

Speaker Guide

Welcome to Run The World! You're just a few steps away from being all set up as a speaker for your event. We suggest you give yourself more than 24hrs before your talk to prepare. Please use this guide to assist you.

Before you begin

[Download the most updated version of Google Chrome.](#) The web version of Run The World is best experienced on Google Chrome and it is required for all individuals signed up as event speakers. Our mobile app does not currently support speaker livestreams.

Sign up / Sign in to Run The World

1. Open your email. Find the confirmation message from hello@runtheworld.today and click **Sign up**.

Welcome to
Karaoke Night!



Hi Georgia Limcaoco,

Welcome to [Karaoke Night](#)! You are invited by organizer Skye Belote to speak on Karaoke Night. Your knowledge and contribution will make this event a success!



Please sign up here with the same email you provided to your organizer.

Can't find your confirmation email? Go directly to <https://organizer.runtheworld.today>.

2. Log in to **Run The World** using the email address associated with your account or **Create an account** if you have not already.

Create an account

Email

✉ Enter your email

Password

🔒 Enter your password

🔒 Re-enter your password

Accept our [Terms of Use](#) & [Privacy Policy](#)

Create

Already have a Run The World account? [Sign In](#)

3. Create your profile.

- Enter your name.
- Upload a profile photo.
- Include your title (no more than 50 words).



Run The World Event

Organizer Checklist

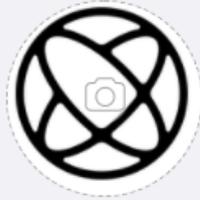
Events

Payment

Edit Profile

Help Center

Edit Profile



First Name * 14/30

Run The World

Last Name * 6/30

Event

Headline * 28/40

Run The World Event Support

Bio 60/1000

We power online events that create meaningful relationships.

Or import info from

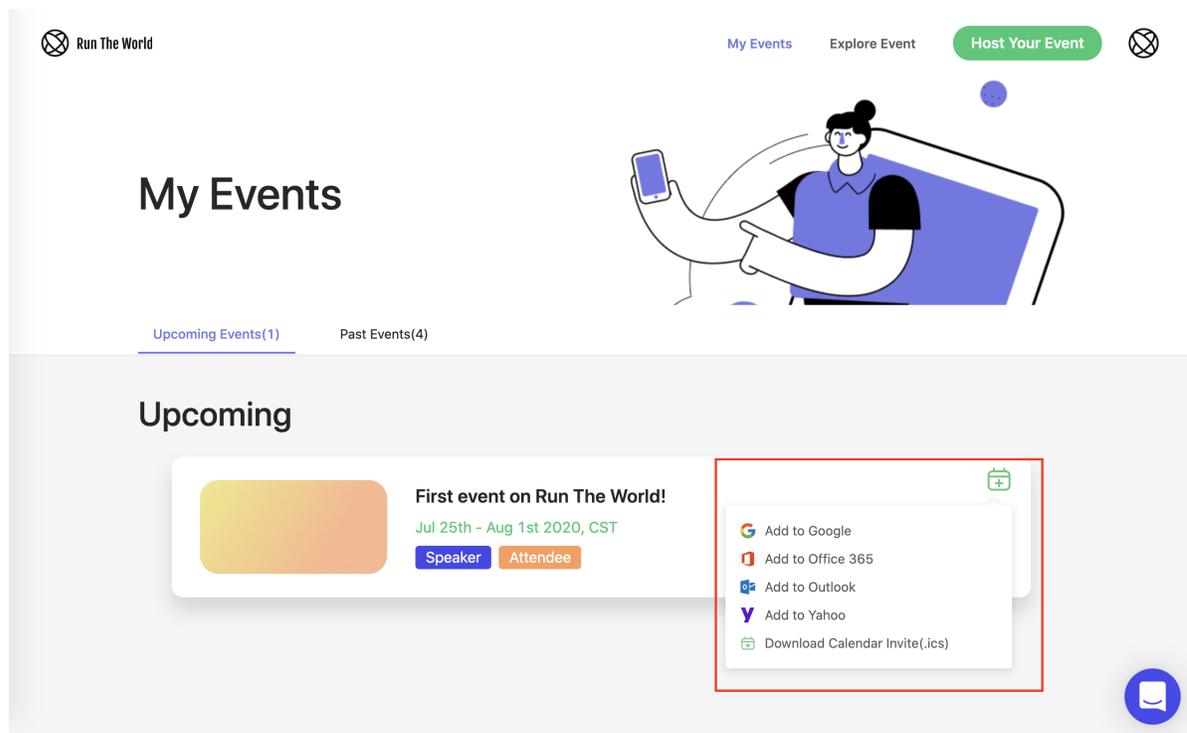
LinkedIn

Facebook

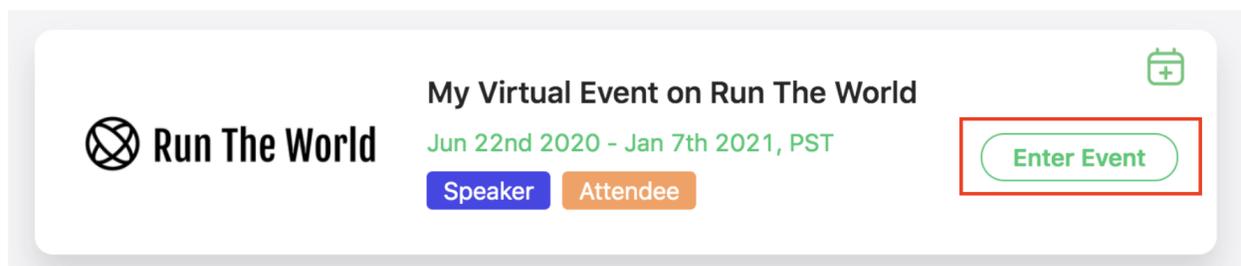
Save Profile

Prepare For Your Event

1. Add your event to your calendar

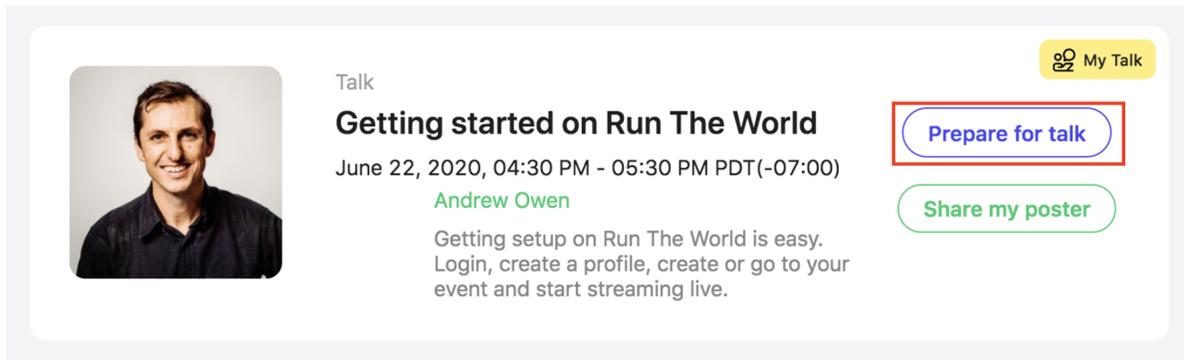


2. Find your speaking event, then click **Enter Event**



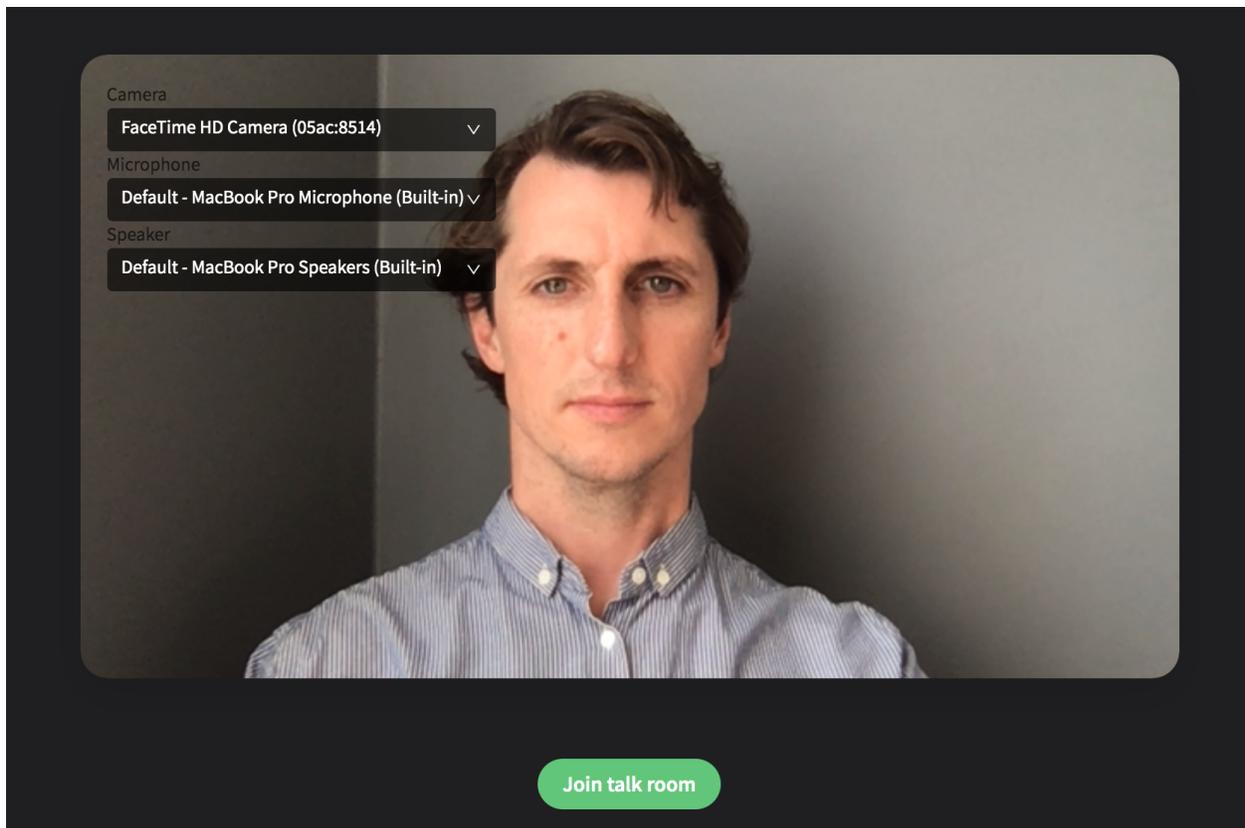
3. Test **your devices**

- Close all other videos/audio software (including Zoom, Google Meet, and FaceTime) on your computer.
- Unpair any bluetooth devices you do not plan on using during your session.
- Click **Prepare for talk.**



The screenshot shows a Zoom event card. On the left is a circular profile picture of Andrew Owen, a man with short brown hair wearing a dark blue shirt. To the right of the picture, the word "Talk" is displayed above the event title "Getting started on Run The World". Below the title is the date and time: "June 22, 2020, 04:30 PM - 05:30 PM PDT(-07:00)". The speaker's name, "Andrew Owen", is listed in green. A short introductory text reads: "Getting setup on Run The World is easy. Login, create a profile, create or go to your event and start streaming live." In the top right corner of the card, there is a yellow button with a camera icon and the text "My Talk". Below this, there are two buttons: a blue button with a white border labeled "Prepare for talk" and a green button with a white border labeled "Share my poster".

- If a Chrome tab launches, make sure camera and microphone permissions are set to "Allow".
- Confirm your camera, microphone and speaker settings using the drop down menu.
- Use Snap Camera to set up a virtual background (Optional). Click [here](#) to find out how.
- Click **Join talk room**.
- When you are prompted to confirm your devices, click **Join**.



Start Streaming

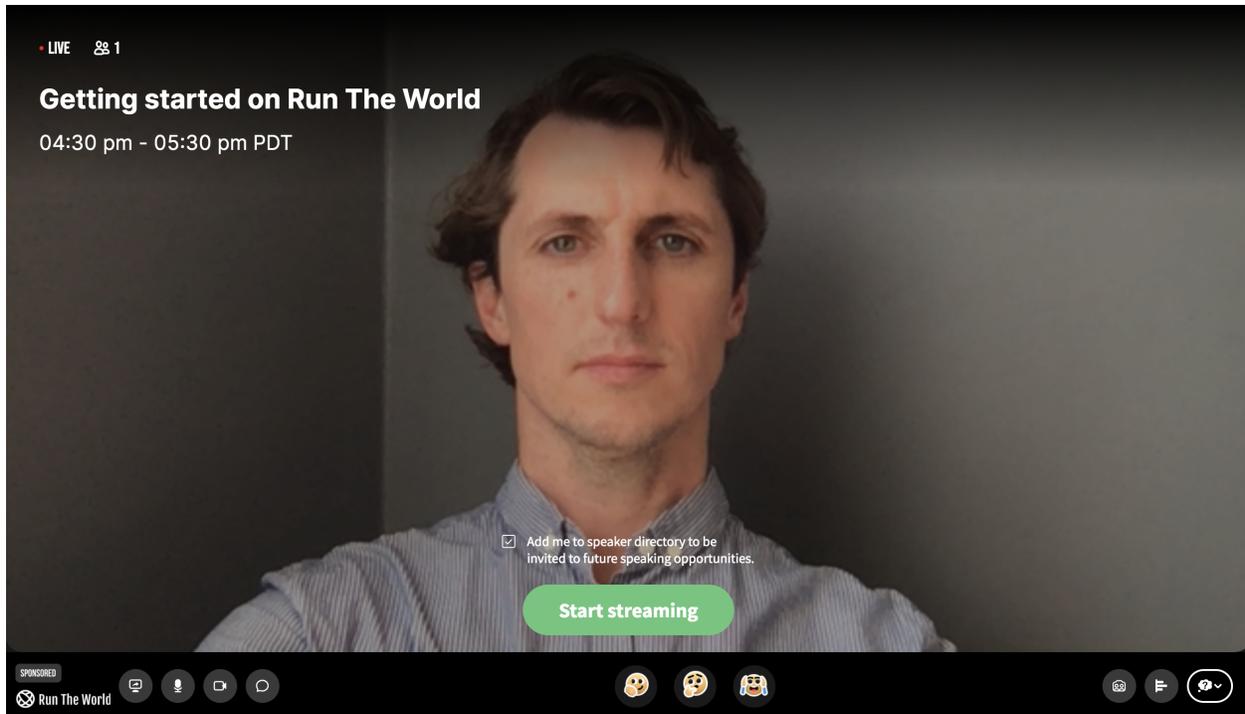
1. Launch **your speaking event**

If you are the **moderator**, you will see a big green button labeled **Start streaming**.

- When you are ready to go live, click **Start streaming**.
- A confirmation box will appear. Click **Go live**.

If you are not the moderator, you will see a notification that reads '**Waiting for moderator to start talk**'. This means you are not yet live and are still in a backstage area.

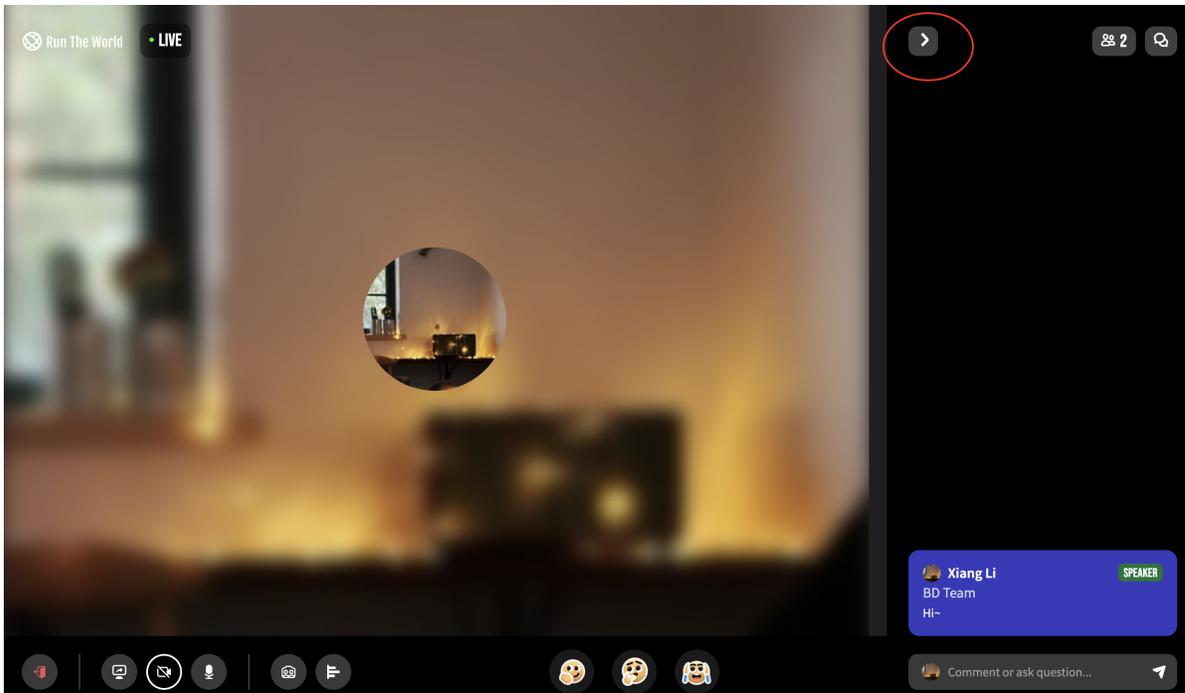
Once the moderator starts the stream, this notification will disappear and you will be live-streaming to all attendees in the room.



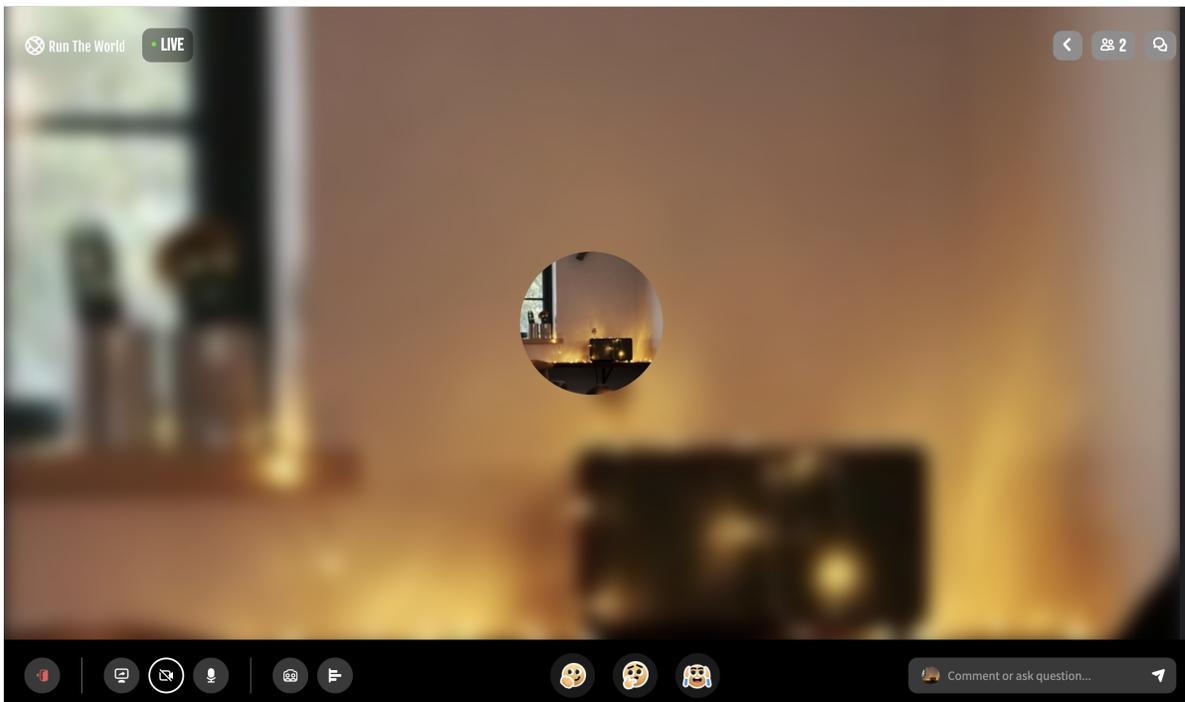
2. During **your speaking event**, engage attendees using interactive features like chat messaging, screen sharing, polling and group selfies by clicking the buttons on the bottom of the page.

- **How to close chat messaging**

You can close chat message by clicking on the arrow at top right corner of your screen.

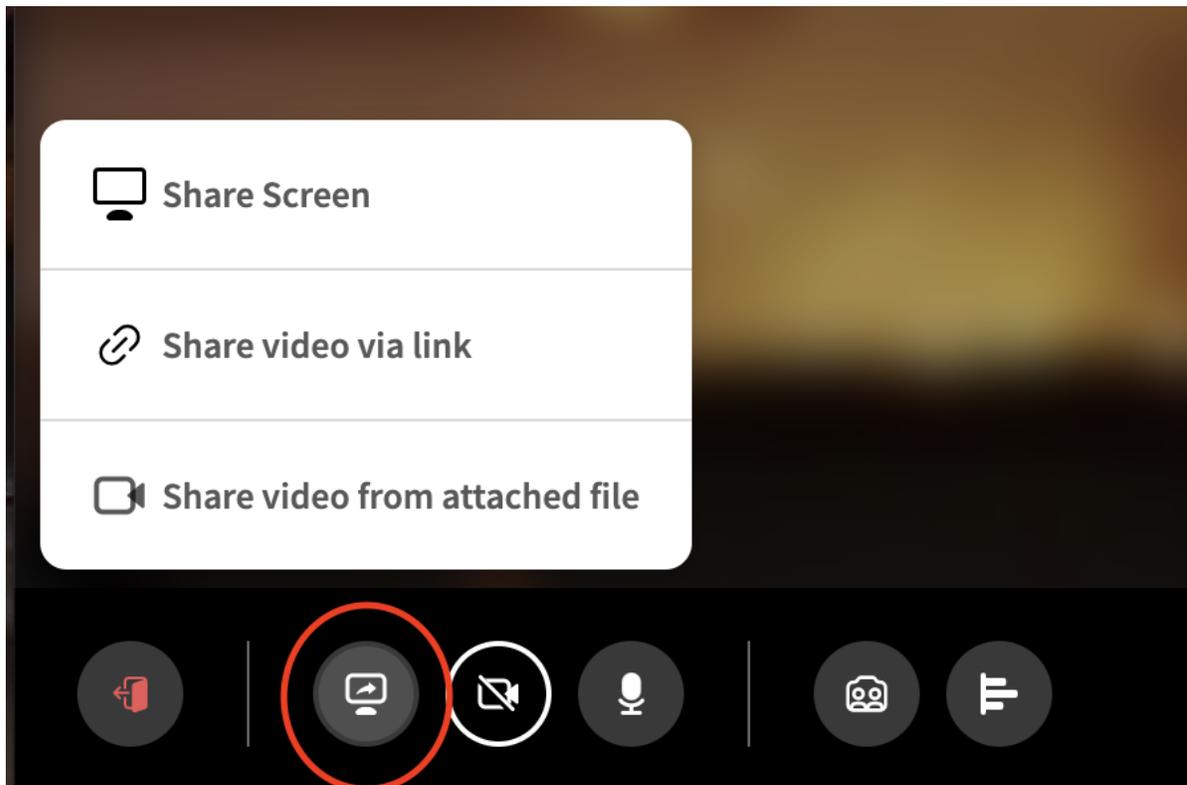


Once you click it, the live chat box will be hidden. You can reopen it at any time.



- **How to share your screen**

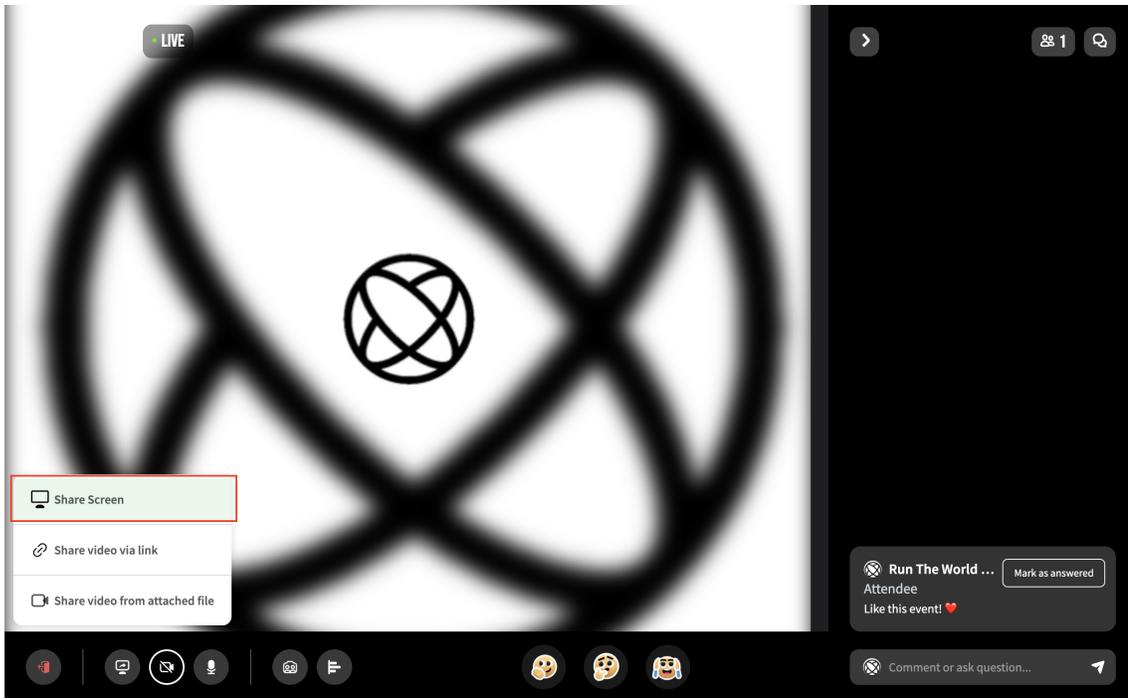
Click the share screen icon at the bottom left corner of your screen. Three options will pop up: Share Screen, Share video via link, and Share video from attached file. Click **Share Screen** to share a Chrome tab, PowerPoint presentation, or anything else on your computer.



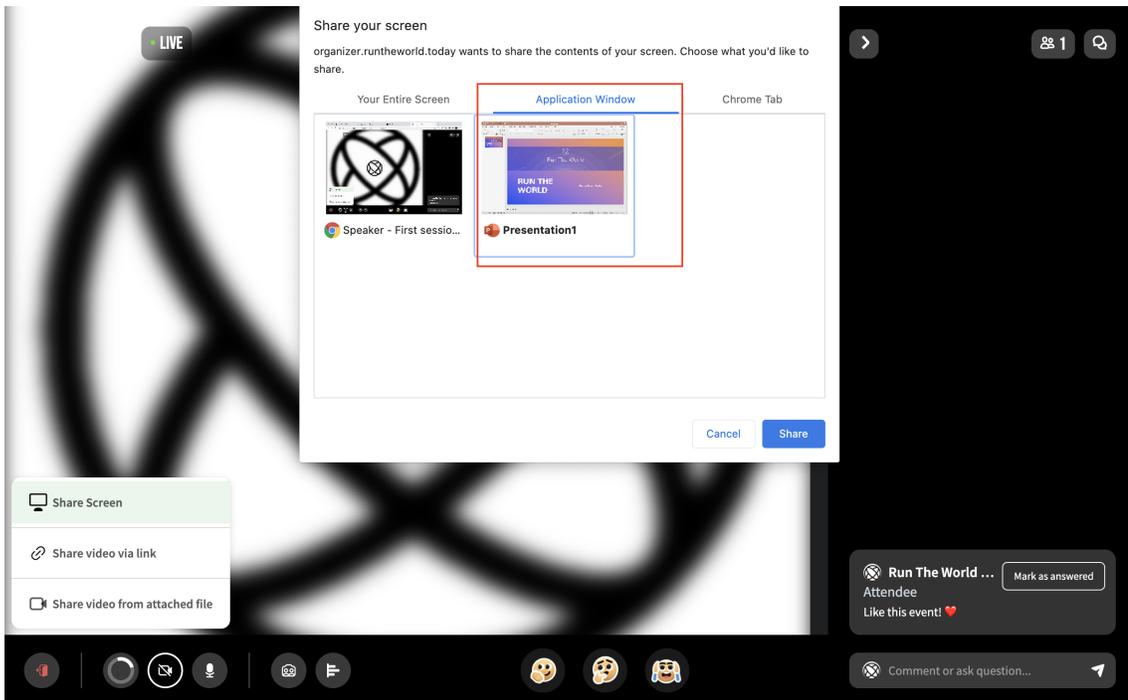
1. How to share PPT?

Way 1: Use Microsoft PowerPoint

[Click Share Screen](#)

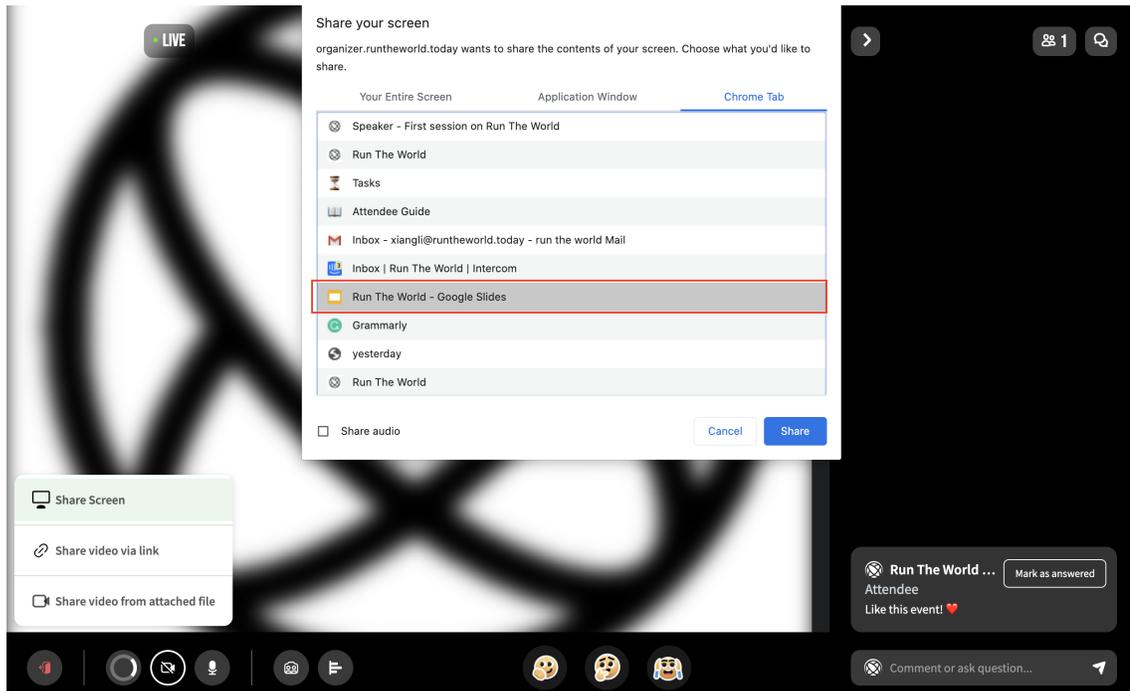


Click **Application window** → Choose your PPT → Share

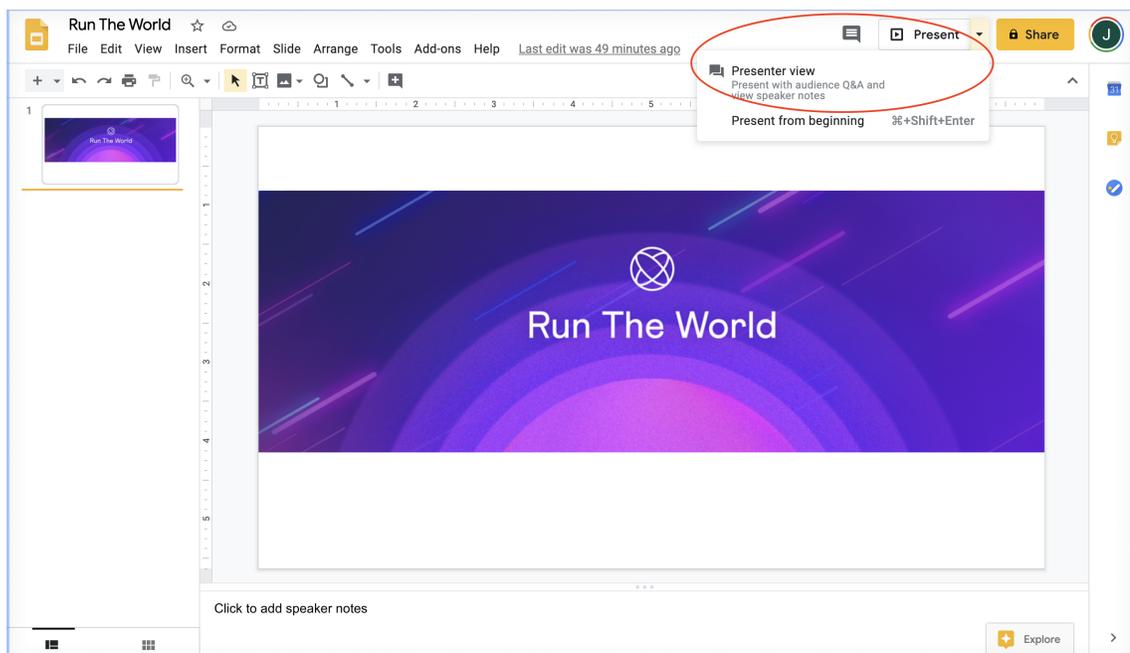


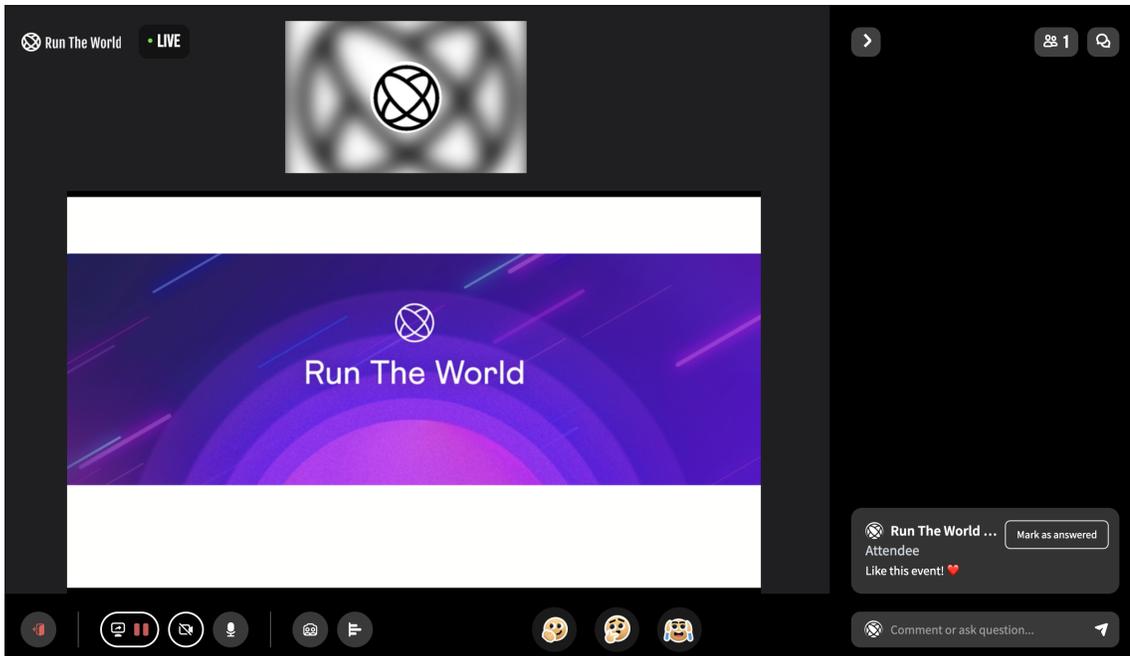
Way 2: Use Google Slide

Click Chrome Tab → Click the google slide you opened

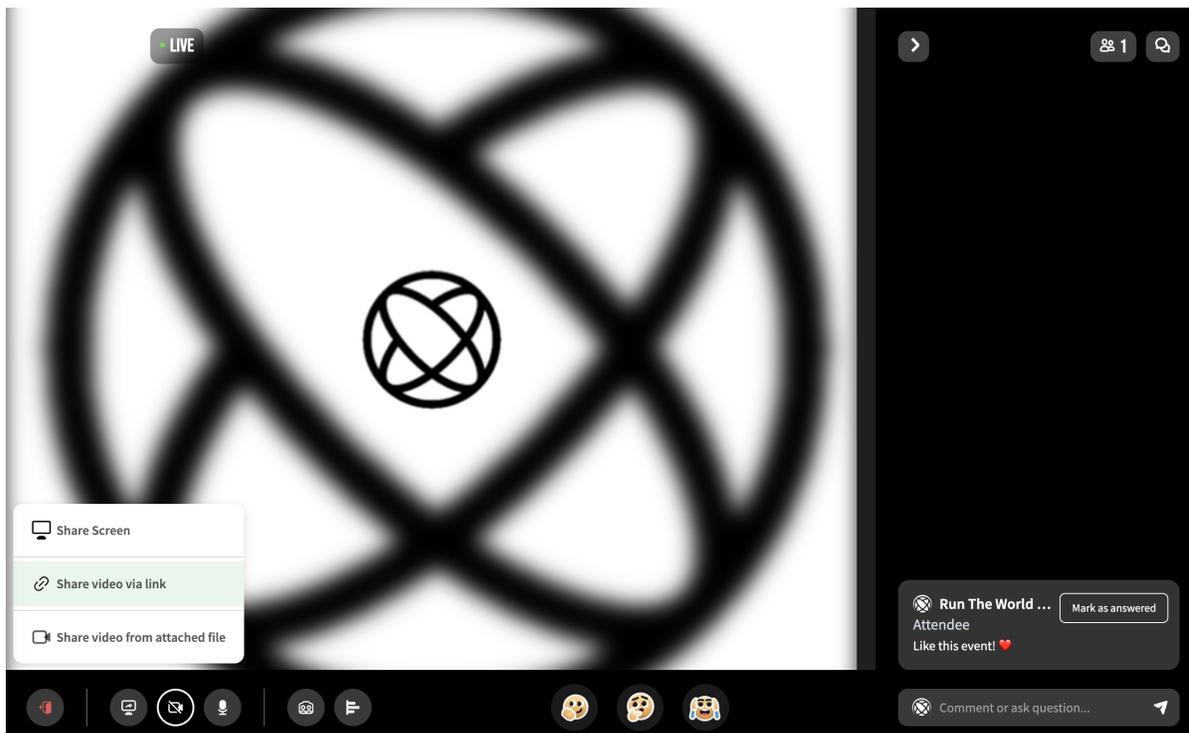


On your Google slide, click **Present** → **Presenter view**

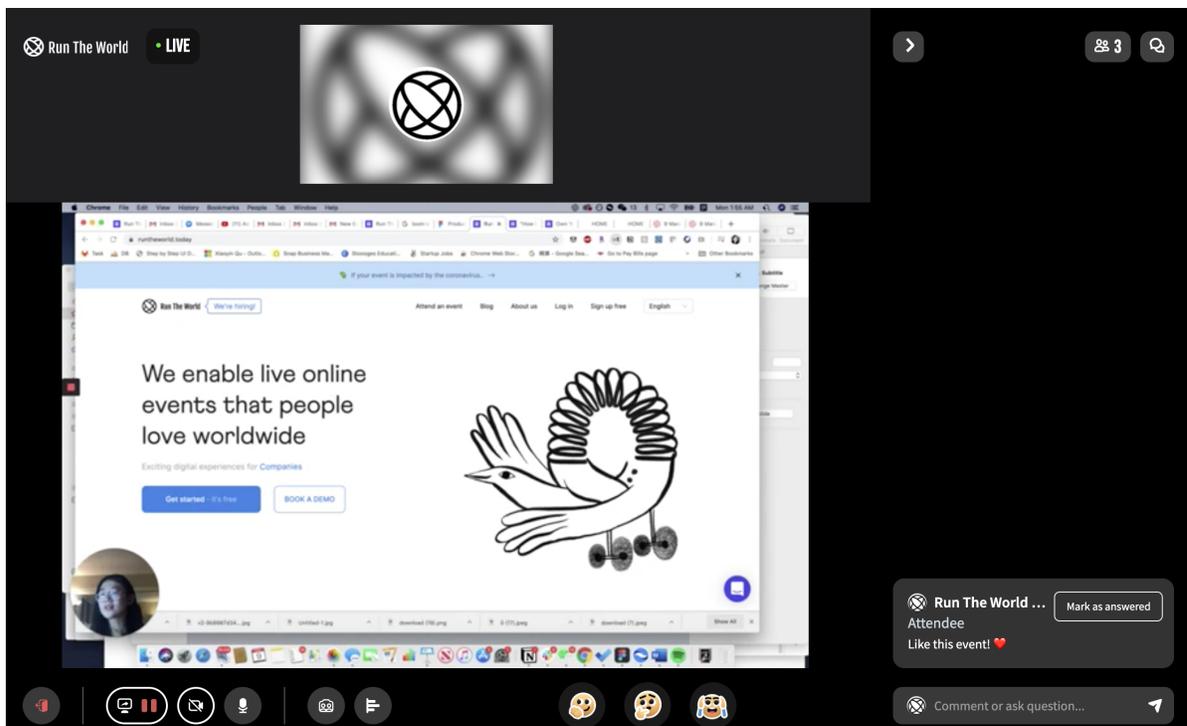
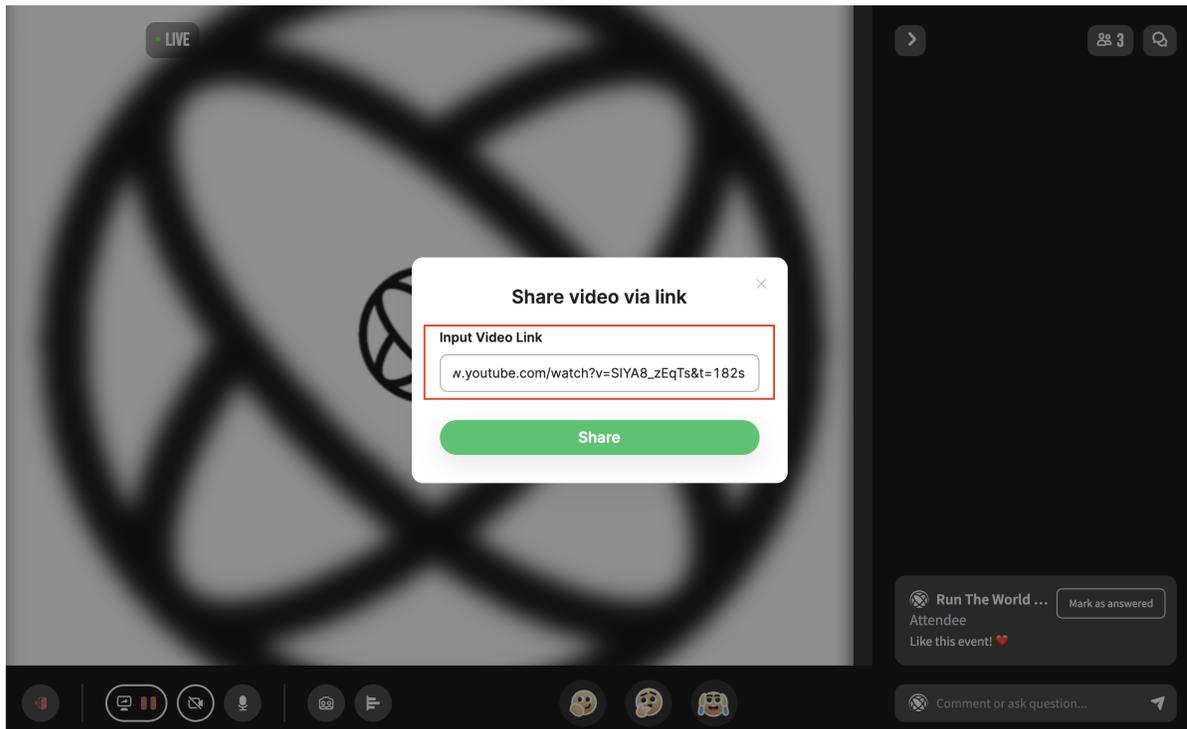




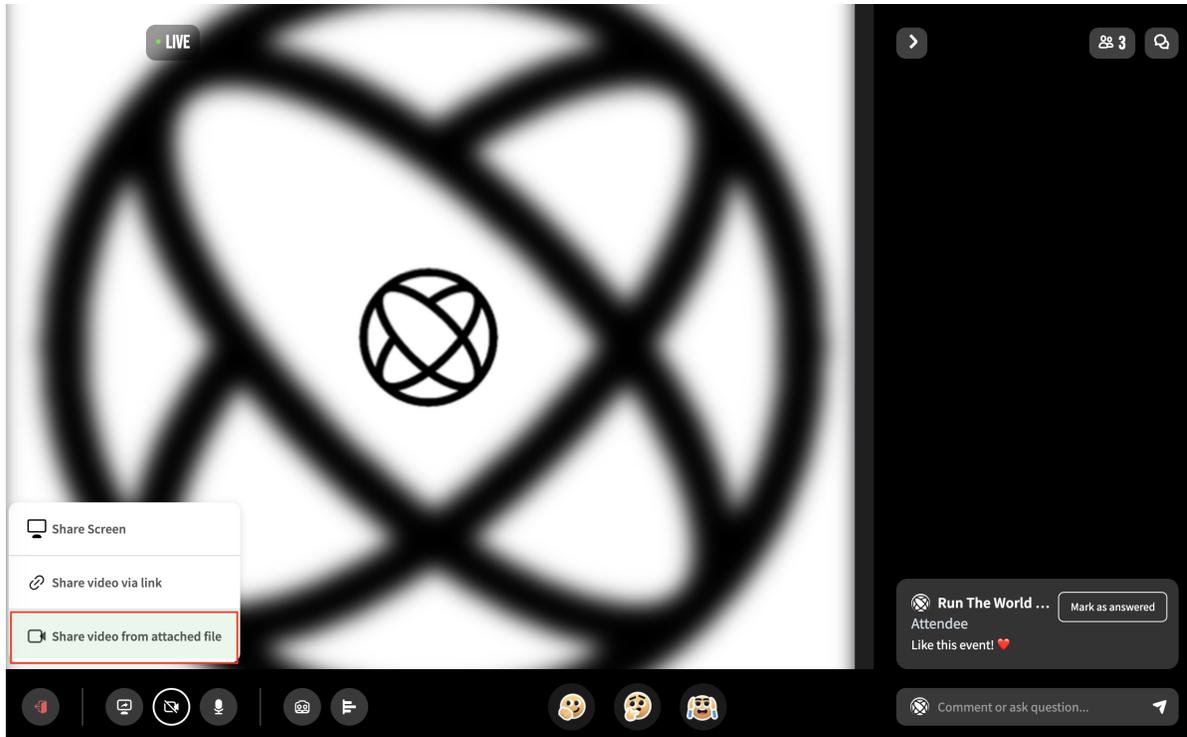
- How to share online video
Click "Share Video via link"



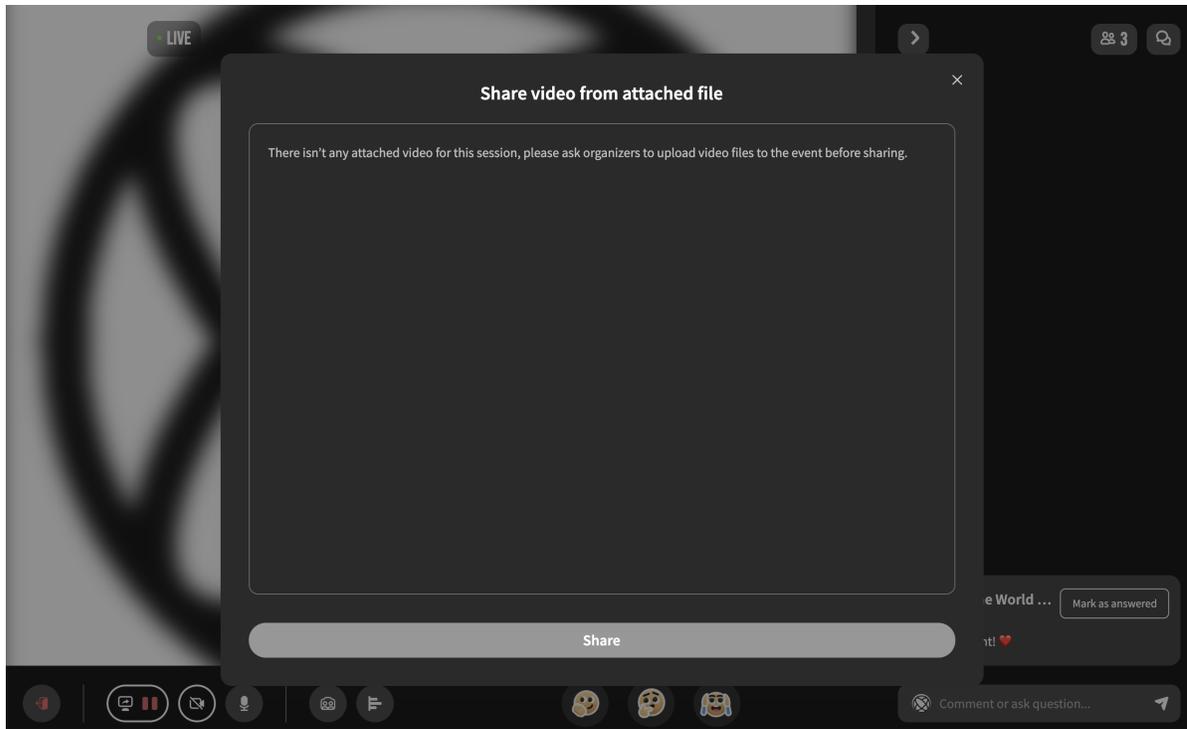
Paste the Youtube or other video link you want to share → click "**Share**"



- How to share video from attached file
Click "**Share video from attached file**"

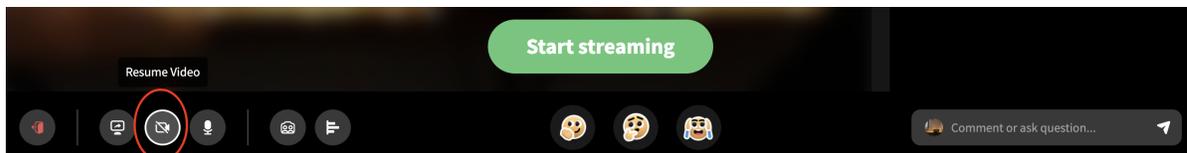


Select the video you want to share (Max size: 100MB, Formate: mp4)

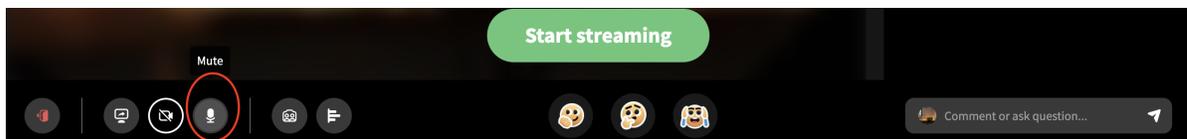


- **How to stop and start my video?**

When you stop your video, your livestream will be replaced with the speaker picture your organizer uploaded for you. You can resume at any time.

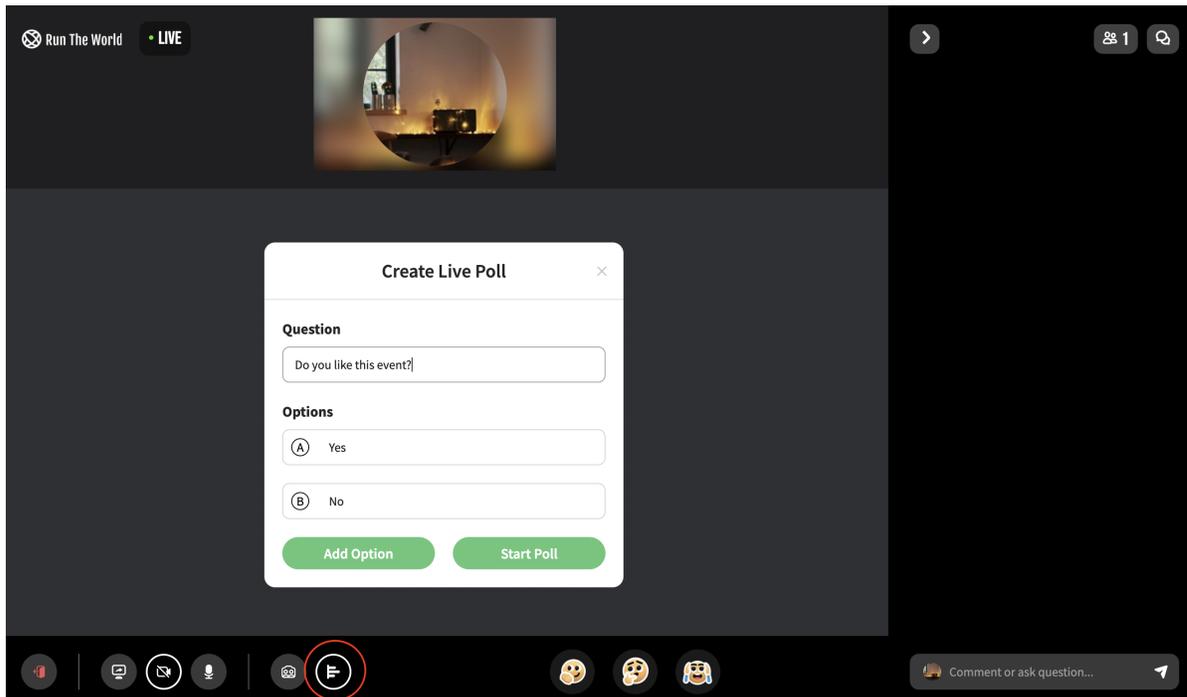


- **How to mute and unmute myself?**



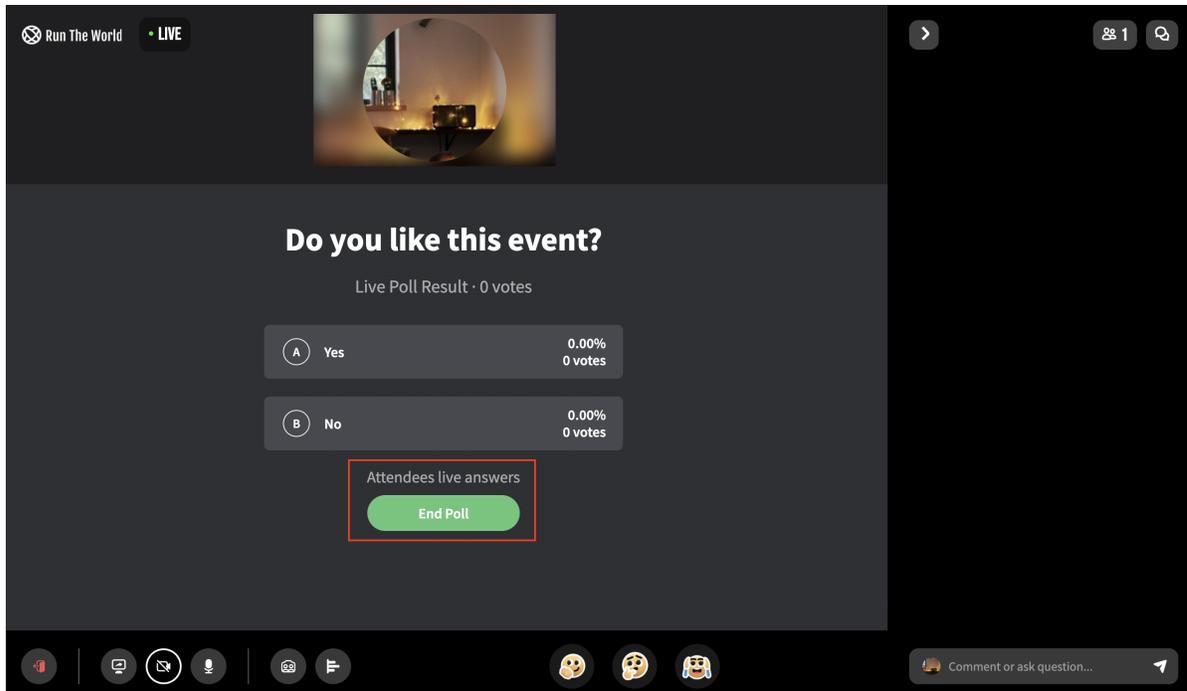
- **How to set up polling and close it**

Click the poll icon at the bottom of your screen to start a poll.



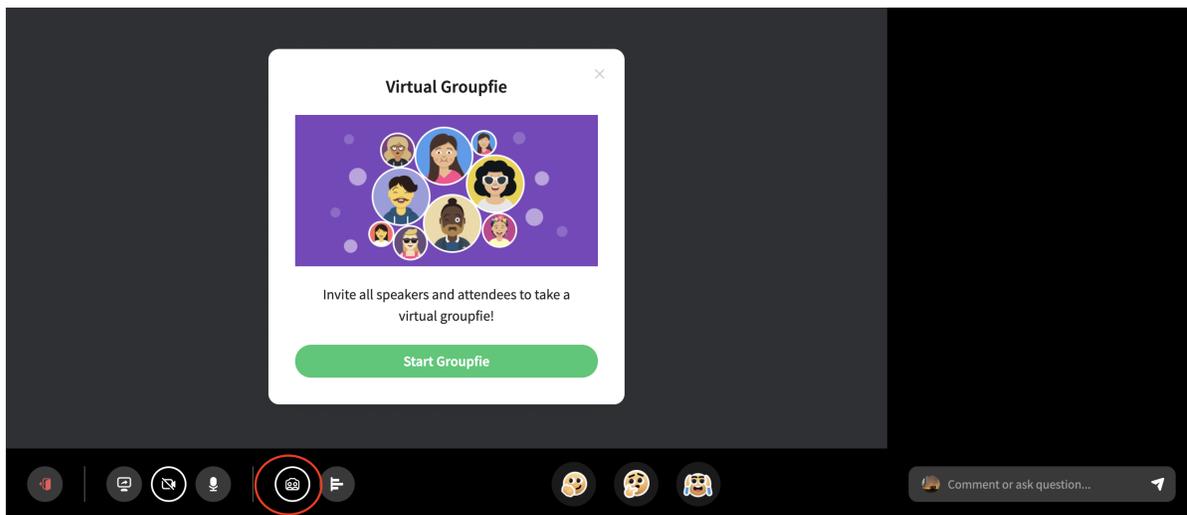
Once you start the poll, the results will be shared live with you and all attendees.

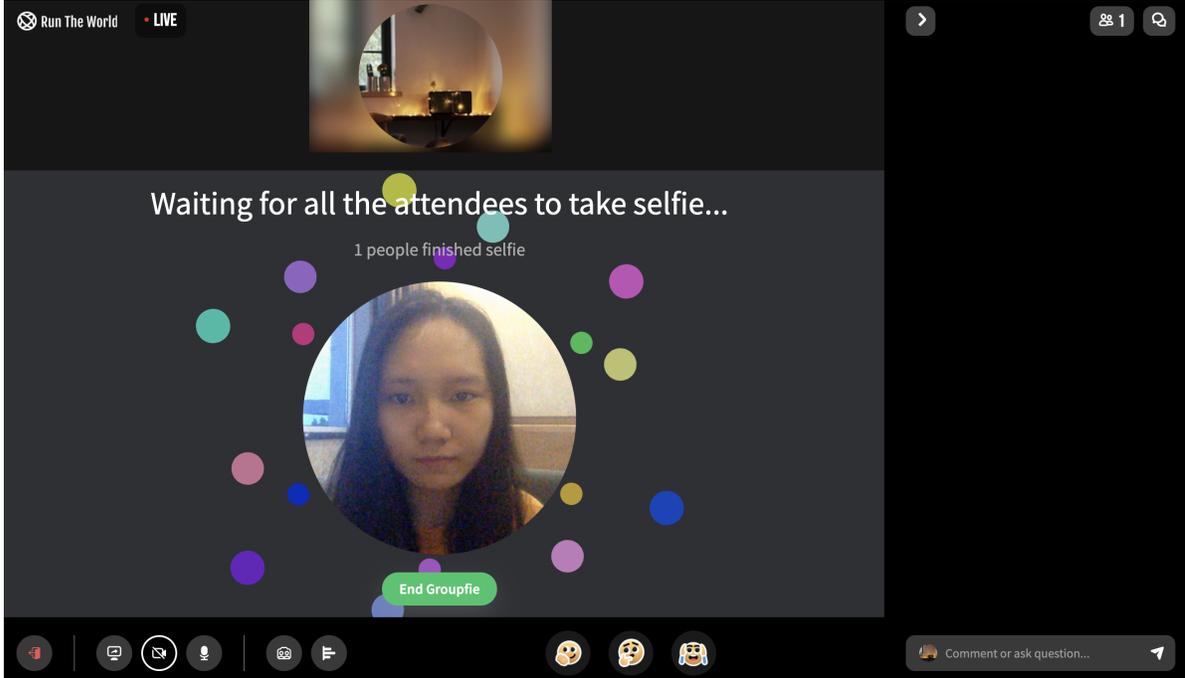
You can end the poll by clicking "**End Poll**". We keep the results of these live polls on record and can send them to you after your event.

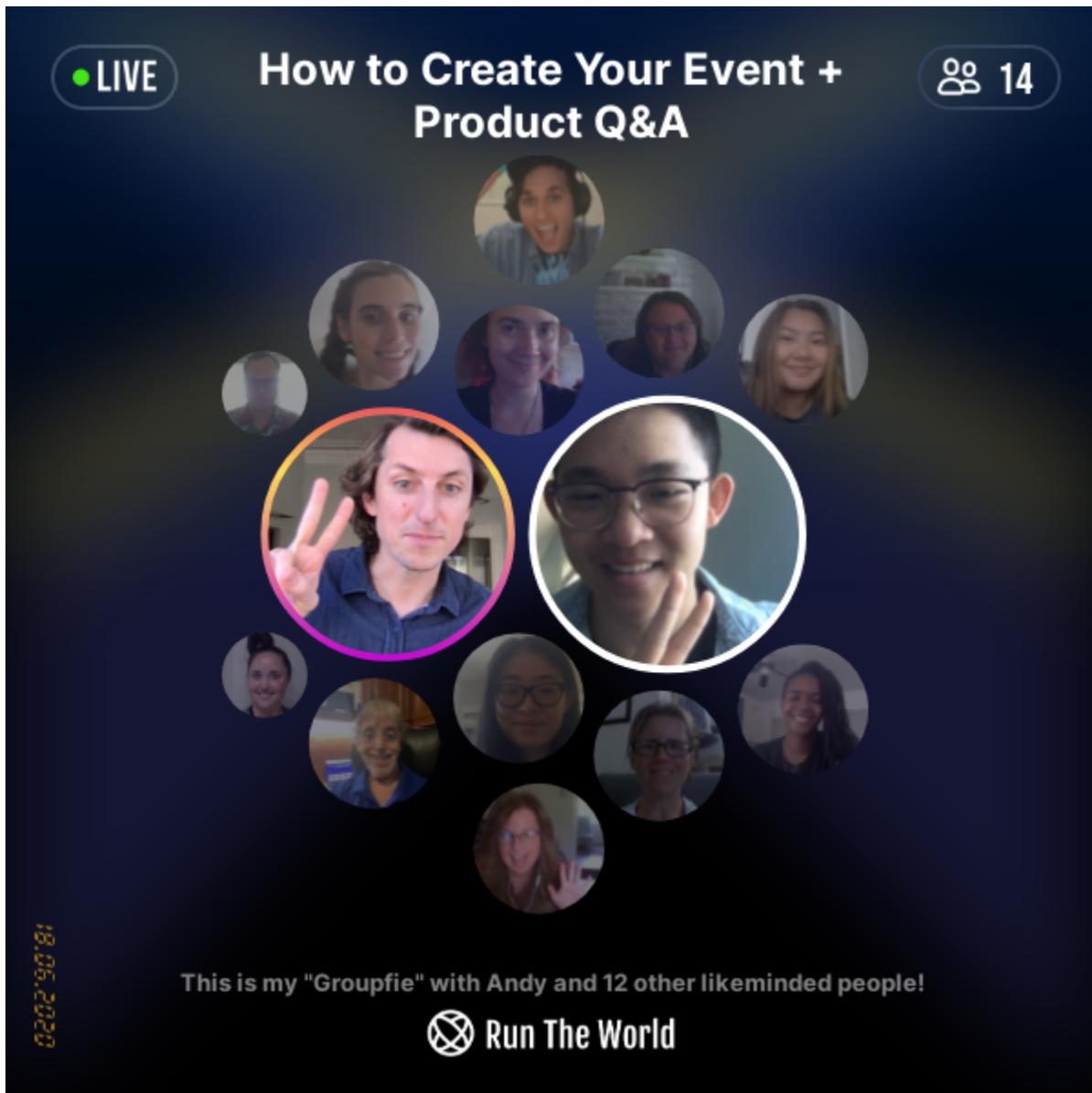


- **How to take a virtual Groupfie**

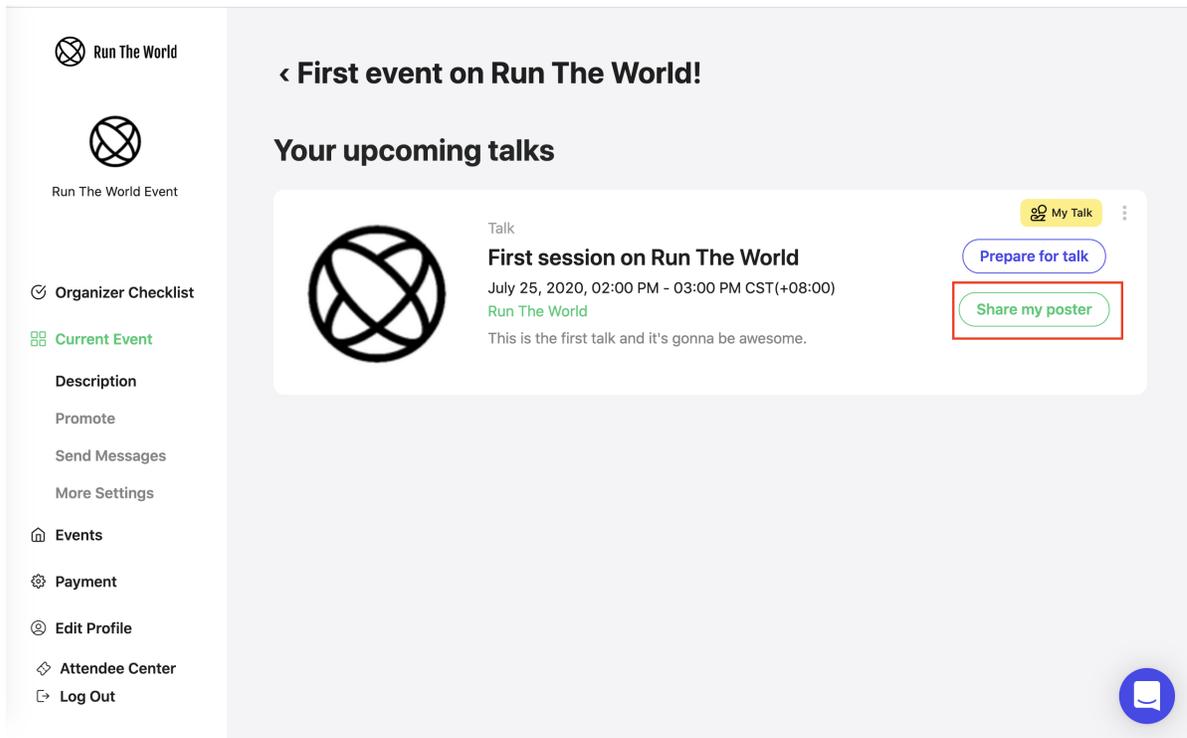
Click on the **Groupie** icon at the bottom of your screen → click "**Start Groupfie**" → You and your attendees will each be prompted to take a selfie → click "**End Groupfie**" → Save photo (Everyone will also receive the photo through email)







- How to get your personalized speaker promotional poster:
Click "**Share my poster**" → save or share your event poster



Example of speaker poster



To exit your talk, click the red door-and-arrow icon at the bottom left corner of your screen. Only click "End this talk" when you are sure you want to finish streaming.

Troubleshooting

1. Poor connection

- If you can, move closer to your Internet router.
- Turn off your camera on the bottom left corner of your screen to increase connectivity.

2. Mic and camera issues

- Make sure to unpair any interfering bluetooth devices.
- Restart your browser. Close your window and re-enter your talk. Reactivate the mic and camera.
- Make sure you are not muted by accident.

Good luck! if you have any issues, email support@runtheworld.today. We're here to help!