



Guide to BrightTALK's Pro webinar

Presenting with slides, a screen share or both.



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Why use pro webinar?

- › Present your PowerPoint™ slides including animations and builds
- › Share your screen
- › Broadcast live in HD to your audience on mobile devices and PC/Macs
- › Interact with your audience with questions, feedback and attachments
- › Present alongside multiple remote presenters and use presenter chat to coordinate
- › Instant auto-convert into on-demand video for optimized playback on mobile devices and PC/Macs

The screenshot displays a webinar control interface. At the top left, there is a green 'B' logo and a 'Start Presenting' button. Below this, a status bar shows 'Dial-in numbers and PIN', 'Presenters: 0', 'Views: 0', and 'LIVE in: 00:28:02s'. The main content area is a green panel with the text 'Welcome' and 'You can present this webinar with slides, a screen share or both.' Below this are three icons: a slide icon with the text 'Add and preview your slides at any time', a monitor icon with 'Add your screen share from 30 minutes before live', and a phone icon with 'Dial in to the presenter line 15 minutes before live'. At the bottom of this panel, it says 'At go live time you will be prompted to go live to your audience.' Below the green panel are two buttons: 'Slides' and 'Screen share'. Below these is a section for uploading PowerPoint files, with a text box that says 'Upload PowerPoint™ slides at any time. Size limit 100Mb.' and a green 'Upload PowerPoint File' button. Below this is the text 'Or drag and drop file into this panel'. On the right side, there is a 'Presentation details' section with a dropdown arrow. Below this is a 'Webinar title' section with 'First name Last' and 'Sep 14 2015 - 2:45pm | 15 mins'. Below this is a 'Promote to your contacts' button. Below that is a 'Webinar description' section. At the bottom right, there is a 'Presenter Chat' section with a dropdown arrow, and below it are sections for 'Questions from audience', 'Feedback from audience', and 'Attachments and links', each with a dropdown arrow. At the bottom right of the interface is a yellow 'Get live support now' button.

B Booking

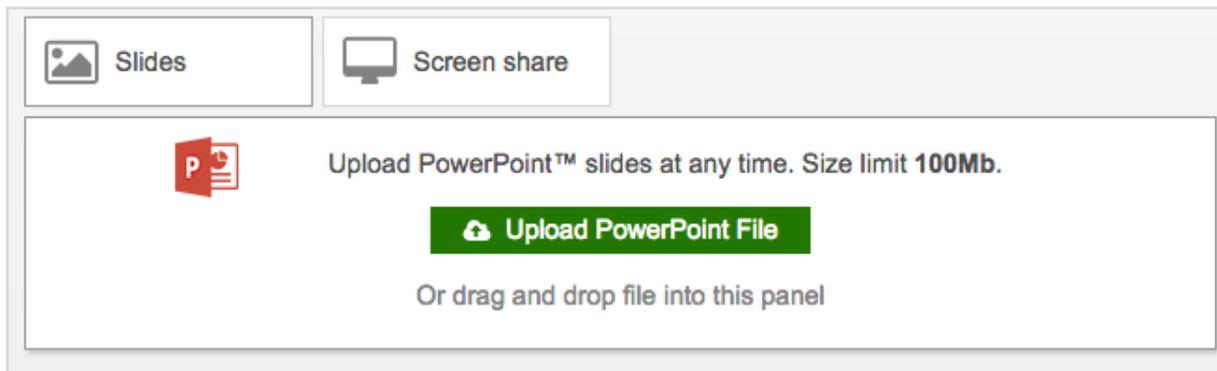
Schedule your Pro webinar by clicking to “Schedule a webinar”, select Pro webinar and make your booking. Once booked you have access to:

- > The BrightTALK presenter screen; and
- > Instructions for presenters including their PIN access to the BrightTALK presenter screen.

The image shows a multi-step booking process. It starts with a menu where 'Schedule a webinar' is selected. This leads to a comparison screen between 'Schedule a webinar' (regular) and 'Schedule a pro webinar' (screen share). The 'Schedule a pro webinar' option is chosen, leading to a 'Webcast details' form. The form includes fields for title, description, presenter, duration, start date, start time, and timezone. Below the form is a 'Publishing' section with options for booking type and webcast visibility. A sidebar on the right contains navigation links like 'Prepare and present', 'Invite your network', and 'Webcast reports'. The main content area shows the 'Webinar title' as 'Launch BrightTALK presenter screen' and includes a 'Presenter instructions' tab. A final message states: 'This screen share webinar is scheduled. You can use the menu on the left to prepare and promote this presentation. If you will be inviting additional presenters, use the "Presenter instructions" tab above. For more details on presenting a screen share webinar click here to download our quick guide.'

B Upload your slides

- If you want to use slides you can upload (and re-upload) at any time.
- We recommend getting them added early on.
- The first slide is automatically captured as the feature image to promote your event in the channel's content listings and automated emails.



Slide format supported:

PowerPoint™

Slide size limit:

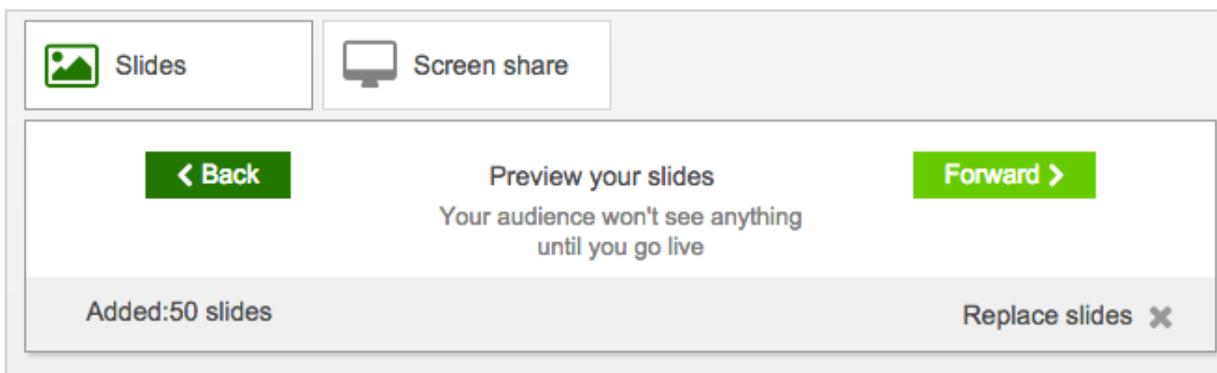
100MB

Supported:

Animations and builds

(not embedded video)

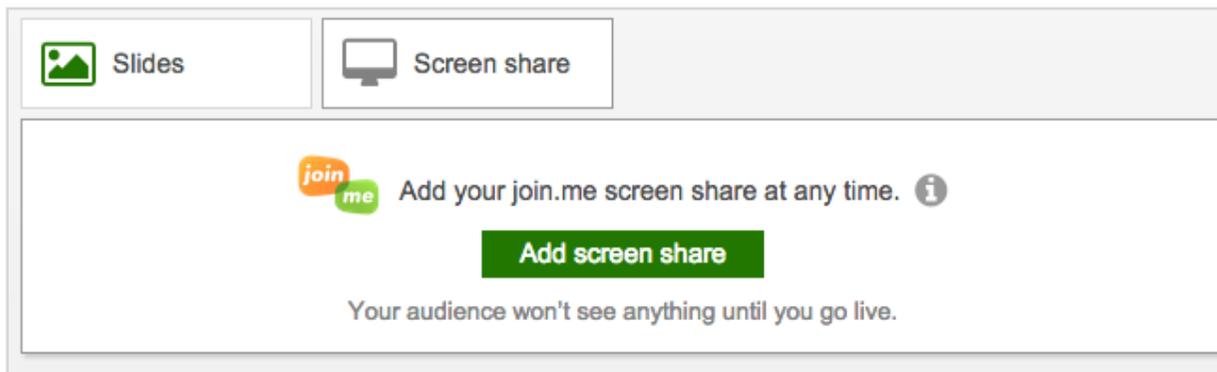
- You can step forward and back through your slides to check through the slides.



B

Adding a screen share

- ▶ If you want to share a screen using join.me (from a 2nd screen or another PC/Mac) during your presentation, you can add (remove and re-add) your join.me code at any time from 30 minutes before the scheduled start.
- ▶ We recommend getting your screen share added as soon as possible. Click the 'i' button to follow the quick 4 step guide in the Presenter screen for help.



Screen share type supported:

join.me

Code:

One time 9 digit code only

B Dialing in

- › At 15 minutes to live, presenter(s) should dial in.
- › Dial in details are provided in the BrightTALK presenter screen.
- › Multiple remote presenters will be able to speak to each other, and the audience won't hear them until they go live.

The screenshot displays the BrightTALK presenter interface. At the top, there is a 'Start Presenting' button and the name 'Peter Rance'. A central notification window is overlaid, containing the following text:

LIVE in: 00:10:47s
Webinar title

Presenters please dial in now
Phone: +44 (0)20 3451 1919
PIN: 17221217

Dial-in options

Your audience won't be able to hear you yet, but other presenters will if they are dialed in.

The background interface includes a 'Dial-in numbers and PIN' tab, a 'Presenters: 0' indicator, and a 'Charts and graphs' section with a pie chart. At the bottom, there are controls for 'Slides' and 'Screen share', a 'Back' button, a 'Preview your slides' section with the text 'Your audience won't see anything until you go live', a 'Forward' button, an 'Attachments and links' section, and a 'Get live support now' button.

B Going live

When it's time to start, the presenters will be prompted to start the live webinar.
When you click 'Start presenting':

- > If slides are added, the live webinar will revert to the 1st slide – the audience will see this.
- > If no slides are added but a screen share is added the live webinar will display the screen being shared – the audience will see this.
- > the audience will be able to hear the presenters speaking.

The image illustrates the 'Going live' process in a webinar interface through three sequential screenshots:

- Starting now:** A screen with the text "Starting now", "LIVE In: -00:00:19s", "Ready to go live?", and a green "Start Presenting" button.
- Going live...:** A screen with the text "Going live...", a phone icon, and the text "Be sure to unmute your phone now".
- Main Webinar Interface:** A screen showing the webinar content. At the top, it says "End presenting". Below that, it displays "Dial-in numbers and PIN", "Presenters: 1", "Views: 0", and "LIVE: 00 : 33s". The main content area shows the BrightTALK logo and the text "The BrightTALK™ 2015 corporate deck". At the bottom, there are controls for "Slides" and "Screen share", a "Back" button, "Presenting your slides to your audience", a "Forward" button, and "Added: 50 slides" with a "Replace slides" option. On the right side, there are sections for "Presentation details", "Presenter Chat", "Questions from audience" (with the text "No questions have been asked yet."), "Feedback from audience", and "Attachments and links". A "Get live support now" button is located at the bottom right.

B Presenting live

The video preview window in the BrightTALK presenter screen is a real-time, low resolution version of what is being broadcast live to your audience. Your audience is viewing high resolution HD video, so for them animations and movement will be even smoother and higher quality.

Controlling slides

Simply step through using the Forward and Back buttons – your audience and fellow presenters will see these changes as you make them.

The screenshot displays the BrightTALK presenter interface. At the top, there is a green 'B' logo, an 'End presenting' button, and the name 'Peter Rance'. Below this is a status bar with 'Dial-in numbers and PIN', 'Presenters: 1', 'Views: 1', and 'LIVE: 04 : 19s'. The main content area features a 'Charts and graphs' section with a stacked bar chart titled 'Graph with full color palette'. The chart shows data for 10 items (Item 1 to Item 10) across 15 time points from 1-Jun to 1-May. The y-axis ranges from 0 to 30,000. Below the chart are controls for 'Slides' and 'Screen share'. At the bottom, there are 'Back' and 'Forward' buttons, a status 'Presenting your slides to your audience', and a 'Replace slides' button. On the right side, there is a 'Presentation details' panel with fields for 'Webinar title', 'First name Last', and 'Sep 14 2015 - 2:45pm | 15 mins', along with a 'Promote to your contacts' button. Below this are sections for 'Presenter Chat', 'Questions from audience' (1 question), 'Feedback from audience', and 'Attachments and links'. A 'Get live support now' button is located at the bottom right.

End presenting Peter Rance

Dial-in numbers and PIN Presenters: 1 Views: 1 LIVE: 04 : 19s

Charts and graphs

Graph with full color palette

Item	1-Jun	1-Jul	1-Aug	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May
Item 10	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000
Item 9	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000
Item 8	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000
Item 7	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000
Item 6	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000
Item 5	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000
Item 4	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000
Item 3	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000
Item 2	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000
Item 1	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000

Slides Screen share

< Back Presenting your slides to your audience Forward >

Added:50 slides Replace slides ✕

Get live support now

Presentation details ^

Webinar title
First name Last
Sep 14 2015 - 2:45pm | 15 mins

Promote to your contacts

Webinar description

Presenter Chat ^

Questions from audience 1 ^

Feedback from audience ^

Attachments and links ^

B Presenting live

Vision mix between slides and screen share

If you have slides and a screen share added – as you present simply switch between the slides and screen share tabs to switch the view that is being broadcast to the audience.

The image displays two screenshots of the BrightTALK presenter interface, illustrating the ability to switch between different content types during a live presentation.

Left Screenshot (Screen Share View):

- Header:** "End presenting" button, "Dial-in numbers and PIN", "Presenters: 1", "Views: 1", "LIVE: 04 : 10s".
- Main Content:** A webpage titled "Get powerful business insights from experts with BrightTALK™ videos and webinars". It features a grid of professional community categories: Information Technology, Finance, Sales, Human Resources, Marketing, Business Management, and Research & Development.
- Navigation:** "Slides" and "Screen share" tabs. The "Screen share" tab is active.
- Footer:** "Sharing your screen with your audience." and "Added: 226-716-262 pr" with a "Replace screen share" button.

Right Screenshot (Slides View):

- Header:** "End presenting" button, "Dial-in numbers and PIN", "Presenters: 1", "Views: 1", "LIVE: 04 : 19s".
- Main Content:** A slide titled "Charts and graphs" showing a stacked bar chart. The legend includes "Item 10" through "Item 1". The x-axis shows dates from 1-Jan to 1-May.
- Navigation:** "Slides" and "Screen share" tabs. The "Slides" tab is active.
- Footer:** "< Back" and "Forward >" buttons, "Presenting your slides to your audience", and "Added: 50 slides" with a "Replace slides" button.

Right Panel (Presentation details):

- Webinar title:** First name Last
- Duration:** Sep 14 2015 - 2:45pm | 15 mins
- Webinar description:** (Placeholder text)
- Presenter Chat:** (Placeholder text)
- Questions from audience:** 1
- Feedback from audience:** (Placeholder text)
- Attachments and links:** (Placeholder text)

B Presenting live

Interact

- › Interact with your audience using questions, feedback and attachments. If you have many questions, it is possible to organize them by prioritizing questions and mark others as answered.
- › Communicate with fellow presenters with presenter to presenter chat.

The screenshot displays a live presentation interface for a user named Peter Rance. At the top, there is a green 'B' logo, an 'End presenting' button, and the name 'Peter Rance'. Below this, a status bar shows 'Dial-in numbers and PIN', 'Presenters: 1', 'Views: 1', and a 'LIVE: 03 : 50s' timer. The main content area features a slide titled 'Charts and graphs' with a stacked bar chart. The chart is labeled 'Graph with full color palette' and shows data for 10 items (Item 1 to Item 10) across 11 dates from 1-Jan to 1-May. The y-axis ranges from 0 to 30000. Below the chart, there are controls for 'Slides' and 'Screen share'. A navigation bar at the bottom includes a '< Back' button, the text 'Presenting your slides to your audience', and a 'Forward >' button. A status bar at the very bottom shows 'Added:50 slides' and a 'Replace slides' button with a close icon. On the right side, a sidebar contains several sections: 'Presentation details', 'Presenter Chat', 'Questions from audience' (with a count of 1), and 'Feedback from audience'. The 'Questions from audience' section lists three questions with 'Mark as answered' and 'Prioritize' buttons. The 'Feedback from audience' section has a dropdown arrow. At the bottom right, there is an orange 'Get live support now' button.

End presenting

Peter Rance

Dial-in numbers and PIN

Presenters: 1 Views: 1 LIVE: 03 : 50s

Charts and graphs

Graph with full color palette

Date	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10
1-Jan	2000	1000	1000	1000	1000	1000	1000	1000	1000	1000
1-Jul	2000	1000	1000	1000	1000	1000	1000	1000	1000	1000
1-Aug	2000	1000	1000	1000	1000	1000	1000	1000	1000	1000
1-Sept	2000	1000	1000	1000	1000	1000	1000	1000	1000	1000
1-Oct	2000	1000	1000	1000	1000	1000	1000	1000	1000	1000
1-Nov	2000	1000	1000	1000	1000	1000	1000	1000	1000	1000
1-Dec	2000	1000	1000	1000	1000	1000	1000	1000	1000	1000
1-Jan	2000	1000	1000	1000	1000	1000	1000	1000	1000	1000
1-Feb	2000	1000	1000	1000	1000	1000	1000	1000	1000	1000
1-Mar	2000	1000	1000	1000	1000	1000	1000	1000	1000	1000
1-Apr	2000	1000	1000	1000	1000	1000	1000	1000	1000	1000
1-May	2000	1000	1000	1000	1000	1000	1000	1000	1000	1000

Slides Screen share

< Back Presenting your slides to your audience Forward >

Added:50 slides Replace slides ✕

Get live support now

Presentation details

Presenter Chat

Questions from audience 1

How does this product compare with the competition?

Mark as answered Prioritize

Can you explain more about the levels of performance offered?

Mark as unanswered

Great presentation, can I get a call from a salesperson?

Mark as unanswered

Feedback from audience

Attachments and links

B Ending

- ▶ When you are ready to end your webinar click “End presentation” to stop the event.
- ▶ The webinar will automatically end 4 minutes after the scheduled end time if you fail to click click “End presentation”.

The screenshot displays a webinar control interface. At the top, there is a green 'B' logo and a button labeled 'End presenting'. The user's name 'Peter Rance' is visible in the top right corner. Below the logo, there are sections for 'Dial-in numbers and PIN', 'Presenters: 1', and 'Views'. A central area shows a chart titled 'Charts and grap' with a legend for 'Item 10' through 'Item 5'. A modal dialog box is overlaid on the chart, asking 'Caution: Do you want to end this presentation?' and providing 'Yes, end presentation now' and 'Cancel' options. At the bottom, there is a 'Slides' section with 'Screen share' and navigation buttons ('Back', 'Forward'). A 'Questions from audience' section shows a count of 1. A 'Get live support now' button is located at the bottom right.

- › Once ended, your presenters will be able to continue to talk in private on the live presenting line for 5 minutes.

B Peter Rance

Thank you for presenting on
BrightTALK

The recorded version is being prepared and will be made available to your audience shortly.

Here is how you did

Views	Questions	Rating
127	3	★★★★☆

Presentation details ▾

Presenter Chat ▾

Questions from audience **1** ▾

Feedback from audience ▴

No feedback has been left.

Attachments and links ▾

[Get live support now](#)

B Auto-conversion to on-demand

Ending will trigger the auto-conversion of the live event into an on-demand video. This will take a few minutes and once completed will be available immediately in the channel for on-demand viewings and further promotion.

Webinar title *****

DETAILS **RATE THIS** **SHARE THIS** ?

B

Charts and graphs

Graph with full color palette

Month	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10
1-Jun	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000
1-Jul	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000
1-Aug	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000
1-Sept	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000
1-Oct	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000
1-Nov	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000
1-Dec	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000
1-Jan	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000
1-Feb	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000
1-Mar	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000
1-Apr	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000
1-May	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000

DURATION: 00:04:17 / 00:09:32 ⏮ ⏸ ⏭ PLAYING ⏪ VOL ⏩ ⏴ ⏵



Thank you