Using Accelevents for your Workshop or Panel Session

1. Access the Email Invitation:

Once you have been added to a session as a speaker, check your inbox for an email inviting you to join the event.

There will be 2 links in that email:

Link 1:

- **Virtual Event Hub Link to My Talks Tab - *to access a list of your talks*:** this link will take you into the Virtual Event Hub, to the My Talks tab. This tab will show you all the sessions that you are involved in as a speaker. Access this link if you want to explore the event. When you are ready to start your talk, you can click the "Start Your Talk" button - this will take you to the backstage link.
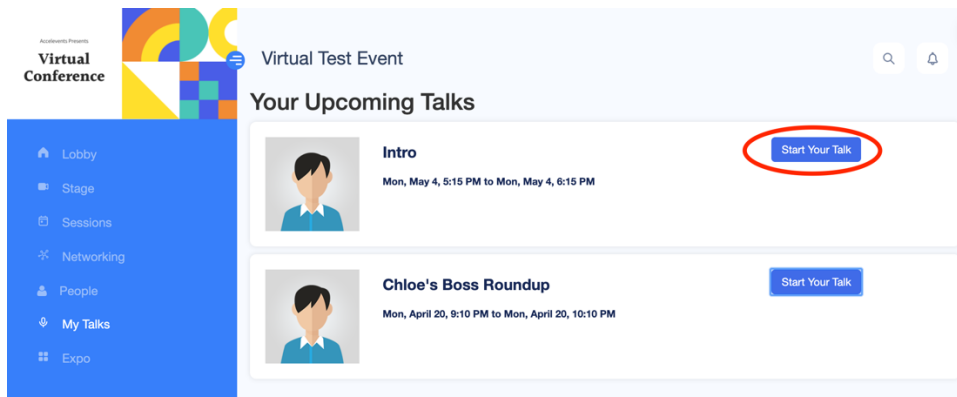
Link 2:

- **Accelevents Studio Link (or Backstage Link) - *to join the talk directly*:** this link will bring you directly into the Accelevents Backstage link, where

you can enable your camera/microphone and start your live broadcast. When this page opens, you will be asked to set up your camera and mic to prepare for your talk. When you're ready, you can go live by clicking the Start Broadcast button
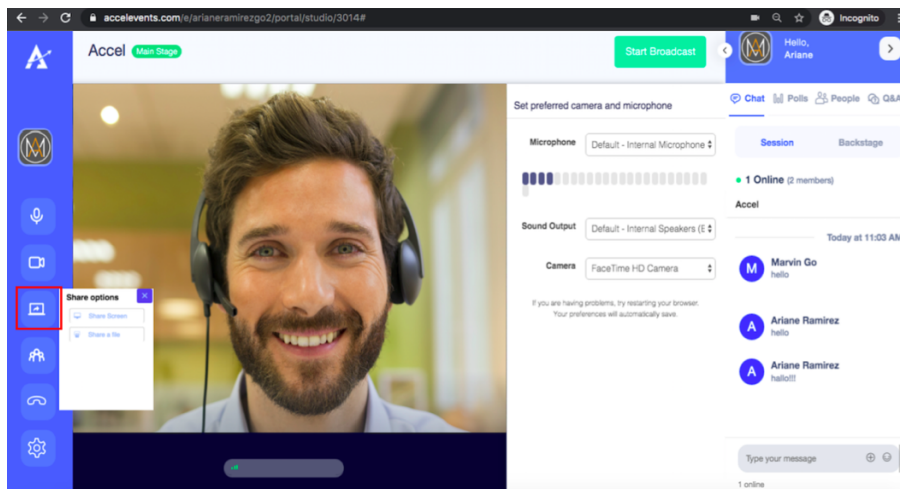
Note: *You can click any of those 2 links, but the second link (Accelevents Studio Link) is what will bring you to the backstage link, where you can begin broadcasting live.*

2. Access the Link

If you clicked the **Virtual Event Hub Link**, this is what you will see. Click "**Start Your Talk"** to access the backstage link to start your live broadcast.
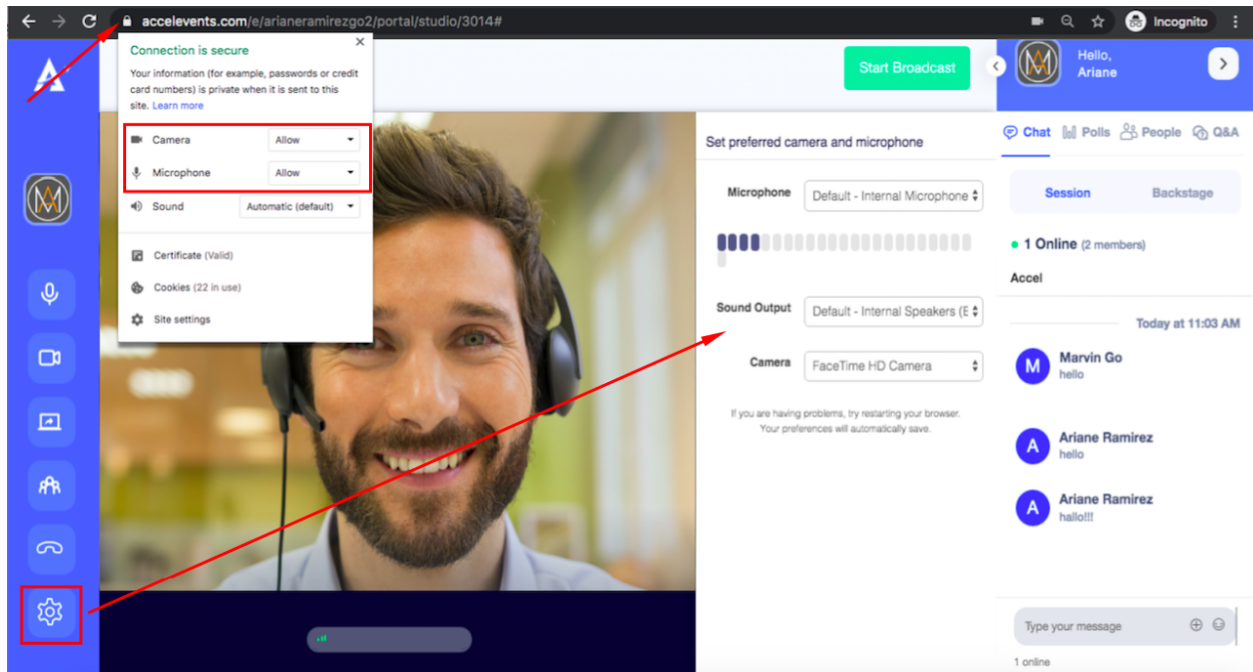

If you clicked the **Backstage link**, this is what you will see. This is the same page that you would see if you clicked the **"Start Your Talk"** button.

Before beginning the broadcast of the session, you can adjust your audio & video settings or upload any materials/media by clicking the "Share" icon.

3. Check Camera and Microphone Access

Make sure that your browser allows camera and microphone access as well as check the volume and camera output settings of your Accelevents Studio.

After you are done checking that your browser has been enabled access to your camera and microphone and are ready to go live, click **"Start Broadcast"**

4. After you go live!

When you're done with your presentation, we suggest waiting up to 30 seconds before you hit the **stop broadcast** button to take into consideration the delays in broadcasting. If you stop early, attendees may not see the last 15 to 30 seconds of your presentation.