

Just Transition Forum Asia

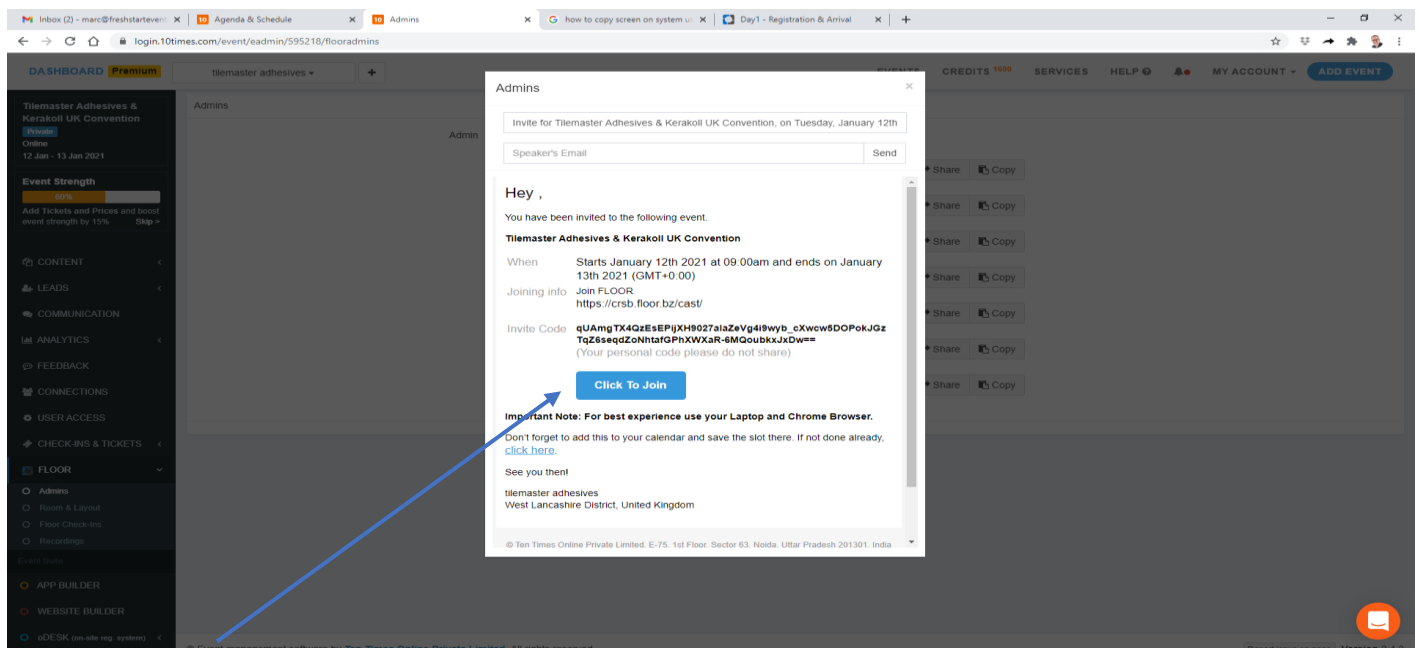
'How To' Guide for Speakers

Welcome to the speaker guide for the JTF Asia event

This guide will step you through the process of joining the FLOOR platform and the functions available to you once you have joined.

Joining the FLOOR Platform

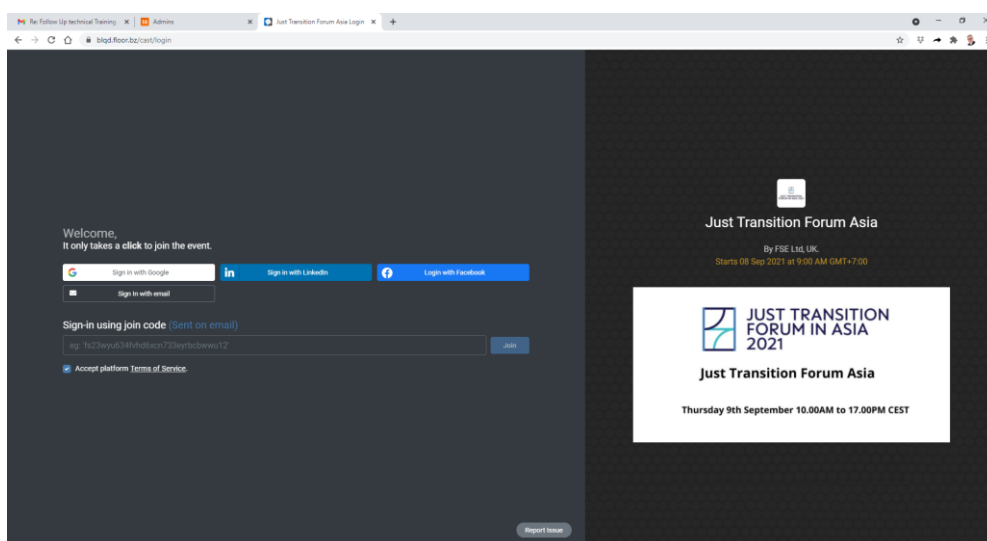
You will receive an invitation from 10Times.com to join the FLOOR Platform. It will look like this,



Click on this link "Click to Join"

This will then direct you to a web page (seen through a browser)

Ideally please use **Chrome** or **Safari**. Other browsers have security issues with the FLOOR platform.



The form asks you to register in one of four ways,

1. Google
2. Facebook
3. LinkedIn
4. eMail

Please note, if you choose Google, Facebook or LinkedIn the form will try to extract your information directly from your profile on that platform.

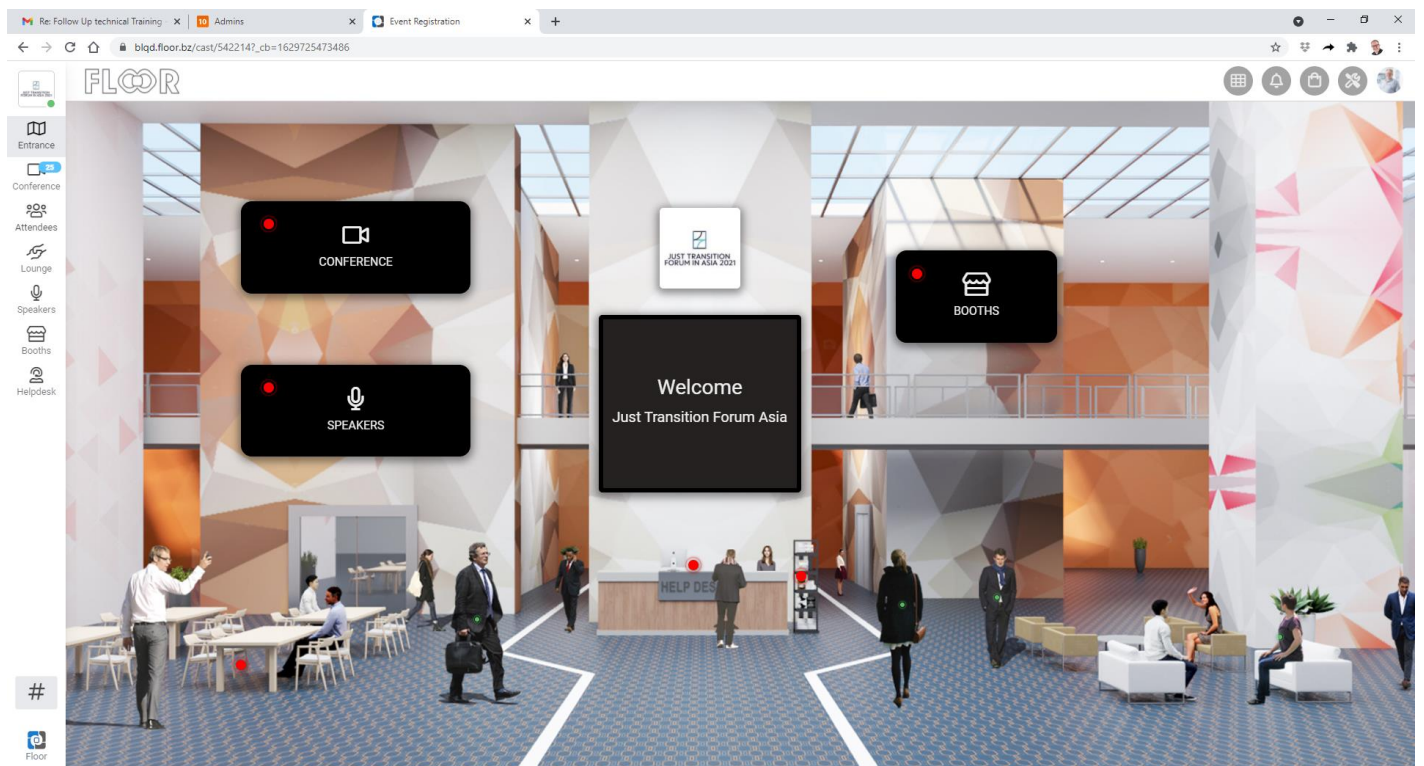
Selecting eMail as the registration type will then prompt you for additional information,

- Your name
- Your organisation or company
- Your designation (job role)
- City
- Country
- Phone number (plus country code)

Once you have completed registration, the event FLOOR platform will open and you will arrive in the section called registration.

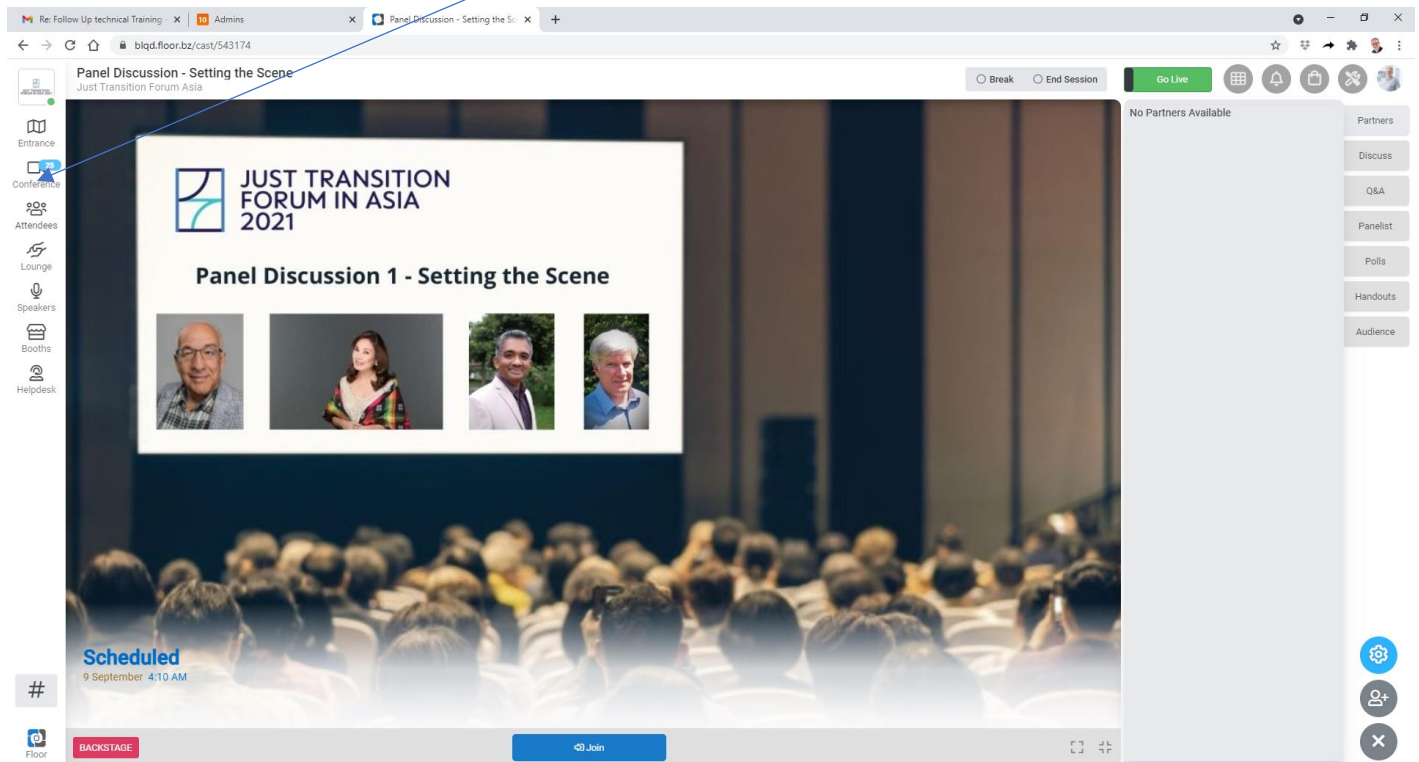
You can check (and edit) your profile by clicking your image at the top right of the screen.

In Registration you can immediately see the event agenda and icons to navigate around the FLOOR platform.



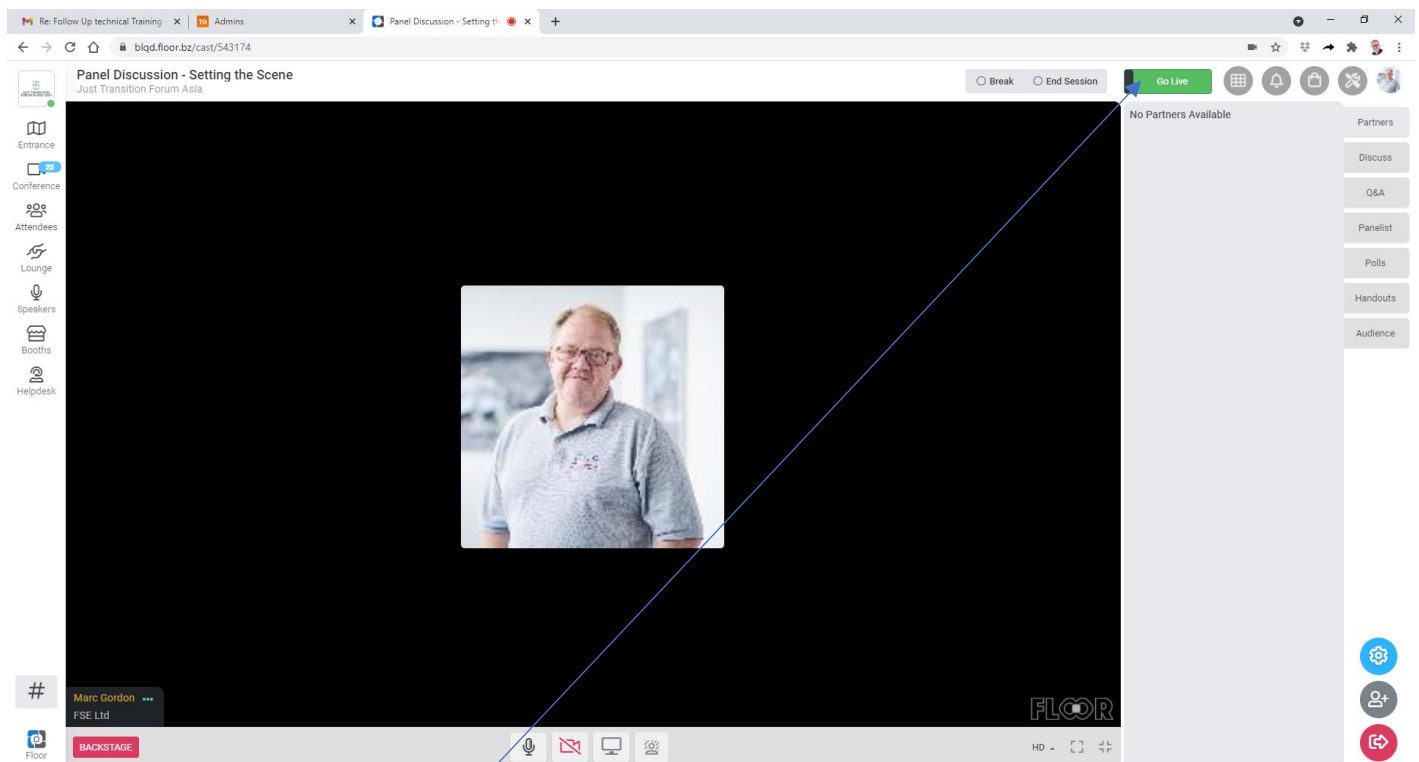
Entering Your Room

To access your speaking room, head to the **Conference** icon on the left-hand side simply click on “Join Backstage” which will appear when you hover over your session shown on the event agenda.

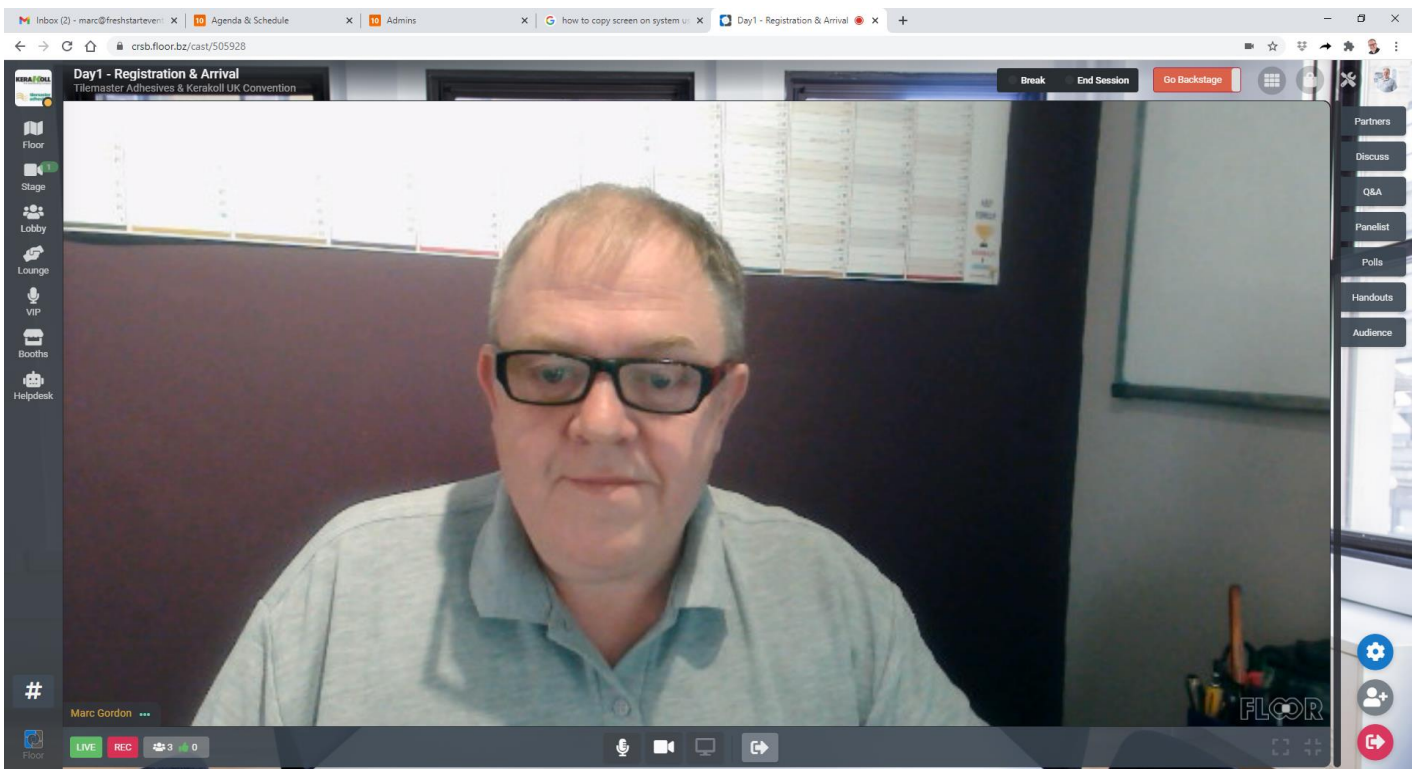


You are now Backstage in your speaking room.

(I switched off the video feed on this image, normally your video feed plus anyone else who is backstage in your room will be showing)



On Event day come the allotted time, you need to move from being back stage to Going Live on stage, you do that by clicking on the **Go Live** button.

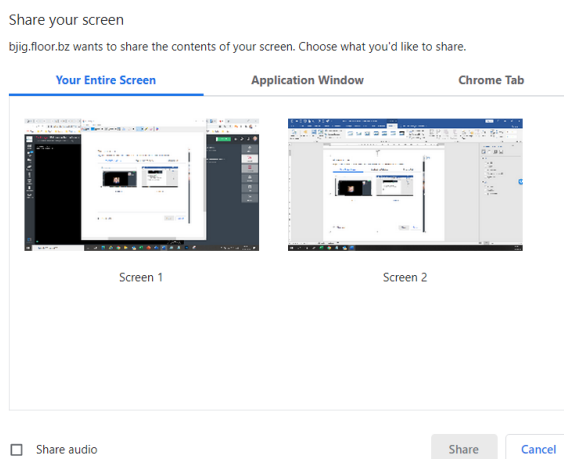


You are now LiVE in front of your audience

Some of the functions available to you whilst live

- You can mute/unmute your microphone and video feed on and off.
- You can share your screen (to show images or slide decks, etc.)
- You can chat with people in your room audience (and they can chat with you)
- You can bring audience members live with you if they raise their hands

When you want to share your screen, a number of options are available to you,



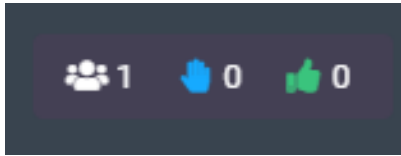
- Share a full screen (on a single or multi-screen computer)
- Share just one application (eg PowerPoint, Acrobat, etc)
- Share one of your Chrome browser tabs

Starting Your Session – Go Live

If you are the only presenter in your session you may want to introduce yourself first before sharing your screen. Multiple people can be live on the stage at any point in time (providing they have the correct access rights) or they were invited up by yourself or other room hosts.

Your audience can see you, but you cannot see their images. You can however go the right side of your screen and click on the Audience Tab, this does show their profiles and names.

When you hover with your mouse over the live stage, three icons will appear in the bottom left corner,

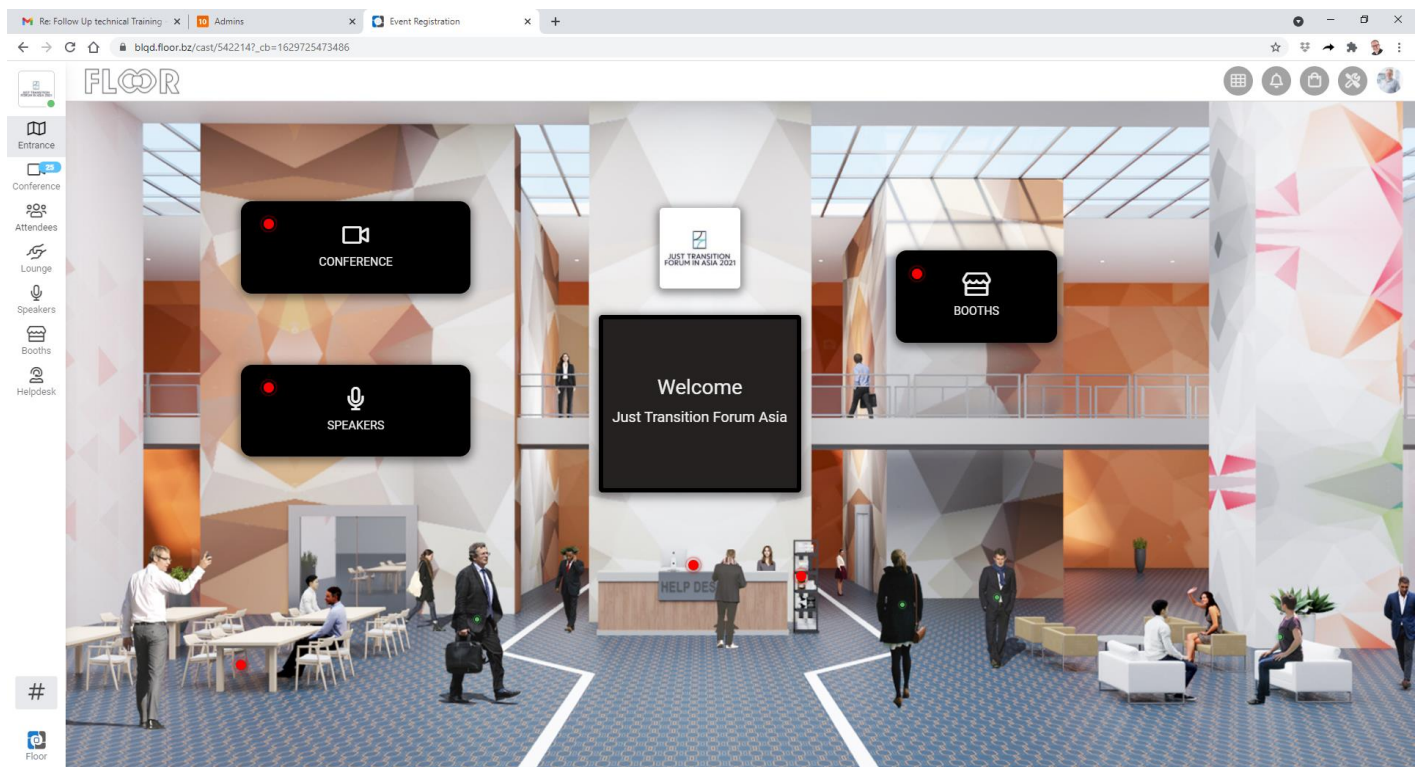


- Number of people in the audience
- People raising their hands to attract your attention
- Positive thumbs up responses

Interaction – Your audience can interact with you by using the Q&A Tab and the Discuss tab both on the right hand side. At the start of your session please inform the audience how and when questions will be addressed and where to put them.

Please Note: There are no session timers available so you need to keep an eye on time and finish your session at the time requested. Please do not over-run. Thank you.

Other areas on the FLOOR Platform



Explanation of the other areas on the platform

- Conference/Session View
See just the agenda of speakers and presentations at this event
- Attendees
See who else is on the Platform and chat/interact with them
- Lounge
Twenty tables of four are available for 'virtual' meetings
Ask another delegate to meet you at a table or join in with an existing conversation

- **Speakers**
Normally reserved for speakers and sponsors
Delegates can message VIPs who are showing as available and arrange a meeting or chat in their private booth
- **Exhibition/Booths**
See who is exhibiting at the event and who is available for a meeting.
- **Support/Helpdesk**
This is where you will find details of the event hosts and can reach out if you have any queries.