LAVAL VIRTUAL | eduniversal 3D WORLD

CONVENTION NOV. 10-13 2020

APPENDIX – SPEAKERS

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AVERTISSEMENT: "Le document suivant contient des informations protégées et confidentielles appartenant à Laval Virtual. Ces informations ne doivent en aucun cas être utilisées sans l'accord spécifique de Laval Virtual.

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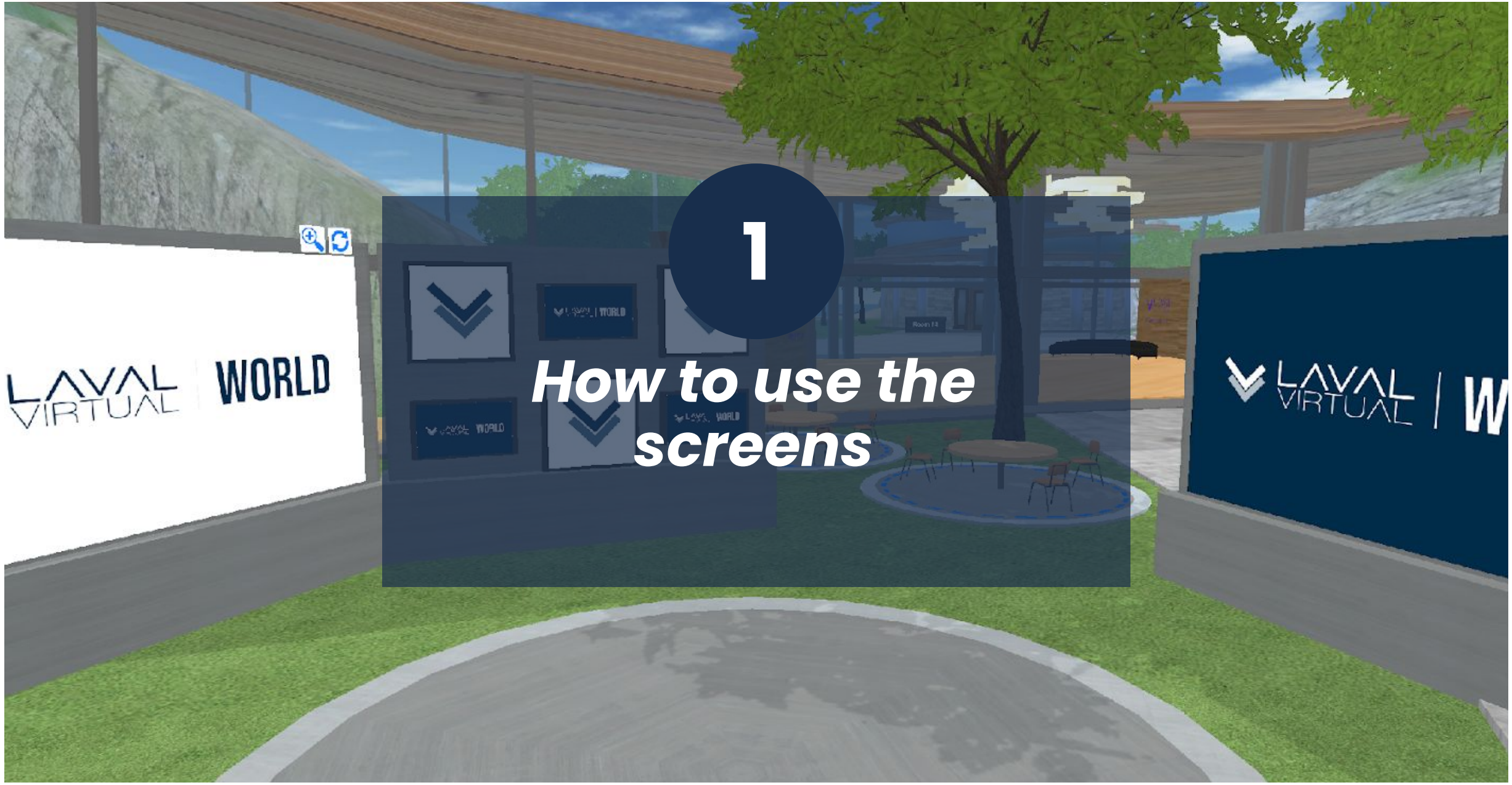

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SCREENS

The screens are web browsers. It is possible to download a file of format .pptx, .ppt, .pdf, .jpg, .gif, .png and .txt (**in the limit of 15Mb or 2000px wide)** or insert a link to a website.

The screens are identifiable to all users but can only be edited by a moderator (in the exception of meeting rooms).

Get close to a screen and right click it. In the lower right corner of your screen will pop up a window “Presentation Tool” or simply a URL bar.

a. Click the download icon to choose a file to display.

To avoid overloading the server, please copy the link generated in the url bar after the download. You may paste it to display the same file in order screens.

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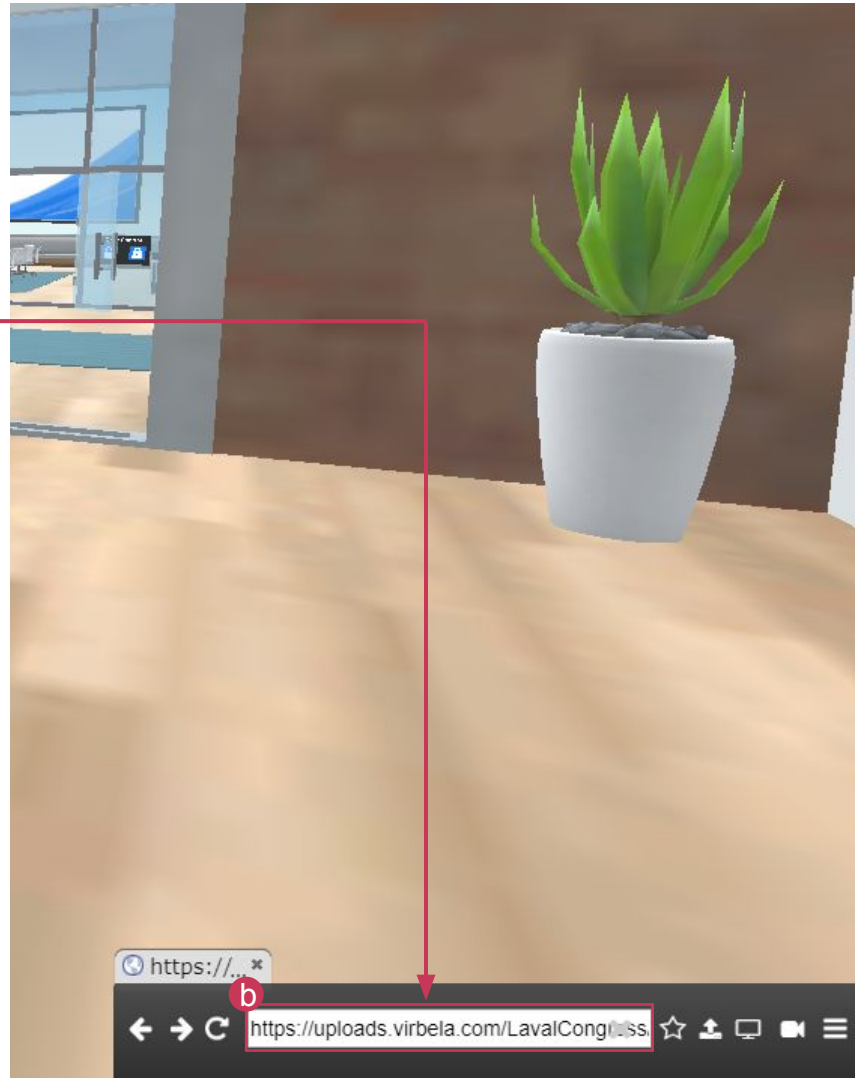
SCREENS

b. You can **paste a link towards a website in the url.** The screens being web browsers, users which do not meet the status of moderator cannot navigate on the webpage.

Only the home screen will be available to them. If you wish to share a link to a video, only the users with a moderator status would be able to click play.

What appears on the screen is linked to your own web browser. If you click “Play” the video will not be played to the other users but only to you. The same is applicable for a webpage.



The only video hosting platform available on VIRBELA is Youtube.

In meeting rooms, all users no matter their status have access to screens and can edit them. They can play videos or surf the web at their own pace. However, there is no syncing between the browser of users.

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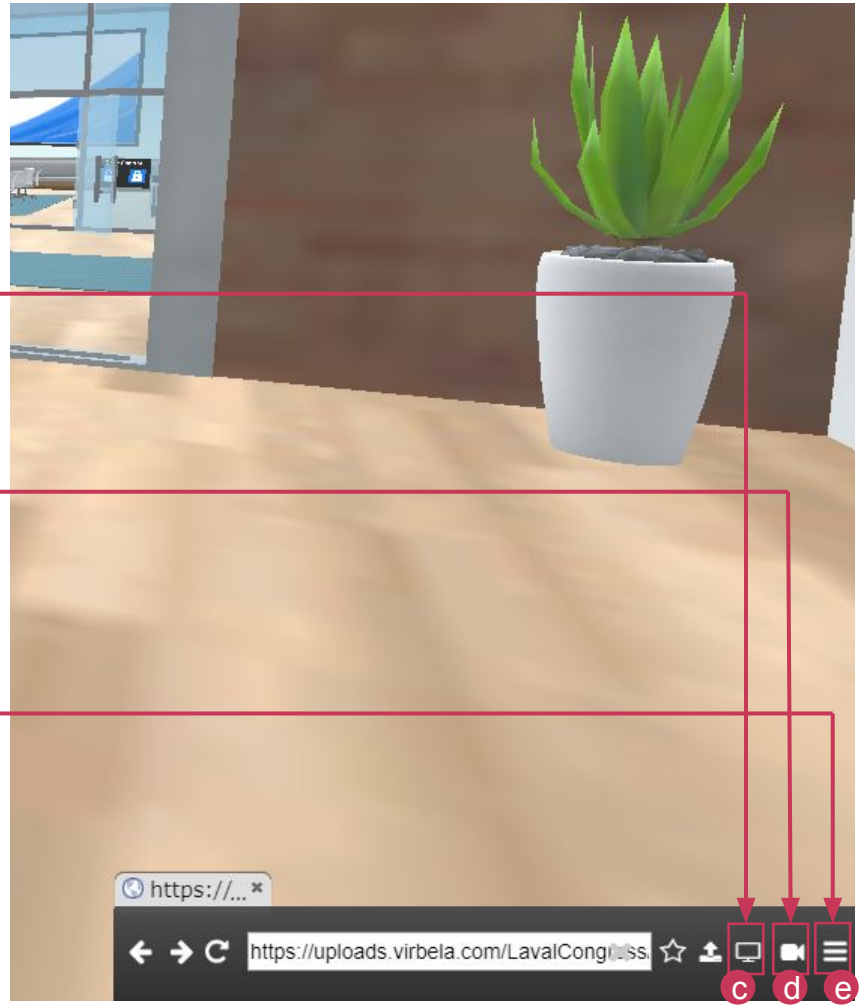
SCREENS

Several other functionalities are available to you:

c. **Share your screen:** click the corresponding icon. You will then share your entire screen as it is not possible to single out a single file or tab.

d. **Share your webcam:** click the corresponding icon.

e. **In the Meeting Rooms,** in order to stop users from editing the screens during a presentation, the speaker can click the option icon then click "**Take Ownership**". By doing so, he locks access to the screen to himself. This is especially useful should the presentation be in pdf or pptx format in order to have control of the slides.



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Conference Hall Moderation

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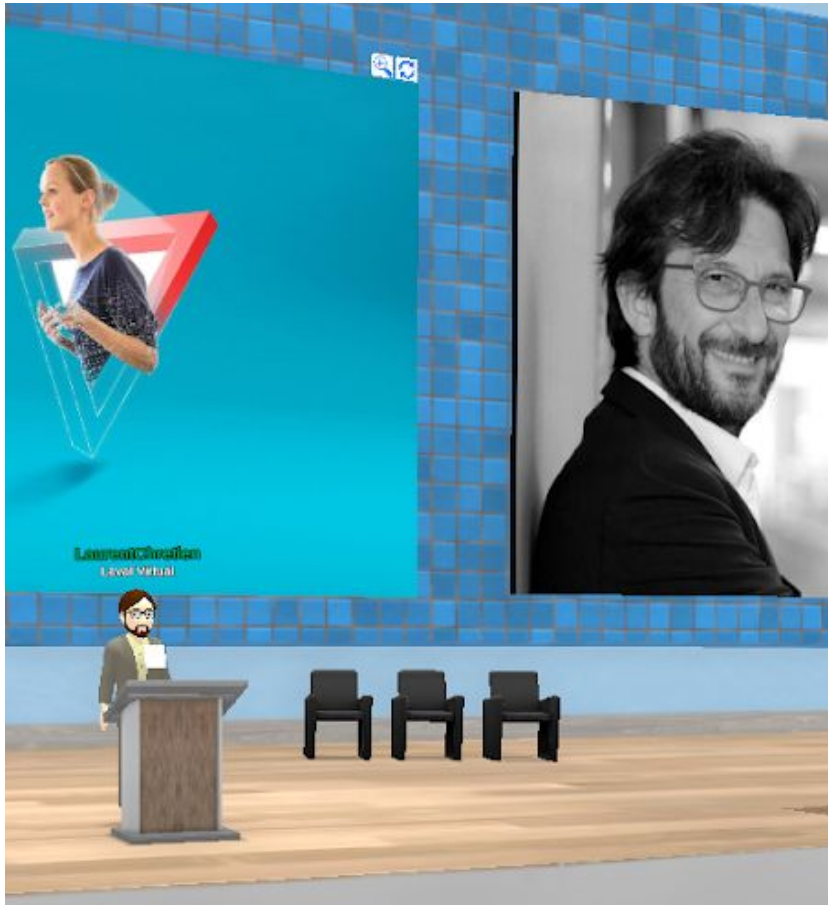
CONFERENCE MODERATION

The conference moderator's objective is to ensure the quality of speakers and participants alike. It can be done through:

1. Adapting the rooms before their usage
2. Answering the chat
3. Stepping in when they notice a technical problem
4. Maintaining general behaviour guidelines in public
5. Assisting the speaker if a technical problem occurs

The moderators are in a corner during the scene or in the public. Ideally, the team will be composed of members from Laval Virtual and the organizer's staff.



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GENERAL BEHAVIOUR GUIDELINES

During a conference, to ensure the best possible experience to both attendees and speakers, it is essential that the **following general behaviour guidelines are** respected:

1. All microphones are cut except the speaker's
2. All spectators are seated
3. Only moderators and Interactors are able to be on stage.
4. Attendees can choose in the menu "Screen zoom" the view they want of the scene
5. Participants may react with applause (shortcut F4)
6. Participants may write in the chat in order to comment, ask or answer the speaker.
7. Questions will be asked at the end of the conference and will be managed by the speaker or the animator. The participants may use the option "Raise Hand" and turn on his microphone when invited to ask his question.

These guidelines should be announced by the speaker of the conference and reminded by moderators if need be in the chat.

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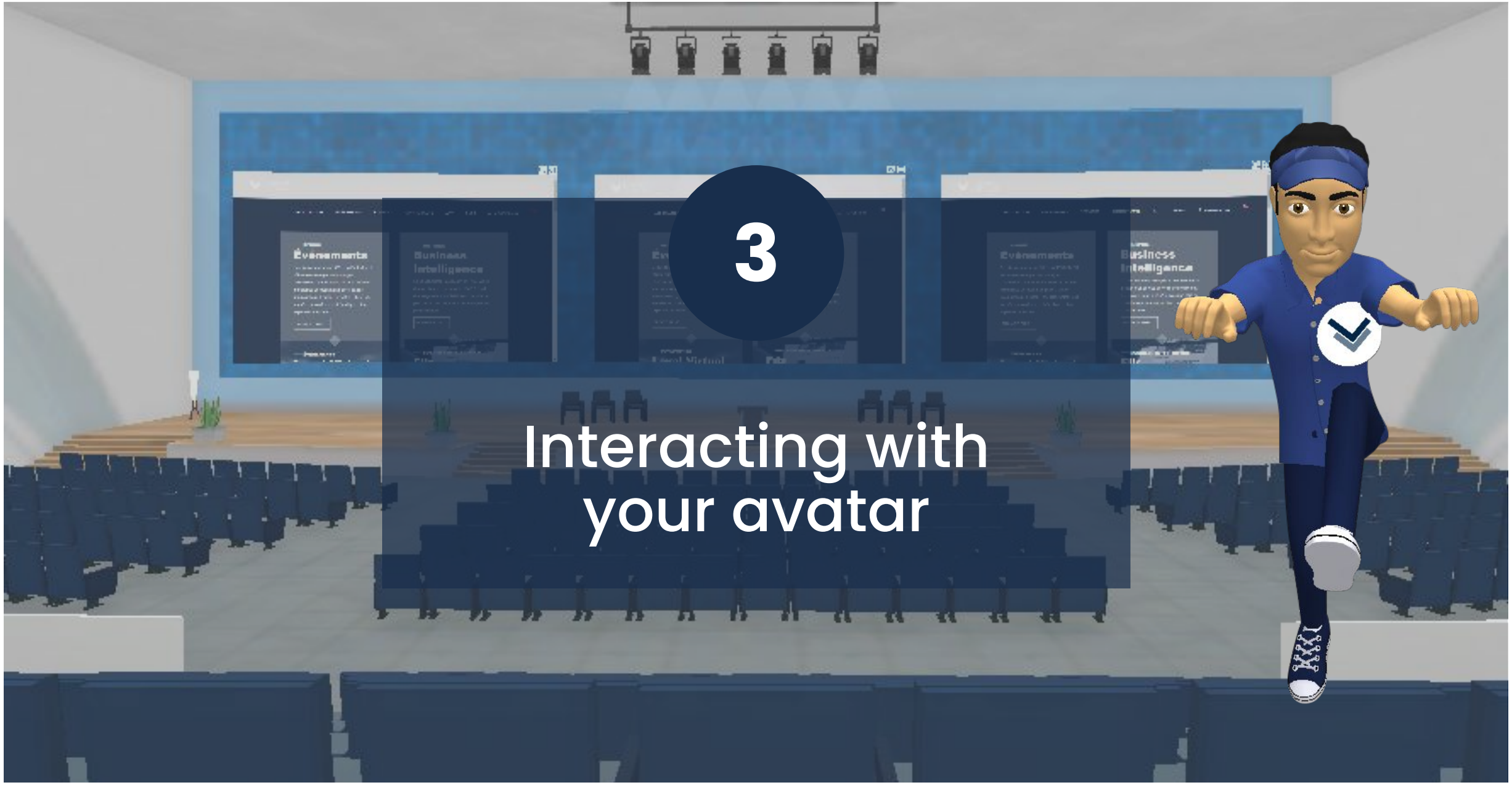

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INTERACTING WITH YOUR AVATAR

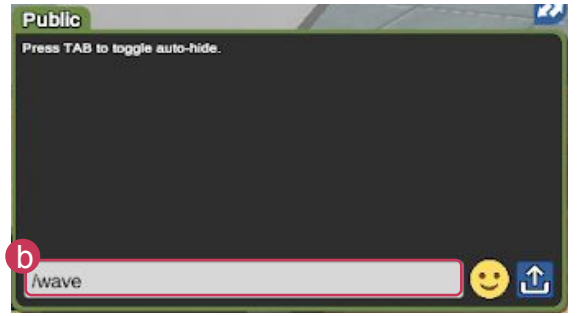
During your conference, you may **interact with your avatar** in order to make the talk more dynamic:

a. **Discover the different animations available** to you by clicking your name then "*cheers*", "*clap*", "*confused*", etc. and watch your avatar's reaction.

Tip: Try to remember a few keyboard shortcuts in order to react more spontaneously.

b. **You may also use the public chat for interactions.**

Type "/" followed by the name of the desired action. (for example /wave)



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