

Speaker Guidelines for Using the Virtual Event Platform

Dear [Speaker's Name],

We are excited to have you as a speaker at our upcoming virtual event, "[Event Name]," scheduled for [Date]. To ensure a smooth experience for everyone involved, please review the following guidelines for using the virtual event platform:

Technical Requirements

- Ensure a stable internet connection (minimum 5 Mbps).
- Use a laptop or desktop for the best experience; mobile devices may not support all features.
- Install the necessary software/application well in advance.
- Test your webcam and microphone to ensure they are functioning correctly.

Presentation Guidelines

- Log in to the platform 30 minutes before your scheduled session.
- Use the provided presentation template or format your slides in [specify format].
- Keep your presentation to [number] minutes, allowing time for Q&A.
- Engage with attendees using the chat and Q&A features.

Dress Code

We encourage you to dress professionally, as you would in an in-person event.

Support

If you encounter any technical issues, please contact our support team at [support email/contact number].

Thank you for your contribution to our event. We look forward to an engaging and successful session!

Best Regards,
[Your Name]
[Your Position]
[Organization Name]
[Contact Information]