

# ACCESSING YOUR SESSION AND LIVE STREAMING

Whether you are joining the session and speaking live or sending a pre-recording of your session, the below information will apply to you, so please read this information carefully.

## ACCESS TO THE LIVE STREAM – VIA ZOOM

In order to access your live stream, you will be sent a zoom link a few days before the event. You will need to join the zoom link 30 minutes before the session begins.

## PRE-SESSION BRIEFING WITH STEVE

Once you have joined the meeting, you will be greeted by **Steve** who will run through all of the technical details with you and to ensure you are prepared for the start of your session. Once you have finished your briefing with Steve, he will then hand you over to Stu.

**Note:** all entourage will be required to disconnect from the call with Steve at the onboarding stage leaving only Stu and the Speaker during the next stage and the presentation.

## DURING YOUR SESSION WITH STU

Stu will be your show caller throughout your session and can communicate with you via the zoom link in case of any issue before or during your session. Stu will also be there to count you in to the start of your session and provide prompts towards the end to let you know the remaining time you have left, for example.

**Note:** Please ensure you keep the number of attendees accessing the link from your side to no more than one other person. This is to ensure that Steve and Stu have adequate time to run through the technical details and do the final checks needed, to ensure the smooth running of the session.