

1. You will receive an email with an invitation link that will give you access to the studio. Please read the instructions before you enter.
<https://help.socio.events/en/articles/4544066-socio-streaming-speaker-instructions>
2. After clicking on the link, it will direct you to the live streaming studio, to enter the studio you will need to select the “Allow Mic/Cam Access” button. Be sure to test your cam/mic and enter your display name, then select the “Enter Broadcast Studio”
3. After you enter the studio, you are still backstage until the moderator adds you and makes the session live.
4. There are several different presentation views that you can select depending on your presentation and preference.
 - a. Speaker View Only – Full Screen on Speaker Only
 - b. Speakers Full Screen – Full Screen split between speakers
 - c. Speakers Split Screen – Screen is split between speakers with the background showing.
 - d. Main Speaker and smaller speakers – Screen shows a bigger speaker and the other speakers are smaller
 - e. Speaker and Small Share Screen – The speaker is half the screen, and the shared screen is smaller.
 - f. Small Speakers and large Share Screen – The shared screen is large, and the speakers are smaller.
 - g. Shared Screen Only – Shows only the shared screen.
5. Screen Sharing:
 - a. Select the “Share Screen” at the bottom of your page. Please review the Screen Sharing tips:
 - b. Select your entire screen, an application window (such as power point), or a chrome tab. If you have a video with audio, be sure to select the “share audio” tab at the bottom of your share screen pop up.
<https://support.streamyard.com/hc/en-us/articles/360043726731-Screen-SharingSpeaker%20Split%20Screen>
6. On the right side of your studio, you will see the private chat tab and the comments tab.
 - a. The private chat allows you to chat with the moderator and other speakers privately.
 - b. The comment tab is where you will be able to receive questions from the audience. – You will need to decide if you want the moderator to have the question up on the presentation screen as you answer it, or just in the chat box.
7. The moderator will hit the live button at the start time. You will see the red live timer at the top left portion of the presentation screen.
8. After moderator does closing, you can hit the red x “Leave Studio” button. The presentation will be downloaded and be available for on demand content in a week.