

ISSCR DIGITAL SPEAKER FAQs

Thank you for your participation in this ISSCR event! You will be using ISSCR's online meeting platform called **Juno**. While you may be used to presenting virtually, the Juno platform has a unique main screen and control options that you should understand and be familiar with before your session starts. You can enter the meeting platform by navigating to isscr.digital and entering your ISSCR credentials. If you are having trouble logging in, please email isscrdigital@isscr.org.

To access a speaker demo room (a place to practice presenting on the digital platform), please refer to the link provided by your ISSCR session liaison.

For additional help tips and information please visit Juno's [Technical Support Guide](#).

For Mac users, helpful tips and information please visit [Juno's Mac Fixes Guide](#).

Before you present

- Check your audio and video quality [here](#).
- Download the latest version of Chrome, you need to use this browser for Juno.
- Make sure you only have **one** internet browser window with Juno open at a time.

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Log on to your session

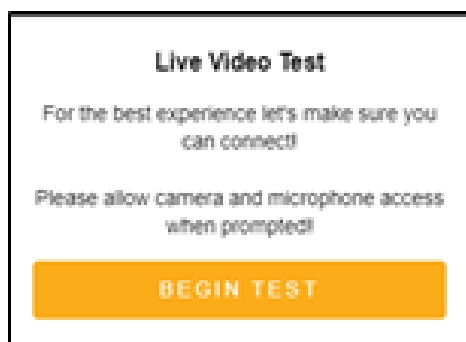
- Sign in using your ISSCR credentials: isscr.digital
- In your Chrome browser window, click the lock symbol to the left of the web address and **allow access** to your microphone and camera.



- On the top navigation bar in Juno, click “Upcoming,” then click on the event you are presenting in. Finally, click on the specific session you are speaking in. Alternatively, you may use the URL link sent by your ISSCR staff liaison. In either case, the system will recognize you as a speaker in your session.

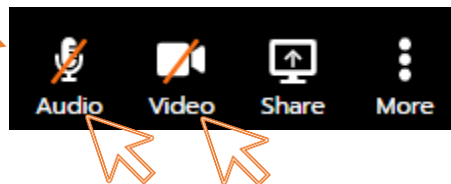
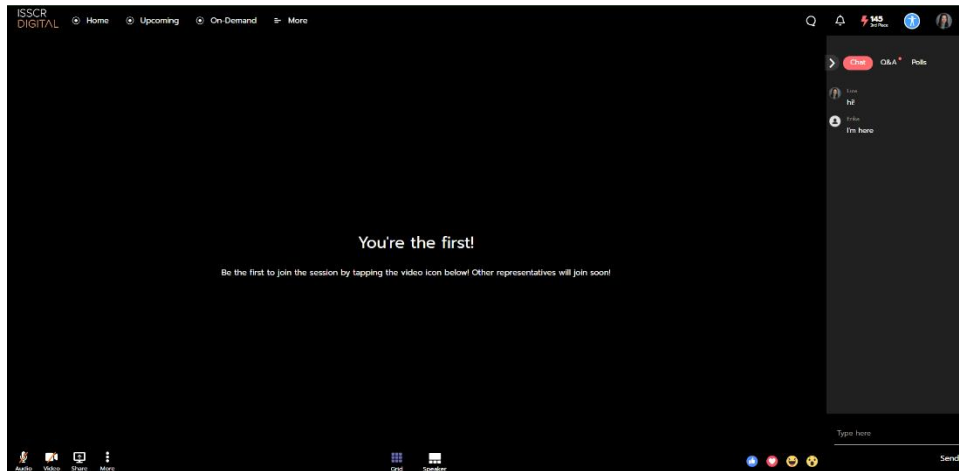
Enter your session **30 minutes prior to your session start time**, when staff will help presenters test their presentation set up and get ready for the session.

- The first time you enter a session a pop-up window will appear to test your computer set-up. Click “Begin Test.”



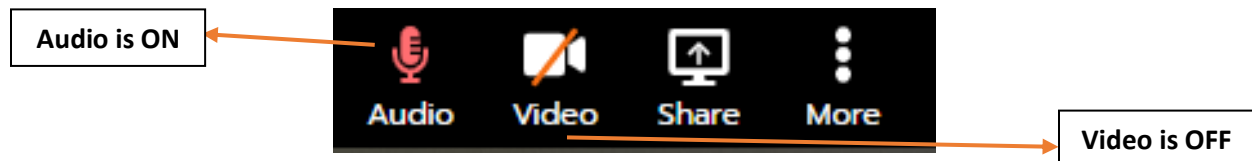
Session View for Speakers/Presenters

When you first land on the session page you are in the “audience,” or “backstage” mode. To be seen and heard, Click the **audio button** and **video button**.



Screen/Microphone Controls

Familiarize yourself with the bottom left controls in the session:

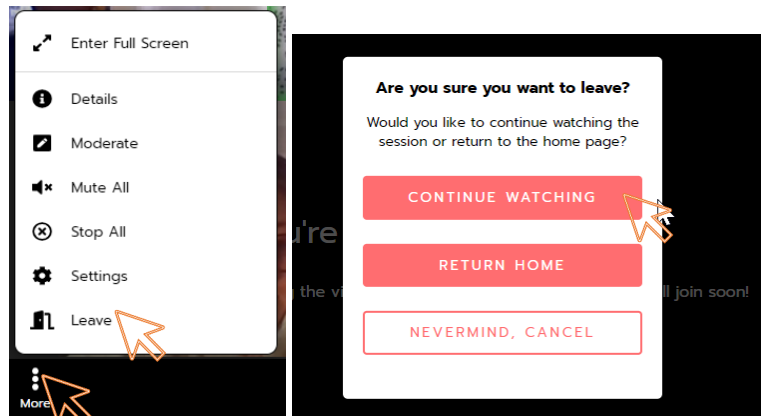


When your audio or video is ON, the icon will turn light red. When your audio or video is OFF, the icon will turn white with a red line through it.

When you are sharing your screen, the “Share” icon will turn light red. To stop sharing your screen, simply click the “Share” icon. See more information on how to screen share below.

Hiding/Leaving the Stage

When you are not presenting you need to leave the main stage or “hide.” You will still be able to see and hear, but you will not be on screen. To leave, click the “More” icon, then select “Continue Watching”. This will take you off the screen stage. When you are ready to return to the screen stage, simply turn your audio and video on.

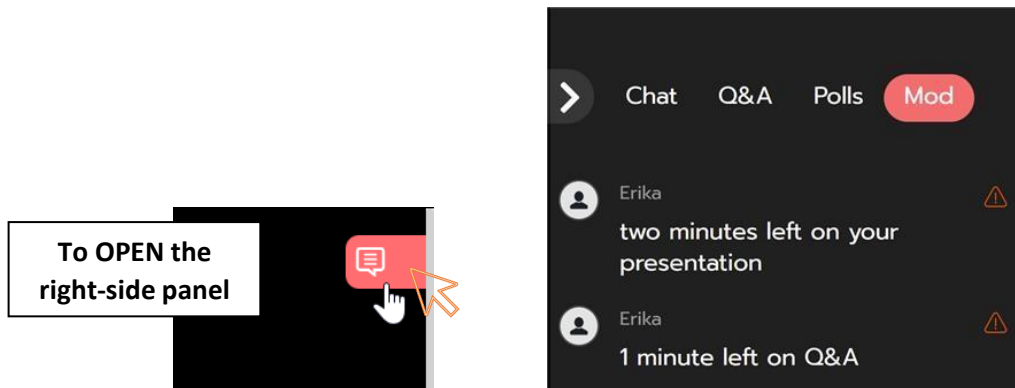


NOTE: Do NOT click these options:

- “Mute All” (mutes all speakers),
- “Moderate”, or
- “Stop All” (ends the entire session).

Chat/Q&A/Polls/Mod Tabs

You can find the Chat, Q&A, Polls, and **Mod** tabs in the right-side panel. To open this panel, click the **light red** chat bubble icon. To navigate between tabs, simply click the tab you'd like to view. If a tab has a small light red circle, that means there is a new chat/question/poll/or message in the Mod tab. **Keep the Mod tab open throughout the session – this is where you will receive timing cues and other important information.**



Tabs: Further information

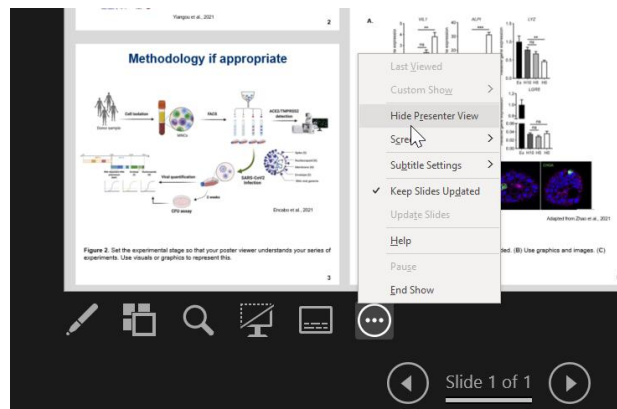
- *Chat*: The Chat tab is for attendees to chat with one another.
- *Q&A*: Attendees and panelists can enter questions into this tab. The session chair will read these questions aloud to the presenter.
- *Polls*: If the session is set to have a poll, this tab is where it will take place.
- **Mod** (Moderator): This is how panelists and staff can communicate with each other. Attendees cannot see these messages. You will receive important information here such as timing cues. **Keep your view on the Mod tab during the session.**

Screen Share

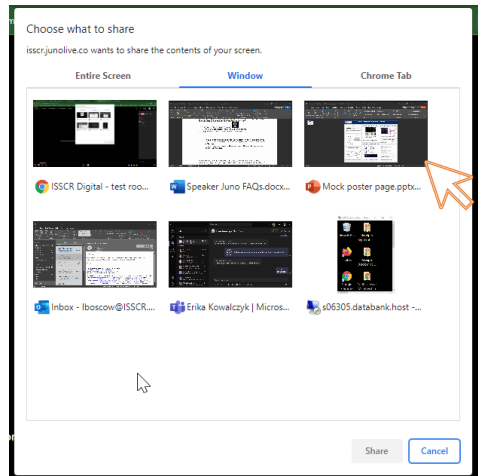
- **Using one monitor:** You will need to as resize your presentation so that it does not take up your entire screen as a PowerPoint presentation typically will do in Presentation mode:
 - *PowerPoint*: Slide show > set up slide show > browse by individual window ([see screen shots for details](#)).
 - *PowerPoint WPS Presentation*: View > Reading View ([see screen shot for details](#))
 - *Keynote*: Update to version 10.1 or newer. Play menu> Play Slideshow in Window.
 - *PDF*: Open document in its own window.

START your presentation BEFORE you share your screen. Resize your window to reduce blank space or menu bars. Make sure that you can see both your presentation and the **Mod** tab.

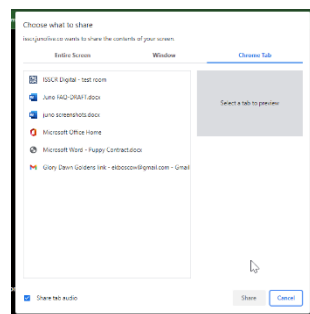
- **Using two monitors:** If the Presenter View window pops up when you present your slide show, click the three dots icon, then “Hide Presenter View”. This will leave the session window on one monitor and your presentation on the other monitor.




- To share your screen, press this icon:
 - When you are sharing, the icon will turn light red.
- A popup window “Choose What to Share” will appear.

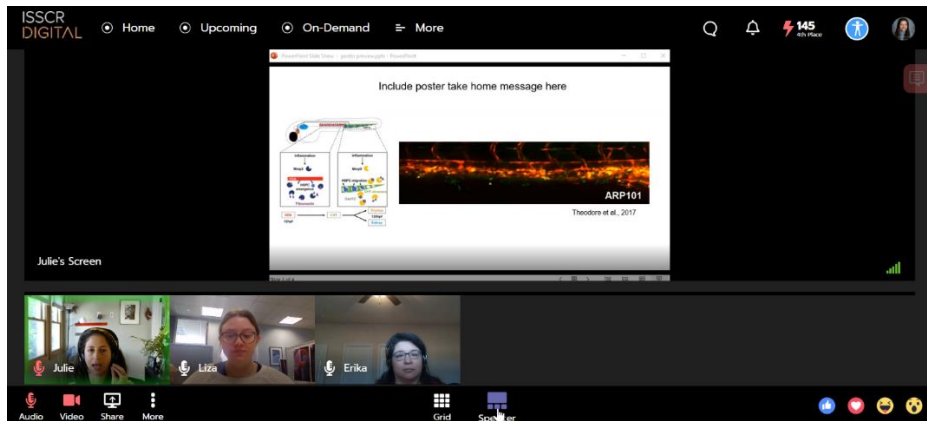


- If you are sharing a slide presentation, select 'Window' and select your presentation, click share. You must be in **Chrome**.
- If you are sharing a video with audio, select 'Chrome Tab' and check the 'Share audio' box in the lower left.



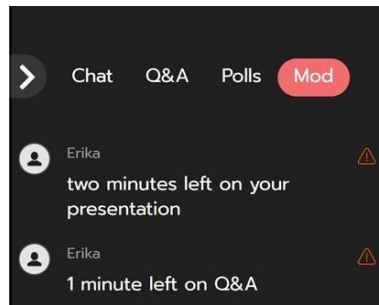
When you are done presenting, click the share icon  to stop your screen share.

The audience view will be different: It will show the slide presentation displayed in a single screen with a small thumbnail of the speaker(s) below the larger presentation. The presenter who is actively speaking will be highlighted in **green**.

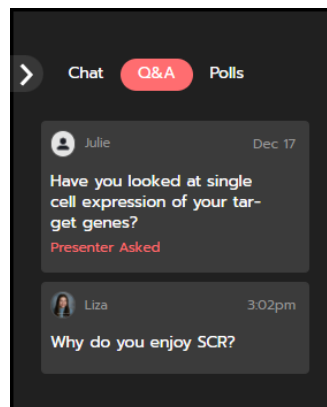


Timing Cues

During the presentation, speakers and panelists should stay on the **MOD** tab for timing cues. See the screenshot below for an example of timing cues that will be delivered during the presentation and Q&A periods.



The session chair or moderator will read questions from the Q&A tab aloud to the presenter.



Moderator Responsibilities

- During presentations, moderators should watch the **Mod** tab for timing cues. When the presentation time is ending, the moderator should switch to the **Q&A** tab and click the Audio and Video icons to unmute and start their video.
- The moderator should have a question of their own or a question selected from the Q&A tab ready to read aloud to the speaker.
- During the last question, staff will enter “****We will now move to next speaker****” in the Q&A and **Mod** tabs.
- Moderator returns to the **Mod** tab for the next presentation.

General Help Tips

Presentation preparation

- Take advantage of the Speaker Demo Room to practice sharing your presentation and to become familiar with the screen controls.
- Please use the link your ISSCR session liaison emailed to access the Speaker Demo Room.

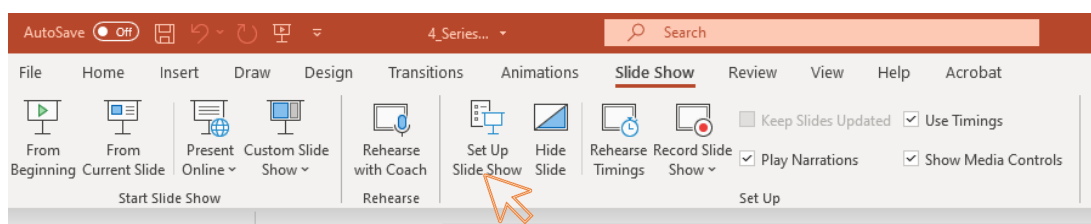
Session timing

- Check into the “Green Room” **30 prior minutes prior** to the start of your session. The “Green Room” is where ISSCR Staff will run through a technical check and pre-session review with the presenters.
- Five minutes prior to start everyone will leave the screen stage (More à Leave à Continue Watching).
- Please refer to your session script for timing details.

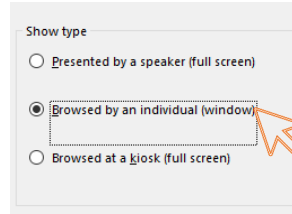
How to reduce your presentation window in PowerPoint

If you only have one screen and need to view both your presentation and the Juno window (i.e., **Mod** tab)

1. Open your PowerPoint file, click on “Slide Show” in the top navigation, then click “Set Up Slide Show”.



2. Under “Show type” select “Browsed by an individual (window)” then click OK.

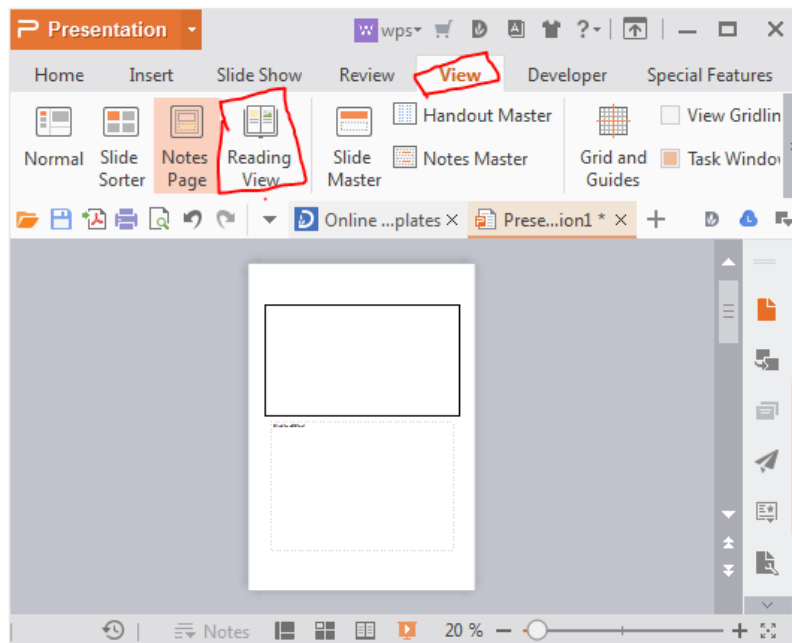


3. When you are ready, put your presentation in Presentation Mode, *then* screen share.

You now can overlay your presentation onto the meeting platform and resize as appropriate while seeing the timing cues or other panelist directions in the **Mod** tab.

How to reduce your presentation window in WPS Presentation

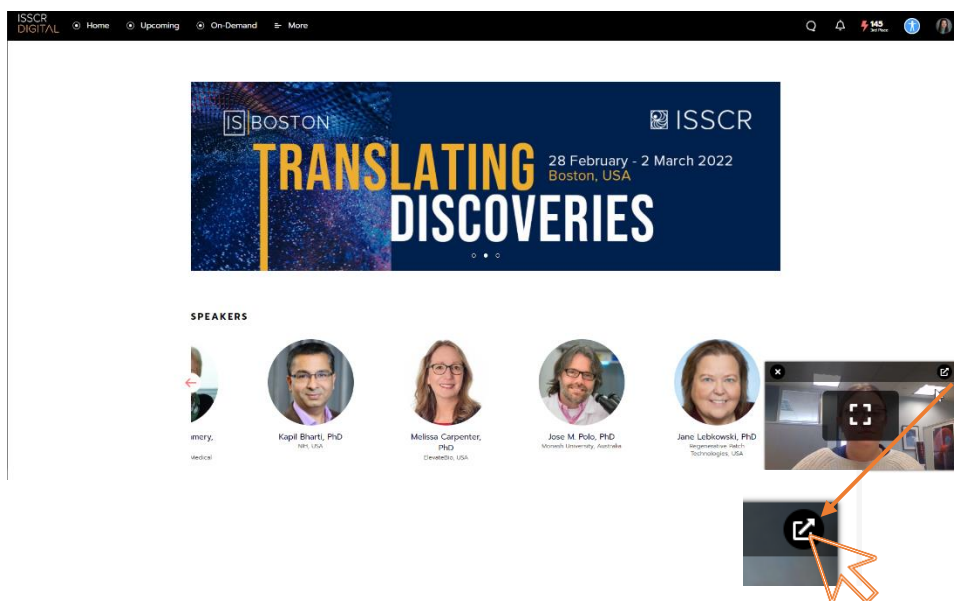
1. Open your PowerPoint WPS file, click “View” in the top navigation, then click “Reading View”. This will allow animations and transitions without switching to a full screen view.



2. When you are ready, put your presentation in Presentation Mode, *then* screen share.

Please see these resources on [View Modes in WPS Presentation](#) and [How to set up a slideshow in WPS](#) for additional help.

Once in the session, please stay on the page. If you decide to navigate elsewhere on the ISSCR Digital Platform, the session will minimize to the corner of your screen. To return to the full screen view, hover over the minimized screen and click the “pop out” icon.



For additional help tips and information please visit Juno's [Technical Support Guide](#).