time, this Open Horizons slide will be shown by default.

The chat window contains the public and private chat functionality as well as the POLL, Q&A and Handout section. Presenters may upload handouts, create and start polls and answer chat communications and questions.

The host control panel grants the presenter access to a variety of webinar settings.

Audience: Settings, Attendee list

Here you can change settings during the webinar if needed. Open Horizons has already prepared the optimal default settings.

Recording:

Any webinar will be recorded automatically by default. The recording status can be found here.

Automation:

All webinars follow an automation schedule. This means that certain events will be executed automatically by the system:

Timeline:

- 15 Minutes before the Webinar starts, the system will automatically open the waiting room. Attendees may now join. Make sure you are ready to present!
- On top of the hour the webinar will start as scheduled.
- Due to streaming limitations and to give all attendees the possibility to join the next session on time, the webinar will be terminated as scheduled.

Advanced & Log:

Webcam settings & Activity Logs can be found there.

Speaker Preparation Checklist

Access Bigmarker

You should have received an invite. Go ahead and set your password. Feel free to browse the system structure.

Update Speaker Profile

You may want to add some of your experiences

Upload Your Speaker picture

Let's bring a little bit of face to face flavor into this virtual event

Speed Test

We highly recommend of doing a network test prior to the session. Follow the second link in your invitation email. The url leads you to the presenter's landing page where you can test your network connection.

Upload handouts

You may want to upload your handouts or exercises before the event starts

Upload videos

You can upload parts of your presentation as video files to replay during the session. This will give you time to browse the Q&A area and answer attendee questions.

Test your session

Your speaker invitation email provides a link for you to test your session prior to the event.

Speaker Event Day Checklist

☐ Review all your uploads

Make sure you didn't forget any files you want to share with the delegates

☐ Rehearse your session

If not done yet, go ahead and test your session. Attendee preview is not available during testing.

☐ Get ready for the session on time

Presenters may enter the webinar room 60 minutes before the webinar starts. Attendees may join the waiting room 15 minutes prior to the event.

☐ Understand automation

The session and session recording starts automatically on top of the hour, don't start it manually! We have preconfigured some messaging on timing and next session recommendation that will happen during the session automatically.

☐ Understand broadcast delay

You All sessions except interactive community sessions are configured as webcasts with an approx 10 sec delay! That means that if you ask a question, the audience may respond in the chat and Q&A with a 10 sec delay!

☐ Smile 😊

Do the best you can to entertain your audience. Keep smiling in times of Corona!



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