



beyondexperience
THE VIRTUAL TRAVEL SHOW

For Travel &
Event Professionals
May 12-14, 2020

PREPARE AND RUN AN EFFICIENT VIDEO MEETING

FOR VISITORS & EXHIBITORS



PREPARE AND RUN AN EFFICIENT VIDEO MEETING

Crafted for beyond experience

This is a **brief guide** to reassure that you are well prepared to **run an effective video meeting** and make the most out of the virtual interaction.

Just **one thing** said upfront:

This is new to most people.

Technology has our backs, yet at any point something might go wrong.

No worries, let's all **keep** calm, **have goodwill**, **accept** what we cannot control, **do our best** to find the fastest solution and **remember** that:

we are in this together.

Thank you and see you online.

The **"beyond experience"** organizing team





GUIDELINES FOR VISITORS AND EXHIBITORS

1. **Verify you have the link to connect on “Zoom”** on the right slot you chose. You will receive a reminder, but make sure your **calendar is clear for that slot.**
2. **Get familiar** with the meeting application [**Zoom**] You can open it and look around even without having started a meeting.
3. **Pre-test** your video and microphone. **Set the camera** at eye level.
4. **Preferably sit in front** of a natural light source, like a window so that the light is on your face, if not make sure that the room light is in front of you not behind you
5. **Practice** how to **speak** by looking in the camera and not only the screen. (When you look at the camera you’re looking the other person in the eye)
6. Know where the **“mute” button is** and use it when you don’t want to annoy the person speaking (i.e: when you make a noise, cough, or just happen to have a surround noise)
7. Know where the **“share your screen”** button is and the **“comments area”**
8. **BEFORE the meeting, be ready** and well equipped: chose your device, preferably your PC (but tablet or smartphone are options) and have them in front of you at the time of the meeting, so as to be reached on time!
9. Ideally you should be connected with an **ethernet cable** to your router and your PC/Laptop. If not available, make sure your **WIFI or 4G** connection is working properly, so as to ensure the best possible quality of the meeting.
10. Cut out **background distractions** (i.e. silence devices, be preferably in an isolated room, close the window etc.)”
11. Have immediate **access** to all your necessary material (i.e. notebook, drafts, e-documents etc.) to be effective.
12. In case of connectivity issues, it is advisable to **turn off your camera** and keep the voice going, so as to stay connected.
13. **Be brief** and to the point when “taking the floor”, it will make it easier to make your point and be understood faster.
14. Wait the person speaking conclude **without interrupting**, so as to have the best possible sound quality and understanding.



SOME EXTRA AS A BONUS:

- Ensure the camera is **in ideal distance** from you, we want you to look nice!
- Wear solid colored clothing **with no patterns** to jiggle when you move as they might distract the other party!
- **Relax** your hands on the table — look confident and trustworthy.
- Wear your **best smile**, keep calm and **video on!**

SPECIFIC FOR “EXHIBITORS” [THE ONES WHO ORIGINATE EVERY MEETING EACH TIME]:

1. **You will be running two types of meetings: “1-ON-1 LIVE” and 1-hour “Ask Me Anything”** group sessions.
2. Make sure you have made **visible** your **availabilities** in the app “**Calendly**” and each attendee has chosen their slot and also their participation in the groups sessions.
3. The attendee **has received a confirmation** mail with their time and a link to attend the meeting in **Zoom**.
4. The attendee will also receive an automatic reminder **1h before** the meeting.
5. Make sure all material upon discussion is **available online** and the attendee has the link to find it or if you want to share your screen!
6. **Reminder:** Know exactly how to navigate the different buttons: “**mute**”, “**share your screen**” and the “**comments area**”.

REMINDER: THE DATES

► May 12-14, 2020

May 12: Americas | **May 13:** Europe, Middle East, Africa | **May 14:** Asia & Oceania (APAC)

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