

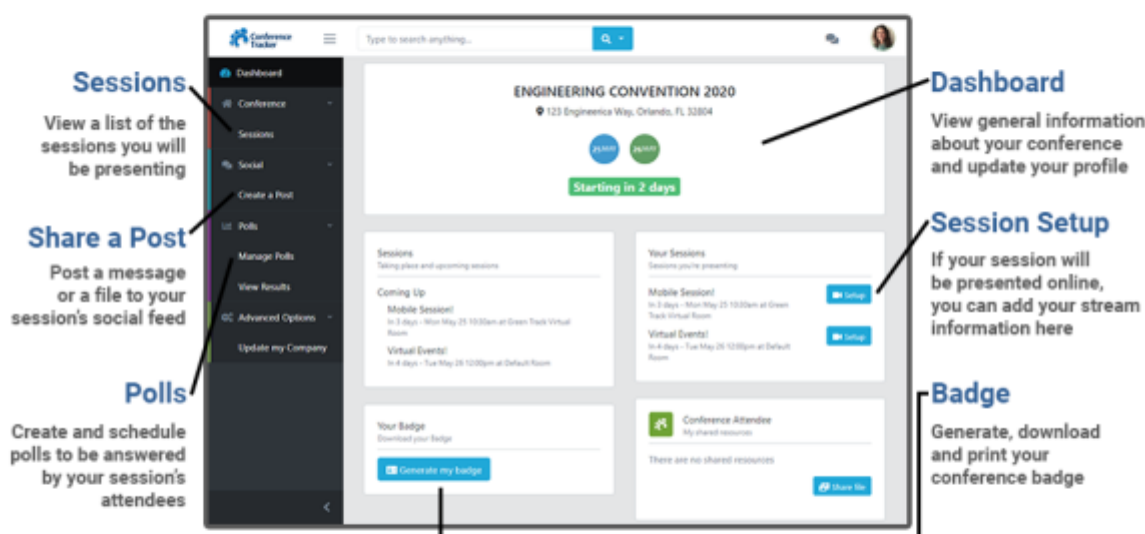
Conference Tracker Presenter Quick Start Guides

Presenters will mainly be using the Conference Tracker website to upload documents for their sessions.

Presenter Web Overview



Conference Tracker Presenter Web Layout



Presenter App Guide

Some conferences will offer the Conference Attendee app, which presenters also have access to! The Conference Attendee app can be downloaded from either the Google Play Store or the Apple Appstore. Simply sign in with your regular credentials and you will have access to features such as:

- Message other presenters and attendees
- Schedule appointments
- View exhibitors and sponsors
- Interact with other social feeds throughout the conference
- View conference announcements
- And much more!



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How to Livestream your Session

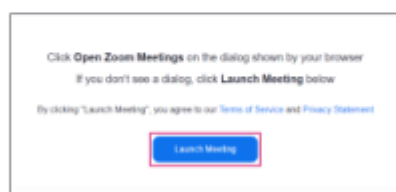


Quick Reference Guide — Presenters

How to Livestream Your Session

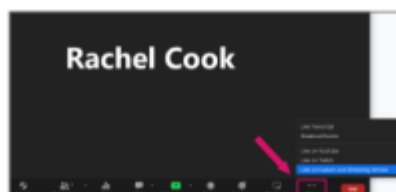
With Conference Tracker, it's easy to stream your virtual session to attendees! Just follow these simple steps. We recommend that you start this process about 15 minutes before you expect attendees to arrive, and familiarize yourself in advance.

Note: You should confirm with your conference host that the conference's Zoom account is correctly configured for streaming with CT before following these steps. If you will be using your own Zoom account, click [this link](#) and follow "Step 1: Configure Your Zoom Account."



Step 1

Open your Zoom client, log in, and start your meeting.



Step 2

In the Zoom meeting, navigate to your toolbar. Click "More," and then click "Live Custom Streaming Service." A new page or tab will appear in your browser, which you'll come back to in step 4.



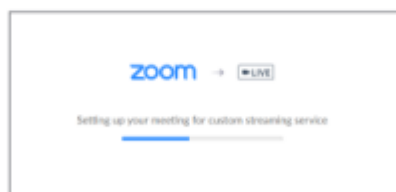
Step 3

Open your Conference Tracker account in a new browser page or tab. From there, click "Conference," and then "Sessions." Find your session and click the three dots to the right, then click "Start Streaming."



Step 4

On the next page, click "Start Channel." Refresh the page, then click on the Streaming URL to copy it to your clipboard and paste it into the Zoom page from Step 2. Do the same with the Streaming Key. The Zoom page will also ask for a Live Streaming Page URL, and in that field, type "http://conftrac.com." You may also be asked to re-enter your Zoom credentials.



Step 5

Click "Go Live!" Congratulations, you're now streaming your session with Conference Tracker!



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How to Upload your Recorded Session



Quick Reference Guide — Presenters

How to Upload Your Recorded Session

Conference Tracker includes the option to broadcast a pre-recorded session to attendees during virtual or hybrid conferences. This process can be performed by conference admins who need to upload sessions on behalf of presenters, or by presenters with the appropriate permissions. Follow these easy steps to upload your recordings and make it available to attendees.



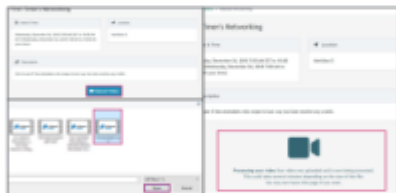
Step 1

Log into Conference Tracker and from the main menu, click, "Conference," and then, "Sessions." Find the session you want to upload the recording for.



Step 2

Click the three dots to the right of the session name. If the session has been configured correctly, you should see the option, "Upload Video." If you do see this option, click on it. If you don't, contact your conference admin or Conference Tracker Support for further assistance.



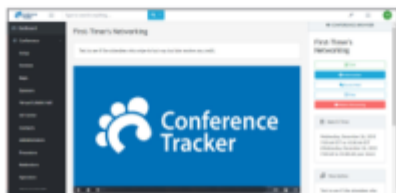
Step 3

Find the video you want to broadcast, select it, and click, "Open." The file will now upload and process to Conference Tracker. We suggest waiting until the video has completed processing before proceeding to test.



Step 4

To confirm that the video has been processed correctly, go back to the list of sessions, find your session, click the three dots to the right, and then click, "Preview Streaming."



Step 5

Your recording is now ready for your attendees to view!



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