Teachers' Retirement System of the State of Illinois
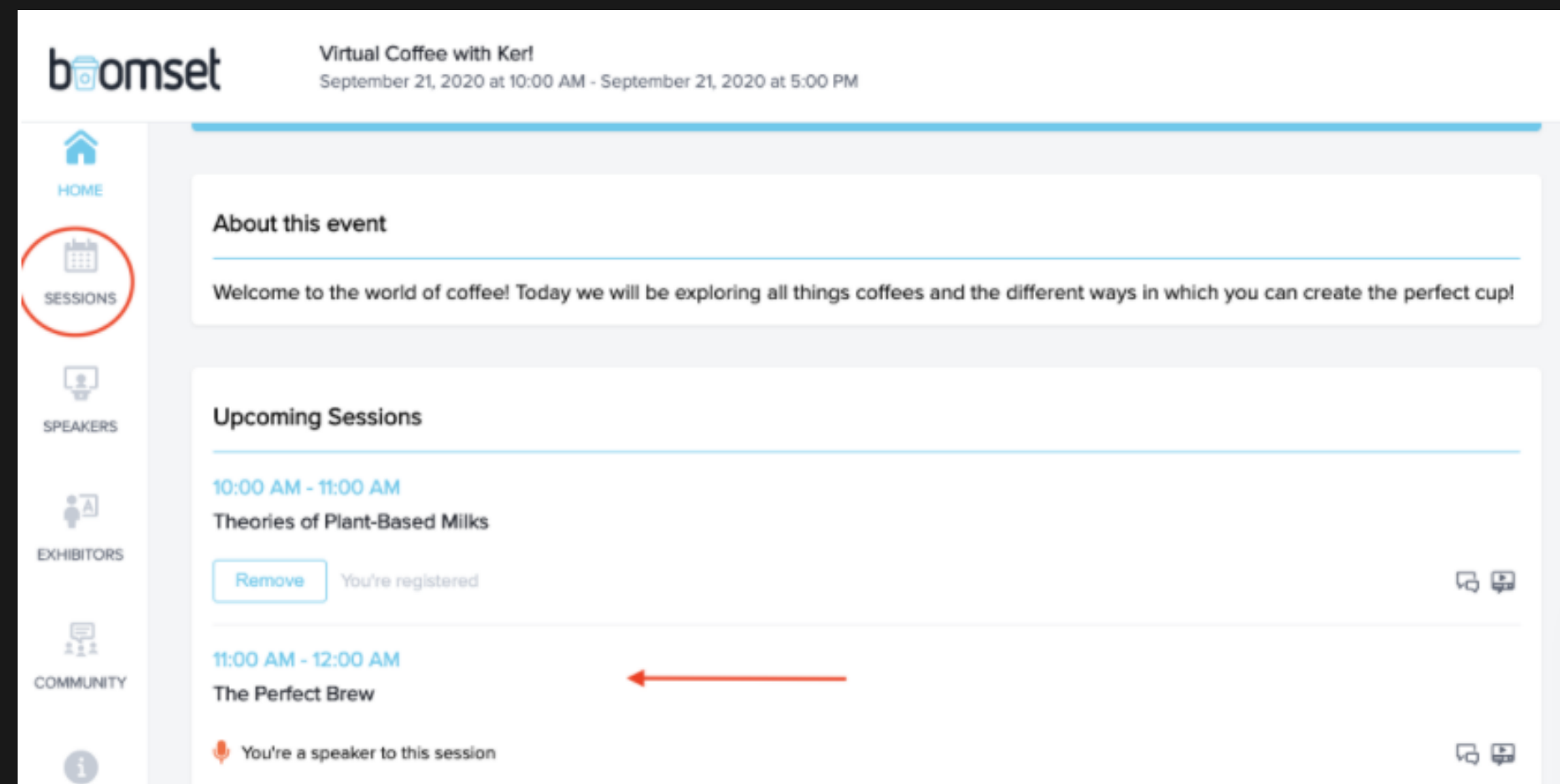
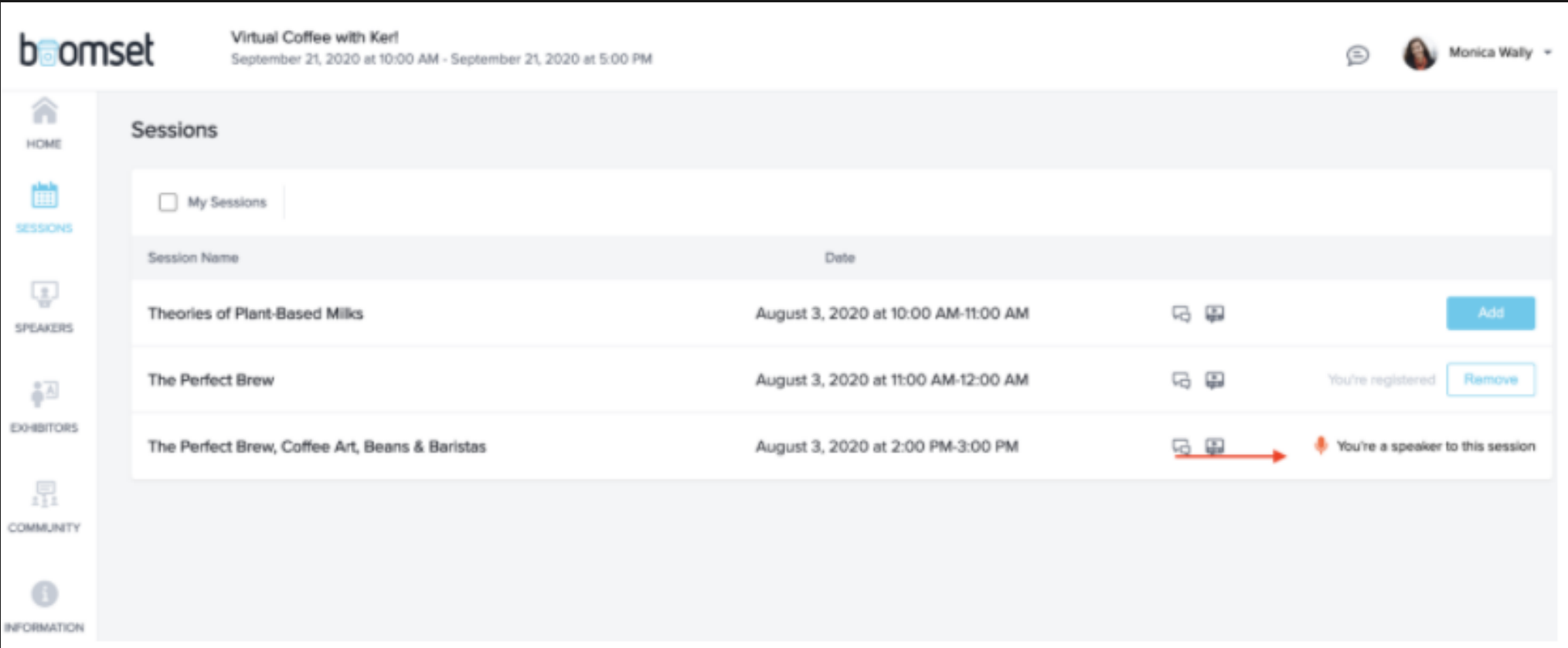# 16TH ANNUAL OPPORTUNITY FORUM

Speaker Guide

How to find the session you are broadcasting

After logging into the Virtual Platform, the speaker can either access the broadcasting session from the main home page or by navigating to the session section which is located on the sidebar of the platform.

Please note: the event organizer can edit the names of the sidebar menu items, so it's best to reference the sessions icon as shown below.
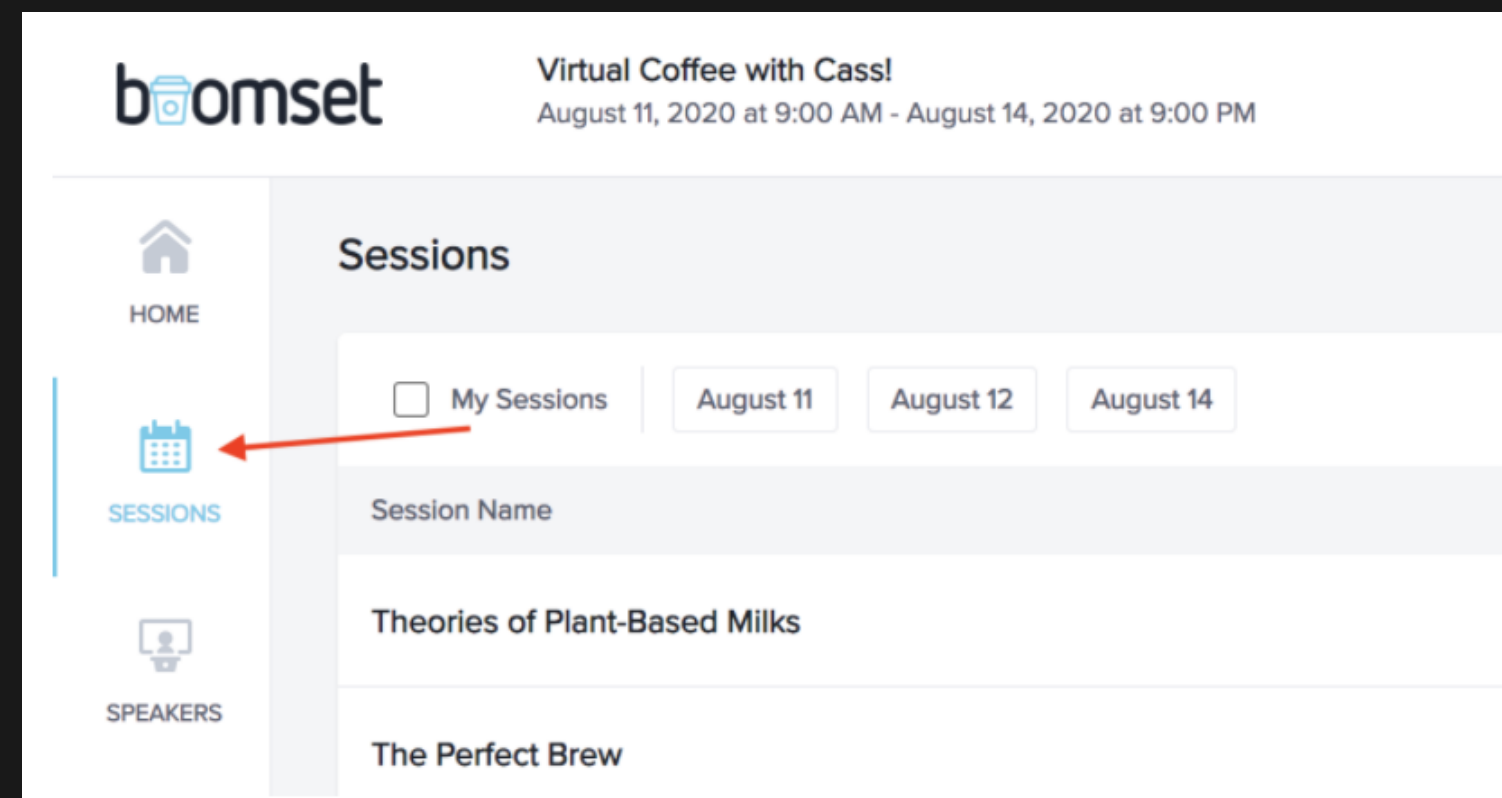
From there, the speaker can choose the broadcasting session. The speakers will be able to tell if they are broadcasting in the session since it will be displayed as "You're a speaker to this session."

How to live stream a session

You can identify which session(s) you are a speaker of by navigating to the "Sessions" sidebar, there is a chance that the sidebar name has been changed so it's best to reference the sessions icon, see below.
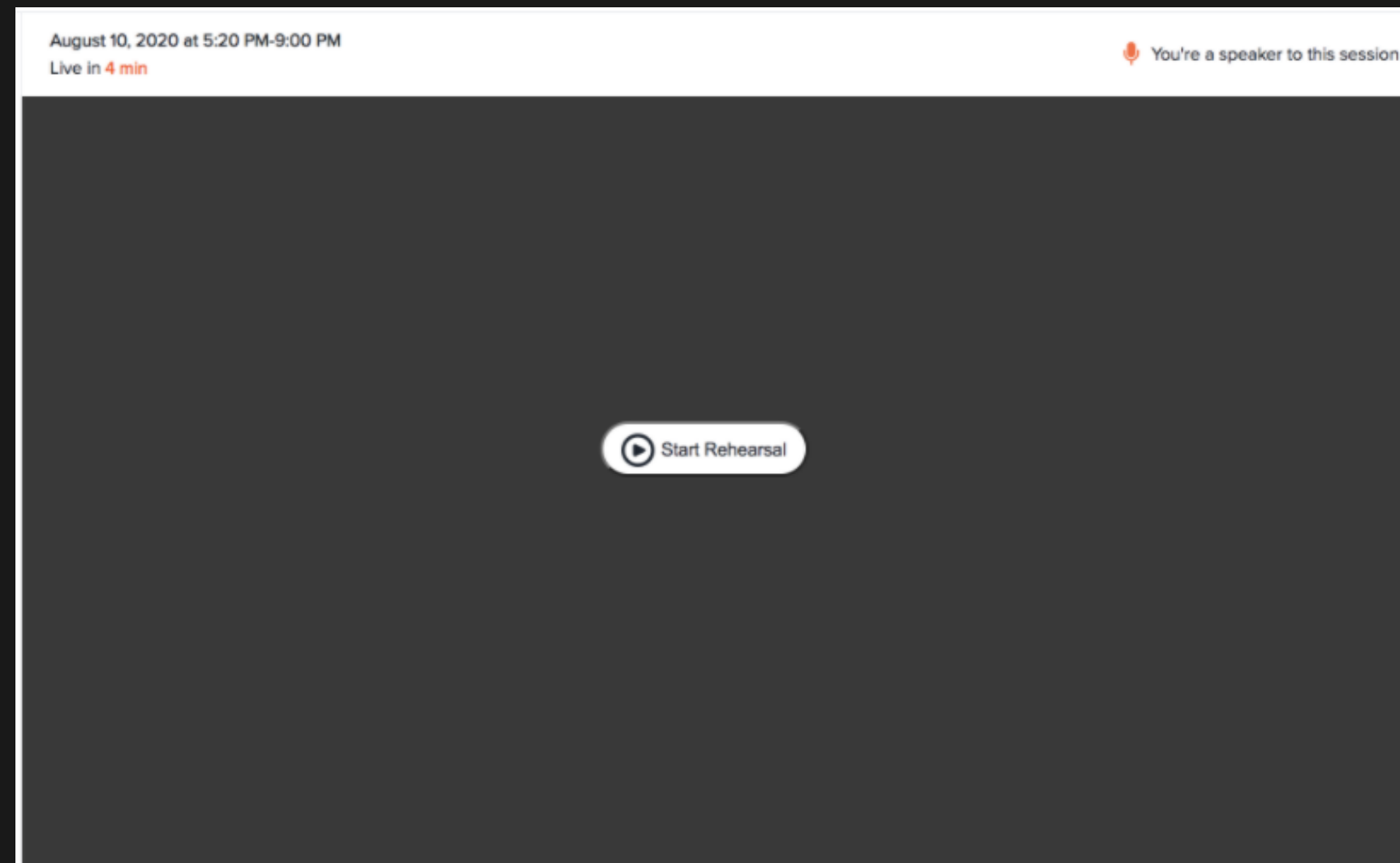
This area will show a list of all the sessions planned for the event. The sessions with the below indicator are the sessions where you have been added to speak. This will be found on the right-hand side of the session list.
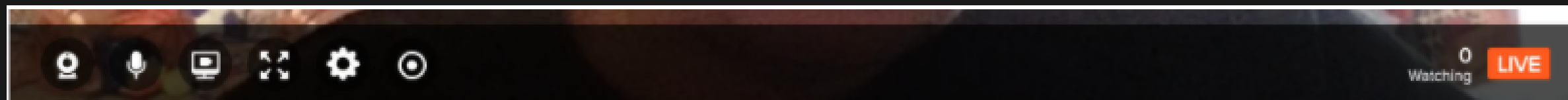
🎤 You're a speaker to this session

By default, you can enter and begin a rehearsal 30 mins. prior to the session's start date/time. If you have entered during this time, you will notice a "Start Rehearsal" button and an indicator at the top telling you when the session is set to begin.
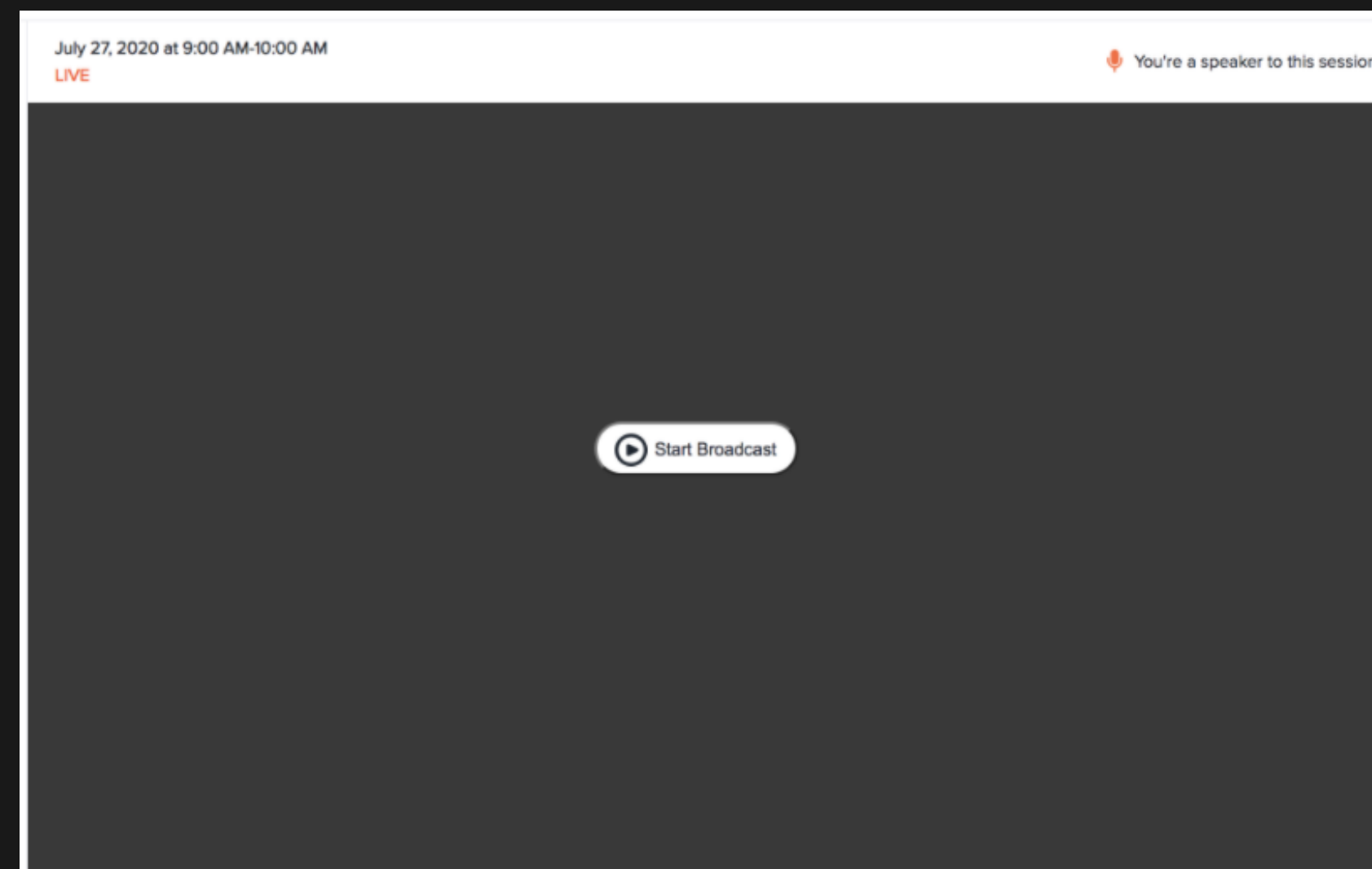
While in rehearsal you will see a yellow indicator at the bottom right-hand side.

This yellow indicator will change to "LIVE" when attendees watching the session will be able to view your broadcast.
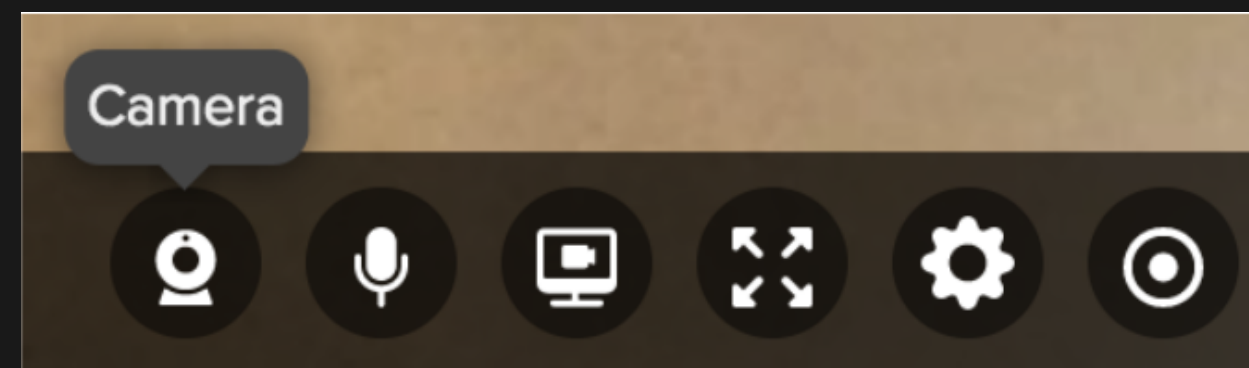
If you should enter a session while it is live, you will see a "Start Broadcast" button.
Important: After clicking on that button your camera and audio will be on by default.
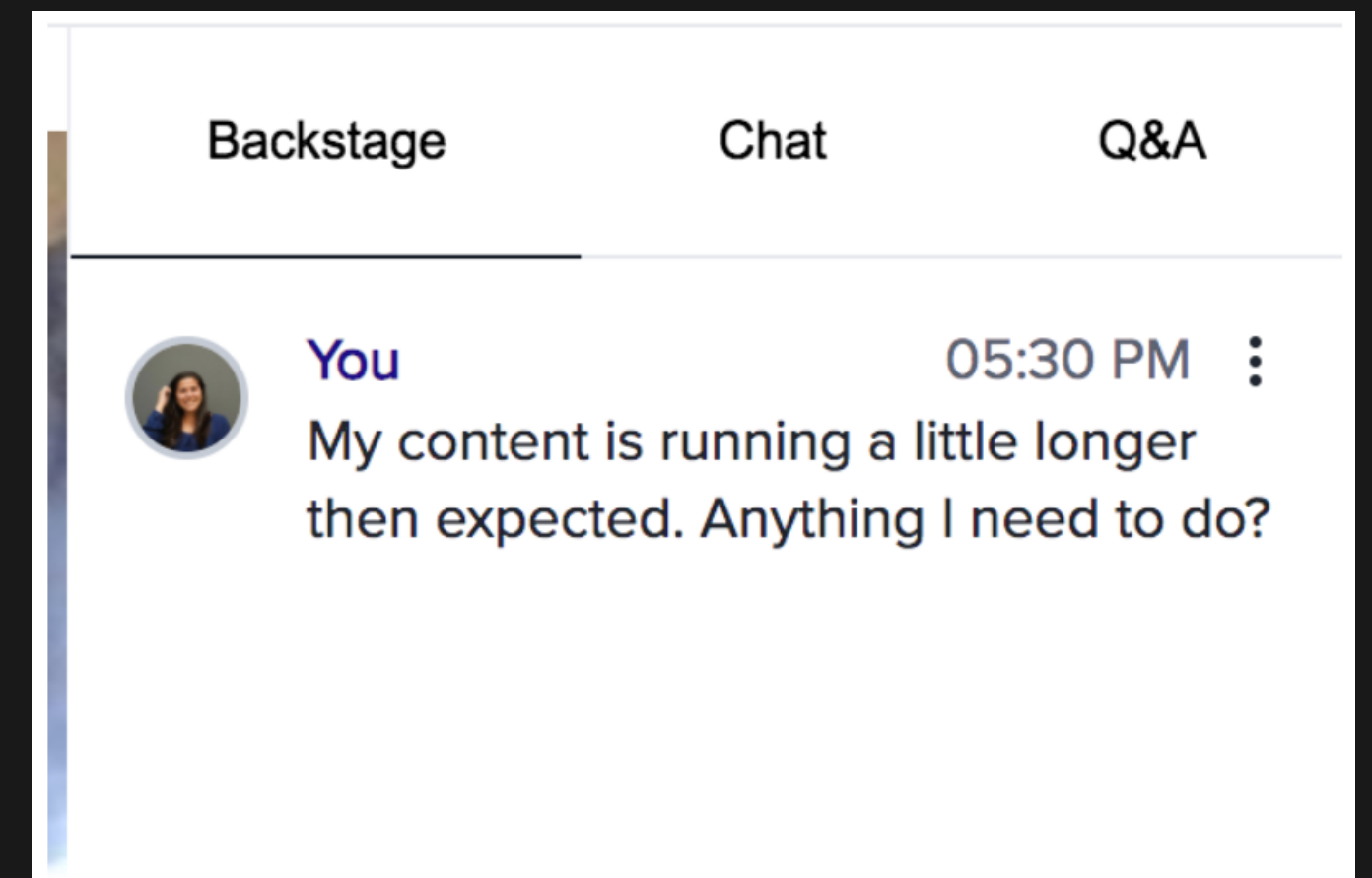
A number of settings are available to you at the bottom of the broadcast on the toolbar. When hovering over the buttons with your mouse, the button names are revealed.

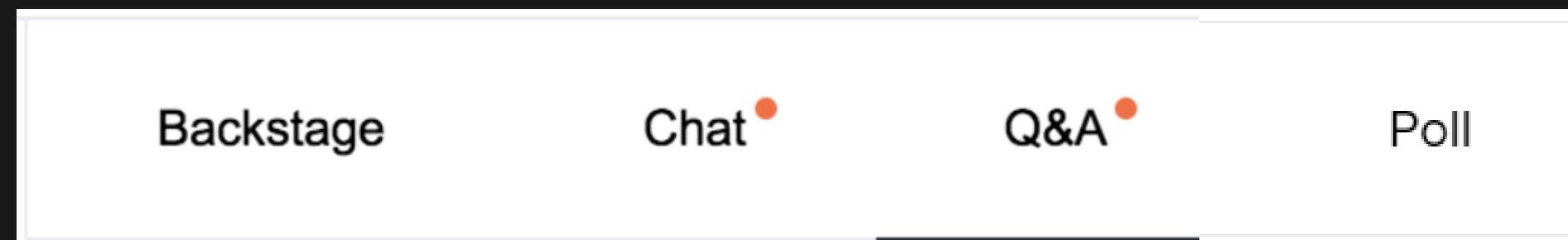Starting from the left to the right, the buttons give you the ability to:

1. Turn your video camera on and off.
2. Turn your audio microphone on and off.
3. Share screen a presentation or video.
4. Make your individual view fullscreen.
5. Change which camera or microphone you're using.
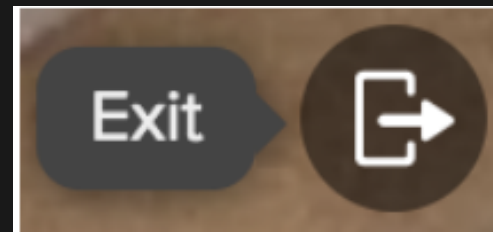6. Record the session.

As a speaker, you can communicate with other speakers and admins in the "Backstage" located on the right side of the session. Anything written in the Backstage will not be visible to attendees watching the session.
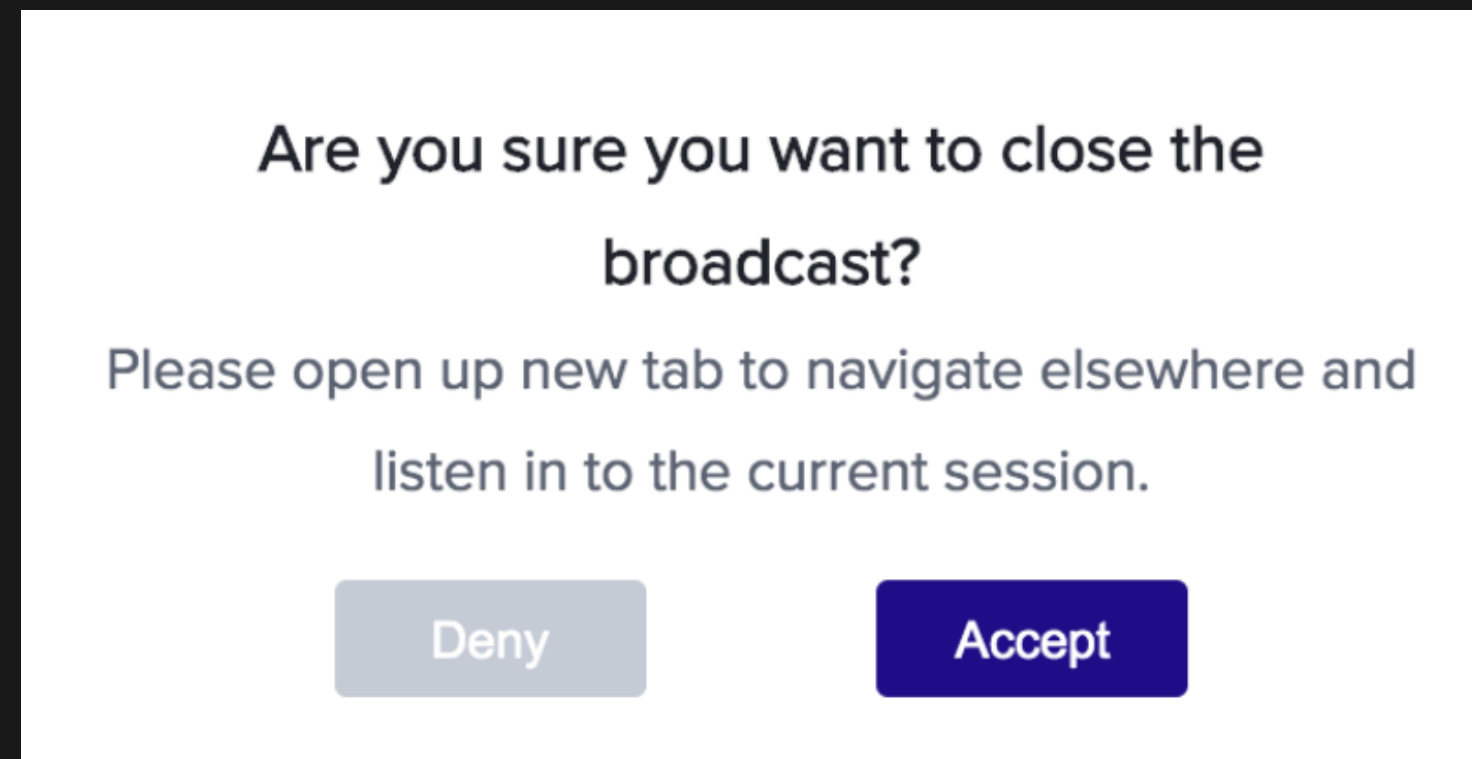
You can also participate in live Chat with other attendees. Chat messages are visible to everyone. Attendees may ask questions to you privately in the Q&A section. You may also submit polling questions for attendees to answer. You will see a red notification indicating something new has been submitted in that tab in all sections.

When you have finished presenting and are ready to leave the session, you can use the exit button at the top right corner of the broadcast.

And choose Accept in the pop-up message.

Are you sure you want to close the broadcast?

Please open up new tab to navigate elsewhere and listen in to the current session.

Deny   Accept

Questions? Email us at OpportunityForum@trsil.org