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Virtual Session Guide for Speakers

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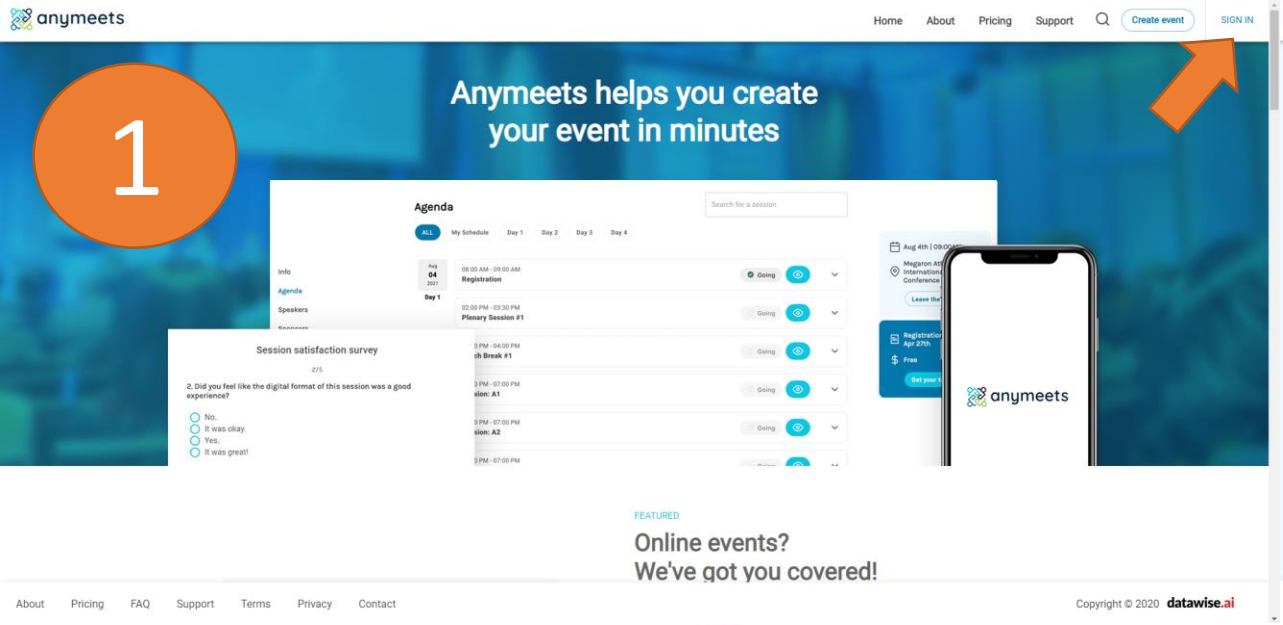
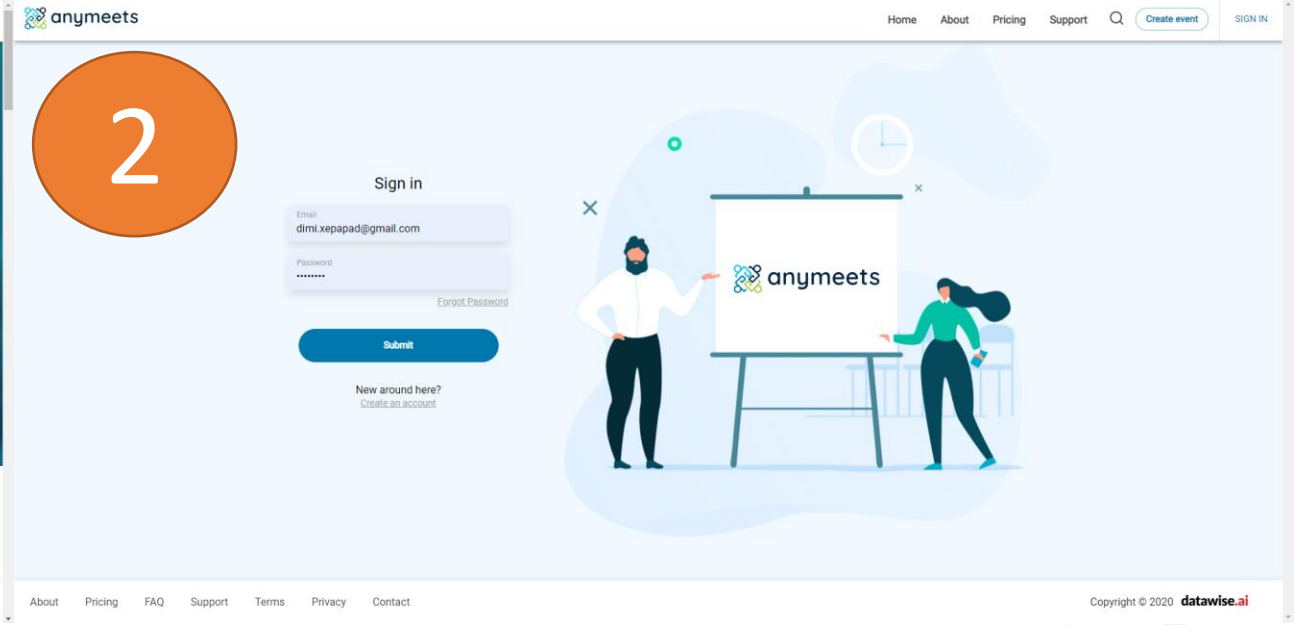
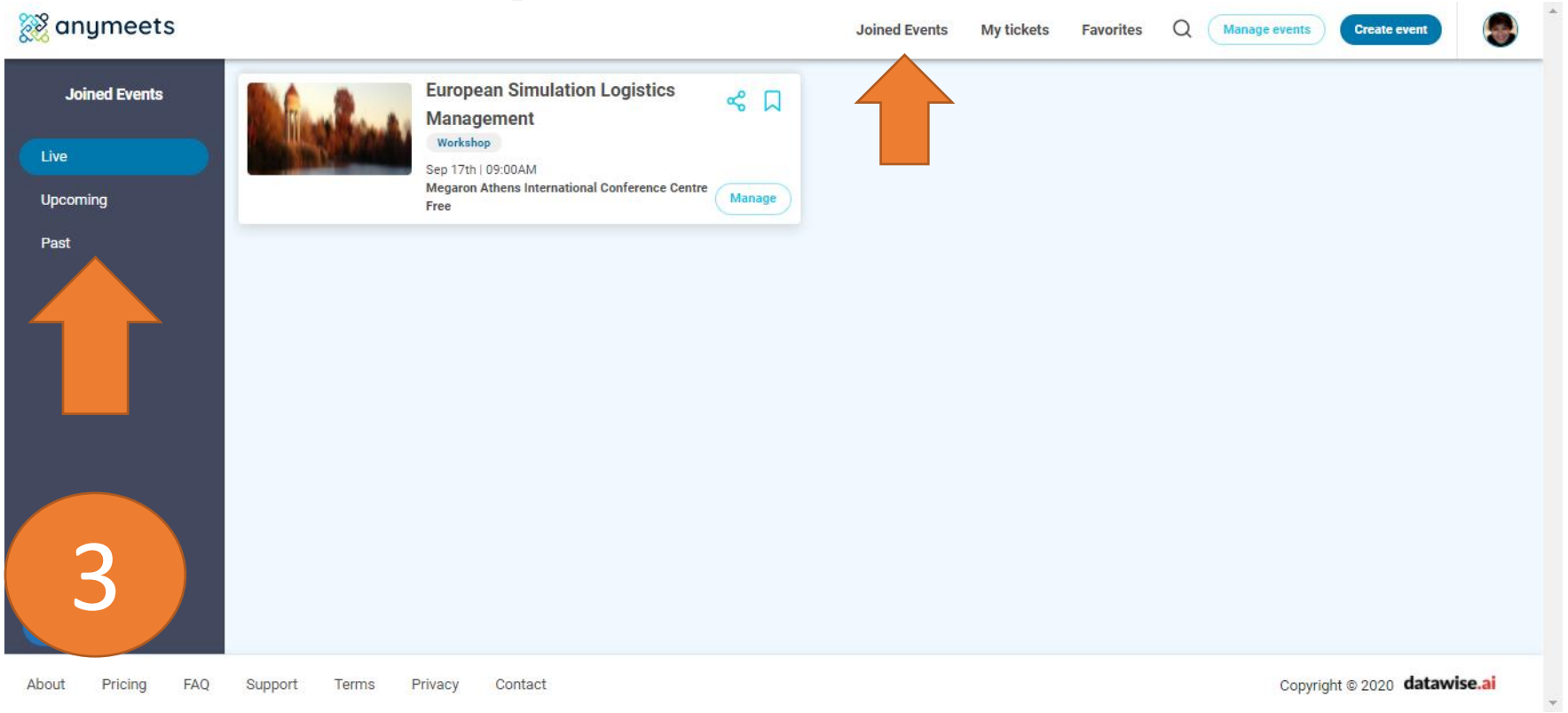
1. Sign in and find your session



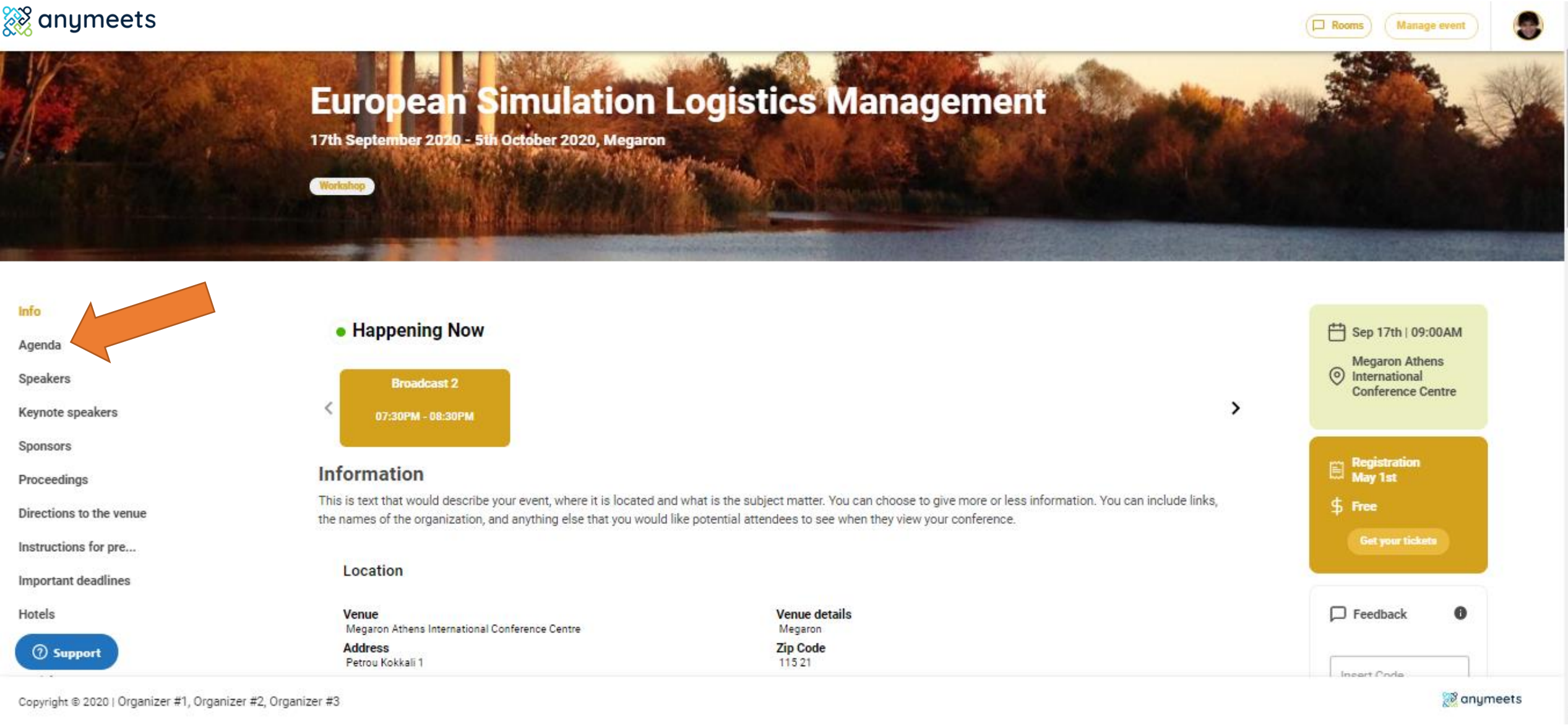


Sign in to Anymeets (https://anymeets.com/) using your email and password.

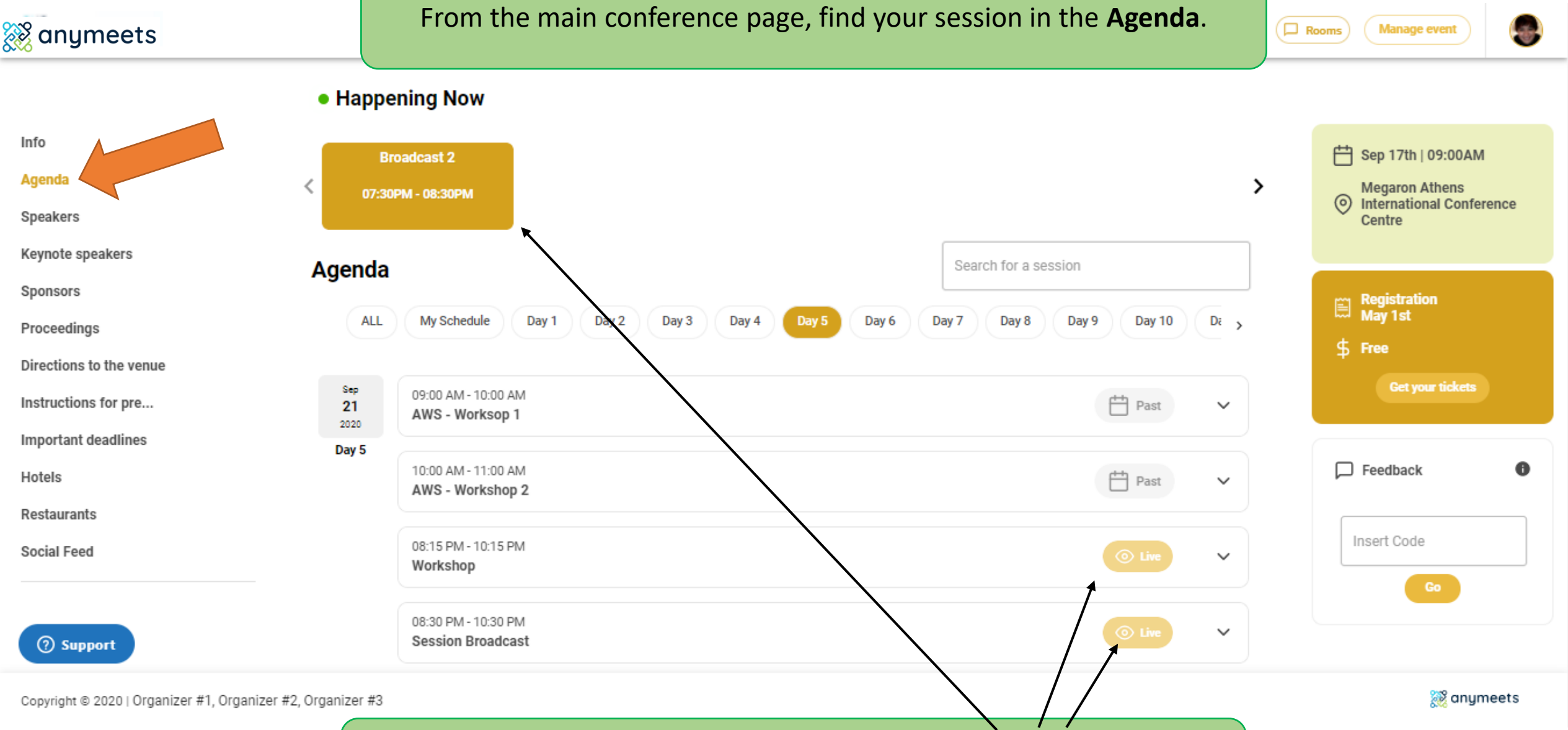
Go to “Joined Events” in order to find the event in which you are presenting. Choose either **Upcoming** or **Live** to find your event.



From the main conference page, access the **Agenda**.



From the main conference page, find your session in the **Agenda**.



10 minutes before your session begins, it will show as **Live** and you will be able to enter.

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2. Enter the session

Before you enter the session:

Make sure you are using Google Chrome or Mozilla Firefox.

Do not use Safari.

Make sure your camera and microphone work. You can turn them off when you present, but they need to be accessed in order for you to enter the session.

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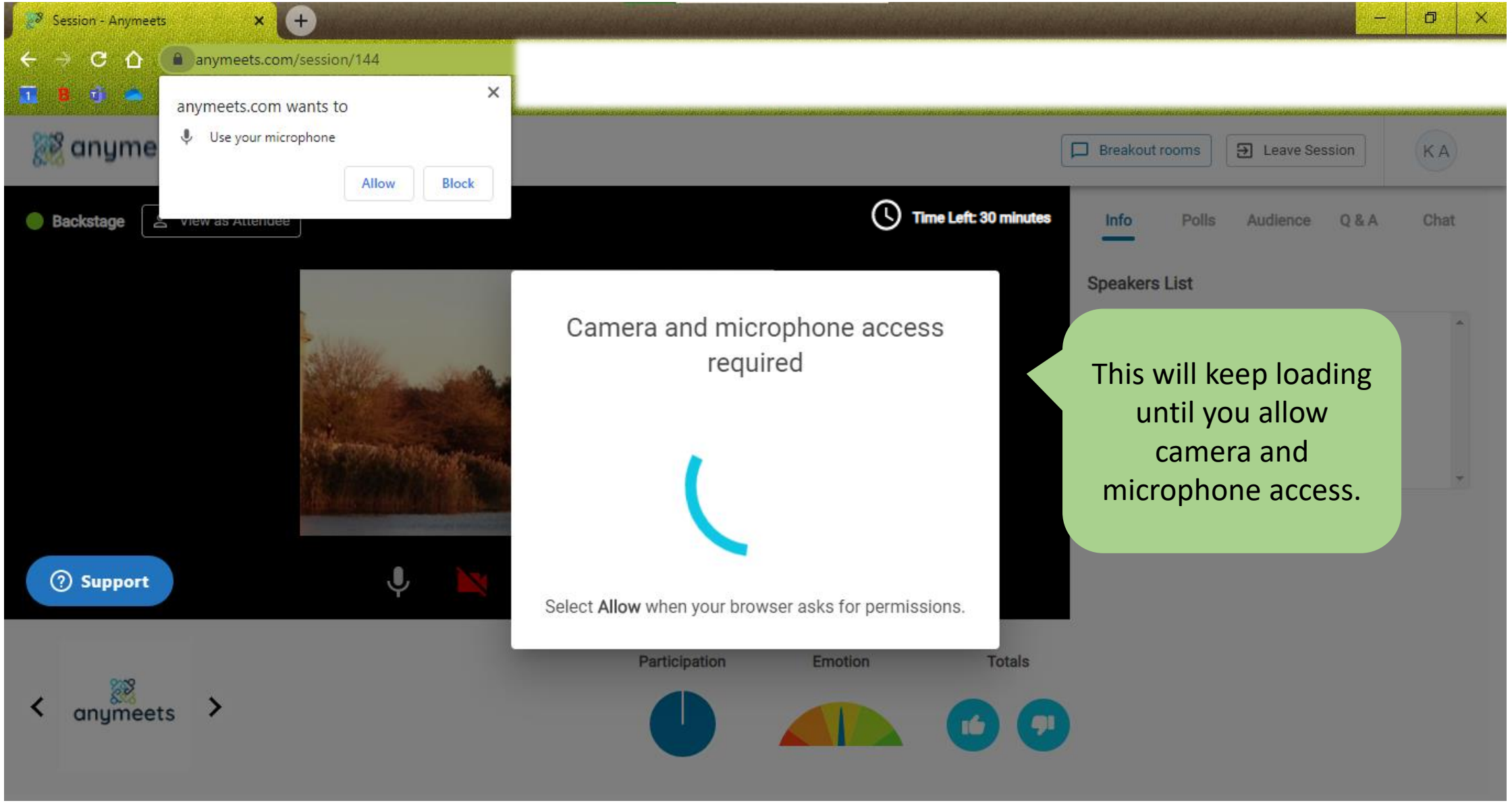
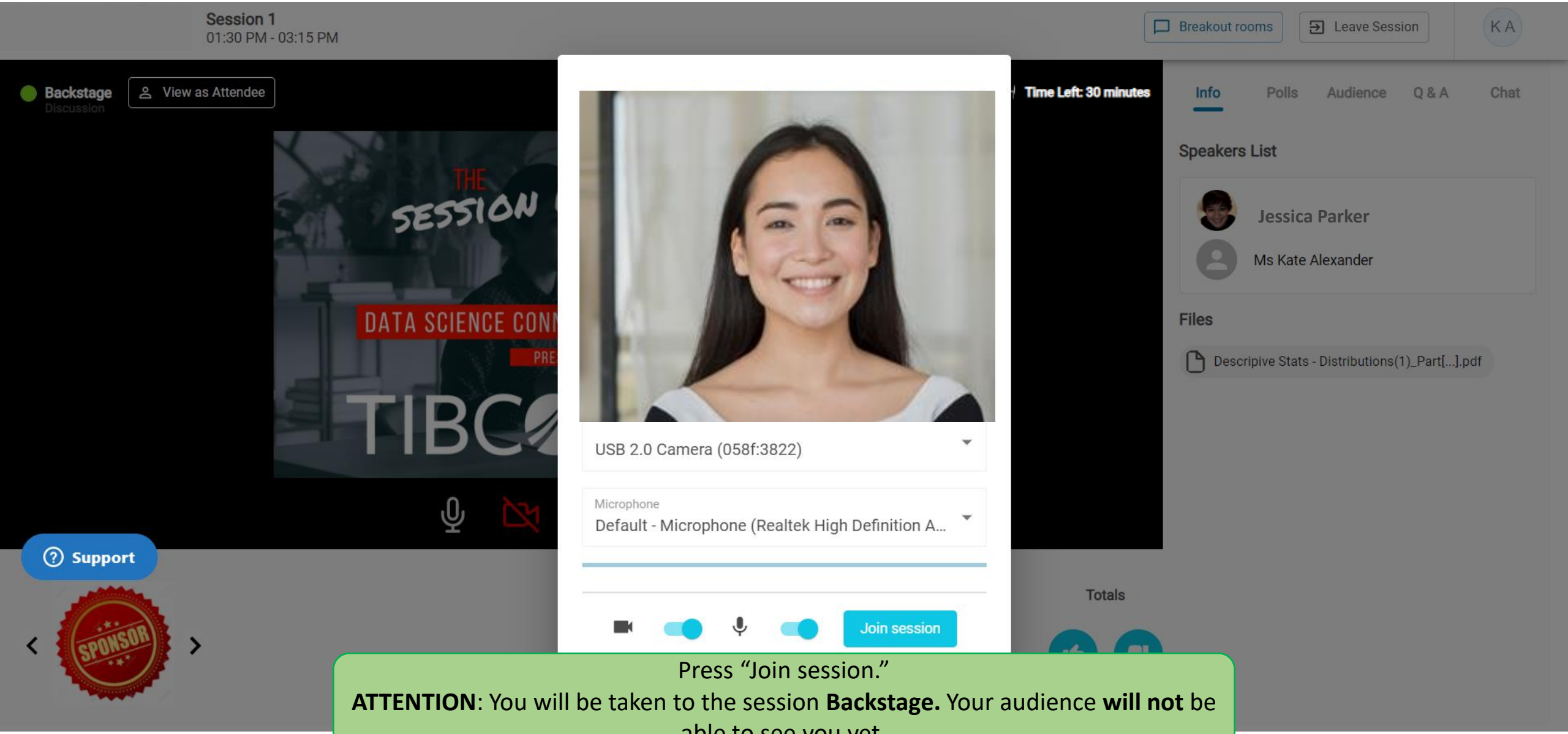
As soon as you enter the session, you will be asked to allow Anymeets to access your microphone and camera. Click “Allow.”



Once you have allowed the camera and microphone, press “Join session.”



Press “Join session.”

ATTENTION: You will be taken to the session **Backstage.** Your audience **will not** be able to see you yet.

The Anymeets virtual session has a “**Backstage**” and a “**Live**.”

While you are **Backstage**, you will be able to video chat with your session chair and your fellow presenters **without your audience seeing you**. This is the time to meet your fellow presenters and make a final check of your slides/presentation.

When you are **Live**, your audience **can see you**. When it is not your turn to present, you can mute yourself, turn off your video, or simply “Hang up” until it is your turn to present.

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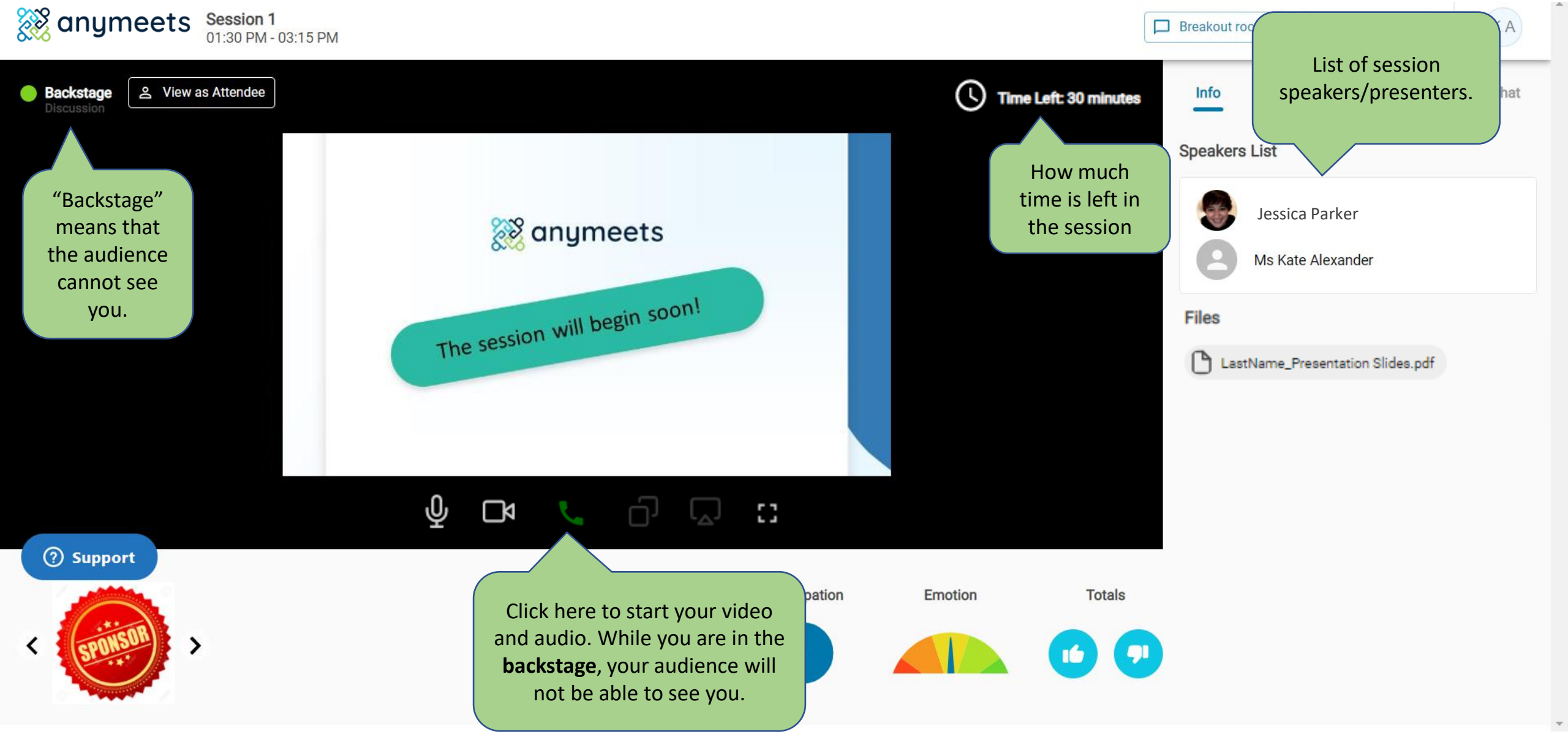
The virtual session interface



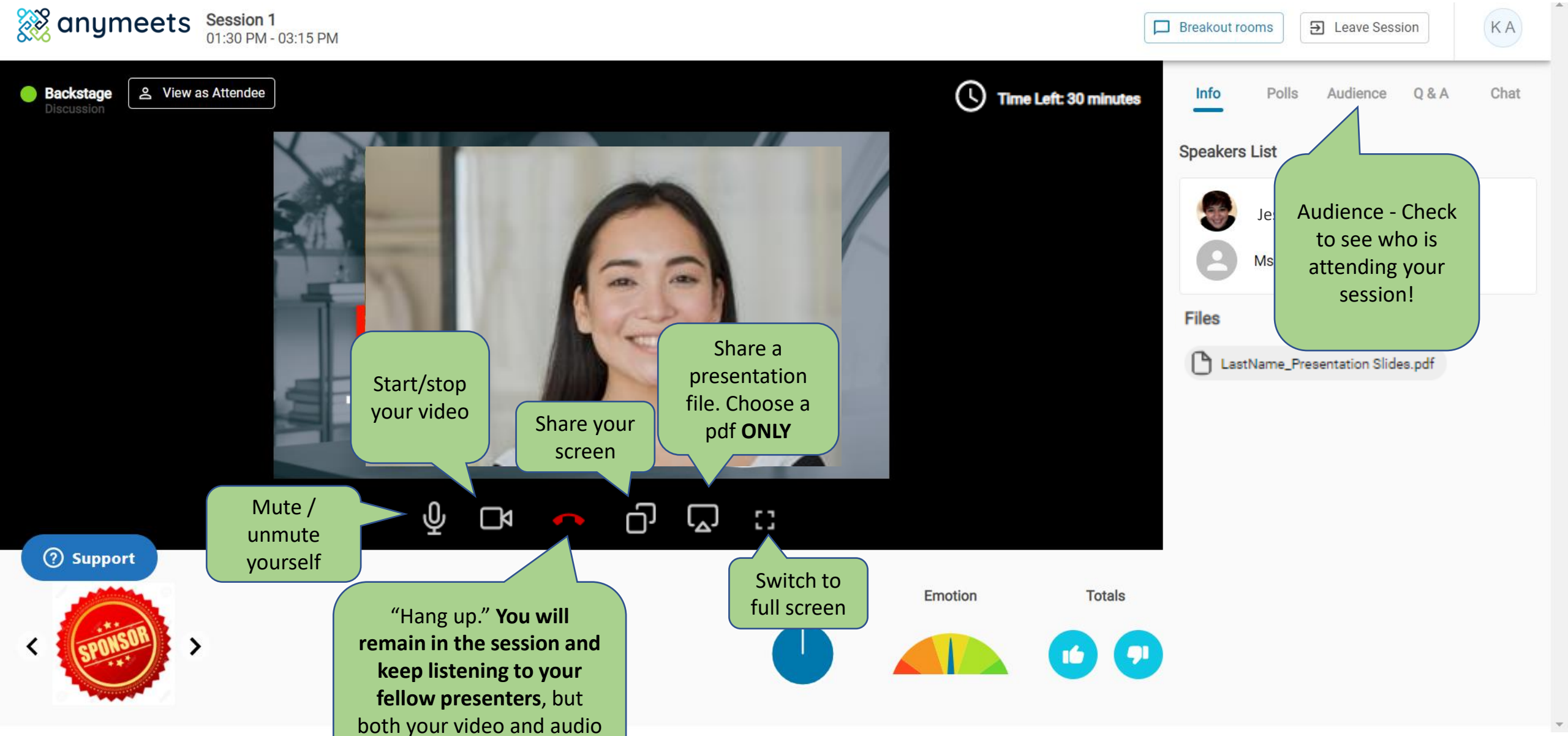
"Backstage" means that the audience cannot see you.

How much time is left in the session

List of session speakers/presenters.

Click here to start your video and audio. While you are in the **backstage**, your audience will not be able to see you.

The virtual session interface



Sharing a PDF presentation

anymeets Session 1
01:30 PM - 03:15 PM

Breakout rooms | Leave Session | K A

Backstage Discussion | View as Attendee

Time Left: 30 minutes

Stop presenting.

Info | Polls | Audience | Q & A | Chat

Speakers List

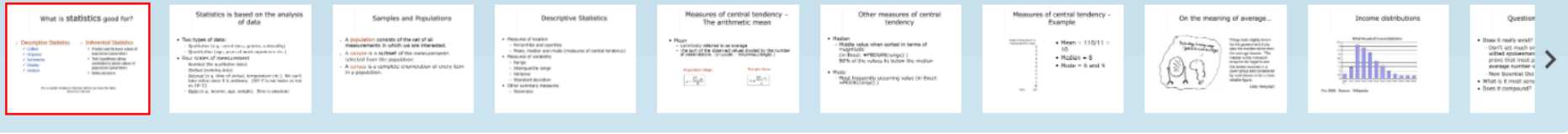
Jessica Parker

Ms Kate Alexander

Files

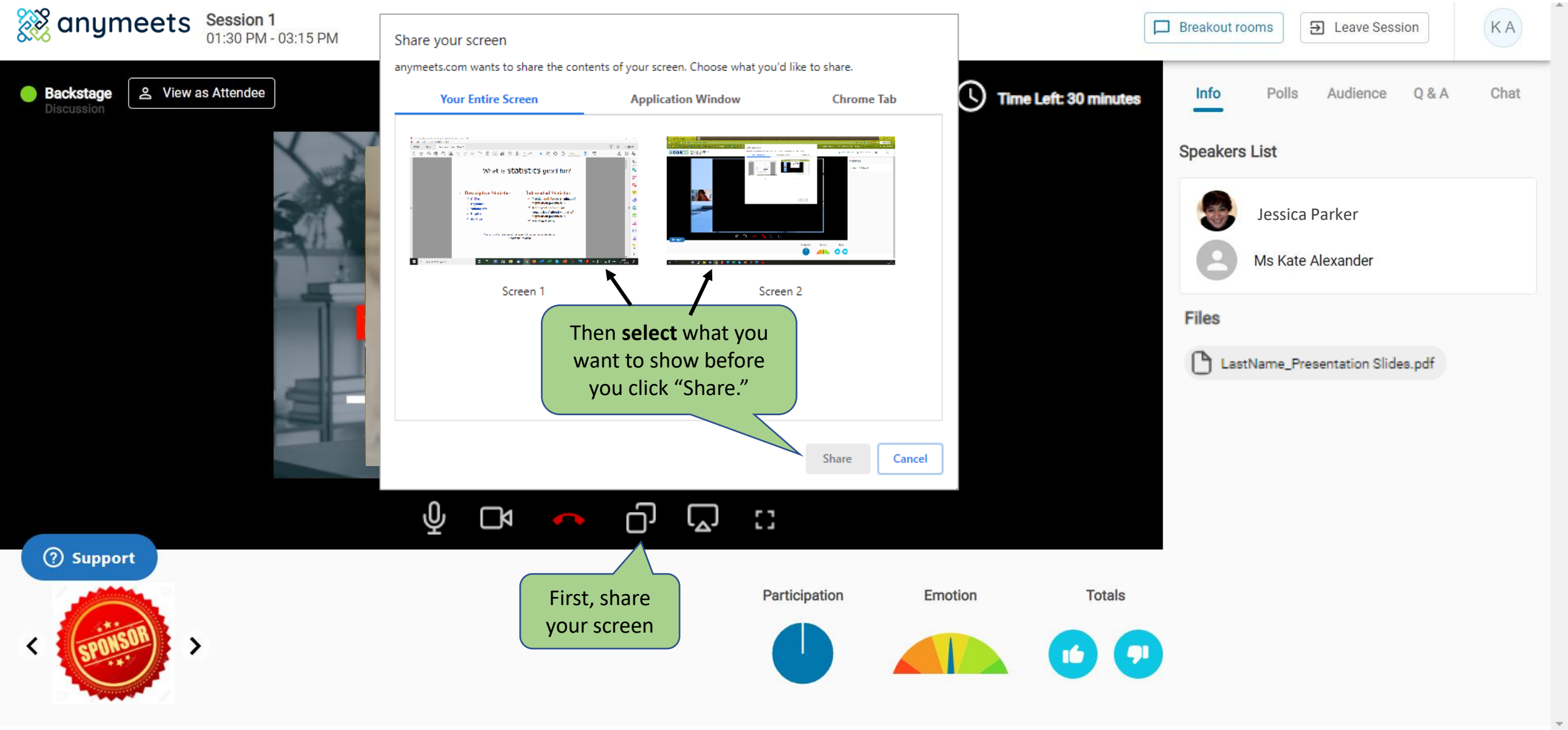
LastName_Presentation Slides.pdf

LastName_Presentation Slides.pdf

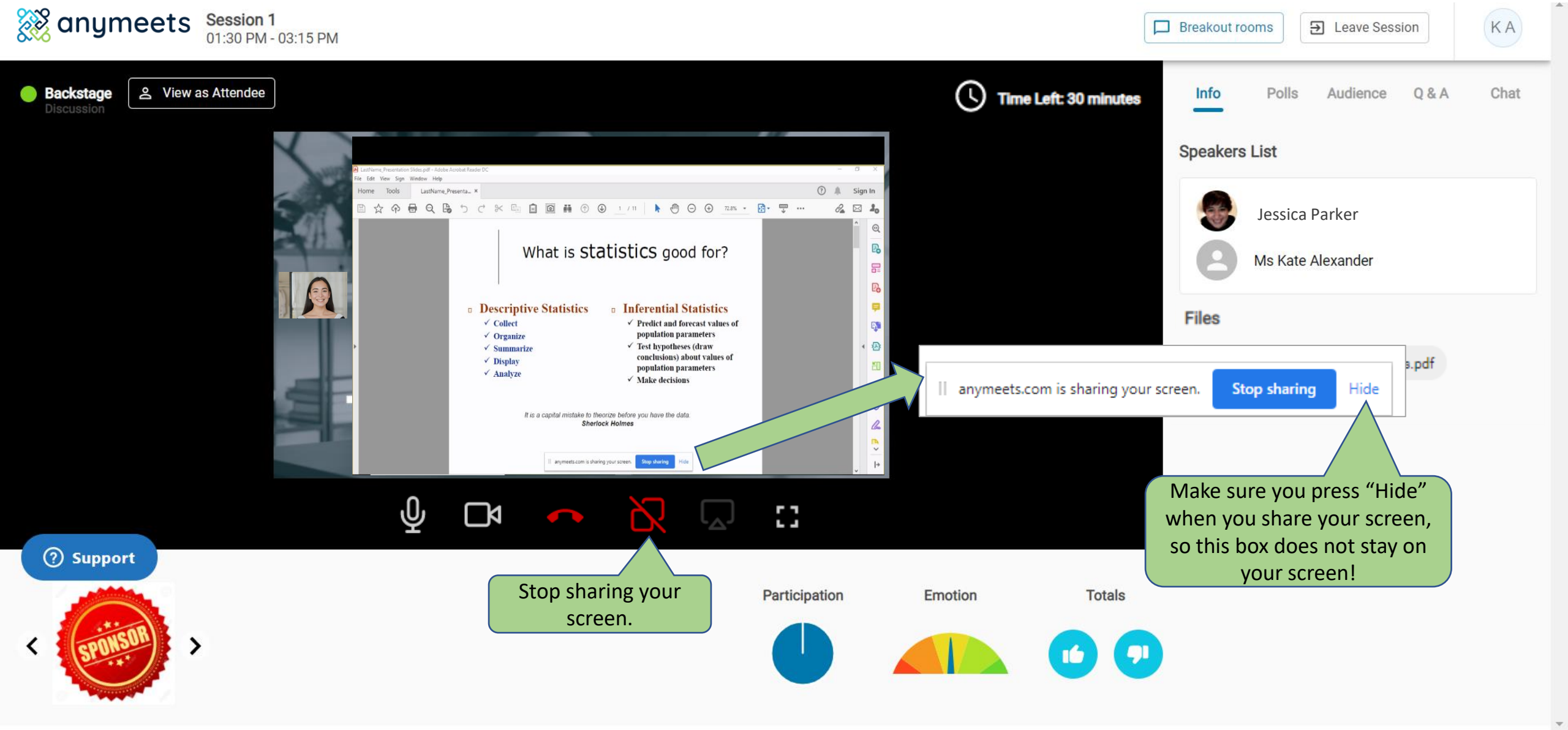


Click to advance your slides.

Sharing your screen



Sharing your screen



Stop sharing your screen.

Make sure you press “Hide” when you share your screen, so this box does not stay on your screen!

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3. Go Live

Go Live

When it is time for your session to begin, **the Chair of your session will press "Go Live"** and your audience will be able to see you.

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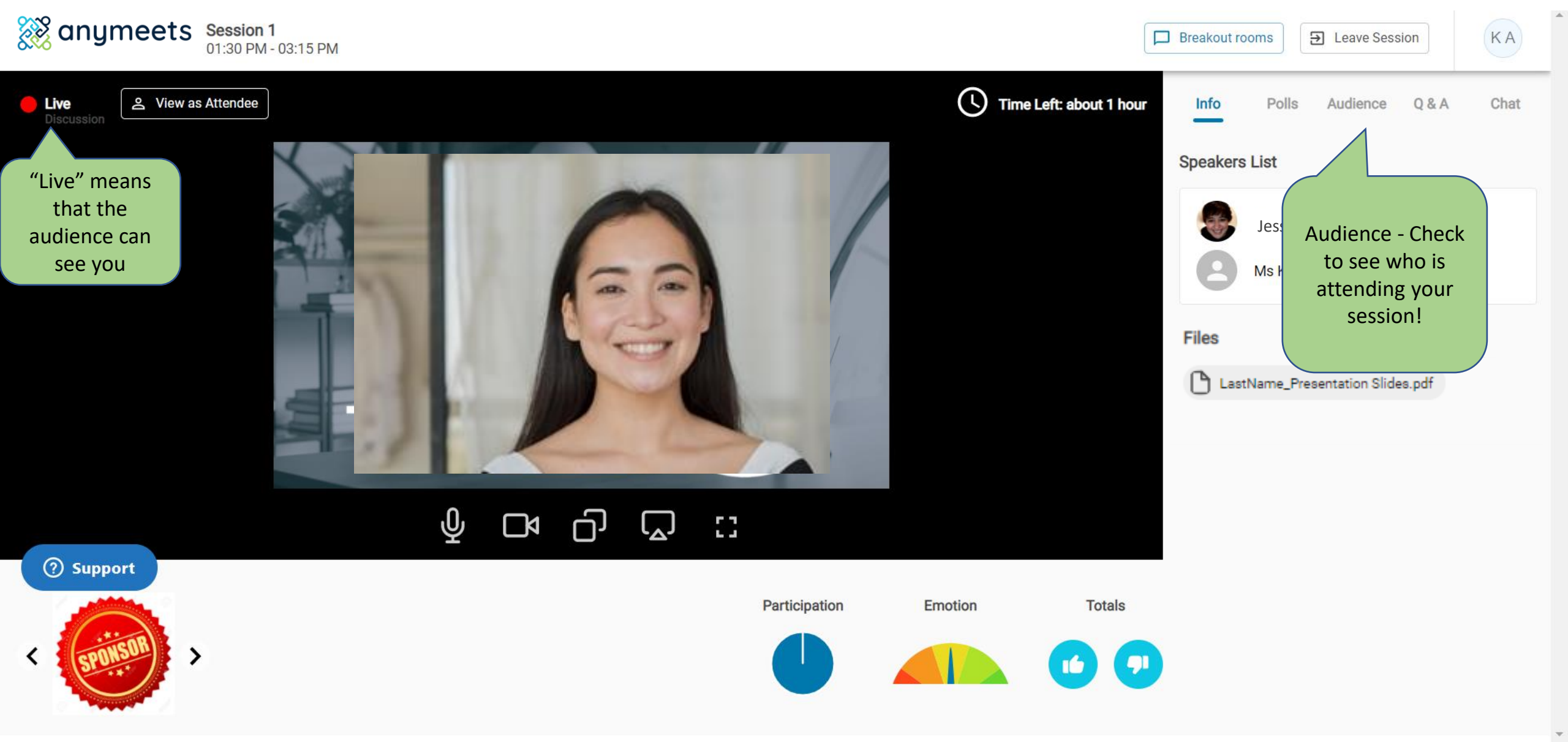
The virtual session interface



"Live" means that the audience can see you

Audience - Check to see who is attending your session!