



SPRING
TRAINING INSTITUTE

SPEAKER TRAINING

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MAY 2022

HUBILO PLATFORM

HUBILO

➤ **Microphone and Video**

➤ **Sharing Slides**

➤ **Q&A**

➤ **Chat**

HUBILO

The screenshot displays a Zoom meeting interface. The main content area shows a presentation slide with the following text and graphics:

- SPRING TRAINING INSTITUTE**: Large white text on a blue background with a green logo to the left.
- Practice Mode**: A button in the bottom left corner of the slide.
- Presenter**: A label below the slide.

The Zoom control bar at the bottom includes:

- Video**: A small video window for the host, labeled "Kelly (Host)".
- Invite guests**: A button with a plus sign and person icon.
- Navigation icons**: A row of icons for chat, mute, video, screen share, and a menu.

On the right side of the Zoom window, there is a vertical toolbar with icons for:

- Menu
- Chat
- Help
- Eye (visibility)
- Star
- Share
- Screen share

HUBILO

The screenshot displays the HUBILO Spring Training Institute interface. The main content area shows a presentation slide with the logo on the left and the text "SPRING TRAINING INSTITUTE" on the right. The logo consists of a stylized green and blue figure with arms raised. The slide has a background of blue wavy lines. Below the slide is a control bar with a "Practice Mode" button and several icons for user management and presentation control. A red arrow points from the "Invite guests" button in the bottom control bar to the "Invite guests" icon in the slide's control bar. The bottom control bar includes a video thumbnail for "Kelly (Host)", an "Invite guests" button, and a row of icons for screen sharing, microphone, video, chat, and a menu.

Practice Mode

Presenter

Kelly (Host)

Invite guests

HUBILO

The image shows a Zoom meeting interface. The main content area displays a presentation slide with the following text and graphics:

- Logo: A stylized green and blue icon of a person with arms raised, resembling a plant or a person.
- Text: "SPRING TRAINING INSTITUTE" in white, bold, sans-serif font.

Below the slide, there is a "Practice Mode" button and a row of icons for user management (individual and group icons).

At the bottom of the interface, there is a control bar with the following elements:

- A video thumbnail for "Kelly (Host)".
- An "Invite guests" button.
- A row of icons for screen sharing, microphone, video, chat, and a menu.

On the right side of the interface, there is a vertical sidebar with several icons. A red arrow points to this sidebar, specifically to the area between the help icon and the eye icon.

HUBILO

The screenshot displays the HUBILO Spring Training Institute interface. The main content area shows a presentation slide with the logo of the Spring Training Institute, which consists of a stylized green and blue figure with arms raised, and the text "SPRING TRAINING INSTITUTE" in white. The slide background features a blue and green wavy pattern. Below the slide is a control bar with a "Practice Mode" button and several icons for user management and presentation control. At the bottom of the interface is a meeting toolbar with icons for chat, microphone, video, screen sharing, and a menu. A red arrow points to the "Invite guests" button in the meeting toolbar.

Practice Mode

Presenter

Invite guests

Kelly (Host)

HUBILO TROUBLE SHOOTING

- **There is a list of troubleshooting ideas on the STI Speaker Info Page here: <https://www.springtraininginstitute.com/speaker-info-2022/>**
- **Also the moderator will be able to help you as well, there will be a moderator for each session.**

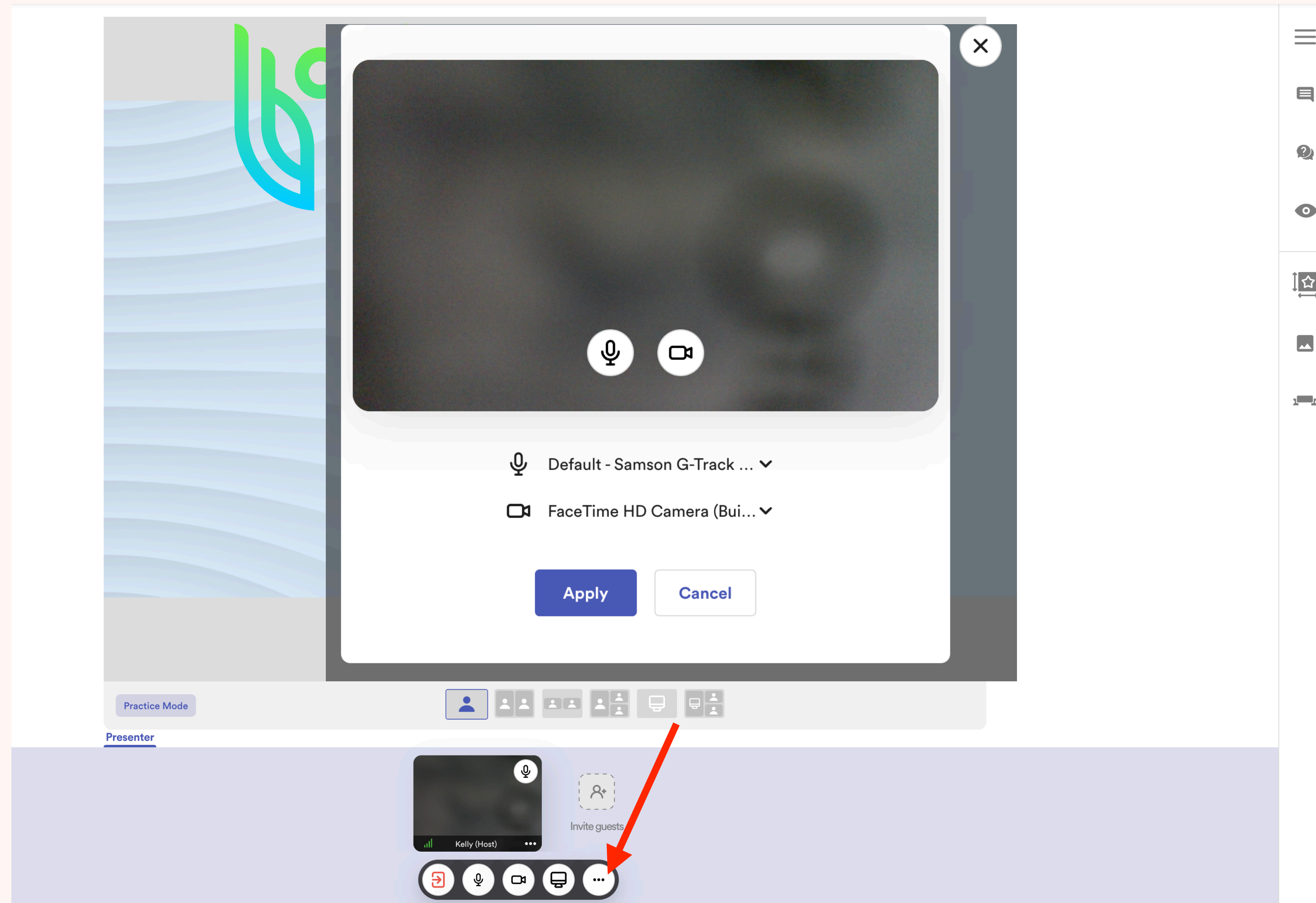


MICROPHONE AND VIDEO

MICROPHONE AND VIDEO

- **Quiet Setting**
 - **Even Lighting**
 - **Centered on Camera**
 - **Close to Microphone**
 - **Headphones or earbuds**
-

HUBILO AV SETTINGS



SHARING SLIDES

SHARING SLIDES

- **Open Slides on your system ahead of time**
 - **Share only slide program, not Desktop**
 - **If you have video or sound make sure the audio button has been checked**
 - **Unshare when finished**
-

HUBILO SCREEN SHARING

The screenshot displays the Hubilo screen sharing interface. The main content area shows a presentation slide with the logo of the Spring Training Institute, which consists of a stylized green and blue figure with arms raised, and the text "SPRING TRAINING INSTITUTE" in white. The slide background features a blue and green wavy pattern. Below the slide, there is a control bar with a "Practice Mode" button, a "Presenter" label, and several icons for user management and screen sharing. A red arrow points to the "Invite guests" button in the bottom control bar. The bottom control bar also includes icons for screen sharing, microphone, video, chat, and a menu.

Practice Mode

Presenter

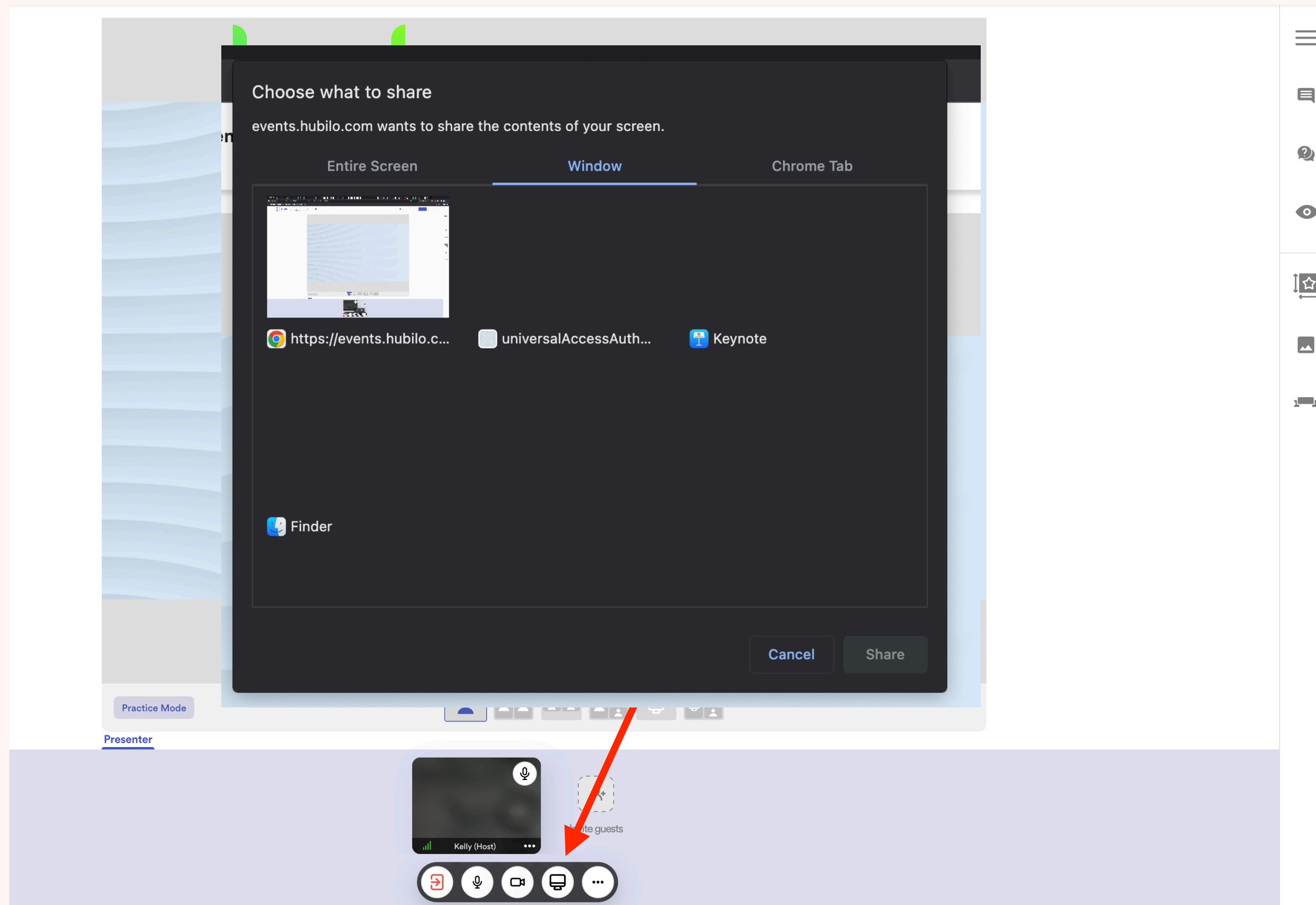
Invite guests

Kelly (Host)

HUBILO SCREEN SHARING

The image shows a screenshot of the Hubilo screen sharing interface. A dark dialog box is centered on the screen, titled "Choose what to share". Below the title, it says "events.hubilo.com wants to share the contents of your screen." There are three tabs: "Entire Screen" (selected), "Window", and "Chrome Tab". Under "Entire Screen", there are two preview thumbnails labeled "Screen 1" and "Screen 2". "Screen 1" shows a browser window with a Hubilo event page, and "Screen 2" shows a colorful abstract background. At the bottom of the dialog are "Cancel" and "Share" buttons. Below the dialog, a toolbar contains icons for "Practice Mode", a "Presenter" label, a "Write guests" button (indicated by a red arrow), and a row of icons for screen sharing, microphone, video, chat, and a menu. On the right side of the interface, there is a vertical sidebar with icons for menu, chat, help, eye, star, and a truck icon.

HUBILO SCREEN SHARING



HUBILO SCREEN SHARING

The image shows a Hubilo screen sharing interface. A central dialog box titled "Choose what to share" is open, displaying a list of browser tabs to share. The tabs include:

- https://events.hubilo.com/sti2022-speaker-training...
- Hubilo - Event Dashboard
- Speaker Info 2022 - DMH Spring Training Institute
- Edit Post < DMH Spring Training Institute - WordPre...
- Mail - Gregory, Kelly B. - Outlook
- What to do if YouTube flags my audio content | Stor...
- NOT LOGGED OUT
- New Tab
- budget ex - income-ADC 2023 draft - Google Sheets
- Default - Config Admin

At the bottom of the dialog, there is a checkbox for "Share tab audio" which is checked, and "Cancel" and "Share" buttons.

Below the dialog, the Hubilo interface shows a "Practice Mode" button, a "Presenter" label, and a toolbar with icons for screen sharing, microphone, video, chat, and a menu. A red arrow points from the "Share" button in the dialog to the screen sharing icon in the toolbar.

Q & A

Q & A

- **Prompt attendees to put their questions into the Q and A box**
- **Moderator's will verbally ask you any Q and A questions**

HUBILO Q & A

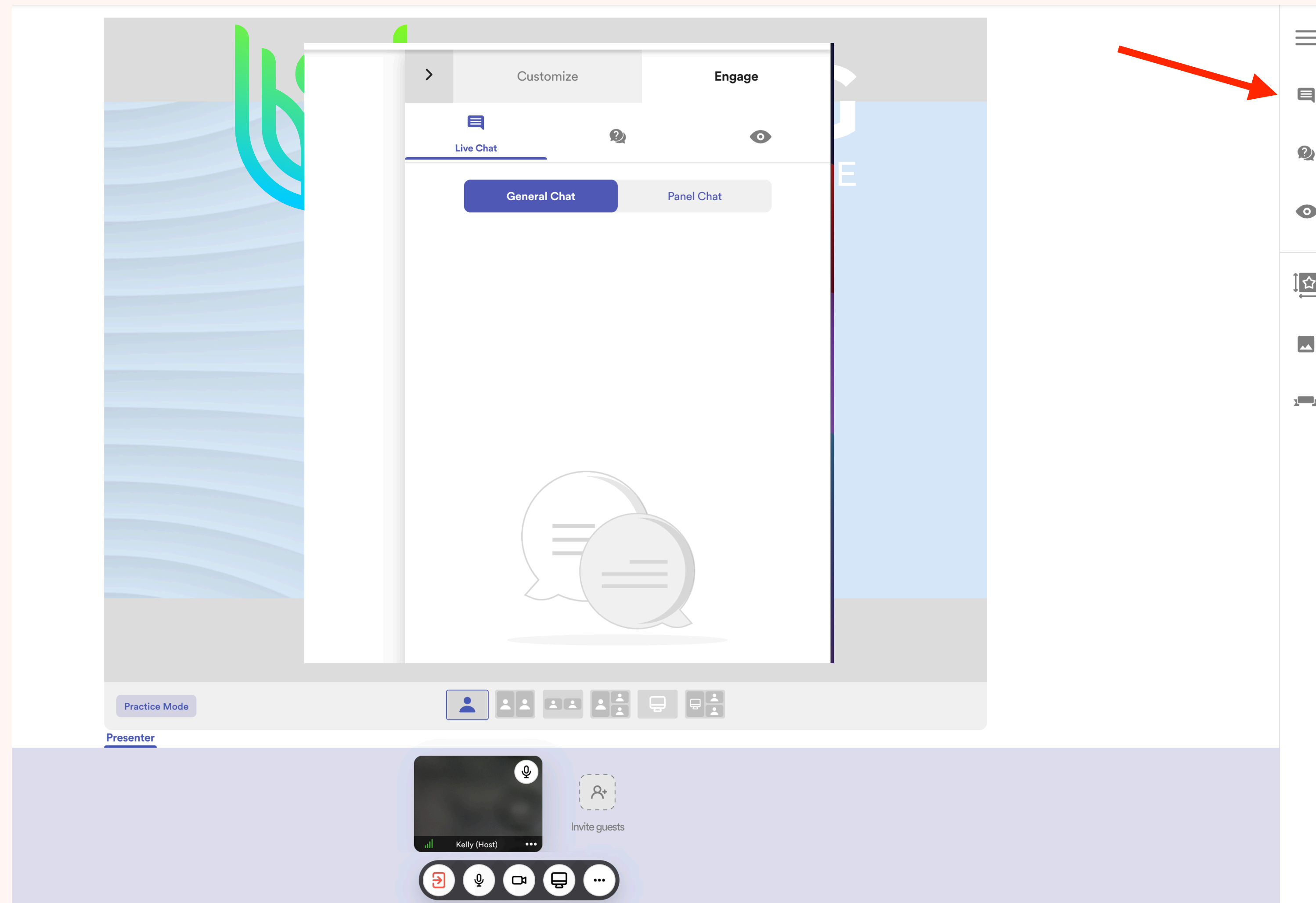
The screenshot displays the HUBILO Q & A interface. At the top, there is a green and blue logo. Below the logo, the interface is divided into two main sections: "Customize" and "Engage". The "Engage" section is active, showing a "Q&A" tab. The main content area displays "No Question Asked" with a question mark icon. A red arrow points to the "Q&A" icon in the right-hand navigation menu. The bottom of the screen features a "Presenter" section with a video feed of "Kelly (Host)", an "Invite guests" button, and a row of control icons including a back arrow, microphone, video, chat, and a menu icon.

CHAT

CHAT

- **Just like any other chat function**
 - **Use chat for polling questions**
 - **Use chat for impromptu polling**
 - **Moderator will help by verbally giving you results of any poll type chats**
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HUBILO CHAT



SPEAKER SESSIONS

SPEAKER SESSIONS

- **As a speaker, all you need to do is to show up to your session 10 minutes early**
 - **Navigate via the agenda to your session and you will automatically be the speaker as you have been pre-assigned**
 - **The moderator will be in the room and help you get situated and make sure that your slides are functioning**
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SLIDES

- **Draft Slides are due now**
 - **Final Slides are due May 6**
 - **Email slides to Conferences@mimh.edu**
-

HUBILO
VIRTUAL CONFERENCE
ENVIRONMENT

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