



Accessing the Speaker Resource Center

To access the Speaker Resource Center in your web browser, follow this [link](#) and enter your details using the **same email address** you used to register for the Workshop, then enter the verification code sent to your email to log in. *NOTE: The verification code is good for 24 hours only. Revisiting the site after 24 hours has passed will require a new code.*

Here you can upload your presentation materials under My Tasks, see which session you are presenting in under My Sessions, and edit your speaker profile under My Profile.

The screenshot shows a navigation bar with links for Home, My Tasks, My Sessions, My Profile, and a Log Out button. The main content area features the title "State of the Science Workshop on Wildlife and Offshore Wind Energy" in large blue font, with the dates "July 26, 2022 – July 28, 2022" and the location "Sleepy Hollow Hotel + Conference Center, 455 S Broadway, Tarrytown, NY 10591" below it.

Welcome to the Speaker Resource Center!

Troubleshooting Log In

- Ensure you are entering the same email you registered with for the event.
- Check spam and junk folders for the verification code email.
- The email or text should be triggered in less than a minute.
- If you still do not receive the verification code, contact eleonor.eckel@briwildlife.org

Editing your Profile

By navigating to **My Profile** at the horizontal menu at the top of the screen, you can edit your profile details such as Company, Title, and Biography, as well as upload a photograph. These details will be visible to all attendees on the Attendee Hub on the page for any session you are presenting in, as well as on the speaker page (mobile app only), which is accessed via the “More” icon with three lines at the right of the bottom menu. **NOTE: your ‘speaker profile’ is separate from the ‘attendee profile’ that you can edit on the Attendee Hub.**

Uploading your Presentation

1. To upload your presentation, go to **My Tasks** at the horizontal menu at the top of the screen then select **Upload your presentation materials**.
2. Select **Upload File** and choose the session you are presenting in (if more than one). Accepted file formats are .PPT or .PPTX and file size must not exceed 250 MB. **NOTE: if you want to upload a different file type, or your document is >250 MB, please contact Ed Jenkins (Edward.Jenkins@briloon.org).**

My Tasks

Keep track of your progress by checking off tasks as you go.

Review your profile

Upload your presentation materials ⌵

Uploads:

Upload File

Accepted file formats: DOCX, PPT, PPTX

Maximum file size: 250 MB

Answering Questions in Live Q&A

Speakers, panelists, and the moderator/symposium organizer for each session will all be designated as “moderators” for the session in Cvent in order to manage the Q&A and respond to questions. Most of you will access Q&A for your session via the mobile app; however, instructions are also provided below for managing Q&A via the web app.

- 1. Access the session page.**
 - a. Mobile App** - Begin by logging in to the Event App on your mobile device (downloaded from the app store). Tap the **Schedule** tab. Locate your session on the schedule and tap its name.
 - b. Web Browser**- Begin by logging in to the Event App via web browser (<https://cvent.me/oVIYnx>). Locate the session in which you are presenting/moderating under All Sessions and click its name.
- 2. View questions.** Tap **Live Q&A** from the menu (mobile app) or Q&A toolbar on the right (web browser). The Pending tab opens by default, but all submitted questions are automatically approved and are displayed under the **Approved** tab.
- 3. Answer questions** – if there are questions that should be saved for verbal Q&A or panel discussion you can ignore those questions. **To provide a written response to a question**, tap the **Approved** tab. Tap the pencil icon next to a question (mobile app) or “write response” button (web browser) and type your answer in the textbox. When you're finished, tap **Submit response** (mobile app) or **Post Response** (web browser). Attendees will be able to view the response within the Answered tab. If you need to make changes to your written answer, tap the pencil icon (mobile app) or **Edit response**, make the updates, then tap **Save**. You can also tap **Delete response/trashcan icon** to remove your written response entirely.

NOTE: Q&A Will remain open for seven days following your session and virtual workshop participants will not be watching sessions in real time. Please occasionally revisit your session Q&A after the session has ended to answer any new questions.

Live Q&A

Select a question to answer now, which will pull it to the top of the question list for you and the attendees.

SUBMISSIONS CLOSE IN 6D : 2H : 52M

Ask a question

Pending Approved Answered Declined



Votes Recent

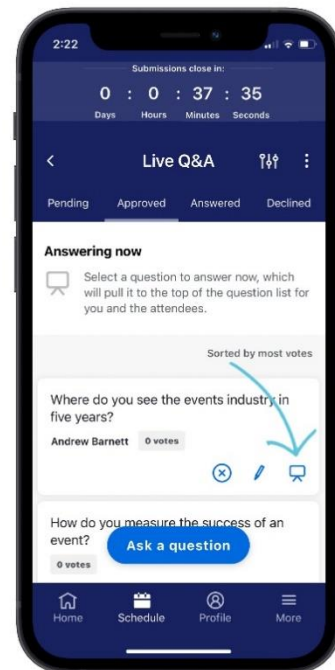
How do you explain your results?

You asked this question 0 votes

Write response Answer now

Moderating Live Q&A

- 1. Access the session page.**
 - a. Mobile App** - Begin by logging in to the Event App on your mobile device (downloaded from the app store). Tap the **Schedule** tab. Locate your session on the schedule and tap its name.
 - b. Web Browser**- Begin by logging in to the Event App via web browser (<https://cvent.me/oVIYnx>). Locate the session in which you are presenting/moderating under All Sessions and click its name.
- 2. Start moderating questions.** Tap **Live Q&A** from the menu (mobile app) or Q&A toolbar on the right (web browser). The Pending tab opens by default, but all submitted questions are automatically approved and are displayed under the **Approved** tab.
- 3. Decline or approve a question.** If you need to decline a question that has been automatically approved, tap the **X** next to the question to decline (remove) it in the Approved tab. Or, if you need to approve a question that has already been declined, tap the **Declined** tab. Then tap **Move to approved** in the bottom right corner of the question it to approve it instead. *Attendees will not be notified if their question is declined. Additionally, attendees will be able to view all approved questions within the session's Q&A tab.*
- 4. Or submit a question yourself.** If you want to guarantee that some good questions are submitted during the session, there's nothing stopping you from asking them yourself. Tap **Ask a question**, then type out your question and tap **Submit**.
- 5. Display the current question.** Navigate to the **Approved** tab. Tap the  icon next to a question (mobile app) or **Answer now** button (web browser) to display it as the current question in the Event App for attendees. Tap the  icon (mobile app) or **Done** button (web browser) when the speaker has finished answering the current question and it will be moved into the answered tab and no longer displayed.



Live Q&A

Select a question to answer now, which will pull it to the top of the question list for you and the attendees.

SUBMISSIONS CLOSE IN 6D : 2H : 52M

Ask a question

Pending **Approved** Answered Declined

Votes Recent

How do you explain your results?

You asked this question 0 votes

Write response Answer now

Chat

Q&A

Polls

Live Q&A

Select a question to answer now, which will pull it to the top of the question list for you and the attendees.

SUBMISSIONS CLOSE IN 0D : 1H : 16M

Ask a question

Pending **Approved** Answered Declined

Votes Recent

Where do you see the events industry in five years?

Andrew Barnett 0 votes

Write response **Answer now**

How do you measure the success of an event?

0 votes

Write response Answer now

Q&A

Live Q&A

Answering now

Where do you see the events industry in five years?

Andrew Barnett 0 votes

Done

SUBMISSIONS CLOSE IN 0D : 1H : 15M

Ask a question

Pending **Approved** Answered Declined

Votes Recent

How do you measure the success of an event?

Andrew Barnett 0 votes

Write response Answer now

Q&A

Troubleshooting

- If you make updates that you then are not seeing in the app, or are having other issues, we have found that **logging out of the app** and logging back in can help. Log out by clicking the profile icon (mobile app), then **Settings**, and **Log Out**. In the web browser hover over your profile icon in the top right corner and click **Log Out**. *Note, you will require a new verification code when signing back in.*
- **Speaker profile is separate from attendee profile.** We encourage you to update your speaker profile in the speaker resource center, which will populate the information about you as a speaker in your session(s). However, this will not auto-populate your attendee profile in the web app, which needs to be completed separately (see other guidance)