Event Script

TEDxLeuvenSalon: The Next Roaring 20s

Contents

Info for moderators

General guidelines

DO NOT TOUCH THE VIDEO PLAY/PAUSE OR RESET BUTTON UNLESS IT IS YOUR TASK!!!!

- It is recommended to open this script in another window while the event is ongoing
- Keep an eye on the timings! put reminders on your phone if it helps
- Please change your organization to TEDxLeuven so people know to ask you questions.
- Use Google chrome as your browser (firefox is also pretty good)
- Take some screenshots every once in a while! Then add them to the drive.
- You can free teleport anywhere by right clicking (even without a blue dot being there). The only exception to this is the stage area where this is turned off to prevent attendees from getting on stage
- You will not see the secret room or the scavenger hunt in the spaces list. You can only go there via the doors in the networking area or by selecting "go to space" from the world participants list (see teleporting for more info). You can always teleport back from them.
- Starting to edit and then saving (even if nothing changed) may update the object for regular users

Support

- Almost everyone has a support role. This may be your primary task, or may be secondary to other priorities (see "Teams" section for your task list). Your priority should be on the task that comes first in the list
- Check that you have access to the correct channels you have been assigned to!
- If you start a conversation, please also complete it.
  - In facebook messenger, you can also assign conversations to certain people
- [Link to partners' slack]
- Partner support has priority

Helpdesk

When on helpdesk duty, join the audio zone next to the helpdesk booth and answer questions as people join you at the table.
If you don't link the music: if anybody joins once the call has started the music will stop, and even if the second person hangs up the music will not start again

Multiple instances

Video across instances

Video example: https://youtu.be/0pggS7kH6ls
Playing video across instances works as expected, video is synchronized across all instances. People in an instance can only see other accounts in that instance + editors/presenters (who are visible across all instances). This also goes for editors and presenters themselves (so they will not see everyone)

Audio zones across instances

In summary, everyone only sees the people in their instance. Editors/presenters are visible across all instances, but don't see everyone themselves. Audio conferences are their own instances. So people may suddenly appear in your audio zone if they come from an instance different to yours. You should, however, be able to see everyone in your audiozone.

Audio zone numbers (keep in mind when making new audio zones):
- **Foyer**:
    - 100 - 170 (in increments of 10 between every zone)
- **Networking area**:
    - helpdesk: 200
    - CC booth: 300 - 340 (in increments of 20 between every zone)
    - LAIF booth: 400 and 420
    - Tables on the left hand side: 500 - 700 (in increments of 20 between every zone)
    - Tables on the right hand side: 800 - 840 (in increments of 20 between every zone)

Teleporting users

Teleporting users is not very complicated, but it is easy to confuse which buttons to push as they all look alike.

1. Select the three dots on the top right corner and select "participants"
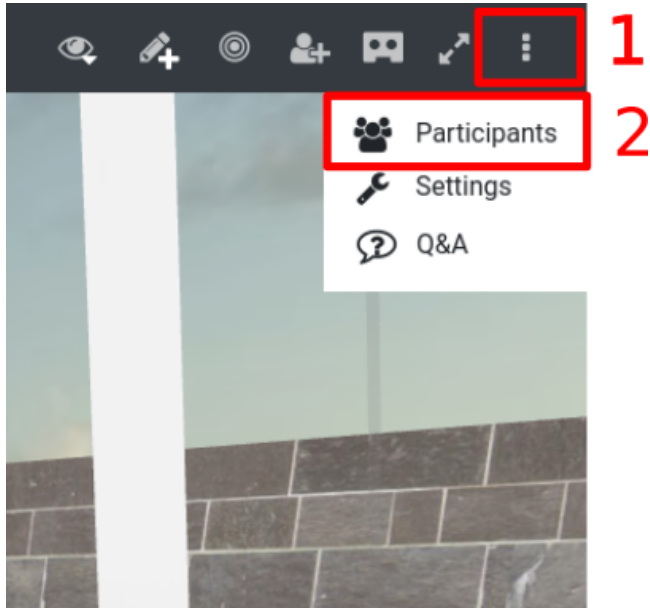
2. Select "world" at the top of the participants list
3. Select the users that you want to teleport. You can either:
    a. select individual users
    b. select all users in the space
    c. select all users in the world

4. Next, click the "send to" button at the bottom of the page (NOT THE ONE NEXT TO A USER)
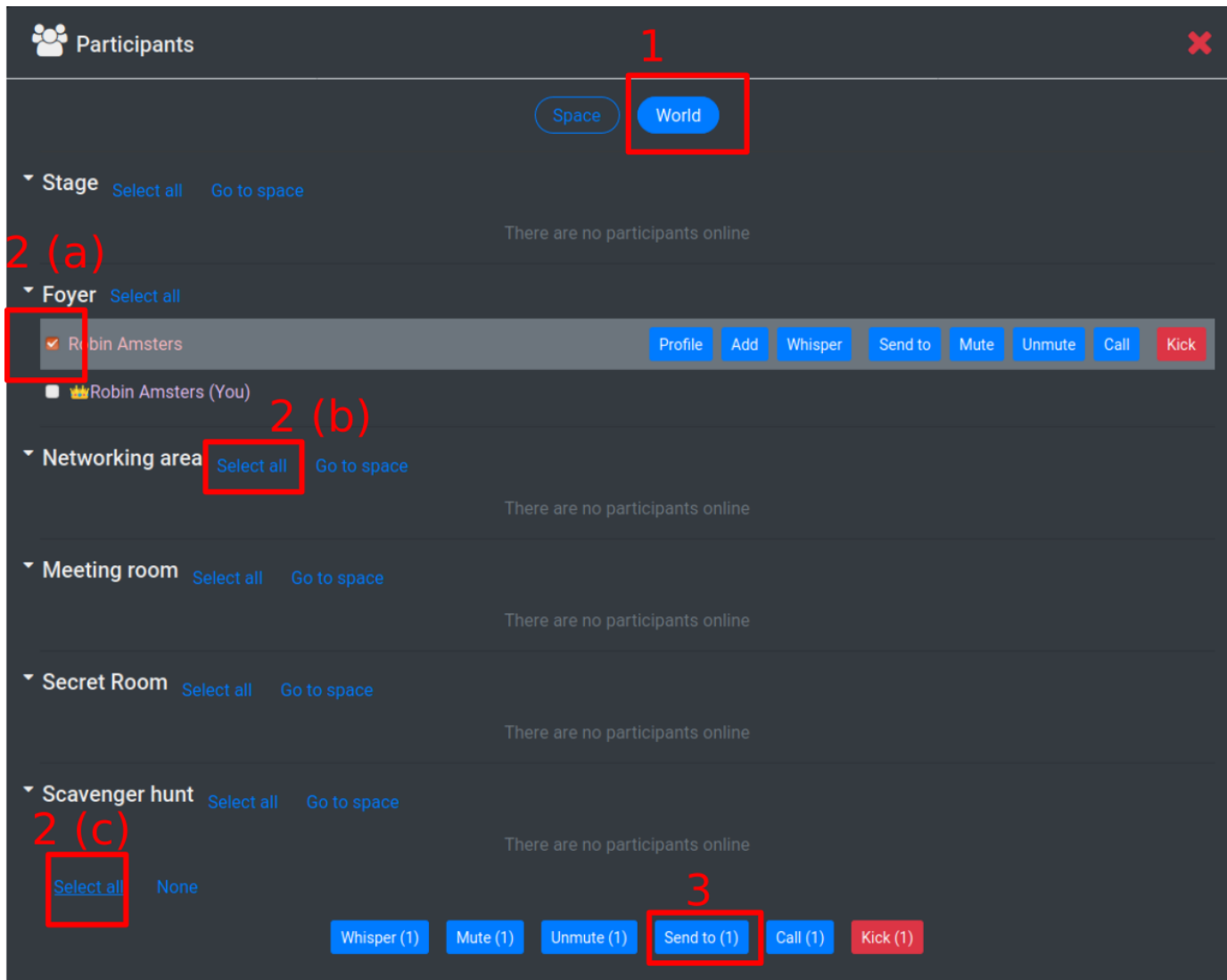
5. Select the space you want to send the users to, and click the FIRST confirm button
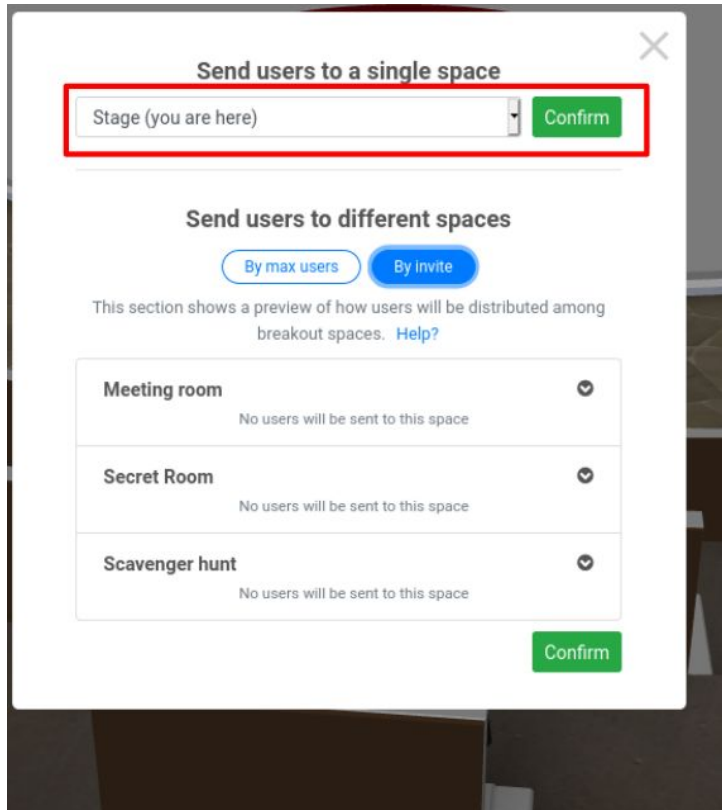
Chat

You can private chat with participants by clicking on them, and selecting "whisper". Note: whisper chats are removed when switching spaces
When messaging all participants, you can use announcements to make some chats more visible, and to send them to all spaces

1. select the burger (three stripes) menu in the top left:
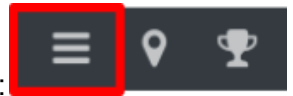
2. select announcements:
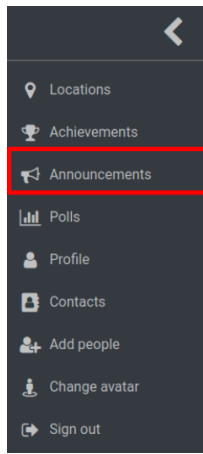
3. Your message will be more visible and will show up in all spaces of the world:
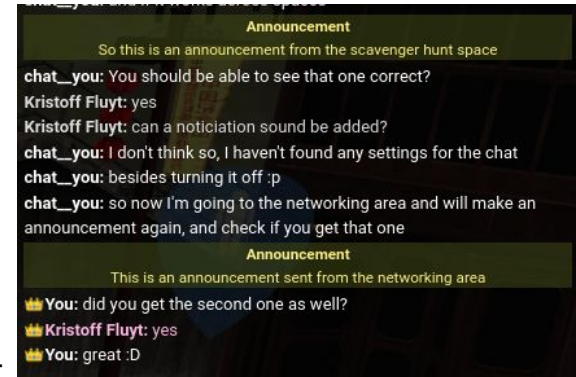
Quick hiding / displaying

At certain points in the program (check the detailed timings) items need to be switched from visible to invisible and vice versa. To do so, select the eye icon at the top right.
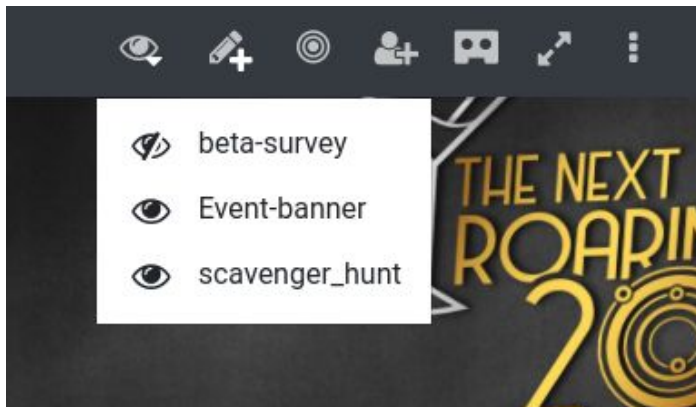
By selecting an object, you toggle its visibility. Invisible objects (indicated by a crossed out eye) will become visible. Invisible objects (indicated by the regular eye) will become invisible).

Video playback

DO NOT TOUCH THE PLAY/PAUSE OR RESET BUTTON UNLESS IT IS YOUR TASK!!!!

Adding a video with the correct permissions

FOLLOW INSTRUCTIONS EXACTLY:
Preliminary tasks to prepare the video for use in MootUp:
- upload the video on learnbrite storage
- ask learnbrite to convert to m3u8
- copy links somewhere
  - alpha:
    - REDACTED
  - beta:
    - REDACTED
  - final event
    - REDACTED

To add a video:
1. edit -> add mediaboard
2. Paste url
3. Move the video to the correct location
4. Stop editing
5. Play once (some parameters need to be filled in)
6. Edit -> gear icon on video
7. Give it a tag for quick hide/show
8. Add this to the end of the "onclick" action (still between curly braces):

```
,"videoControlAllowedRoles":"Editor,Owner,Staff","videoSyncAllowedRoles":"Editor,Owner,Staff"
```

Example**(DO NOT COPY, IT WILL NOT WORK)**:

```
{"action":"setVideoboardControls","type":"video","video":"Mediaboard_J5u7","delayMs":0,"executedFromEA":true,"videoProxy":true,"videoHlsLoopFix":true}
```

Becomes **(DO NOT COPY, IT WILL NOT WORK)**:

```
{"action":"setVideoboardControls","type":"video","video":"Mediaboard_J5u7","delayMs":0,"executedFromEA":true,"videoProxy":true,"videoHlsLoopFix":true,"videoControlAllowedRoles":"Editor,Owner,Staff","videoSyncAllowedRoles":"Editor,Owner,Staff"}
```

Take care that in the final action:
- the curly braces closed
- there are no spaces
- all strings are closed

To switch to part 2

1) hide part 1 (can be done quickly from the eye icon)
2) show part 2

Before the event

To invite people in bulk:
1. export from eventbrite
2. Paste new entries in the "format_eventbrite_export_for_mootup_invite" excel sheet in the script folder on google drive.
3. Potentially continue the formula in the "format_for_export" sheet
4. Export the "format_for_export" sheet as csv.
5. Go to the invites page for the world
6. Switch to bulk invites
7. Copy the contents from the CSV and hit send
8. update the "invite sent" column in the first sheet

Special invites

Presenters

- REDACTED

VIP (alpha & beta testers)

- REDACTED

Program at a glance

19:00 - Doors open

19:30 - Welcome

19:45 - Johan Neyts - COVID19, 102 years after the Spanish flu

19:55 - James Veitch - This is what happens when you reply to spam email

20:05 - Chin Lin Pang - From rhetoric to reality? The quest of Chinese females for self-realization

20:20 - Break

20:55 - Anton Jäger - Back to the Future: The Alternative Twenties

20:15 - Rich Benjamin - My road trip through the whitest towns in America

21:30 - Allison Duetmann - Existential hope, why more is possible and how now is the time to get it

21:45 - Closing remarks

21:50 - Networking

23:00 - Event end

Detailed timings

Time	Program / key events	Moderators	Visibllity	Video	Helpdesk	Teleporting	Chat
15:00	Attendee export and invite to mootup						
18:40	Crew gets ready	Multiple breakout rooms so support team can talk to each other without bothering the rest Open script & MootUp					
18:55	Crew gets ready	xx in bubble Get ready for many questions Roam the Foyer, try to not all be in the same instance			In Foyer (xx)		
19:00	Virtual doors open Tutorial starts						Welcome to TEDxLeuvenSalon: The Next Roaring 20s! Take some time to complete the tutorial. We will bring you to the stage area when the event starts.
19:05	Tutorial						
19:10	Tutorial	Unlock Stage & Networking area (xx)	Foyer: Stage doors (all)				Welcome to the stage area! Please take a seat, the show will begin in a few minutes.

Time	Description						Notes
19:15	Tutorial						
19:25	Tutorial						Protip: you can enter first person mode by clicking the glasses on the top right of your screen :)
19:30	Tutorial end People start finding seats			Start part 1		Teleport people to the stage	Please accept the popup to automatically be sent to the stage area.
19:32	Playback check						What time do you see on the screen?
19:35	TEDx official intro video						
19:37	Hilde Crevits welcome						To view in fullscreen, click on the video and select 'zoom in'
19:38	Raphaël intro + announcement Johan Neyts						
19:43	Johan Neyts - COVID19, 102 years after the Spanish flu						
19:54	Announcement James Veitch						
19:55	James Veitch - This is what happens when you reply to spam email						
20:05	Announcement Lin Pang						

20:07	Chin Lin Pang - From rhetoric to reality? The quest of Chinese females for self-realization					
20:16	Break announcement					
20:20	Teleport buffer					In 2 minutes, you will receive a teleportation request. In the meantime, please let us know how you're enjoying the event in the chat! :)
20:22	Start Break	Everyone not needed elsewhere roams spaces		Make part 1 invisible Make part 2 visible	In networking area (**xx**)	Teleport people to the networking area	Please accept the popup to automatically be sent to the networking area. If the video is still playing, please cancel the teleport request. You can use the door behind you to go to the networking area.
20:50	Start countdown for part 2	Everyone not needed elsewhere roams spaces		Start video part 2			Welcome back! Please take a seat, we will start the show again shortly.
20:51	Break end People start finding seats again					Teleport people to the stage	Please accept the popup to automatically be sent back to the stage
20:55	Announcement Anton Jäger						

20:56	Anton Jäger - Back to the Future: The Alternative Twenties		Networking area: Banner invisible Survey visible			
21:12	Announcement Rich Benjamin					
21:13	Rich Benjamin - My road trip through the whitest towns in America					
21:26	Announcement Allison Duetmann					
21:28	Allison Duetmann - Existential hope, why more is possible and how now is the time to get it					

						We also want to give a special thanks to our alpha and beta testers. But as this video was recorded before these tests, we couldn't include them by name. Alpha testers: Thank you for attending a pretty barebones version of this event, and providing us with early feedback! Beta testers: Thank you for being patient as we were struggling with playing video, and had to resort to stand up comedy to fill the time!
21:44	Closing remarks	Volunteers on stage?				
21:48	Teleport buffer				In networking area (xx)	In 2 minutes, you will again receive a teleportation request. In the meantime, you can let us know what you thought of our event so far :)
21:50	Start Networking					Teleport people to the networking area	
22:50	Announce event end						Thank you for participating today, we will conclude this event in 10 minutes. We hope

19

						you had a great time! We hope to see you again at one of our future events.
23:00	Event end	Kick people				
23:00	Export tropio reports					

Teams

Order of tasks determines their priority

Coordination

Coordination		
Firstname	**Lastname**	**Special role**
Robin	Amsters	Controls video playback and video visibility email support (forwarding)

Moderators & support

Moderators		
Firstname	**Lastname**	**Special role**
xx	xx	Teleports attendees Facebook support
xx	xx	Visibility control (not videos) Twitter support
xx	xx	Chat posting Screen recording

		Facebook support
xx	xx	Helpdesk during tutorial and break Q&A support
xx	xx	Partner support Email support Hotfixes on achievements
xx	xx	Facebook support Helpdesk during networking

LAIF booth

- when time: join
- when one of the two audiospaces is empty: sit down & give explanation

LAIF booth		
Firstname	**Lastname**	**Special role**
xx	xx	Q&A support (secondary)
xx	xx	Q&A support (primary) Email support (secondary)

FAQ

also on website: http://tedxleuven.com/?q=faq-next-roaring-20s

How do I go to the event?

This short video explains how to get to the event using the email link: https://www.youtube.com/watch?v=2vu2c_NyPNw

If you already used the link to make an account, check your email to see if you can find the login details. Then go to the learnbrite dashboard: https://app.learnbrite.com/dashboard/
And select -> Shared with me -> TEDxLeuven

If no emails were received, go to the world and select "invites" then check the list to see if you can find the participants. You can use the "resend" button to resend the invitation.

General problems

Stuff like: it looks weird, the video is stuck, etc.
1. Are they using google chrome (preferable) or firefox?
2. Try refreshing the page

If you get a ton of complaints about it being slow, we should lower the number of users in the instance.

I'm stuck at the stage/foyer/networking area/etc. how do I go to another space?

At the top left, click the location icon, then select the space you want to go to.

Too many redirects

In firefox, this is sometimes resolved by going to "preferences" -> privacy & security -> And then setting "Enhanced Tracking Protection" to Standard
Another solution is to clear your cookies
Finally, you can also try a different browser

You can't see your friend?

To not overload your computer, we made parallel universes with limited capacity . Your friend might be in one of those.
 One way to still connect to them is by joining the same audio-bubble (still needs to added on website)

Can I turn off the chat?

Unfortunately, no

Can I stop the music in the networking area?

You can stop the music by clicking the speakers

I can't find the survey?

I will be visible in the networking area after part 2 has concluded. You can't judge an event if you haven't seen everything yet! :)

I can't find the secret door!

It is hidden behind the LAIF booth, close to the window

Solution video (spoilers!): https://www.youtube.com/watch?v=fjnSShiH9dY&feature=youtu.be

How do I go to Hogwarts?

Solution video (spoilers!): https://youtu.be/squM-MiQbuY

Why is the time on MootUp one hour earlier?

It is displayed in UTC time, which is one hour behind Belgium. This is a setting of the platform and cannot be changed. We apologize for the inconvenience.

Communications

Pre event email : Your digital goodie bag for TEDxLeuvenSalon: The Next Roaring 20s!

Dear attendee,

Thank you for registering for **TEDxLeuvenSalon: The Next Roaring 20s**. We hope you will have a wonderful experience! As with any TEDxLeuven event, we have prepared a goodiebag for you, complete with a program, event information and, of course, goodies! In the spirit of our digital event, your goodiebag is also completely digital.

In this message you will find important information regarding the event. Please **read it fully** to ensure the best experience possible. A

Support
This event is a bit different from what you are used to, but that is what makes it exciting! We have done everything we can to make it easy to experience the event, while still being engaging. However, for many of you this may be the first time joining an event like this. **If you have questions at any point,** you can reach us through:
- the Q&A feature or private chat in MootUp (explained during the tutorial)
- facebook messenger
- Twitter
- email: contact@tedxleuven.com

Our support team will be continuously monitoring these channels and will reply as soon as possible. We also have a page on our website that addresses some Frequently Asked Questions.

Joining the event
A few hours before the event (at the latest), you will receive an email from "**learnbrite events**" (hello@learnbrite.com), inviting you to "TEDxLeuvenSalon: The Next Roaring 20s". Please also check your spam folder if you cannot find it. You do not need to install anything, just **open the link in your browser** when the event starts, and you are good to go! We recommend using **Google Chrome** for most users. We have also prepared a **video tutorial**.

26

If you are having trouble joining the event, please check the [FAQ](FAQ) or troubleshooting joining an event pages to see if your problem is listed there. If not, please reach out to our support team!

Program (CET time = Brussels time)
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Exhibitors
In our networking area, you will be able to visit and learn more about our partners. Be sure to check out their booths!

Sizes of images a links:
1. LAIF [200x175]: https://leuvenaiforum.eu/
2. Mootup[120x120]: https://mootup.com/
3. Cookie Crunchers [140x200]: https://www.cookiecrunchers.be/
4. TEDxLeuven[175x40]: http://tedxleuven.com/

LAIF
LEUVEN AI FORUM

mootUP

KOM LANGS
ONZE BOOTH!

COOKIE
CRUNCHERS
creating IT talent

Ambities waarmaken is wat we bij Cookie Crunchers doen. Van je passie voor IT je job maken of je IT-carrière een andere wending geven, wij zoeken de juiste match met jouw talent.

We are hiring
SAP Analyst met training

Meer info op www.cookiecrunchers.be

Powered by Talent IT

TED^xLeuven
x = independently organized TED event

Goodies

MootUp
Want to surprise and delight your colleagues?! Run a holiday, xmas, New Year or end-of-year celebration as a MootUp 3D virtual event for your organization or team. Book a demo and mention this promo code TEDXUP for a *50%* discount in December (conditions apply)
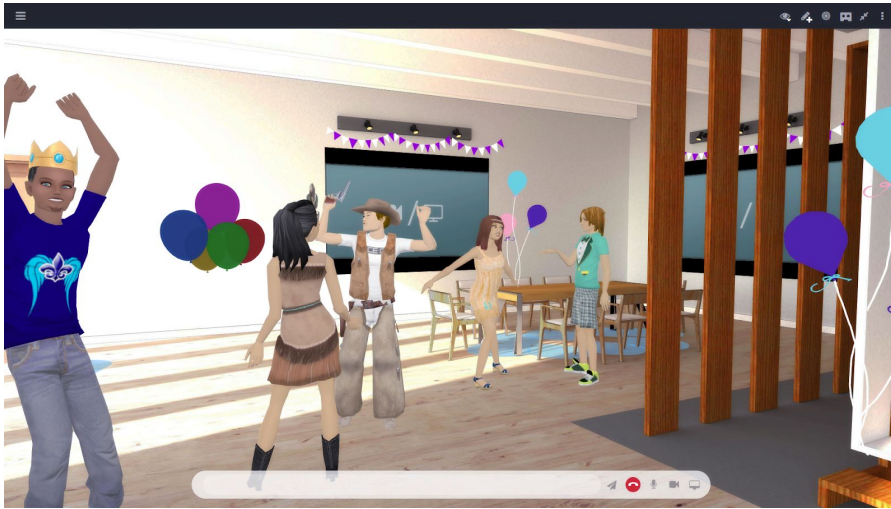
LearnBrite
Create 3D AI Chatbot experiences that work on mobile, tablet, laptop and VR/AR headsets with LearnBrite's VR Scenario.
Special offer for December 20% discount on the annual plan. Use this link when ordering.

See you there!

Kind regards,

The TEDxLeuven team