

HOPIN USER GUIDE FOR SP23 SPEAKERS

In this document you will learn all you need to know about the Hopin platform in order to do your online presentation in Sustainable Places 2023. [Link for registration!](#)

1 Make your registration on Hopin



Sustainable Places 2023
Jun 14, 9:00AM – Jun 16, 9:00AM CEST

Europe's #1 destination for EU research collaboration and market opportunities

The 11th annual edition of Sustainable Places (SP2023) is a hybrid event, from 14th to 16th June 2023, with the in-person sessions hosted in Madrid, Spain.

Register

Sustainable Places 2023
June 14-16 2023, Madrid, Spain
Hybrid event

Once you click the Register button, you have to choose the General SP23 Admission ticket and fill the boxes with your First name, Second name and your institutional email. You will receive a confirmation email with the details of the event.

BASIC INFORMATION

First name

Last name

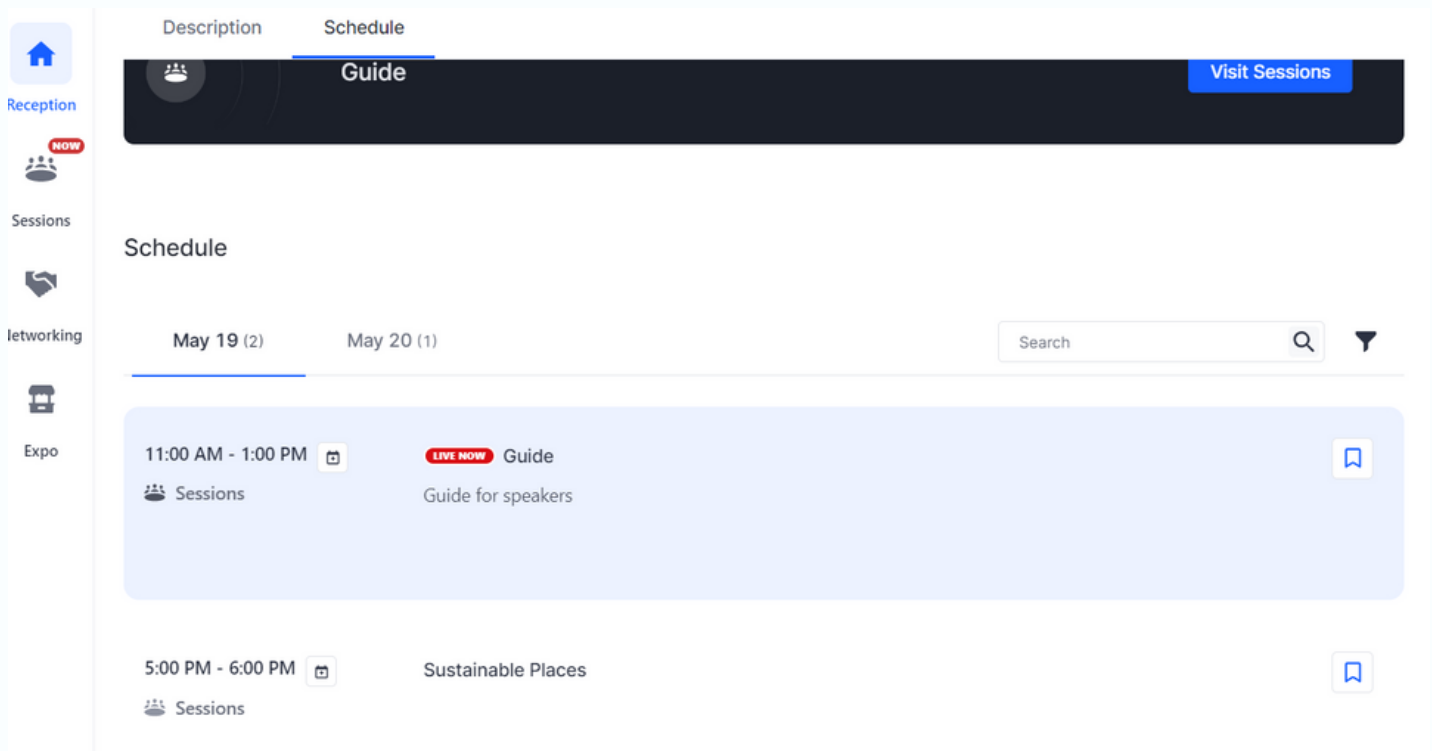
Email

Copy of Copy of SP23
May 19, 11:00 AM → May 20, 9:25 AM

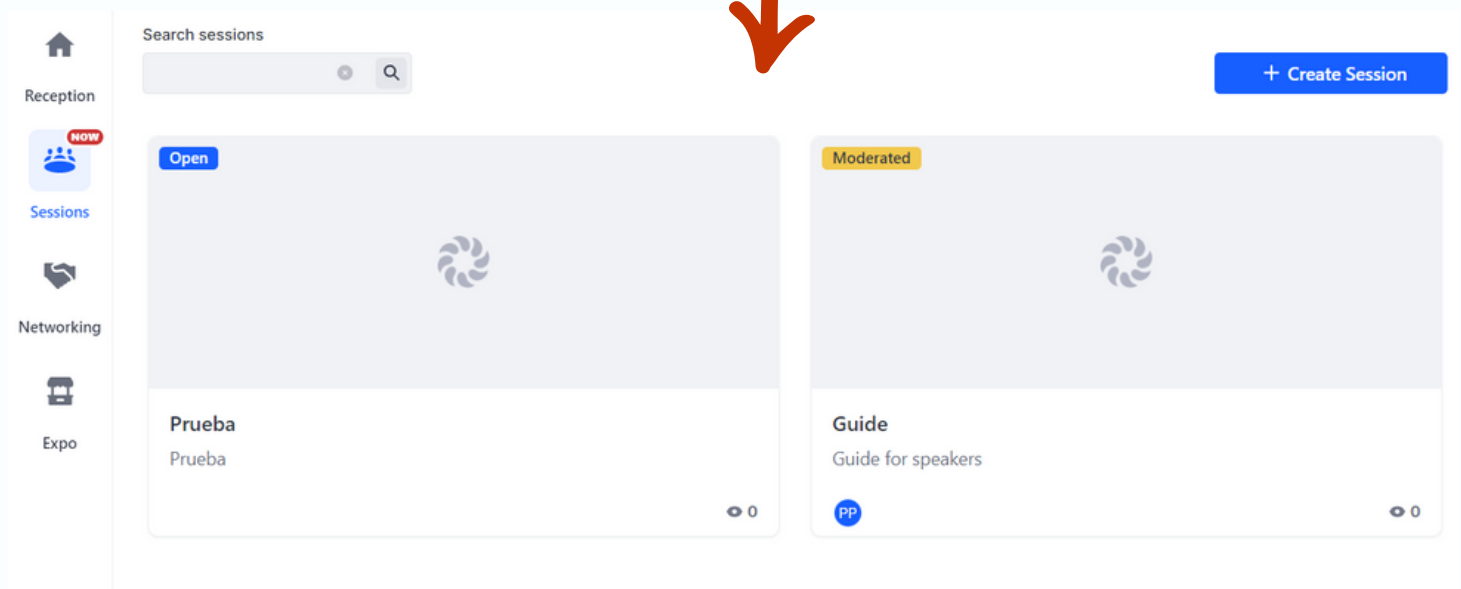
REGISTRATION SUMMARY
Free (x1)

Register

Once you are registered, in the Reception tab you can check the Schedule for the event and find your Session

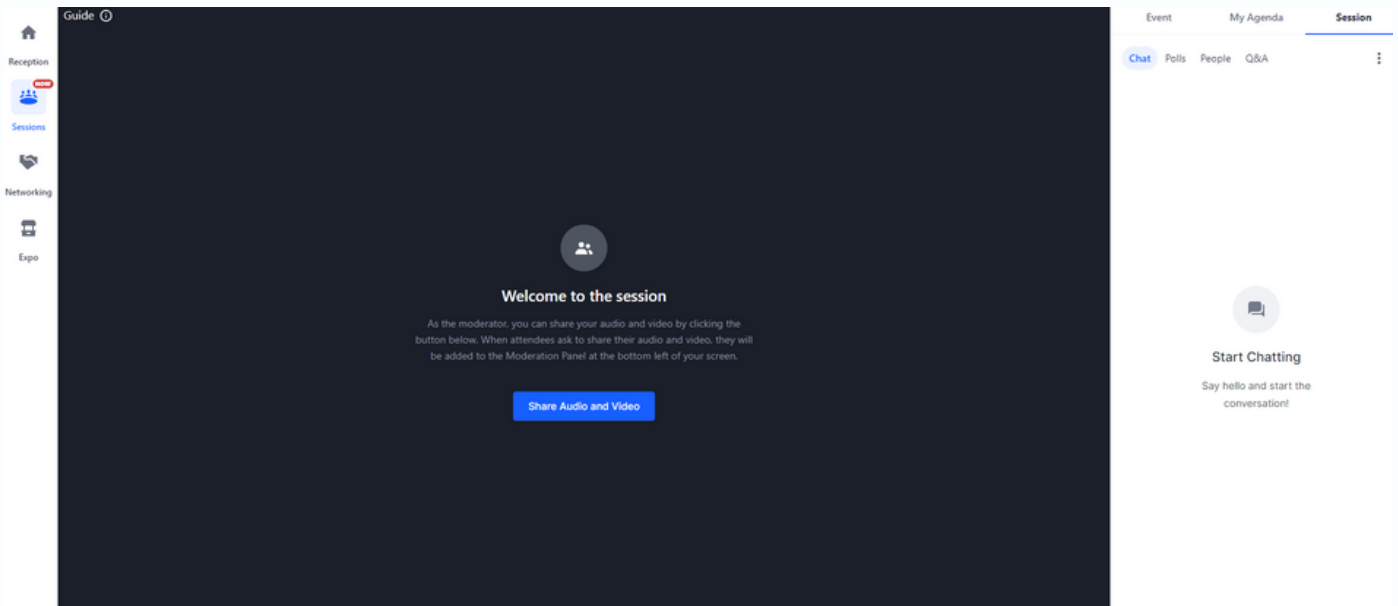


Go to the Sessions tab.

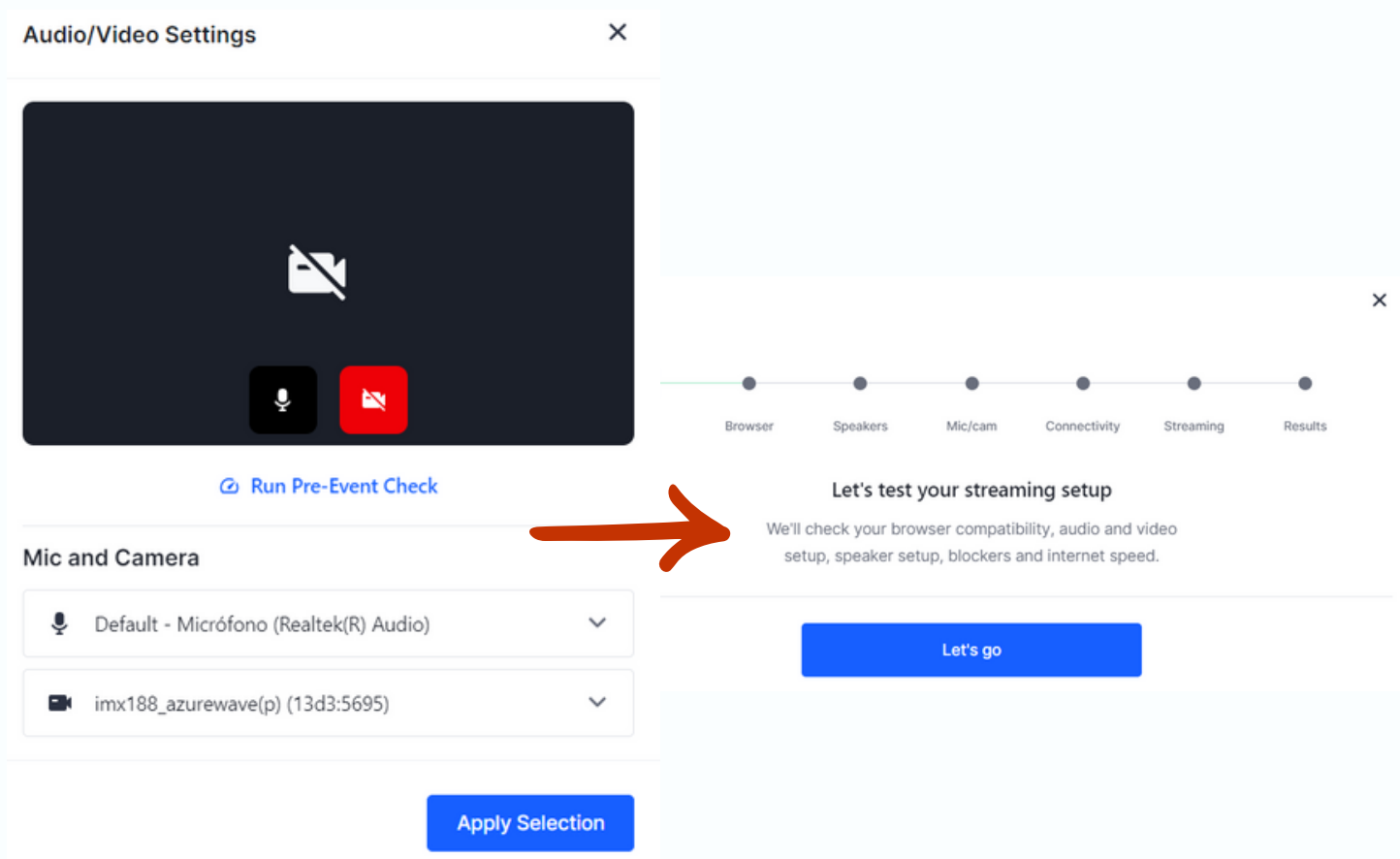



2 Get ready to do your presentation

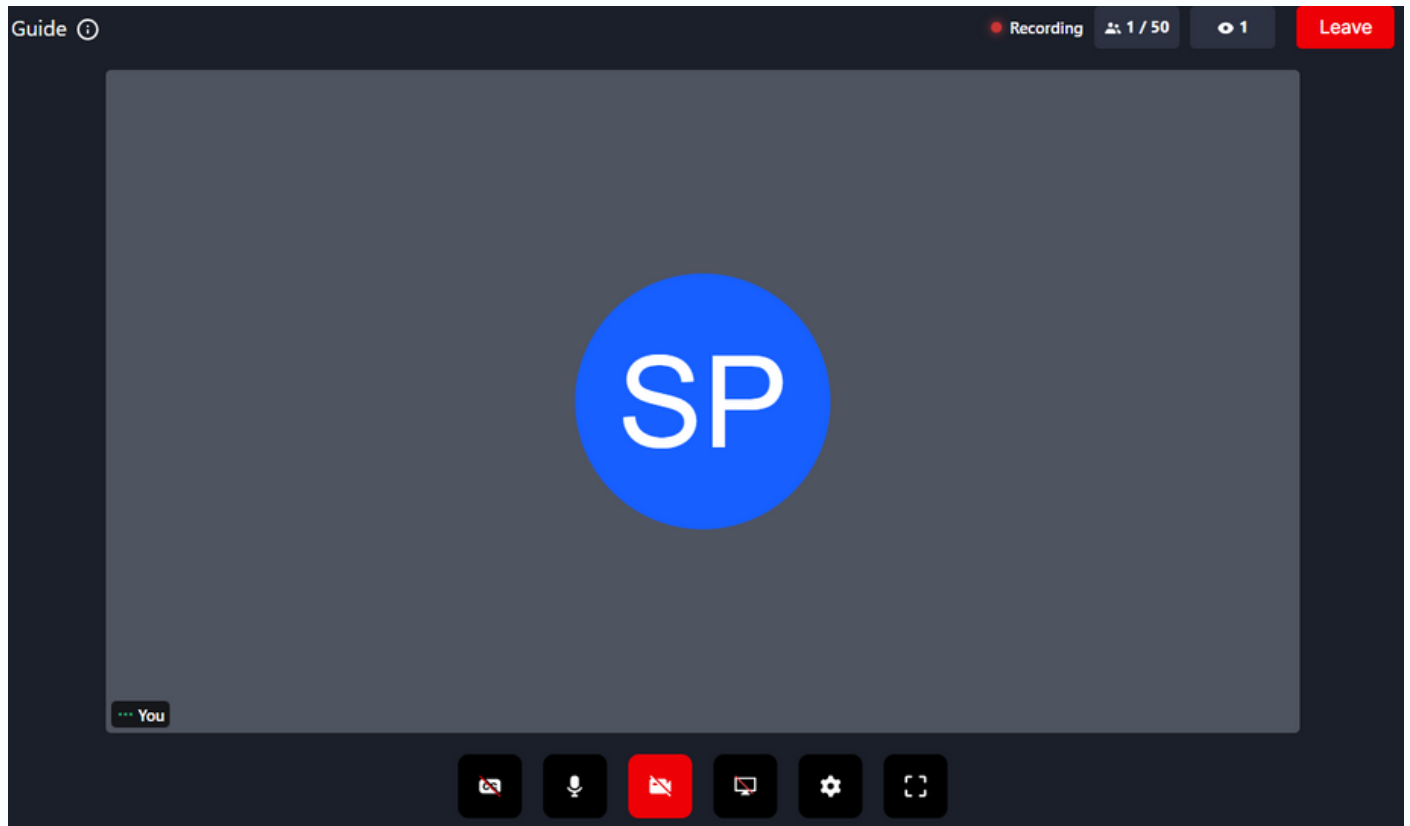
Once you are in the event, you will find your Session scheduled and your name will figure as a moderator, only moderators will be able to present and share their screen in the session.



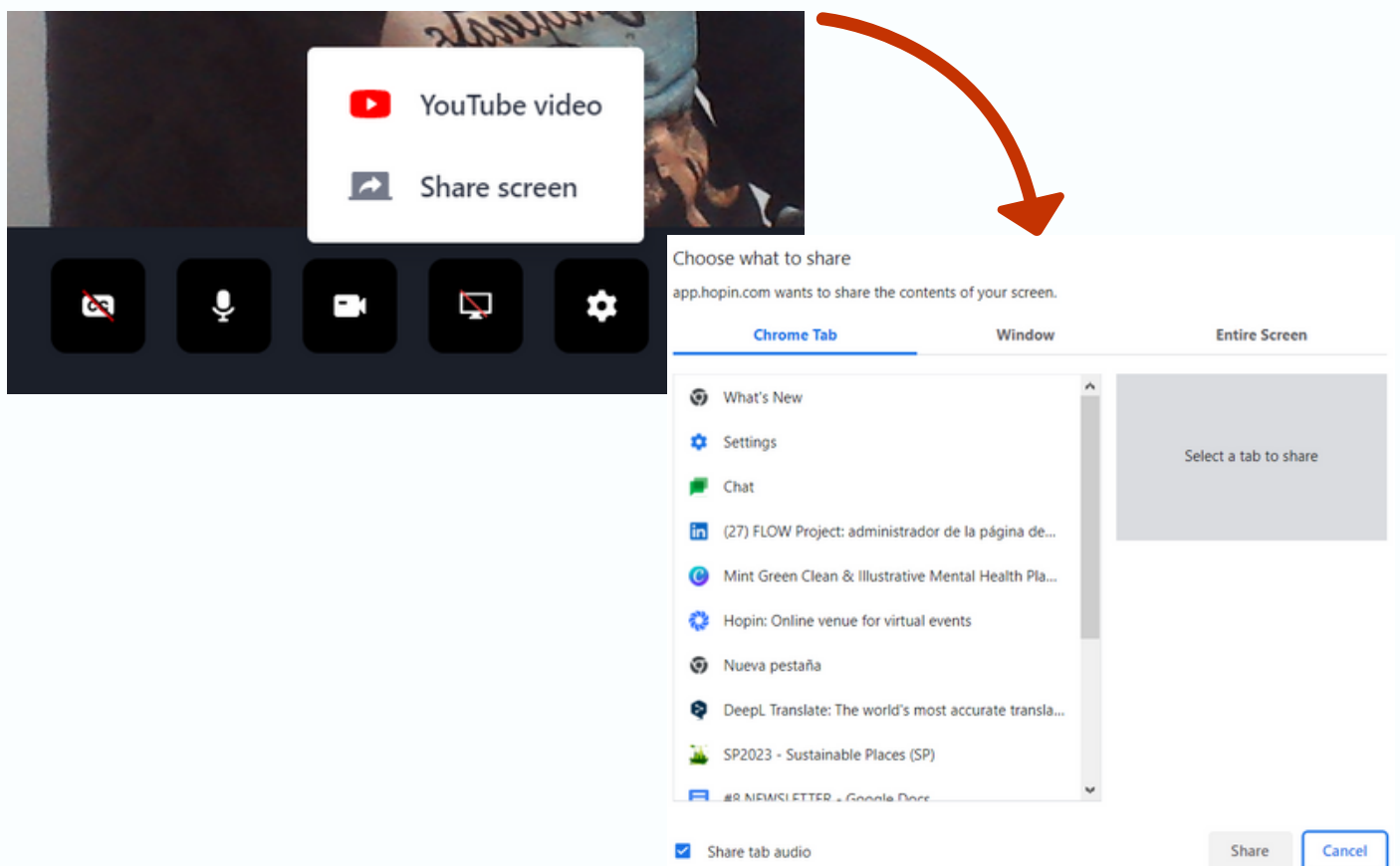
Once you click on Share Audio and Video, you will have the opportunity to customize the settings before going live. Here you can select the microphone and camera you want to use. You can also run a Pre-Event Check where the platform will check your internet connection.



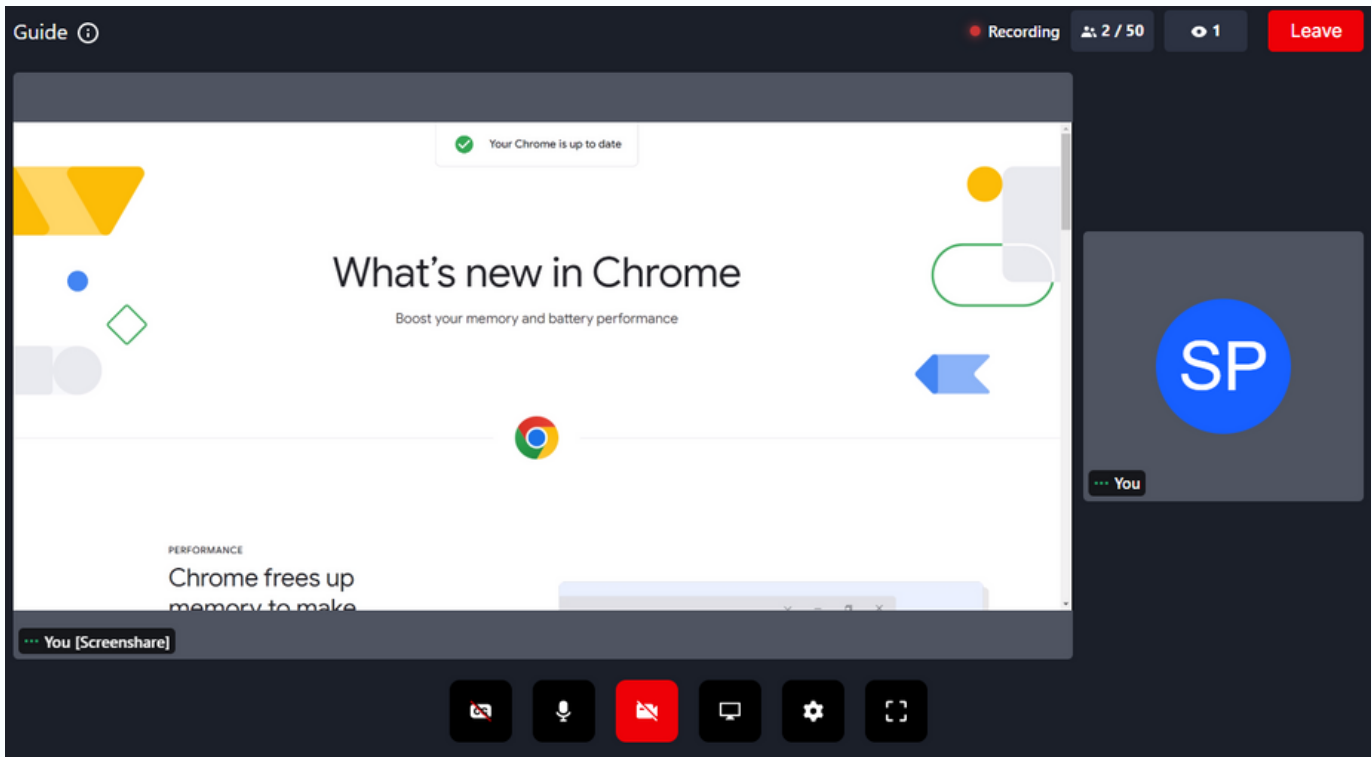
Once you click on Apply Selection, you will be live. Here you can mute and unmute the microphone, turn on/off the camera and share your screen. For screen sharing you can paste a Youtube link if you need or just share the tab/windows or the full screen.



When sharing slides, presenters should choose to share their “entire screen” and then put their slides in presenter mode. The speaker will only see their slides but the audience will see both the speaker and the slides.

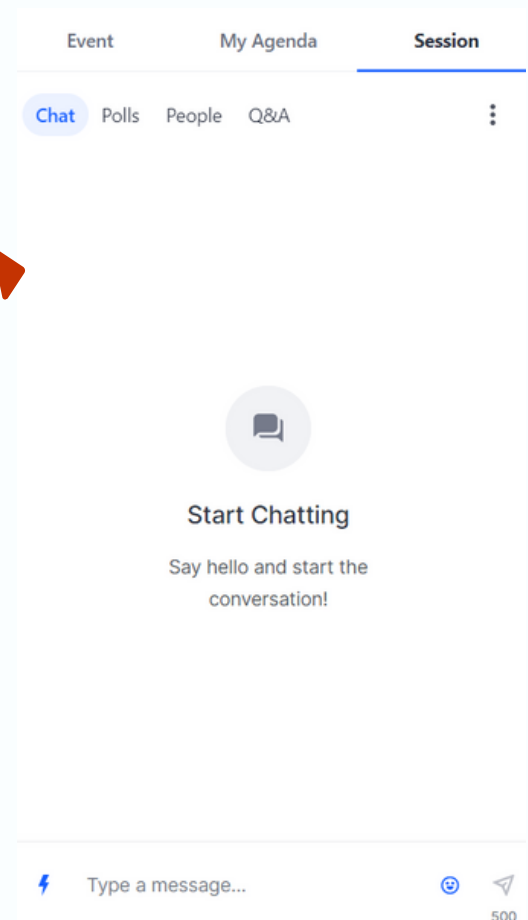


This is how it is shown when sharing content during your session.



There are more things you can check here, such as the number of people attending online to your presentation as well as checking if the Session is being recorded.

On the right side of the screen you can find different tools such as a live chat, polls and the list of attendees.



If you face any problem, please get in contact with: sustainableplaces@r2msolution.com

In case you want to do a test before the event starts, let us know and we will help you.