

INSTRUCTIONS FOR PARTICIPATING IN VIRTUAL EVENTS


Please find below some tips for best practice during virtual events.

Prior to participating in a virtual event, you will need to:

- 1) Connect a headset with microphone to your computer (*before* logging into Second Life), or switch on your speakers
- 2) Login to Second Life with your usual avatar login
- 3) Respond *Yes* to any questions about allowing media / music to be played (this is something you can control individually later)
- 4) Aim to arrive in the virtual classroom 15 minutes prior to the start of any event. You can get to the virtual classroom directly via the following SLurl: <http://slurl.com/secondlife/INSEAD/176/214/31/> or you can even leave your avatar in the virtual classroom the day before, so that you are in the right place when you next login!
- 5) Find a seat in the virtual classroom by clicking on one of the buttons marked SIT
- 6) Prior to the start of the event you can communicate via text chat or voice or instant messaging (IM)
- 7) Position your avatar / camera view so that you can comfortably see both the video on the left (when applicable) and the slides on the right when seated in the virtual classroom. (Use the roller on your mouse or click on ALT+mouse left click to adjust your view)

Virtual Events with Live Video-Streaming

Some of our events will bring you live video streaming of the speakers:

- 1) Make sure that you responded *Yes* to all questions about allowing media to be played, when you logged in
- 2) When video streaming is used, we will *not* use voice chat
- 3) The video stream will start about 15 minutes prior to the event start
- 4) To see the video, click on the button called *Play Movie* situated in the bottom toolbar 
- 5) Once the video stream is enabled you will see the active video window on the left hand side
- 6) On the right hand side you will see power-point slides (if applicable)
- 7) There may be occasional interruptions to the video-stream, in which case you will need to re-enable the feed (we will remind you what to do if this happens)
- 8) You can communicate via the text chat
- 9) For some events, we may be able to take questions for the speakers submitted via text chat, time permitting

To register for a virtual event or for any questions, please send an email to icli@insead.edu.

For any technical issues during the event, please send an IM to Acqua Homewood, your Second Life host.