

ATTENDEE GUIDE

BROADWAY STAGE MANAGEMENT SYMPOSIUM

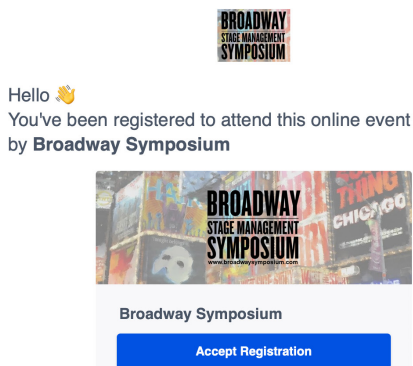
www.broadwaysymposium.com

Thanks for coming to the Broadway Symposium THE DIGITAL EXPERIENCE! We are so happy to have you. We are on a groundbreaking new platform for this event so we wanted to give you some tips and tricks to make your transition to the platform as easy as possible. See you on May 30th!!

Registration:

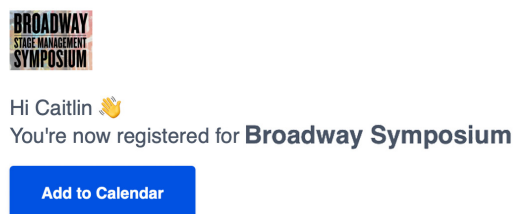
Step 1:

Now that you have registered, you will receive an email on May 25th asking you to accept your registration. Click on "Accept Registration" in your email.



Step 3:

After you create your profile, you will receive a second email that looks like this. Feel free to input this event directly to your calendar.



Step 2:

Once you click, your browser should pop-up a window to the Symposium's reception page.

You have the option to make a profile. This profile will be visible to everyone at the event. Upload your photo and feel free to add a link to your website or Social Media account!

A screenshot of a web form titled "Update your profile" with a close button (X) in the top right corner. The form includes an "Avatar" section with a placeholder image and a "Click to choose new image" link. Below this are four input fields arranged in two rows: "First Name *" (containing "Caitlin"), "Twitter" (containing "Your Twitter profile link"), "Last Name *" (containing "Miller"), and "LinkedIn" (containing "https://www.linkedin.com/in/caitlin"). At the bottom are two more fields: "Headline * (how you introduce yourself)" (containing "Producer and Artistic Director of T") and "Website Link" (containing "180group.com"). A large yellow "Save" button is at the bottom of the form.

PRE-EVENT

This is an online event. Take measures to ensure that you have the best experience!

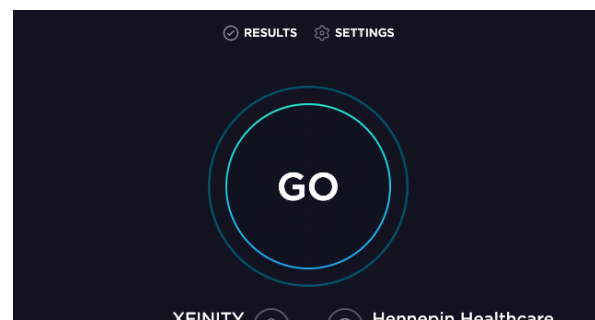
Check your internet speed:

Step 1:

Before the event, we recommend you perform a speed test on the device you will use for the event. Go to the following website:

<https://www.speedtest.net/>

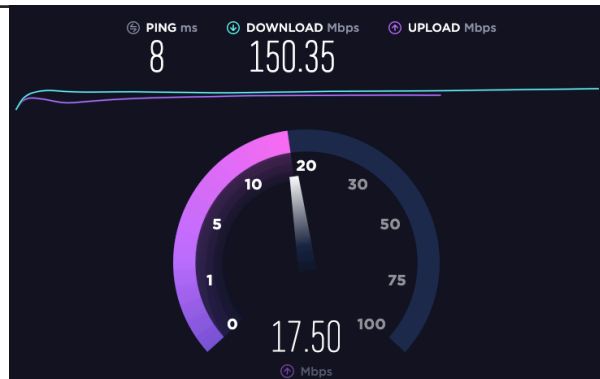
Click the “Go” button on the center of the screen.



Step 2:

Check your speed:

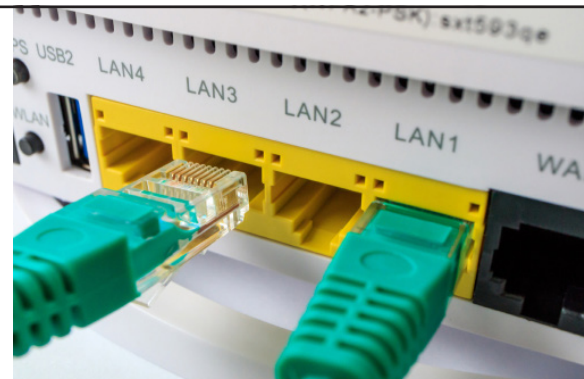
We recommend that you have a minimum of 7mbps download speed to view the live event and 5mbps upload speed to participate in sharing your video and audio.



Step 3:

For best results and if available; plug your computer or device directly into your router with an ethernet cable. This will allow you to have the best connection.

If your internet speeds are still slow, or you are unable to connect directly to your router; try turning off other devices at your location that are also connected to your internet.



If you plan to use a mobile device - Safari is the best browser to use.

RECEPTION

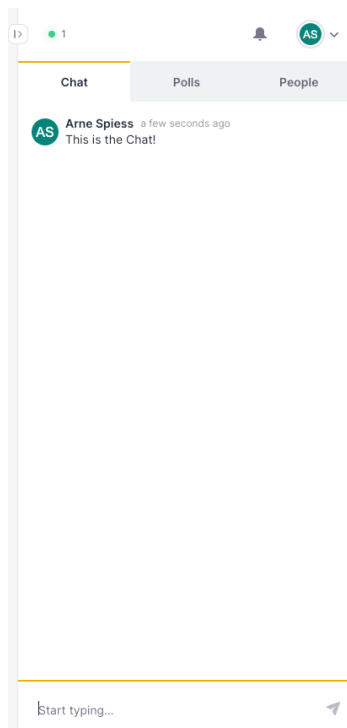
Before the show starts feel free to explore the reception page.



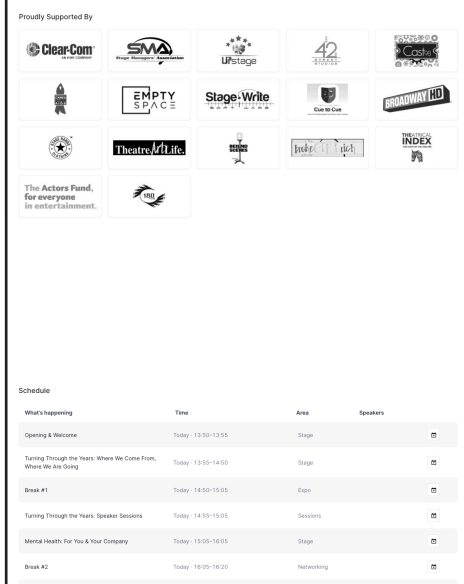
On the left hand side you will see (5) icons. These are the main areas of the symposium.



Keep a close eye on the right hand side where the chat will be. This is where you will be able to communicate with everyone at the event. Use the poll tab to participate in polls and the people tab to connect with others on a 1-1 basis.



On the reception page you can also see the description for the Event, Sponsors and the Agenda. Make sure you check it out!



What's happening	Time	Area	Speakers
Opening & Welcome	Today - 13:00-13:05	Stage	
Turning Through the Years: Where We Come From, Where We Are Going	Today - 13:05-14:00	Stage	
Break #1	Today - 14:00-15:00	Expo	
Turning Through the Years: Speaker Sessions	Today - 14:00-15:00	Sessions	
Mental Health For You & Your Company	Today - 15:00-16:00	Stage	
Break #2	Today - 16:00-16:20	Networking	

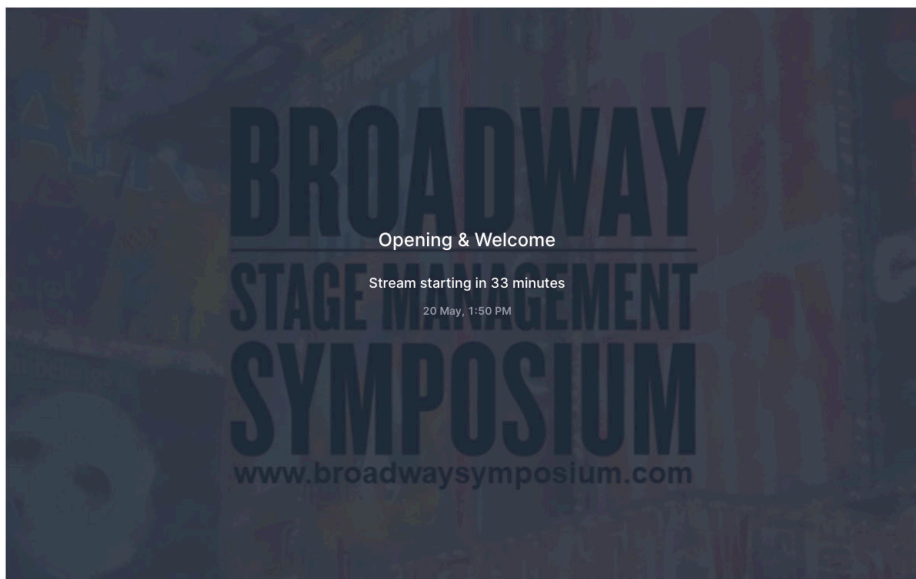
STAGE



Stage

The Stage is where the show will start. All the main presentations will stream live on this tab.

- Reception
- Stage
- Sessions
- Networking
- Expo



Chat Polls People

Arne Spiess 3 hours ago
This is the Chat!

Start typing...

Feel free to use the chat and polls during every session on the right side of the screen!

The “event” chat will be seen by everyone in the group.
The “session” chat will only be seen by people in the specific Session.

Chat

Polls

People

Event

Session

Keep an eye on the chat. Chats from the Symposium will be highlighted in yellow, these will remind you when events are starting!

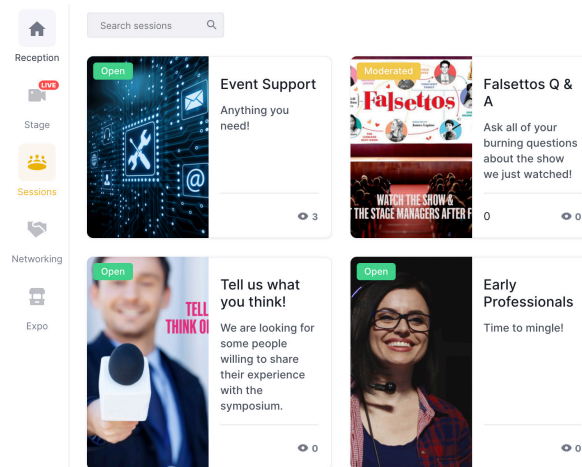
SESSIONS



Sessions

Click the “Sessions” icon and choose which session you’d like to attend. There are rooms designed for you based on the stage of your career or join smaller conversations with any of the speakers following their presentation.

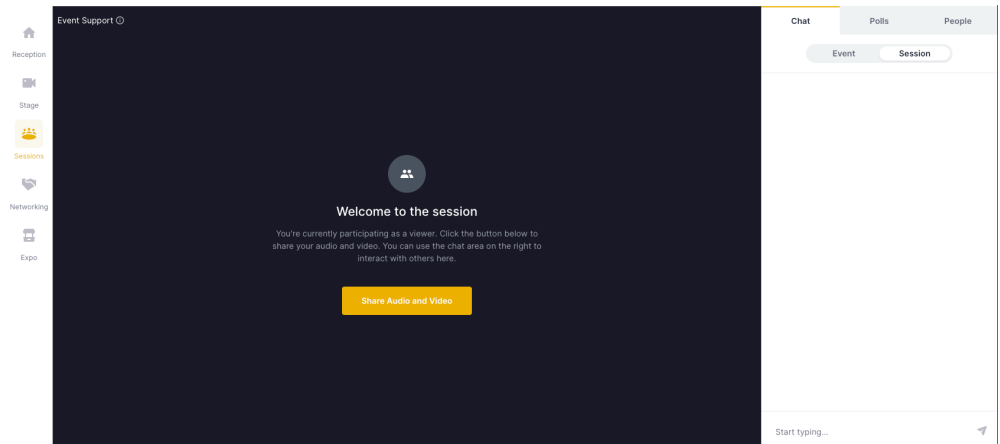
Choose a session to join. You have the ability to just watch and listen OR if you’d like to join the conversation - just click participate on the upper right hand side. The moderator of that session will let you in to speak if there is enough room.



Click the Yellow button to participate live in the session or just sit back and watch the show!

Reminder:

The platform will prompt you before you start sharing your camera and microphone.



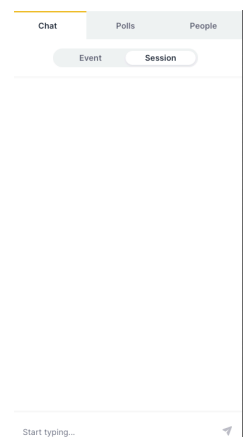
Have conversations with other attendees! Once you’d like to stop participating, press the “stop participating” or “leave” button and you will be able to just watch and listen again.



While sharing, the toolbar above will be visible.

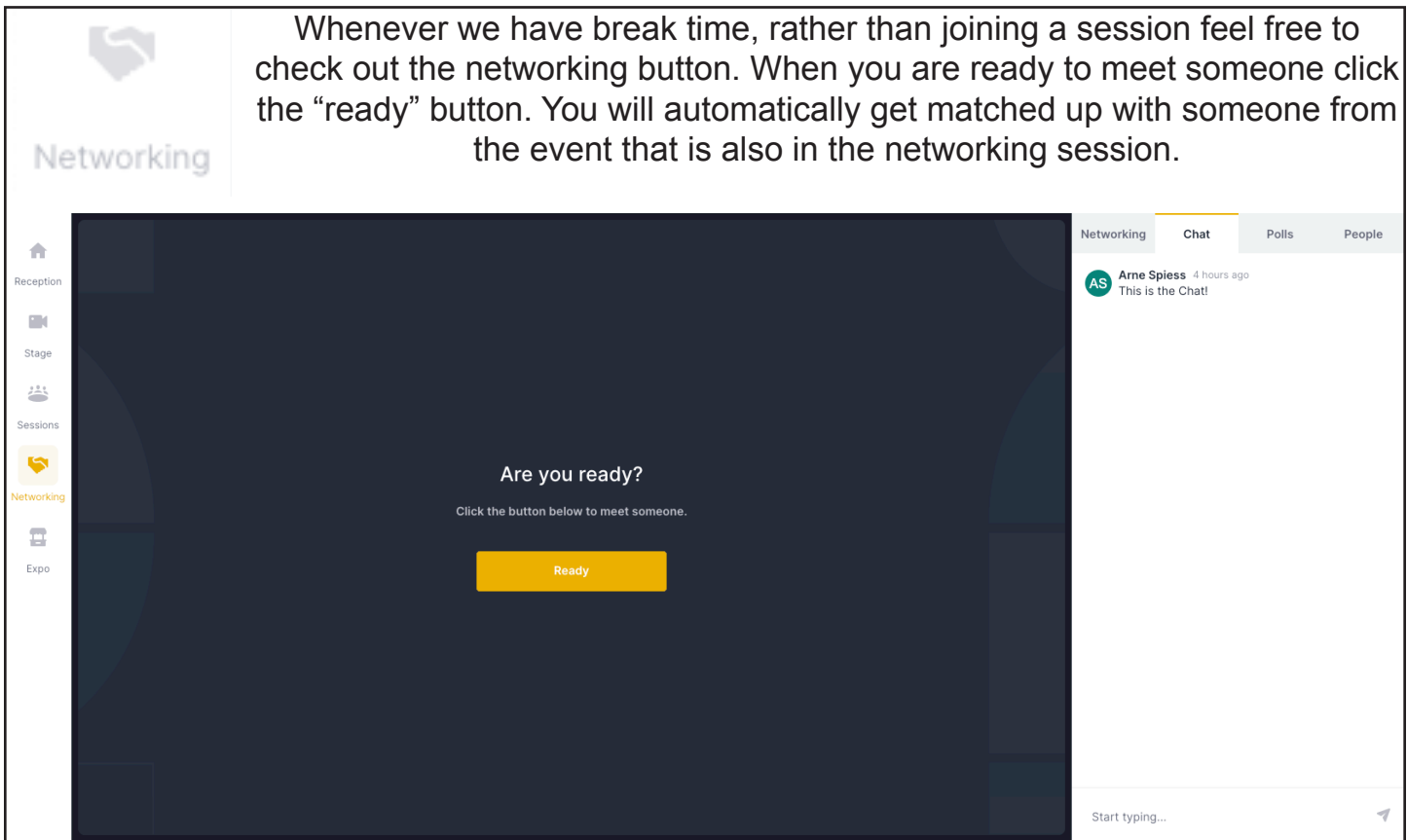
These buttons allow you to turn your camera on and off, turn your microphone on and off and share content from your screen. The gear will allow you to change your microphone and camera if you have those devices available.

You will always have the ability to talk in the chat for the whole event or that particular session.

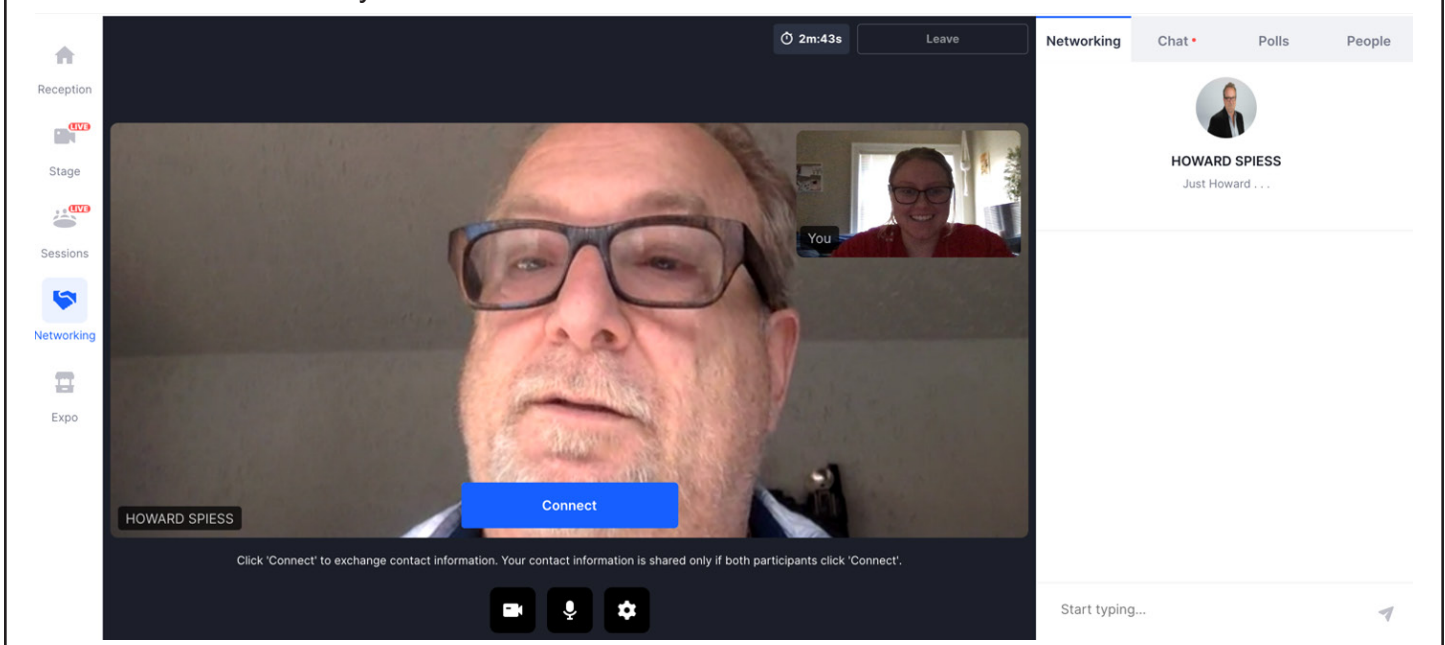


NETWORKING

Whenever we have break time, rather than joining a session feel free to check out the networking button. When you are ready to meet someone click the “ready” button. You will automatically get matched up with someone from the event that is also in the networking session.



Once the timer runs out, you will automatically get matched with someone else.
Note: you will not connect with an individual more than one time.



Click “connect” if you’d like to connect with the person you are networking with. If they accept your invitation, you can direct message them.

EXPO



Expo

Click the “Expo” button on the left hand side, to see all the participating vendors. Choose the booth you’d you like to explore and click! Click on videos, read their bios and chat with everyone else in the booth!

The screenshot shows the Expo interface. On the left is a navigation menu with icons for Reception, Stage, Sessions, Networking, and Expo (highlighted). The main area features a video player titled '180 The 180 Group - 2019 Show Reel'. The video content shows a stage with large '2019 SHOW REEL' text and 'EXCEerate' branding. On the right, there's a vendor profile for 'The 180 Group', described as a 'Full service production company that specializes in live meetings and events.' It includes a description: 'provides innovative, top-quality ideas, people & equipment to support meetings, conventions, and special events both nationally and internationally.' and a 'Visit our Website' button.

To speak with a vendor in the booth, you can click the “participate” button. This will ask the vendor to let you use your microphone and camera to join the conversation.

The screenshot shows the Event Support interface. On the left is a navigation menu with icons for Reception, Stage, Sessions, Networking, and Expo. The main area features a video call window titled 'Event Support'. The video shows a man with a beard wearing white headphones and a black shirt, sitting in front of a white cabinet. On the right, there's a chat window with tabs for Chat, Polls, and People. The chat shows a message from 'Caitlin Miller' 2 hours ago: 'Thanks for answering my questions!'. At the bottom, there's a text input field with the placeholder 'Start typing...' and a send button.

If you want to join their mailing list, click the “register interest” button. Your name and information will be sent directly to the vendor. This will also automatically accept any promotions the vendor may be offering.

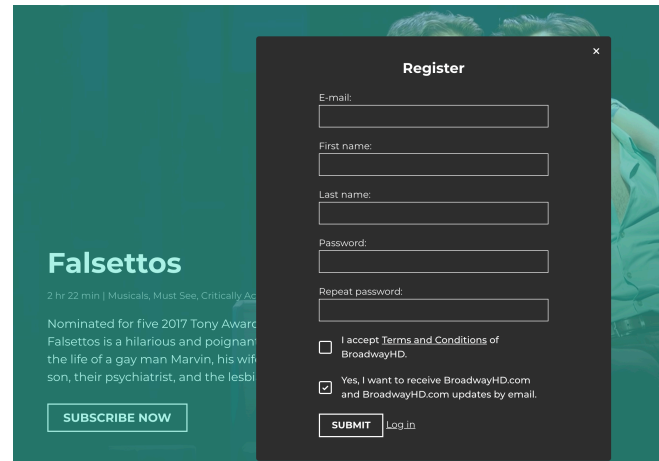
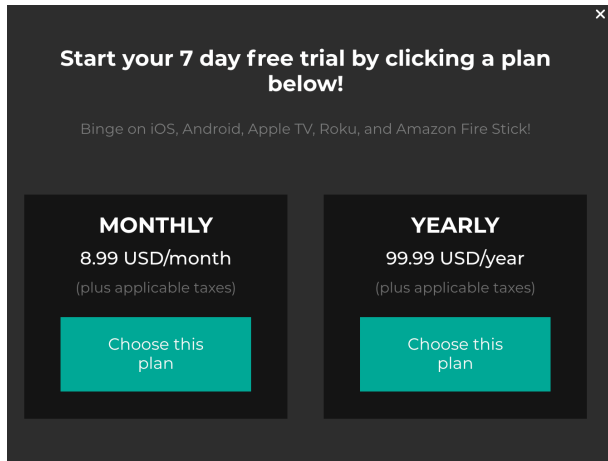
WATCH PARTY

**For legal reasons, we aren't able to stream directly at the Symposium
BUT BroadwayHD has given each participant a one month free trial
so we can watch Falsettos together!**

Step 1:

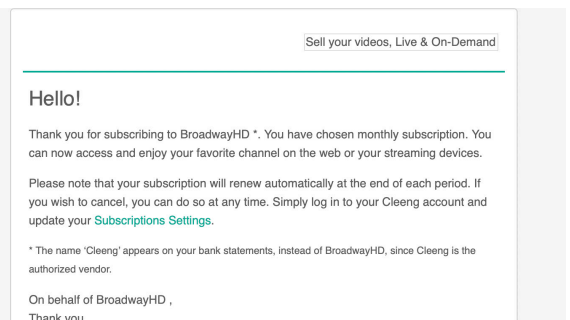
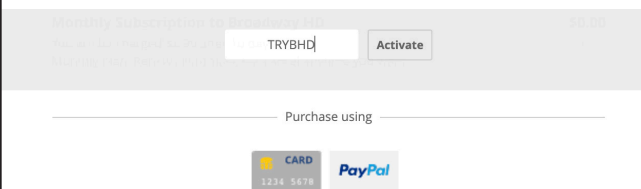
Before the event, go to BroadwayHD.com

Sign up for a free month trial by clicking on subscribe. Add your information.



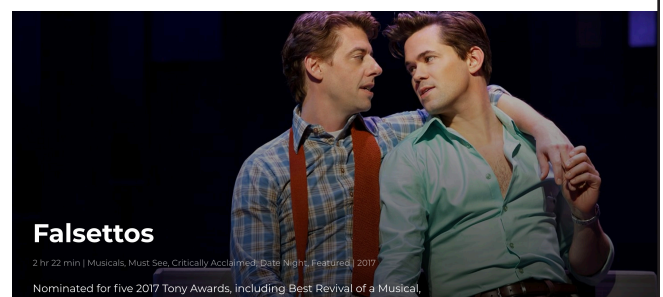
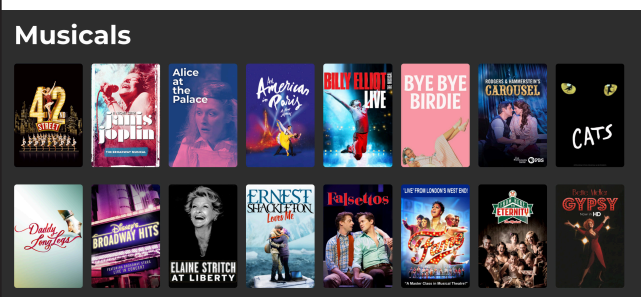
Step 2:

It will ask for payment of \$8.99. Under Redeem code; type in **“TRYBHD”** After you check out, you will receive an email confirming your subscription. REMINDER: make sure to **cancel** your subscriptions before the 30 days or you will be charged.



Step 3:

Go back to broadwayhd.com and click on “Categories”. Then select “Musicals”. Then click on “Falsettos”. Grab your blankets and popcorn & Hit Play!



Pro tip: If possible, stream BroadwayHD to your tv or in another tab so you can have both the stream and the symposium windows open to participate in the live chat.

SUPPORT



**If there is stalling, blank screens or anything weird...
REFRESH REFRESH REFRESH**



If you have questions about the platform or you are having issues, you can go to the Event Support Session. This will be staffed throughout the event.

If you are experiencing issues that don't let you go to the session, call the support hotline: 516-387-5151

To report an issue: symposium.prod@gmail.com

