

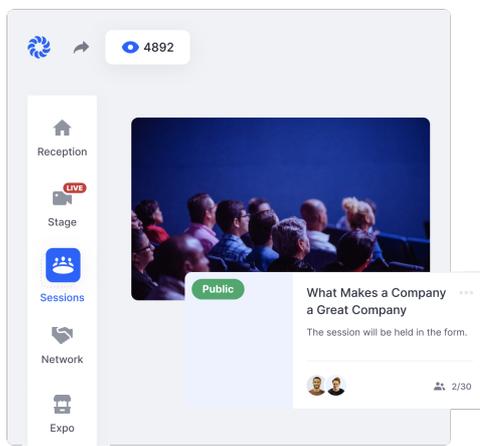
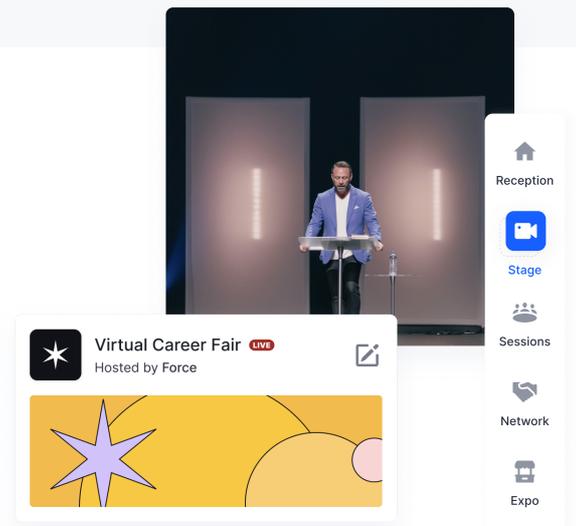
Register for the event in advance. You won't be able to enter the event if you haven't registered!

Your event organizer may create a special ticket for speakers & vendors so make sure you know which ticket you should sign up for. Once you've registered, let the organizer know so that they can add you to the schedule and assign you to moderate your respective panels or booths.

If you're speaking on the...

Stage:

1. Request the backstage link from the organizer (you will not be able to find this link within the Hopin event).
2. When it's time for your presentation, click the backstage link. Test out your audio & video and then enter the broadcast studio. When you enter the backstage area, you will only be visible to the event hosts.
3. When it's time for you to present, the host will add you to the stream.
4. While in the broadcast studio, you can use the private backstage chat to message the host and let them know you're ready.



Sessions:

1. When it's time for you to moderate a session, head over to the session you have been assigned and click "**share audio and video.**" Once you are on screen, you are live to anyone viewing the session.
2. As the moderator, you will be able to bring people onto the screen from the moderation panel in your bottom left corner.

Expos:

1. When it's time for the event, head to the registration page five minutes before the event starts.
2. Click Expo on the left sidebar and find your booth. Click your booth to enter.
3. If you've chosen to show a pre-recorded video, you'll simply monitor the booth chat.
4. If it's a live session, click Ask to **Share Audio and Video.** Once you're live on the screen, you'll be able to moderate who joins you on screen through the moderation panel.

