



COMPLEX EVENTS MADE SIMPLE.

Speaker Manual for the event day & rehearsal

Welcome to the event

HONOURED SPEAKER,

WELCOME TO DEAL ROOM!

With this Speaker Guide, you will learn how to join to session(s) on the platform and troubleshoot technical difficulties (in case you have them).

We wish you a great experience with the Deal Room virtual event platform.



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- Registering / signing into Deal Room account
- Program Tab
- Personal Agenda

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Deal Room Conference

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- Streaming
- Screen sharing
- Checklist for speakers

3

Troubleshoot

- Microphone & Camera settings
- Troubleshoot

Entering to the Deal Room platform



IN THIS CHAPTER,

This chapter will answer questions like "how to enter to the platform?" or "how to use the new streaming tool"

- A. How to enter to the platform
- B. The Virtual Event Venue
- C. Where to join to the session?

A. HOW TO ENTER TO THE PLATFORM

You can access the login page by following letsgo.dealroomevents.com.

Please note! While logging in please use an email address provided to the event organizer team when registering for the event.

We recommend using Google Chrome, MS Edge or Safari browsers

deal room Login

Create account

First Name
John

Surname
Doe

E-mail
user@email.com

Password
8+ characters

I accept the [Terms and Conditions](#) and [Privacy policy](#)

Create Account

Privacy · Terms

We build custom-fit, engaging events.

Virtual, In-person and Hybrid events expertise efficient event management platform

Registration/logging in:

1. If you are using the Deal Room platform for the first time please select "Create Account" and enter your first, last name, and email address. Create a password by yourself.

Then accept the terms of service and press "Create account".

2. If you have used the platform in the past, please press "Log in" and use your account credentials to access the event.

B. THE VIRTUAL EVENT VENUE

- Onay Sari Online >
- Notifications >
- Agenda ● >
- Messenger
- Invitations 2
- All events >

MY EVENT PROFILE

Marketing & Sales
Deal Room Events

OFFER

Deal Room is a platform for your online, live and hybrid events. I have a...

SEEK

I'm interested in speaking with B2B participants who wish to organize...

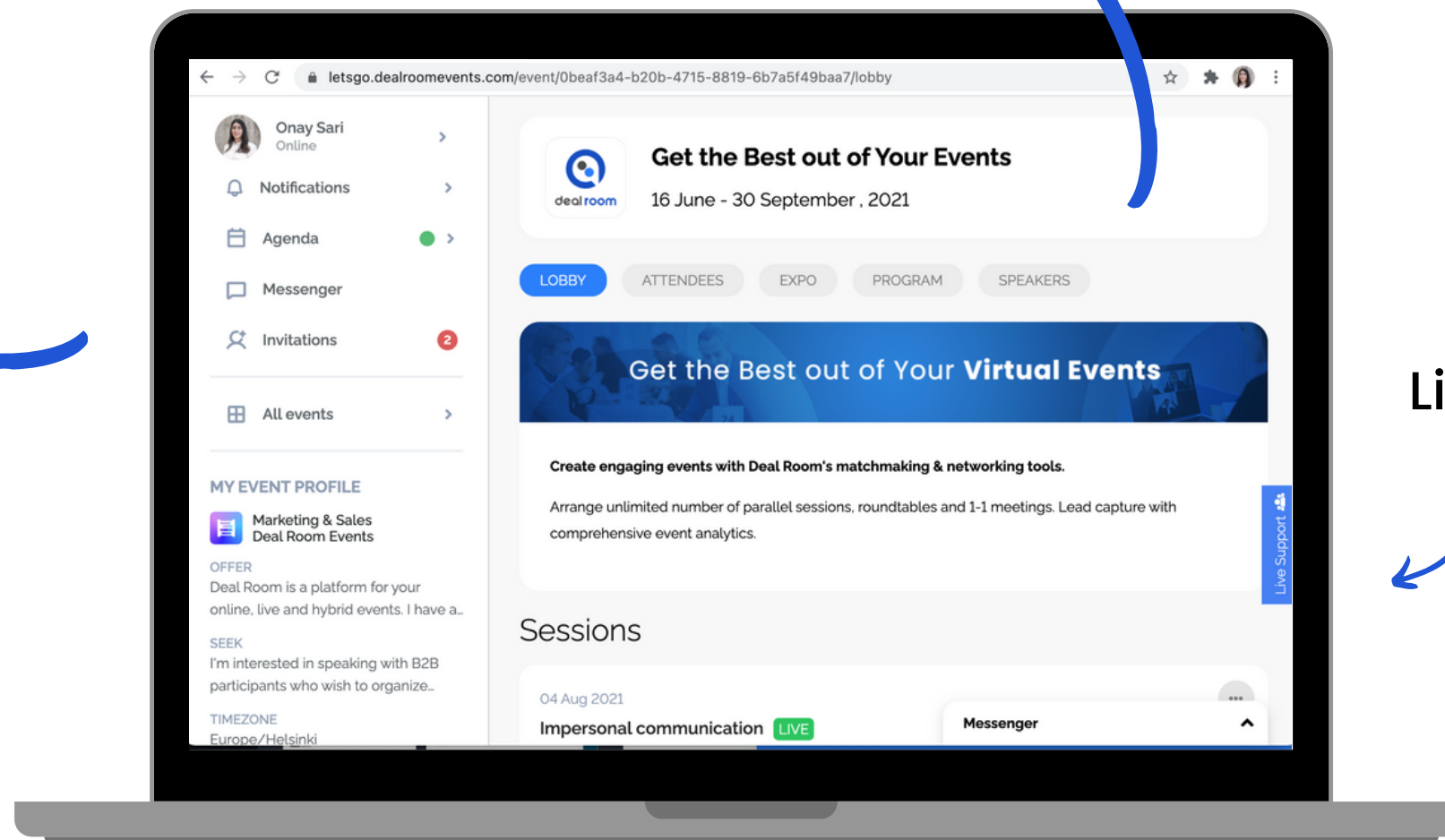
TIMEZONE

Europe/Helsinki

Edit

Deal Room is an all-in-one virtual event venue. The platform contains many engaging and interactive function.

Here is a sneak peak of the platform:



Live-support

■ C. WHERE TO JOIN TO THE SESSION?

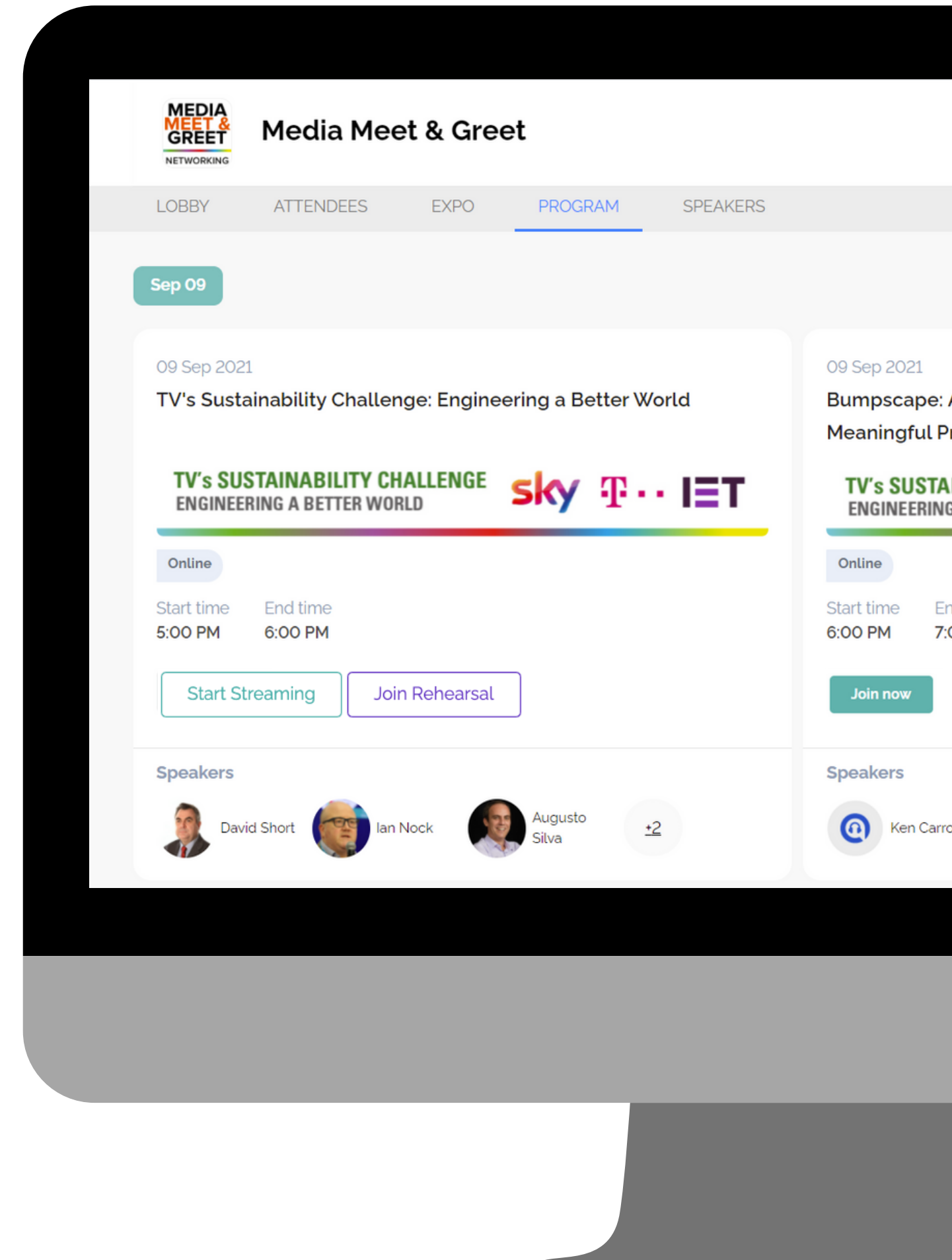
- Join to the session in the Program tab.

There you find sessions you have been assigned to as a speaker and all other event sessions.

You will see different buttons depending if you are a speaker of the session or just an attendee.



- Click "Start Streaming" on the event day, when you want to enter the session. You can join 10 min before the session starts.
- "Join Rehearsal" button is used before the event. It's a separate rehearsal room where you can test your settings



D. PERSONAL AGENDA

In your Agenda tab (left side of the screen), you can see:

- Sessions which you have been assigned to
- Sessions you have added to your agenda
- Confirmed 1:1 meetings

Please note:

As a speaker you're able to join the session 10 min before it actually starts. We highly recommend to use that time in order to test camera and audio settings before you go live.

YOUR OWN AGENDA

Oksana Gorzov Online >

Notifications >

Agenda ● >

Messenger

Invitations 1

All events

MY EVENT PROFILE

Your position
Your company

OFFER
Networking platform & event management tool for online & hybrid...

SEEK
Event organizers looking for learning more about digital solutions for onlin...

Edit

Search

Sessions

Meetings

Add a break

Email My Agenda

3:11 PM ● RTMP test

17 September

1:00 PM ● You are speaker at Smart Solutions in Clinical Trials

Live

Start streaming

2:00 PM ● How to get best of your event?

Deal Room Streaming

2.

IN THIS CHAPTER,

In this chapter we focus more "how to use the Deal Room Streaming Tool", "how it will look and what functions it includes"

- A. Rehearsal Room
- B. How to get into live streaming session
- C. Stream Room, functions
- D. Screenshare Function
- F. Checklist for Speakers

A. REHEARSAL ROOM

Rehearsal Room is a separate streaming room available for speakers only.

It's open before the event, 24/7 and it closes 30 mins before the session starts.

We highly recommend to use this opportunity to test all settings before the event.

You can test audio, camera & screen share function.

The screenshot displays the DealRoom event interface. At the top, the DealRoom logo and the text "Get the Best out of Your Events" are visible. Below this, a navigation bar includes tabs for LOBBY, ATTENDEES, EXPO, PROGRAM (selected), SPEAKERS, and COMPANY. A date filter shows "Earlier", "Aug 08", "Sep 08", and "Today" (selected). The main content area is split into two columns. The left column shows a session for "17 Sep 2021" titled "The Art of Communication in Leadership". It features a blue banner with the text "Get the Best out of Your Virtual Events", an "Online" status, and a time slot from 4:00 PM to 5:00 PM. Below the time slot are two buttons: "Start Streaming" and "Join Rehearsal". The "Speakers" section below lists Oksana Karhunen and Julia Rich. The right column shows a session for "17 Sep 2021" titled "Impersonal Communication". It features a similar blue banner, a "Panel discussion" status, and a time slot from 5:00 PM to 6:00 PM. Below the time slot is a "+ Add to agenda" button. The "Speakers" section below lists Maria Wozniak and Pase Gwinea. A vertical "Live Support" button is on the far right. At the bottom right, there is a "Messenger" notification with a red circle containing the number 1. A large blue arrow points from the "Join Rehearsal" button in the left session to a larger, purple-outlined "Join Rehearsal" button located below the screenshot.

■ B. HOW TO GET INTO LIVE STREAMING SESSION 1/2

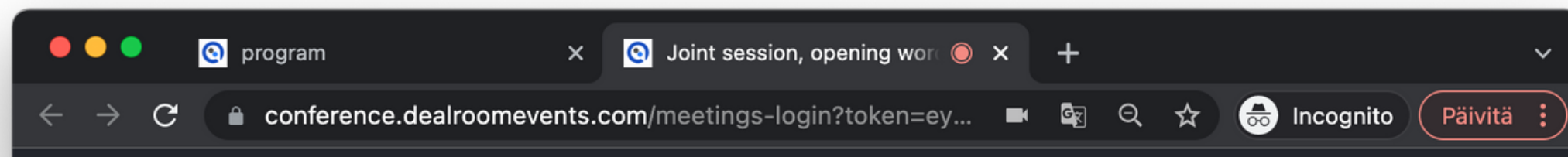
As a speaker you are able to join your session 10 minutes before it's going live.

Click "Start Streaming" to enter the live streaming session

Start Streaming

- Platform will notify when you are going live!

Streaming session is happening on the Deal Room conference subpage which will open when you click 'start streaming'

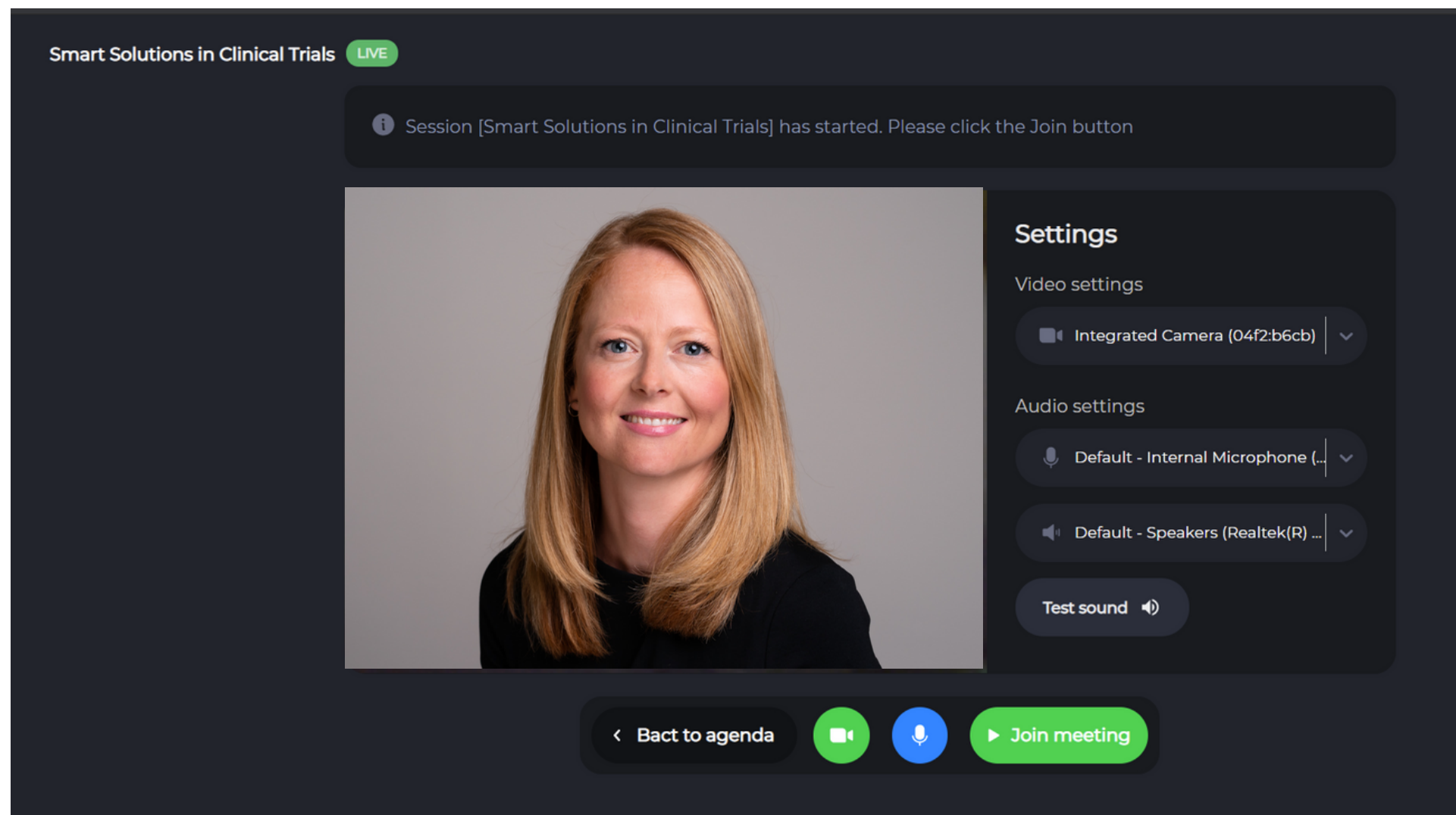


A screenshot of the Deal Room event page. The page title is 'Get the Best out of Your Events'. The navigation menu includes 'LOBBY', 'ATTENDEES', 'EXPO', 'PROGRAM' (selected), and 'SPEAKERS'. Below the navigation, there are date filters: 'Earlier', 'Aug 08', 'Sep 08', and 'Today' (selected). The main content area shows the date '17 Sep 2021' and the session title 'The Art of Communication in Leadership'. A blue banner reads 'Get the Best out of Your Virtual Events'. Below this, there is an 'Online' status indicator and a table with 'Start time' (4:00 PM) and 'End time' (5:00 PM). Two buttons are visible: 'Start Streaming' and 'Join Rehearsal'. A blue arrow points from the 'Start Streaming' button in the text above to the 'Start Streaming' button in the screenshot. At the bottom, there is a 'Speakers' section with two profiles: Oksana Karhunen and Julia Rich.

■ B. HOW TO GET INTO LIVE STREAMING SESSION 2/2

Video stream is happening in the Deal Room conference subpage.

- You will enter the lobby page where you can check your camera and microphone before joining the session



Please pay attention:

If you are using Deal Room for the first time, the browser will ask your permission to use camera and microphone.

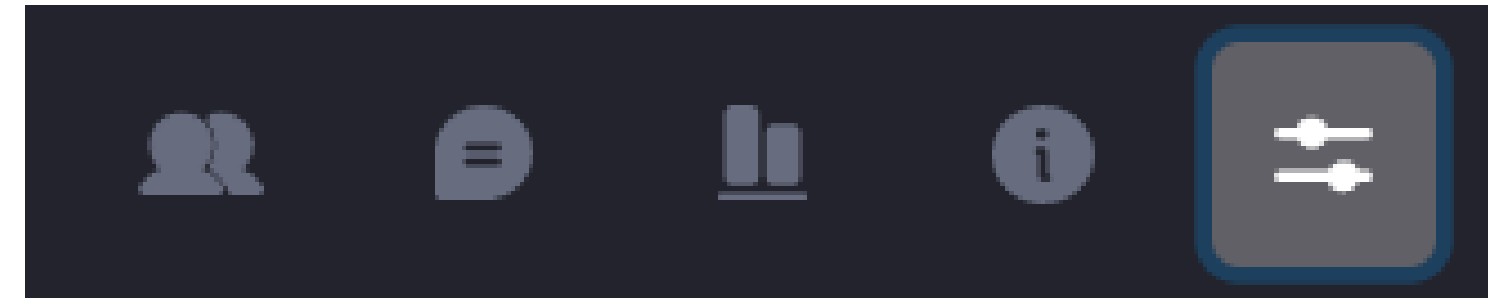
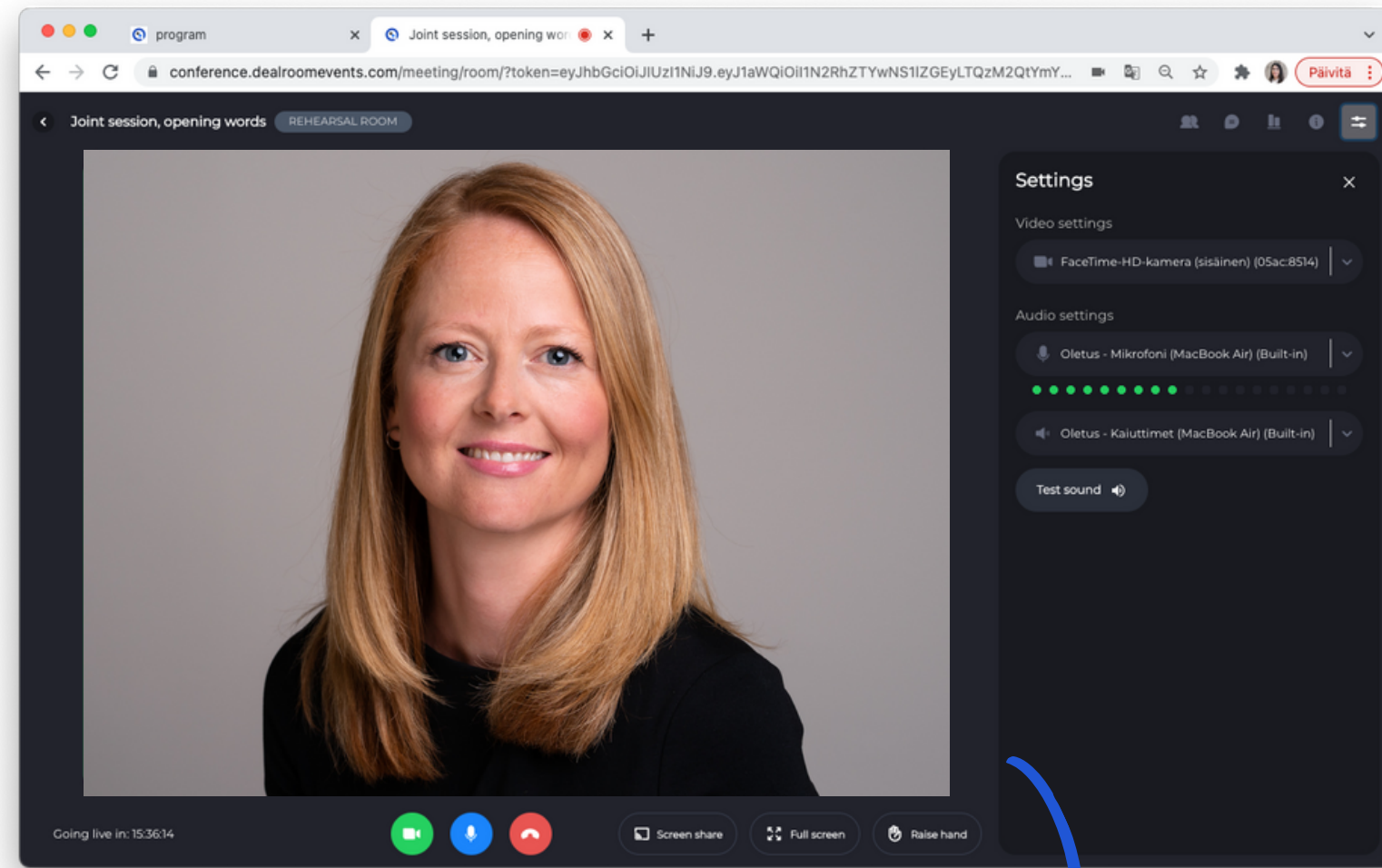
- Please allow it.

Check your microphone and camera settings.

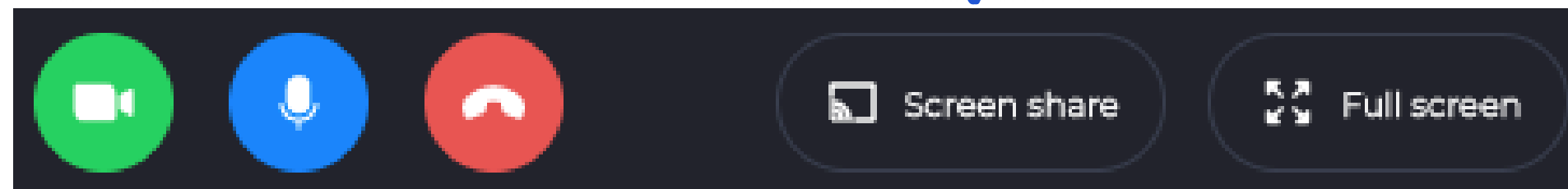
Make yourself ready and press "Join meeting".

After that system will automatically connect you to session.

C. STREAM ROOM, FUNCTIONS



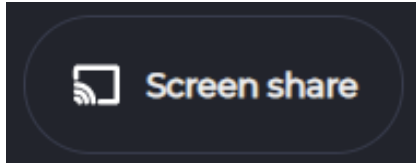
- Speakers
- Sessions Chat
- Polls
- Session info
- Your camera / mic settings



- Camera on / off
- Audio on / off (mute)
- Leave session

- Screen share (instructions on the next slide)
- Full screen - mode

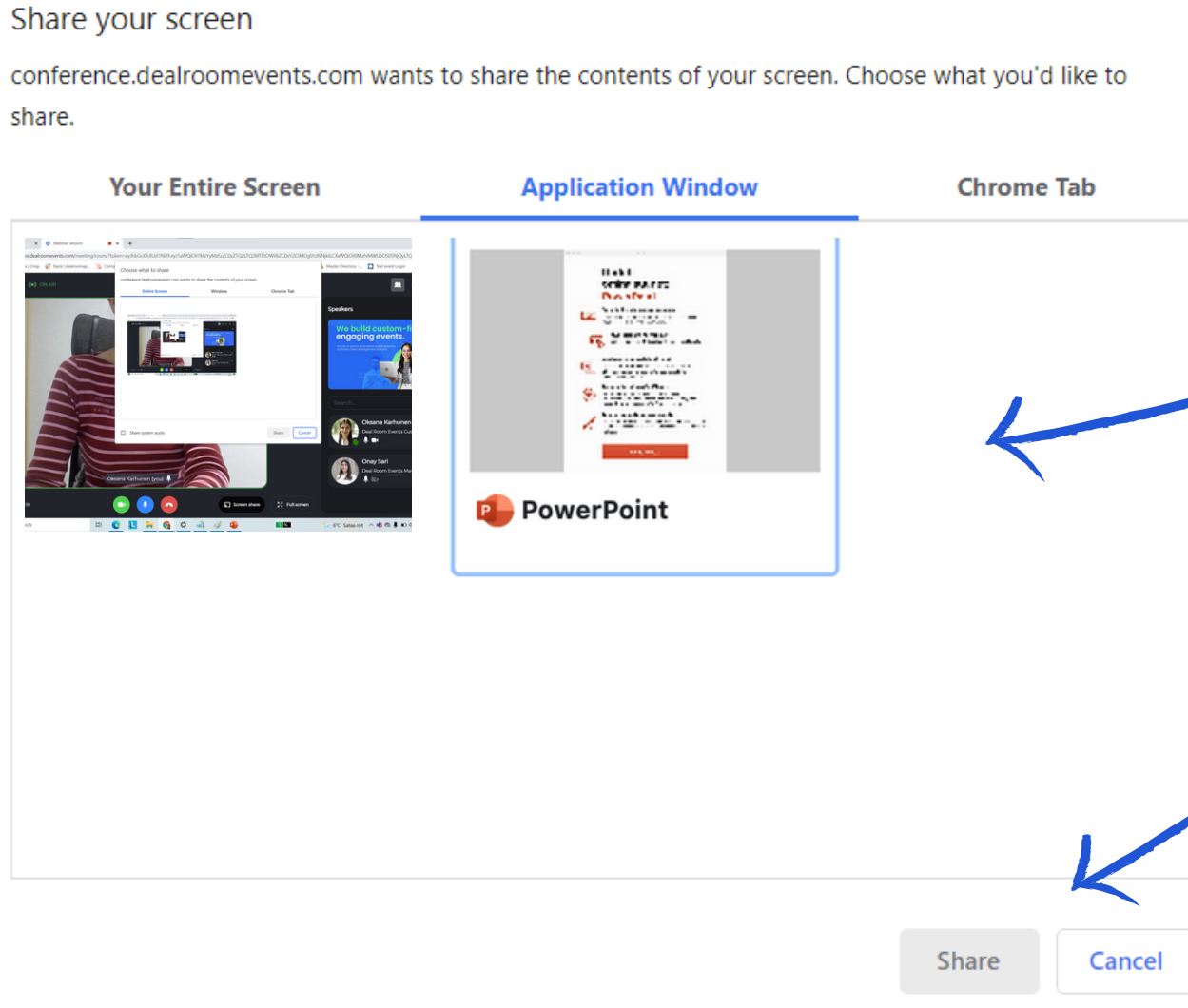
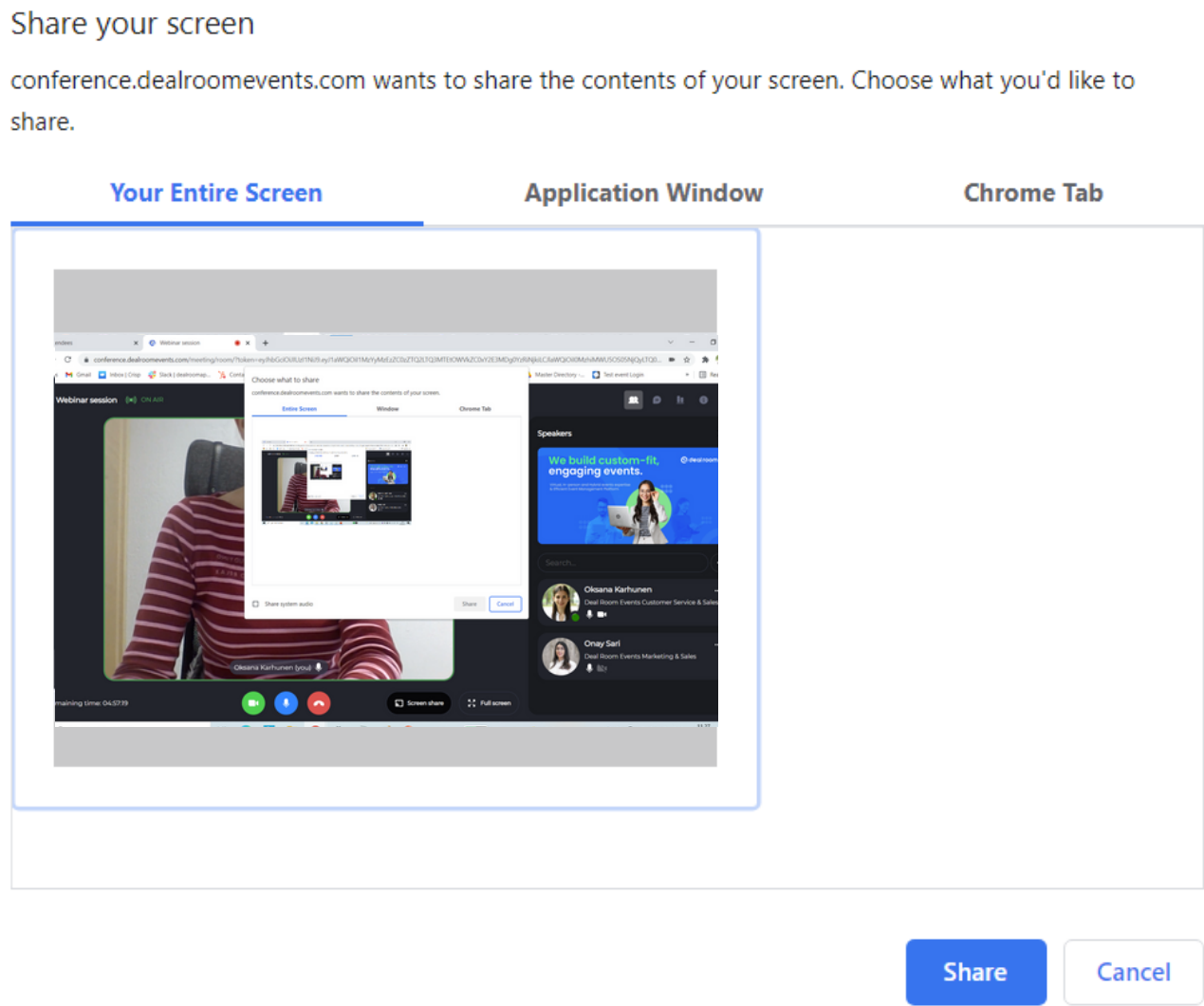
D. SCREENSHARE FUNCTION



We highly recommend to use **Google Chrome** or **Safari** browsers.

In **Safari** browser you won't have this selection. It will ask your promission to share **entire screen**.





if you are using **Google Chrome**, these windows will pop up. You can select to share entire screen or just one certain window example PowerPoint.



You need to click the window to "activate" it. The blue frame will show the window you have selected.

After you have selected right window, press "Share".

F. CHECKLIST FOR SPEAKERS

-  Check that you have a microphone (preferably outsource) and your camera is working.
-  Make sure that you have operating internet connection and it's stable. Especially if you are going to show presentations or videos.
-  Join rehearsal! It will guarantee a better success. Rehearsal rooms will be available in Deal Room platform.
-  While using Deal Room for streaming, please make sure that you don't have any open applications which may block your camera. (e.g. FaceTime, Camera App, Teams or Zoom)

Troubleshoot

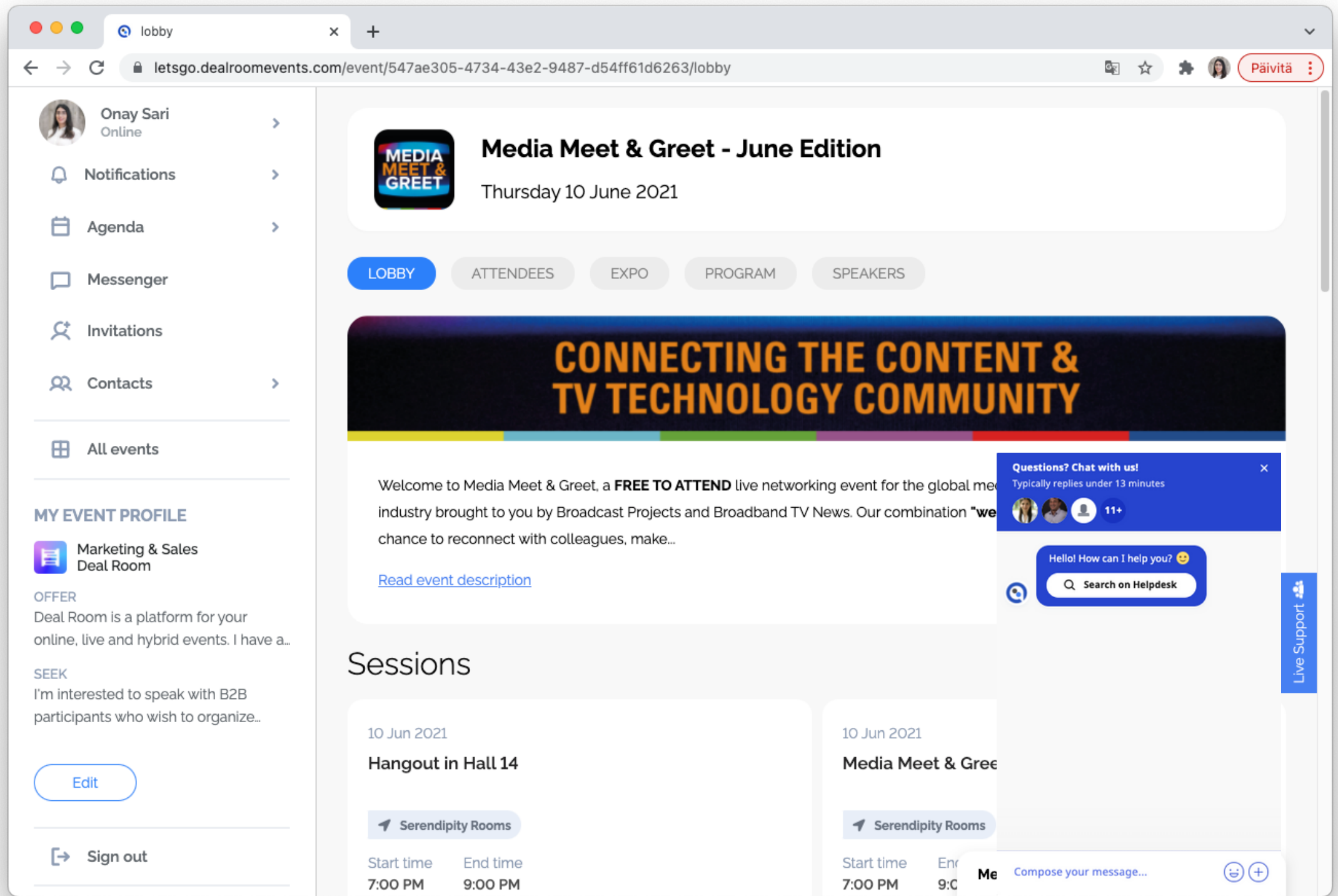
3.

IN THIS CHAPTER,

If you face any problems with your camera or audio, please check the troubleshoot first-aid from the next slides.

- A. Deal Room Live-support
- B. Microphone & Camera Settings
- C. Troubleshoot - Google Chrome
- D. Troubleshoot - Safari
- E. Troubleshoot - Notable

A. DEAL ROOM LIVE-SUPPORT



The screenshot displays the Deal Room platform interface for a "Media Meet & Greet - June Edition" event on Thursday, 10 June 2021. The interface includes a left-hand navigation menu with options like "Onay Sari Online", "Notifications", "Agenda", "Messenger", "Invitations", "Contacts", and "All events". The main content area features a "LOBBY" tab and a banner that reads "CONNECTING THE CONTENT & TV TECHNOLOGY COMMUNITY". Below the banner, there is a welcome message and a "Sessions" section listing "Hangout in Hall 14" and "Media Meet & Greet". A live support chat window is overlaid on the right side of the main content, with a blue header that says "Questions? Chat with us!" and a search bar for the helpdesk. A blue arrow points from the text on the right towards the chat window.

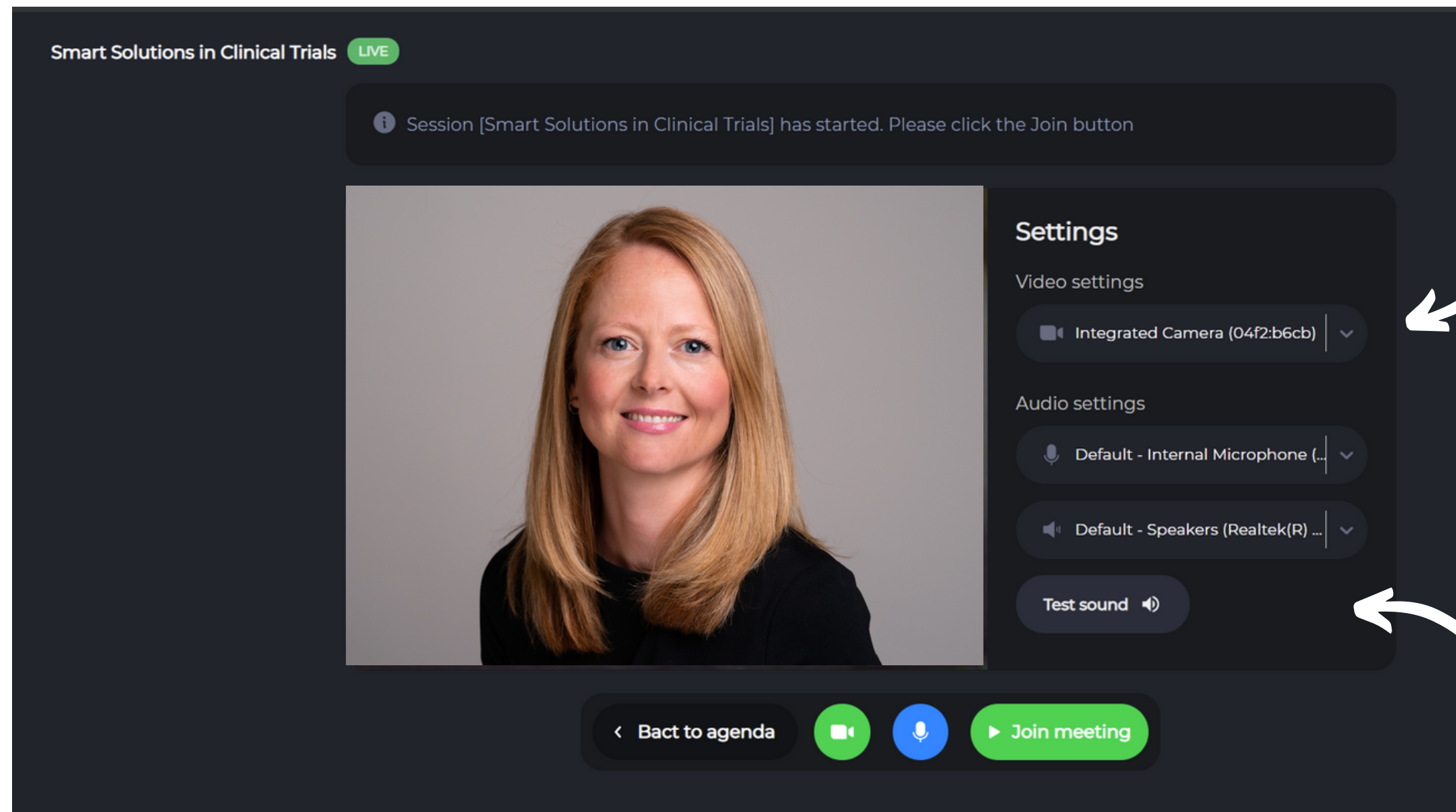
Deal Room platform provides live-support for all the event attendees. It can be found on the platform page, right-hand side.

Feel free to reach us anytime.
Happy to help!

B. MICROPHONE AND CAMERA SETTINGS 1/2

You can select which microphone or camera you are using.

- We suggest to use outsource microphone during your sessions. The voice will be more clear and stable and there will be less echo.



select microphone or camera you prefer to use

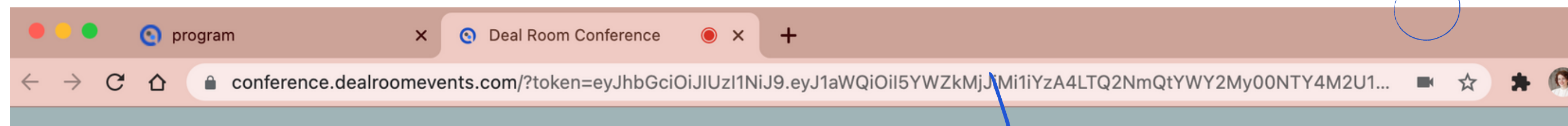
Run a sound test here

B. MICROPHONE AND CAMERA SETTINGS 2/2

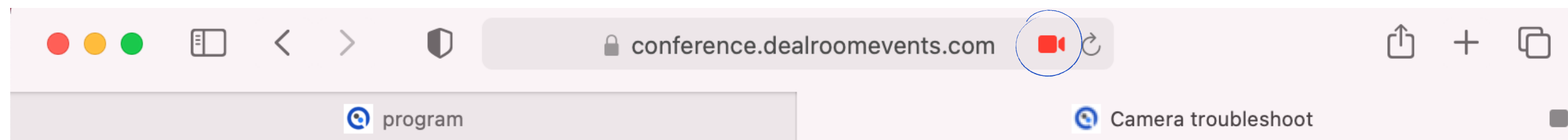
If you have any problems, like your camera does not turn on or you mistakenly didn't allow the browser to use camera/mic, please check the easy solution below:

1. Please double check that you have allowed access to your camera and microphone.

In the browsers search bar you can check your settings from the icons.



Google Chrome



Safari

■ C. TROUBLESHOOT - GOOGLE CHROME (ADVANCED)

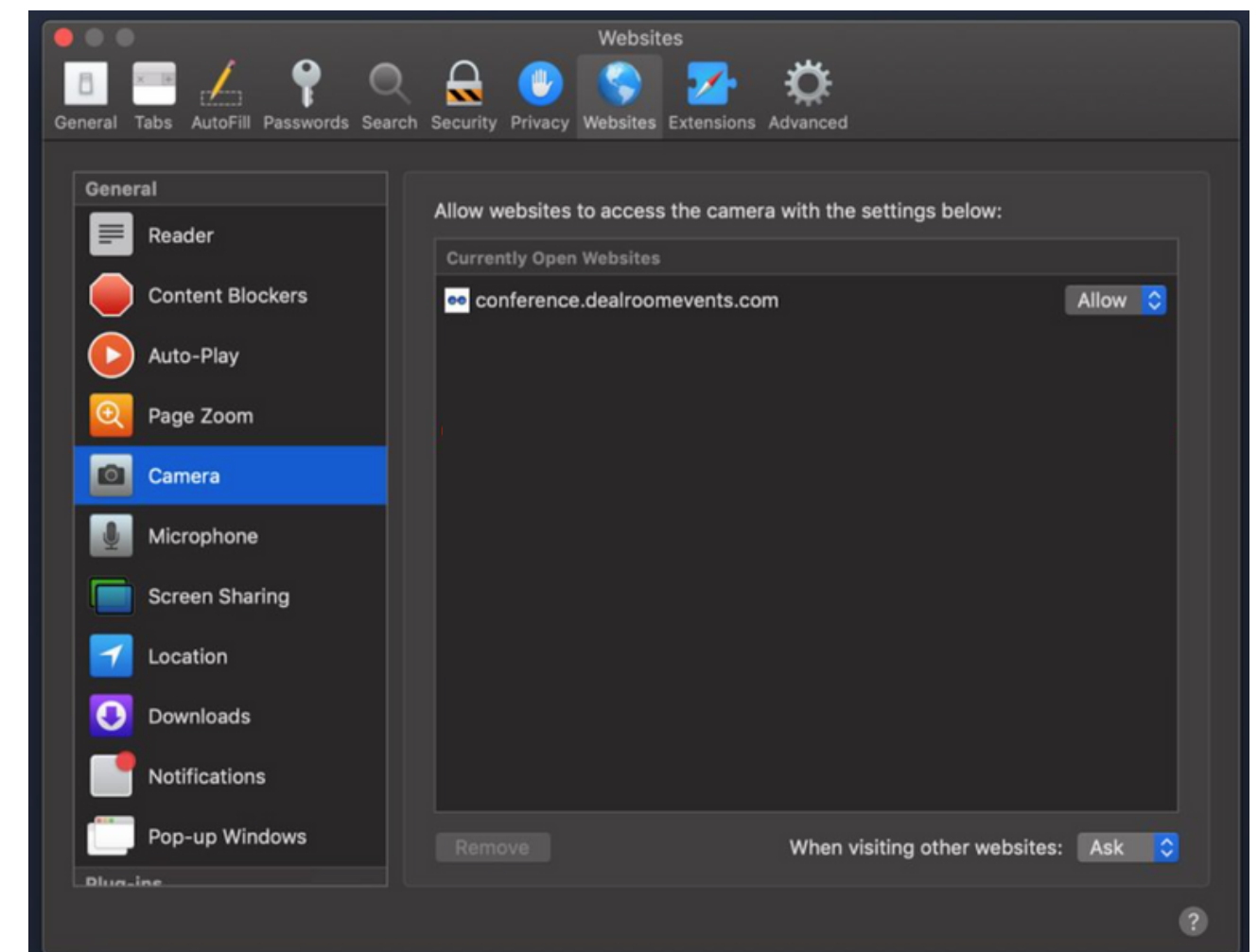
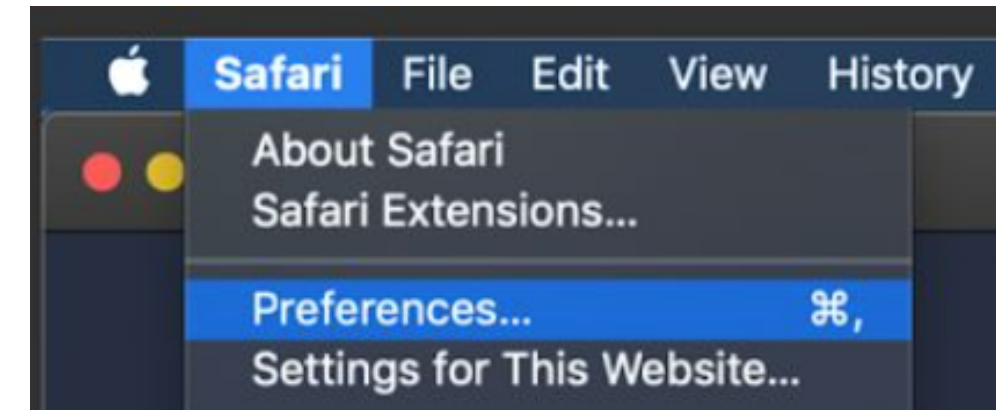
If the screenshots didn't help you, please try this:

1. Enter <chrome://settings/content/camera> into Chrome URL bar.
2. Enter <chrome://settings/content/microphone> into the Chrome URL bar
3. Disable the setting "Ask before accessing."
4. Under "Allow," delete <https://conference.dealroomevents.com> if present.
5. Refresh the Deal Room page and grant **(ALLOW)** camera access when prompted.

D. TROUBLESHOOT - SAFARI (ADVANCED)

If the screenshots didn't help you, please try this:

1. Open browser settings from Safari > Preferences
2. Select the Websites tab > Camera / Microphone > Allow



TROUBLESHOOT 1/5

The most common troubles during the sessions:

- Microphone is not working
- Camera is not working
- Trouble during screen sharing
- Frustration and panic

The most important thing is to stay calm.

Panic causes frustration which sometimes makes it a bit harder to solve the technical issue.

If Deal Room doesn't identify your camera or microphone, most probably it's blocked by web browser or other applications.



■ E. TROUBLESHOOT – NOTABLE

Other things to notice:

1. Check that your computer's camera is connected, turned on, and pointing towards you unobstructed.
2. Check if your camera is not blocked by other apps, like FaceTime in MacOS, Camera App, Teams or Zoom.
3. Close any other application that might be using the camera, then reload Deal Room.
4. Restart your computer or your browser.

You can always contact us via live-support

thank you

