

# 9TH HAWAII ENERGY CONFERENCE

May 10 and 12, 2022



## PRESENTERS GUIDE



Presented by



# TECH REQUIREMENTS



**Consistent, High Speed Internet.** Plug into Ethernet or move close to your Wi-Fi router. System Requirements are **10MBPS** Download/5 MBPS Upload. Helpful tool: <http://www.speedtest.net/>



**Turn Off VPNs and Strict Corporate Firewalls.** VPNs throttle upload speed, causing major lag and VPNs/firewalls can block audio/video streams. <https://support.eventcadence.com/en/articles/4826268-symphony-troubleshooting-and-network-firewall-requirements>



**Use a Desktop or Laptop Computer.** Restart your computer ahead of time. Close excess programs to optimize memory and disable notifications.



**Use Chrome or Firefox.** Make sure your browser is up to date prior to the webinar so it doesn't run an update in the background during the webinar.



**Use a Headset, Headphones, or AirPods.** Doing so will maximize audio quality and minimize any feedback or echo.



And most importantly...



Join your session from the  
device, location, and connection  
you used during tech check!

## JOINING YOUR SESSION

Please access the livestream **15-20 minutes** prior to the scheduled start time of your presentation or panel so the production team knows you are present.

*You will be utilizing **two tools** during your speaking role. Note that moderators must use the virtual platform to view questions while panelists may opt to use Zoom only.*

#1



A Zoom link will be provided in the final speaker email and in your session's calendar invite.

*Make sure Zoom is up-to-date on your device.*

#2



**VIRTUAL  
PLATFORM**

Login using the email address you used at registration

<https://my.eventcadence.com/events/hec2022/#/login>

## JOINING YOUR SESSION (CONTINUED)



VIRTUAL  
PLATFORM

- For Speakers Only
- Your video and audio will be captured in Zoom
- Zoom chat can be used to communicate with fellow speakers and the tech team. Time warnings will be posted in chat.
- You will be in the Zoom waiting room until it is time for your session.
- This is where attendees will view the livestream
- You will need to be logged into the platform to access audience questions.
- **It is imperative that you stop the stream video** in your browser window when viewing questions to prevent an echo. Plus it can be distracting to watch yourself!
- You might be prompted to allow your camera access to the platform. Select “Disallow” since your video will come in via Zoom
- Note there is a 20-30 second delay with the audio/video captured in Zoom for platform broadcast



# 2 WAYS TO ACCESS YOUR SESSION



**Option #1:** Via Lobby  
"see what's upcoming"

**Option #2:** Via Schedule

NAME	DATE & TIME	LOCATION	ACTIONS
TechCheck #1	Wednesday, Apr 27 9 - 10 AM HST	Online Meeting	OPTIONS
Welcome / Meet the Exhibitors	Tuesday, May 10 7:50 - 8 AM HST		OPTIONS
Welcoming & Keynote Address	Tuesday, May 10 8 - 8:45 AM HST		OPTIONS
The Community and Electrification (40 min)   Sponsored by Hawaiian Electric Electrification is a critical part of the solution to reduce carbon emissions from Hawaii's economy. Oftentimes such technology and economic shifts benefits some communities more than others. How do we make electrification work for all community members? How do we strive to achieve an equitable deployment of electrification infrastructure that meets the need of different communities and where the economic benefits of electrification, such as workforce development, jobs and careers in electrification are shared by all?	Tuesday, May 10 8:45 - 9:30 AM HST		OPTIONS
Spotlight Talk: Electrification and Energy Efficiency Energy Efficiency plays a key role in the movement to electrify (almost) everything.	Tuesday, May 10 9:30 - 9:45 AM HST		OPTIONS

# ACCESSING YOUR SESSION



Click the **Join Online Session** button to open the livestream

A screenshot of a mobile application interface for the 9th Hawaii Energy Conference. On the left is a vertical navigation menu with a user profile for Amber Hardwick (Maui Economic Development Board (MEDB) Program Manager) at the top. The menu items include: MENU, Lobby, Schedule (highlighted with a light blue bar), Live Stage, Speakers, Exhibit Hall, Social Feed, Networking, Appointments, Tell Us What You Think, Competitions, and Events. The main content area shows the conference title and start time (6 D • 14 H • 41 M). Below this is a banner image with a sun and green hills. The session title "Speaker Tech Check #4" is displayed. A prominent grey button labeled "JOIN ONLINE SESSION" is highlighted with a yellow border. To the right of the button are two smaller boxes: "Meeting Analytics" and a date/time box indicating "Wednesday, May 4, 2022 9 - 10 AM HST".



## How to Stop the Platform's Stream

1. Push the center of the screen OR
2. Click the pause button at the bottom left of the screen
3. Volume control at the bottom right of screen

A screenshot of a Zoom meeting interface. The main video area shows a street scene with palm trees and a building in the background. The Zoom logo is visible in the bottom right of the video. The interface includes a top bar with 'VIEWS 1/00' and a right sidebar with icons for Overview, Participants, Messaging, Questions, Notes, Support, and Home. The bottom control bar has a pause button (highlighted in yellow), the text 'MEDB', a volume slider (highlighted in yellow), and icons for settings and share. The video content is a 3D-rendered scene of a paved area with metal railings in the foreground, trees, and a building in the distance under a clear sky.



# DURING YOUR SESSION



## MUTE YOUR OWN MIC

- When you are not speaking, please mute your mic to prevent background noise.
- The Tech Team will only mute you when necessary. You will need to unmute your own mic when you want to speak.
- Ensure your phone and any application notifications are muted/on silent!

## KEEP CAMERA ON

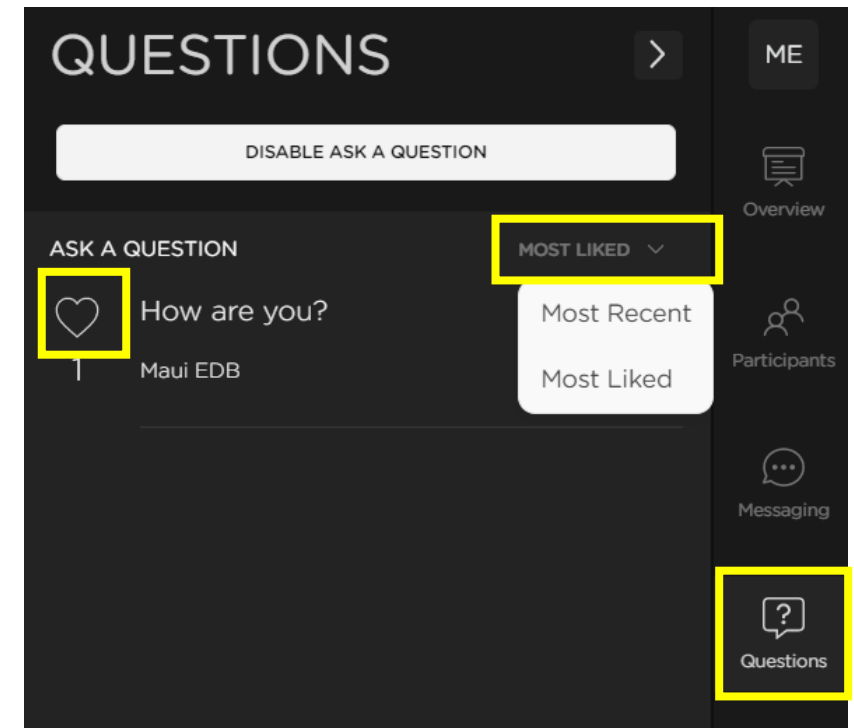
- As a presenter, we ask that you remain visible on screen throughout your session.
- The Tech Team will only hide you if necessary. You will need to show your own video when you want to speak.

# DURING YOUR SESSION (CONTINUED)



## AUDIENCE Q&A

- Click the **Questions tab in the conference platform** to view audience questions.
- Attendees will use the Questions tab to ask and “heart” questions. We encourage you to “heart” preferred questions to help filter them to the top, if it’s not distracting for you to do so.
- You can filter the questions by Most Liked and Most Recent.
- Please note that the Tech Team will be archiving questions from previous sessions and we suggest filtering with the “Most Recent” option to start.



# DURING YOUR SESSION (CONTINUED)

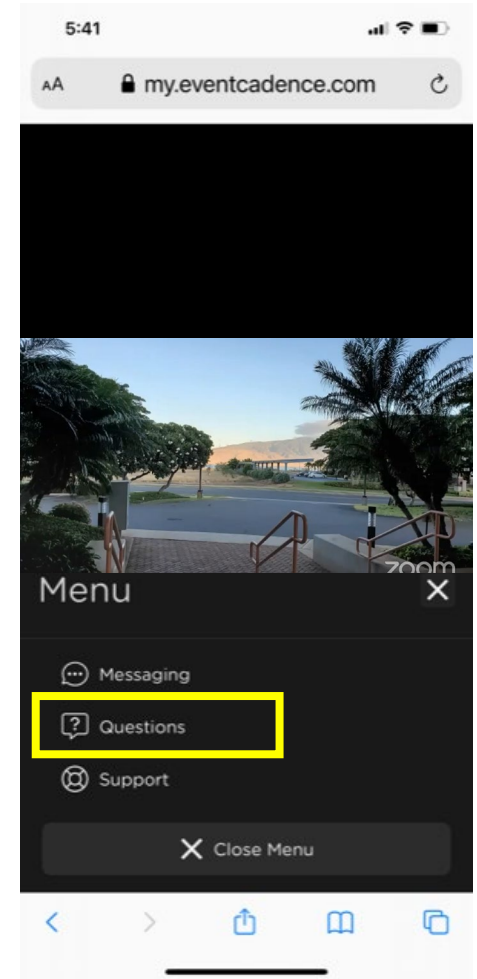
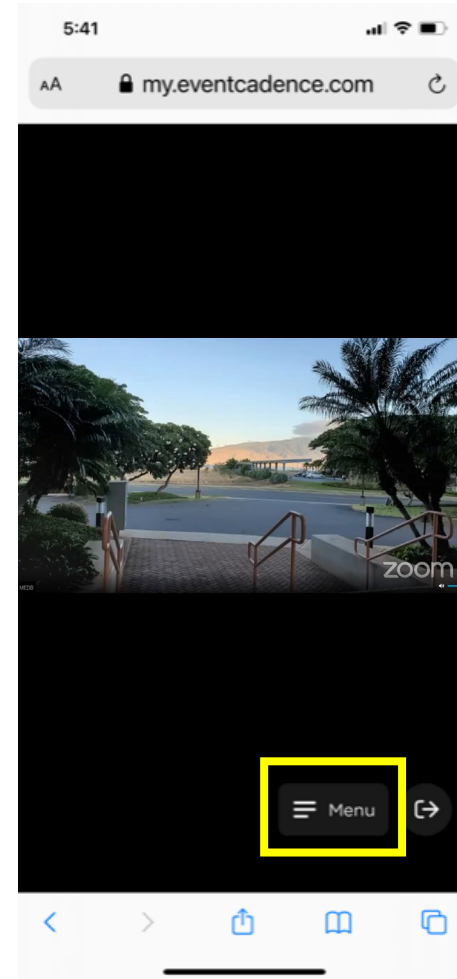


## USING MOBILE DEVICE TO VIEW AUDIENCE Q&A

- **If viewing questions from an iPhone**, you will need to click the Menu button and then select “Questions”
- Remember to MUTE or disable the livestream on your phone!
- Questions are not viewable on Android/non-iPhone devices



Use your iPhone's camera to access the platform login link



# HOW TO EXIT YOUR SESSION



- The Tech Team will provide **5-minute** and **2-minute** warnings via Zoom chat.
- As the moderator/host closes the session, please ensure your audio is muted.
- The production team will either air a brief outro video or cut to the HEC Studio. Please turn your cameras off at this time.
- Production team will remove your audio & camera access and promote the next panel.

# TROUBLESHOOTING



## Update Your BROWSER

**Chrome:**

<https://support.google.com/chrome/answer/95414?co=GENIE.Platform%3DDesktop&hl=en>

**Firefox:**

<https://support.mozilla.org/en-US/kb/update-firefox-latest-release>

## Update ZOOM

**Zoom:**

<https://support.zoom.us/hc/en-us/articles/201362233-Upgrading-Zoom-to-the-latest-version>

## Firewall Issues

<https://support.eventcadence.com/en/articles/4826268-symphony-troubleshooting-and-network-firewall-requirements>



## CONTACTING THE TECH TEAM

- We will be available via **Zoom Chat**. The audience does not have access to this line of communication.
- If you continue to have access issues, please text our **Google Voice Number (502) 663-9581**. Be sure to include your name. We will most likely respond by text. If feasible, we will contact you by phone.
- Team is available at [info@hawaiienergyconference.com](mailto:info@hawaiienergyconference.com) leading up to the event.

# ADDITIONAL PRESENTER TIPS



**Audio.** Ear buds with a built-in microphone or a headset is highly encouraged to improve sound quality. Phones and other devices should be on silent mode.

**Video.** You should be in-frame and centered, with your head and shoulders taking up a majority of the frame. Look directly into the camera while you are speaking. Your webcam should be eye level. Please ensure your background surroundings are distraction free.

**Lighting.** Have the brightest source of light facing you so that you are clearly visible when speaking. Avoid having lights, large reflective surfaces, or windows directly behind you or underneath you.

**Attire.** Business casual or aloha. Ties are neither required or desired.


# UPDATE YOUR SPEAKER PROFILE






**Edit your profile.** Your headshot and bios have been uploaded. Conference attendees will be able to send you direct messages within the conference platform.

If you would like attendees to reach you outside of the event, please update your profile with your contact information.

**Add social media handles.** Continue the networking after the conference and link to your social media profiles.

 **Maui EDB**  
Maui Economic Development Board

[CONTACT INFORMATION](#)  
Click to view all of Maui's contact information

[CONNECTIONS \(2\)](#)  
Click to view all of Maui's connections

[COLLECTIONS](#)  
Click to view all of your collections

Close



# INFORMATION FOR MODERATORS



**Panel Duration:** 40 minutes unless noted otherwise on the program.  
(recommended 25-minute discussion and 15-minute Q&A)

**Cues.** The Tech Team will send you prompts in the Zoom Waiting Room and Zoom Chat. Please have your mobile phone on vibrate and within eyesight should we need to text you. Please start your session after the brief intro video or studio announcement. If there is an intro video, your cue to start will be a panel slide with speaker headshots and names.

**Intro.** At the start of the session, please welcome your audience and panel members and encourage the audience to ask questions using the Questions Tab.

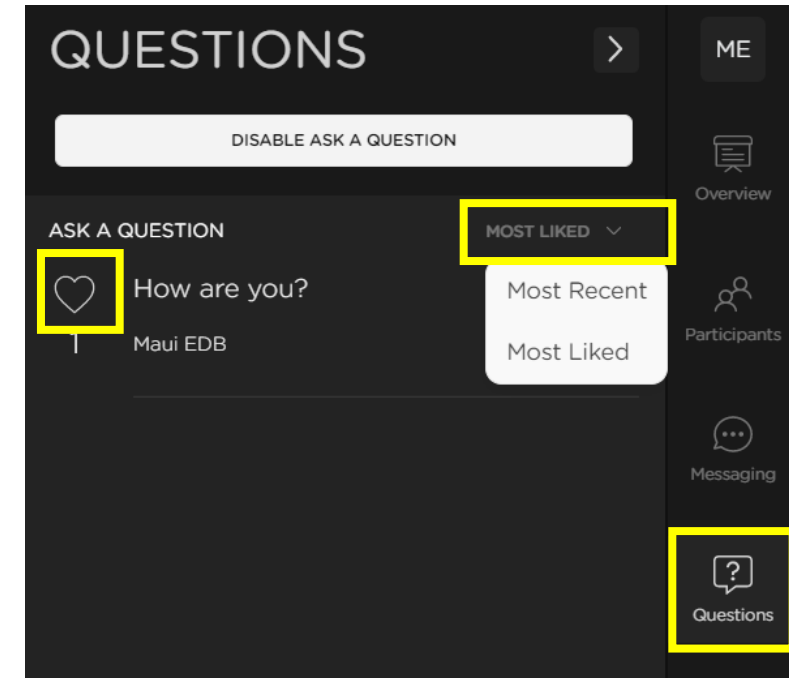
**Timing.** It is imperative that your panel remain on-time. The Tech Team will give you a 5-minute & 2-minute warning via mobile text message when your session nears completion. We recommend setting a timer on your phone.

# INFORMATION FOR MODERATORS (CONTINUED)



**Transitions.** Please allow for a 2-3 second lag between speakers.

**Audience Q&A.** Remember to “stop the stream” in the conference platform to view audience questions. We suggest filtering with “Most Recent” while the Tech Team archives prior session questions.



# 9TH HAWAII ENERGY CONFERENCE

May 10 and 12, 2022



## Mahalo to our Presenters!



Presented by

