

# Vimeo Tips for Guest Speakers

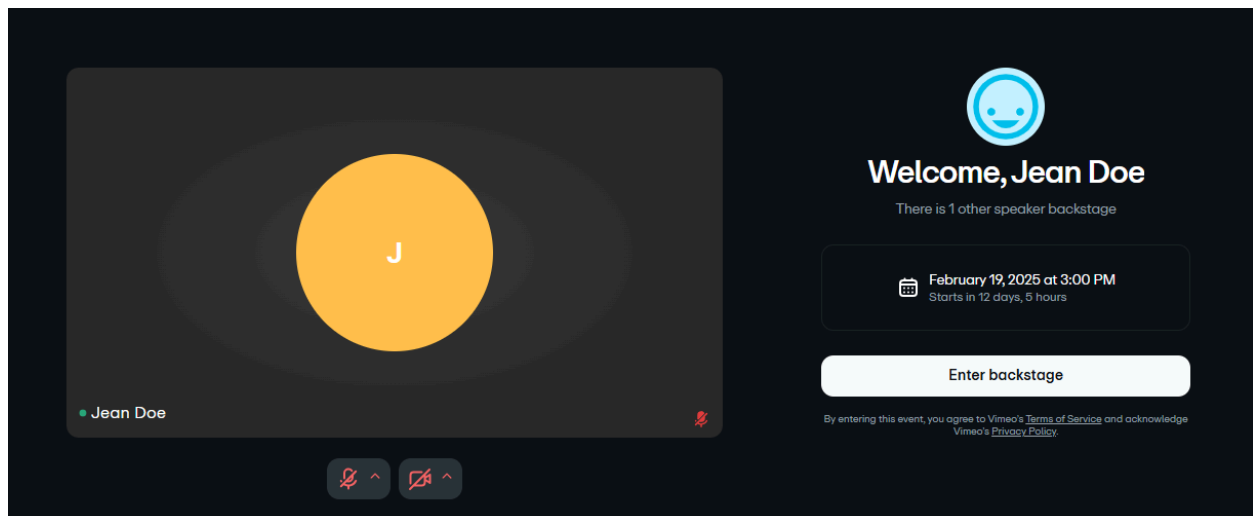
## System requirements

- Desktop or laptop computer - joining a stream via a mobile device is not supported.
- Up-to-date web browser (Chrome 58+, Firefox 56+, and Safari 12+ are all supported)
- Network upload and download speeds should at minimum be 5-10Mbps.
- **Log out of VPN** - this is a known issue and could cause the seminar to freeze, end early, etc.

## Audio

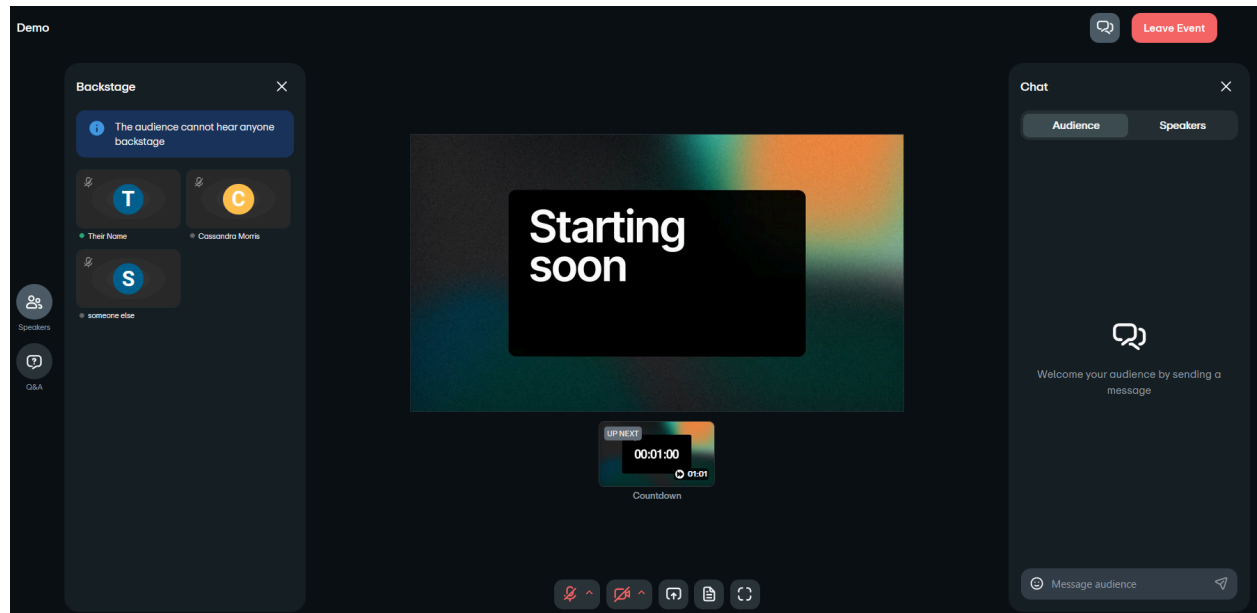
- You must connect to audio through your computer - there is no phone option.
- Silence your phone and exit all computer applications that may **ding!** during your presentation.
- You are automatically muted upon joining. Please unmute yourself to test audio, but when not speaking remember to mute.

## Accepting an invite to be a guest speaker




- The library host will send you an invitation link either by an email from Vimeo (you'll see a Join button) or by sending you a Vimeo live guest URL, which looks something like **vimeo.com/live/guest/[unique string]**.
- Your invite link is unique to you; **do not share it with others**.
- When you click the join link, you will see a screen showing your webcam and microphone on the left, and event information on the right.
- You can adjust your video and audio sources by selecting the gear icon below the camera preview. Be sure to allow your browser to access your webcam and microphone if prompted
- When you are ready, click **Enter backstage**

## Guest speaker view



- The guest speaker viewer consists of three sections:
  - Speaker Panel (Left)
    - Guest speakers and host are visible in this panel.
    - You can collapse the Speakers panel by clicking the **X** at the top right corner; doing so will expand the preview player.
    - **Backstage is open:** When Backstage is open all hosts and speakers can talk freely without the audience hearing them. It will be used for tech check and last minute logistics.
    - **Backstage is closed:** When Backstage is closed, the audience can hear all speakers and hosts as long as they are not muted. We will close the Backstage once the event goes live.
  - The **Q&A tab** is where you can see all questions. As a guest speaker, you cannot moderate or vote on them. The Q&A tab is only shown when the host starts the Q&A session.
    - **Note:** Questions under “Pending” are not visible to the audience, but are visible to the speakers and host. Please wait to answer questions until they are asked and on the screen.
  - Main window (Center)
    - The main window on the page shows the live content so you can watch the event, regardless if you are backstage or in the scene.
    - **Your microphone, camera, settings, and screen share options.** This is where you mute/unmute, enable/disable your camera, adjust camera and microphone settings, and request to share your screen.
      - You can blur your background using the caret (^) next to the camera icon.

- **The Next Scene preview:** This shows what the host has queued up to send to the stream next. You will see a notification if you are going to be in the next scene.
- Chat panel (Right)
  - The chat panel is closed when you join. You click the  icon to open the panel.
  - The **Audience tab** is a public chat with event viewers, which you can participate in as well. This is where you can share links to handouts, websites, etc. **Note:** the default is to have the chat open, but the host can disable this chat at any point if needed.
  - The **Speakers tab** is an internal chat between you, the host, and the other guest speakers so that you can communicate privately as needed.
  - In both chats, you can hover over any message or emojis that you sent and click the trash can icon to delete your own messages.
- Along the top of the guest speaker view you will see:
  - The event name
  - “Live” or “Offline” indicator
  - “Backstage” or “Stream” indicator
  - Event timer
- Only the host can end a broadcast. You can leave the page, and this will not end the broadcast for the audience.

## Presenting as a guest speaker

- You will know that you’ve moved into the stream when you see:
  - Your camera source in the main preview player
  - You will not be in the left-side Speakers panel as the panel will automatically collapse making the stream preview bigger
- If you see a line through the microphone or camera icon below the player, that means your audience can’t hear or see you, respectively. Make sure those are enabled.
- If you have slides and need to share your screen:
  - Mac users will need to grant permission to share their screen
  - Click the “Request screen share” icon below the main preview player
  - Once the host permits you, you can then click the Start screen share button.
    - If you use Google Chrome or Firefox, you have the option of sharing your entire screen, a certain window, or a browser tab. Select your desired source, then click Share.
  - **Viewers will see your screen in the player, with your webcam showing in the lower right corner (unless you do not use the webcam).**
  - Click “Stop screen share” to stop sharing your screen. If you have a webcam on, this will take up the screen.






💡 **Tip:** You can also request to share your screen prior to going on stage. This is useful if you wish to go on stage with your screen share already active.

**STREAM PREVIEW**

## Journals at NOAA Libraries

Online access to over 10,000 journals, including suites of journals from:

- Wiley Online Library
- Elsevier Freedom Collection
- Nature
- Science



### Tips

- Your mouse icon is visible to all and can be used as a pointer.
- You are no longer on stage when:
  - Your camera source is no longer in the main player
  - Your camera source appears on the left side Speakers panel
- Use the same computer for technical check-ins that you use the day of the presentation.
- Make sure water is available, and have fun!