

## FLOOR Instructions for Presenters

FLOOR documentation to review before tutorial:

- [What are the functionalities for Speaker on Floor](#)
- (Presenters are assigned the role of Speaker)
- [How to share a presentation on FLOOR?](#)
- [How to invite and remove attendees from stage](#)
- [FLOOR YouTube Channel](#) (demo videos)

### Features in the right side menu:

- **Discuss** (chat):
  - **Public**: Audience, Session Chair, Presenters, Admins can view and participate.
  - **Private**: Session Chair, Presenters, Admins can view and participate.
  - Red dot on the **Discuss** panel tab indicates a new post.
- **Q&A**:
  - Shows questions posted by Audience and Hand Raised.
  - Red dot on the **Q&A** panel tab indicates a new question has been posted.
    - Presenter or Session Chair clicks the green **Pick** link on a question, to copy it to the **Public** chat in the **Discuss** panel.
  - Red dot on the **Hand Icon** at the bottom of the **Q&A** panel indicates an audience member has **Hand Raised**,.
    - Click the **Hand Icon** at the bottom of the **Q&A** panel to show audience members waiting to be invited to the stage.
    - Click the **Invite** link on a person's profile to invite them to the stage. The audience member's video will appear on stage when they **Accept** the invitation.
    - You can remove an audience member from the stage by clicking **Remove User** (arrow icon) on their video. You can also remove an audience member via the **Q&A > Hand Raised** panel by clicking the **Disconnect** button next to the person's profile.
  - The Session Chair may alert you to a question or hand raise if you miss one.
- **Panelist**:
  - This panel shows all the presenters in your session.
  - Click on a presenter's profile to open a private chat with them.
- **Handouts**
  - Upload files for attendees to view (poster, brochure, video, etc.)
  - Allowable file formats: jpg, png, pdf, mp4; 6MB max per file.
  - Files uploaded here are only available within your Session and would not appear in the Handbag for all conference attendees.

### Things to do before the conference:

1. Review the FLOOR documentation above and read through these instructions.
2. Attend a tutorial session.

## On the day of your session:

1. Log in to the event site at least **15 minutes** before the start of your session by clicking the **Join** link in your email invitation.
2. You will go directly to your session “room”.
3. Click the blue **Join** button to activate your camera and microphone and move to the **Backstage** area. If your browser asks for permission to use your computer’s camera and microphone, click **Allow**.
4. Please ensure that your video and microphone are working. If you have issues with either, click the **Troubleshoot** button (wrench icon) in the top right of the screen and click **Reboot**.
5. Please have your **presentation slides open** and ready to go on your computer.
6. Shortly before the start of the session, **turn off** your video and microphone (click the icons at the bottom of your screen).
7. Click the green **Go Live** button to move to the stage. You will not be able to see or hear anything happening on the stage while you are backstage. Presenters cannot join the Audience.
8. Just before it is your turn to present, turn on your video. The Session Chair will introduce you and turn over the stage to you. **Unmute** your mic and begin your presentation.
9. To share your screen, click the **Screen Share** button at the bottom of your screen. If you are using PowerPoint or other software where the slide mode goes full screen, select **Your Entire Screen** and click **Share**. Start your presentation. **\*\*DO NOT check the Share Audio checkbox unless your presentation has audio.\*\***
10. At the end of your presentation, exit full screen mode, then click the **Screen Share** button to stop screen sharing.
11. After your presentation you will have **2 minutes** to answer questions from the audience. See **Q&A** section above to see how to pick a question from the Q&A panel and how to invite an audience member to the stage to ask a question.
12. When your time is up, turn off your video and mic and the Session Chair will turn the stage over to the next presenter.
13. If you want to watch the rest of the session, remain on the stage with your video and mic turned off.
14. When the session ends you can go backstage and remain in the session room to take note of any questions in the Q&A panel that you did not have time to answer. You may want to follow up with the audience member after the session via private chat or by grabbing a table with them in the lounge.
15. To leave the stage or backstage area, click **Exit Room** (red arrow icon) at the bottom right of your screen. Click **Exit Room** (gray X, bottom right) a second time to leave the session.