



Entrepreneur Accelerator Summit 2020 Hopin Platform Guide

November 17 – November 20

Presented by the Metro New York Chapter of the National Black MBA Association & bccelerator, Inc.

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1. [Entrepreneurship Accelerator Summit Platform](#)

<https://hopin.to/events/eas>

2. [Speaker Guide](#)

Welcome to the Entrepreneur Accelerator Summit 2020 Tool Guide. Here you will find all necessary information regarding our conference tool [Hopin](#), divided into three basic categories:

- an introduction to [Hopin](#)
- speaker and session-hosts instructions
- a troubleshooting section

If further questions arise during the event please contact a member of the EAS support staff in hopin-chat or for technical problems contact hopin support directly.

If you have not received any invitation to hopin, please contact us at eas@nyblackmba.org

3. [Introduction to Hopin](#)

Hopin introduction and frequently asked questions are in the Hopin Knowledge Base under <https://support.hopin.to/en/>. We recommend using our own guide below as it has been adapted to the EAS.

If you're new to Hopin we recommend you first watch our EAS introduction video:

Please make sure first, ...

- that you are using the latest version of **Google Chrome** or **Mozilla Firefox**. Please **avoid** any Brave, Safari, and Microsoft IE or Edge as these browsers are not compatible with the Hopin platform.
- that you **set your Hopin password**. This allows you to access Hopin without access to your email. Instructions on how to set your password can be found in the **Troubleshooting** section.

Note: Sometimes, third-party extensions block some of the Hopin interface elements. Therefore it's best to open the event in Incognito mode (command+Shift+N on *macOS* or Ctrl+Shift+N on *Windows*) on Chrome or Private tab (command+Shift+P for *macOS* or Ctrl+Shift+P for *Windows*) on Firefox.

4. The Right Web Browser

- **For the best experience please use a laptop or desktop computer with Chrome or Firefox.**

5. General Instructions for all Speakers (PLEASE READ)

General presenter and speaker instructions:

- Please make sure your audio and video settings work properly
- There is no need to upload your presentation slides, please simply **share your screen** with the other participants
- Be 15 minutes ready before for your session
- If you have not yet done so, please make yourself familiar with the full schedule of the Conference and the various session formats on our website www.bccelerator.com/eas and hopin.to/events/eas.
- **All sessions and events** that are then currently **taking place will be highlighted** and linked in the reception area to guide you through the summit days in the most convenient way.

6. Presenting in a Session

1. Shortly before your scheduled session-time you'll receive a link for your session. Follow that link to join the session.
2. Click "Share Audio and Video" in open sessions
3. If you haven't allowed access to your camera or mic in the event, you will be prompted to do so at this time.
4. Once you see yourself on the main screen, you're live to the audience.

If you have any further questions regarding your sessions please contact the EAS Committee in Hopin via Helpdesk or by E-Mail under eas@nyblackmba.org.

7. Enabling Screenshare

- *Protip: Close any unnecessary applications, notifications, alerts, browser tabs and windows*

- You must be actively participating (presenting) in a session. This is done by clicking “Share Audio and Video” in open sessions or if you are a session moderator or “Ask to Share Audio and Video” first and then “Share Audio and Video” afterwards in moderated sessions.
- Click the Screenshare-Button (3rd from the left) below your video feed and wait for your screen to appear in your video feed.
- You are now broadcasting your screen for everyone to see.
- To optimally set up a PowerPoint presentation see “Sharing your PowerPoint Presentation” for further instructions below.

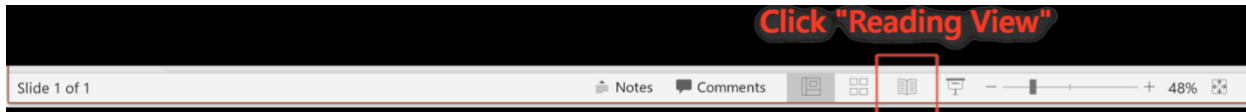
8. Sharing your PowerPoint Presentation

If you’re using Google Chrome, follow these steps to share your slides in a way that you can see both the Hopin event page and your slides at the same time. Firefox unfortunately currently only lets you share in full-screen and does not have this option.

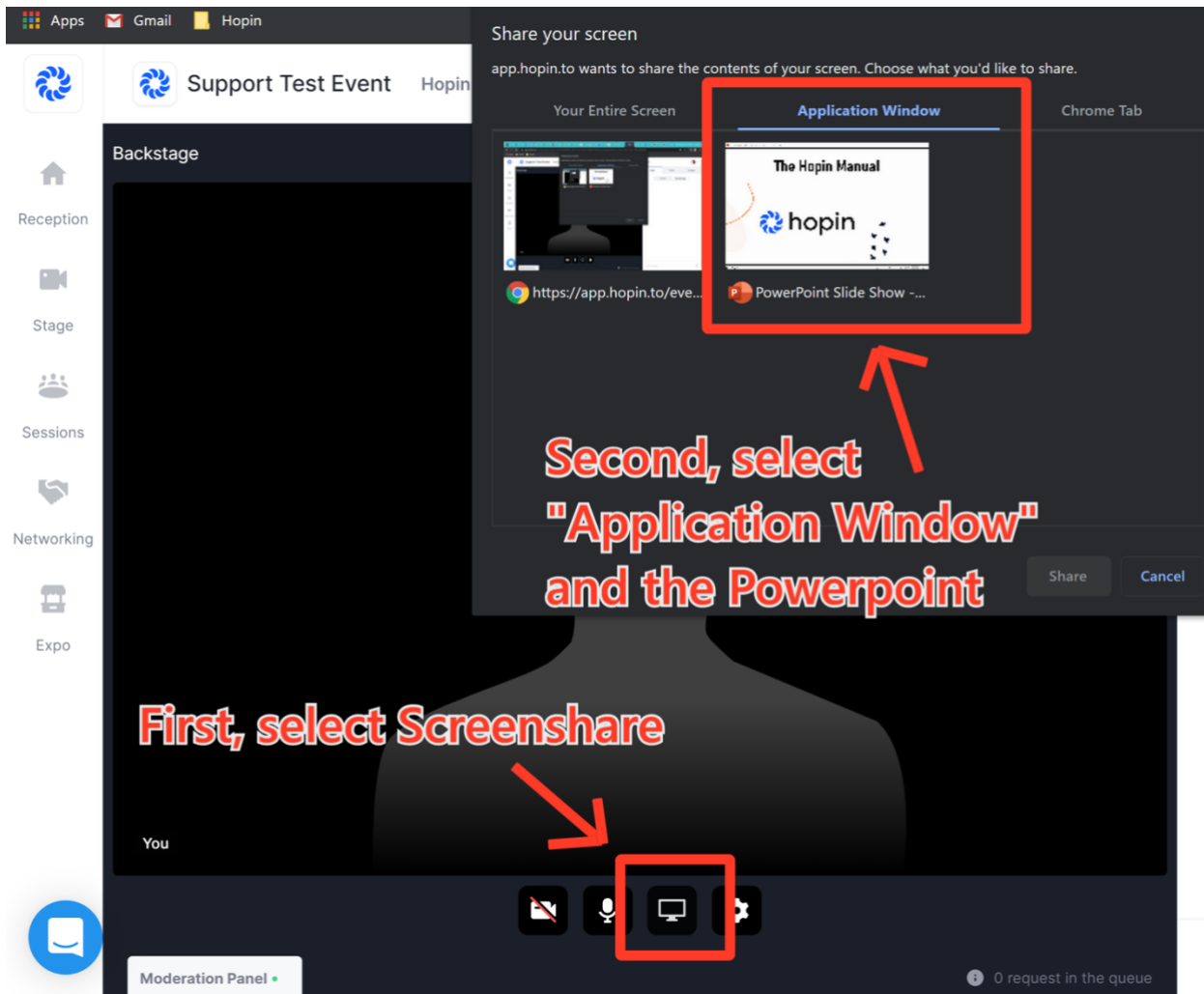
*Note: Be sure you’re presenting before sharing your desktop.

Powerpoint for PCs:

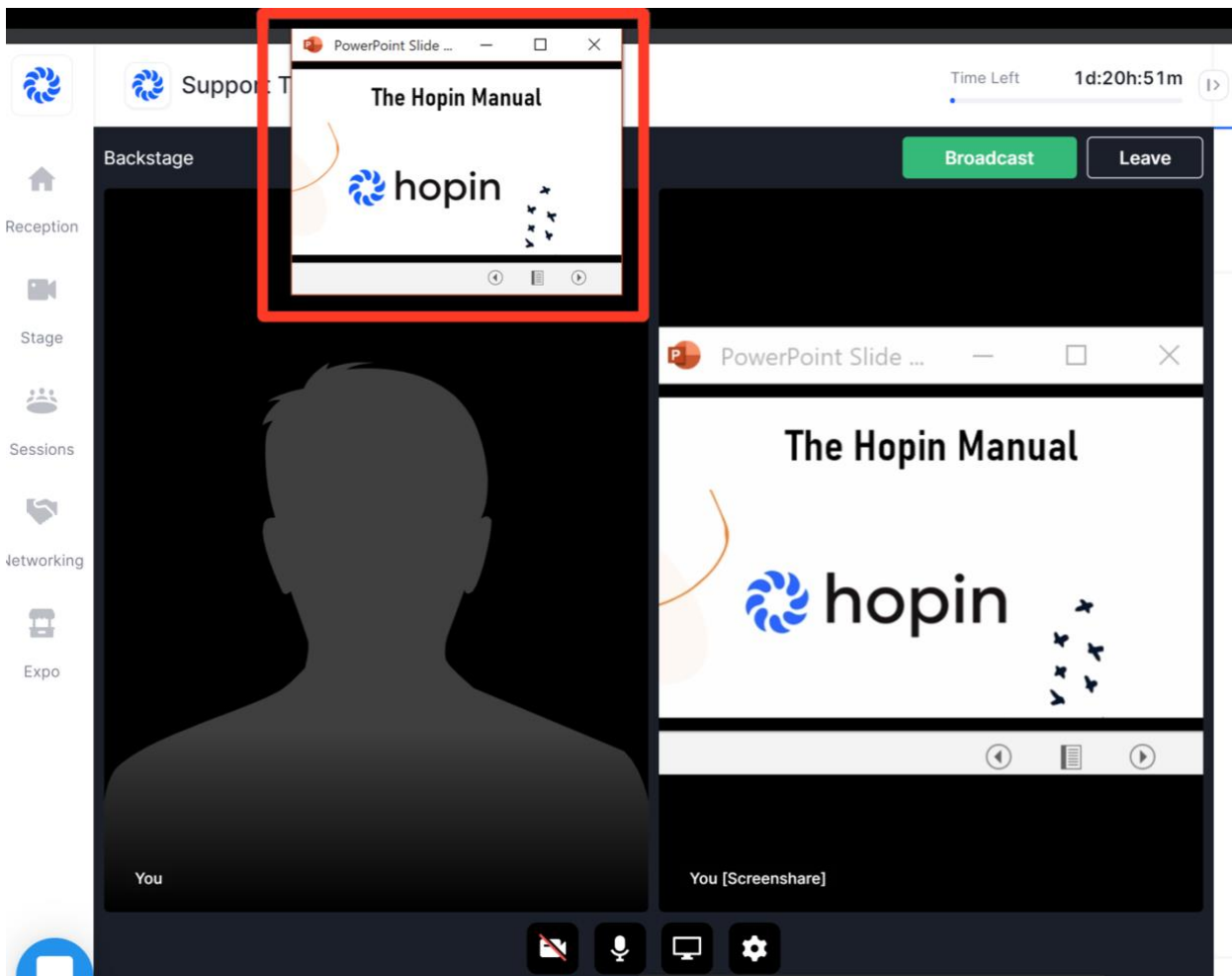
1. To start, click “Reading View”. This presents your Powerpoint in a movable box instead of it taking your whole screen.



2. Next, click on the “Screenshare” button at the bottom of your video. Then, click “Application Window” and select your Powerpoint.

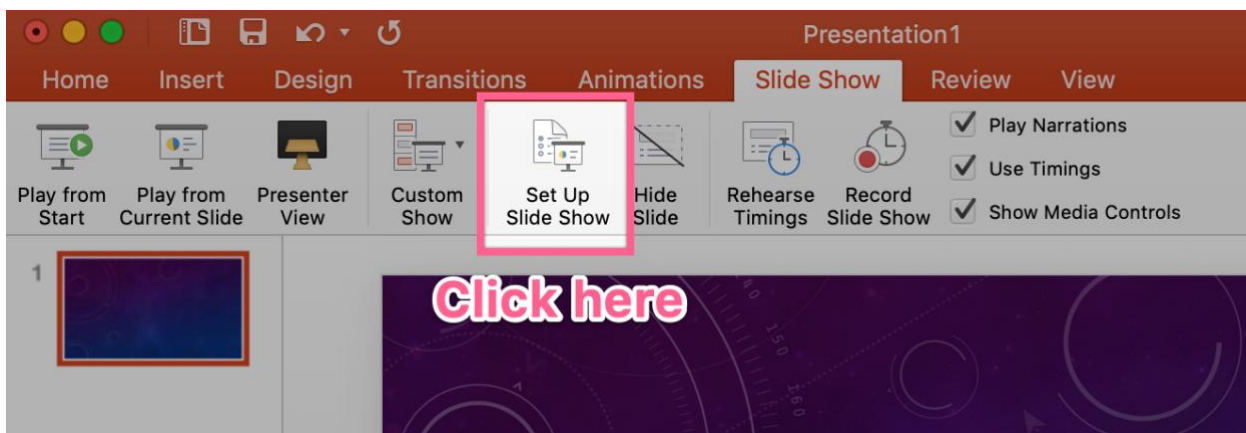


3. After you select Powerpoint, and click Share, you're presenting! You can make your slides as big or as small as you would like on your end, and you can keep an eye on the chat while you present.

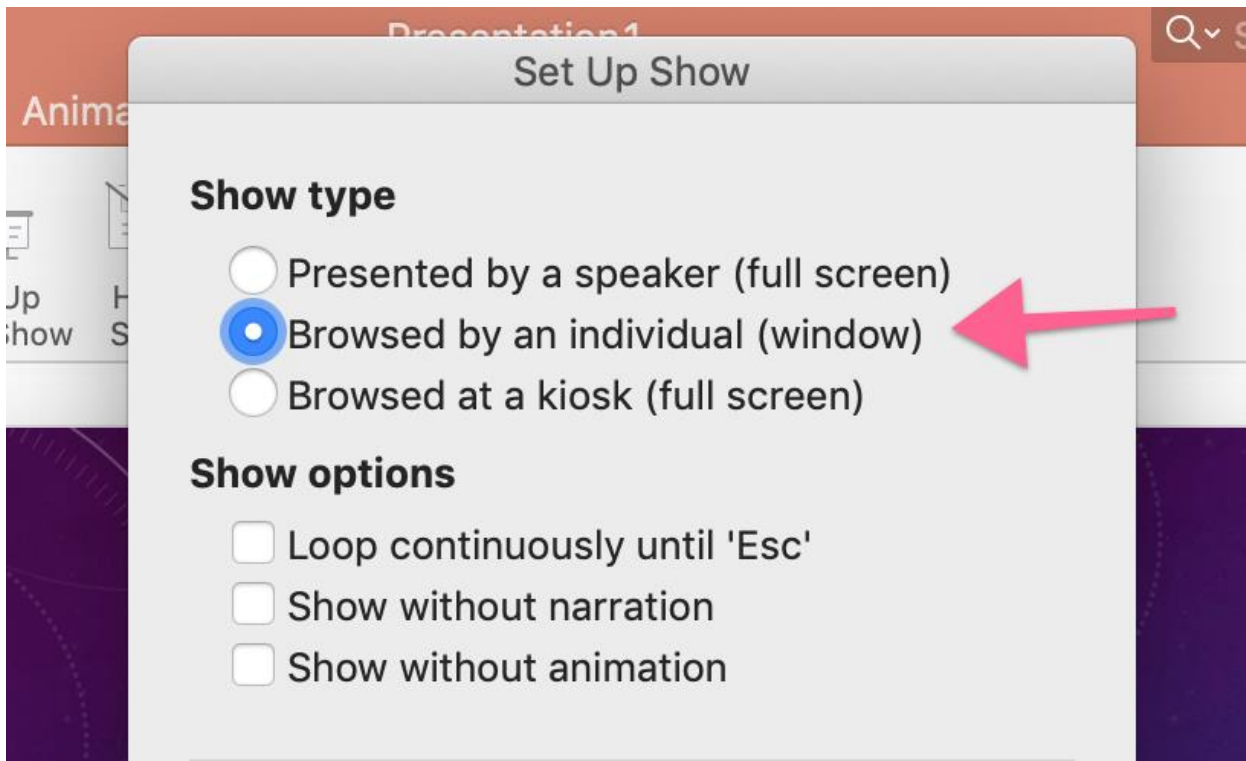


Powerpoint for Macs:

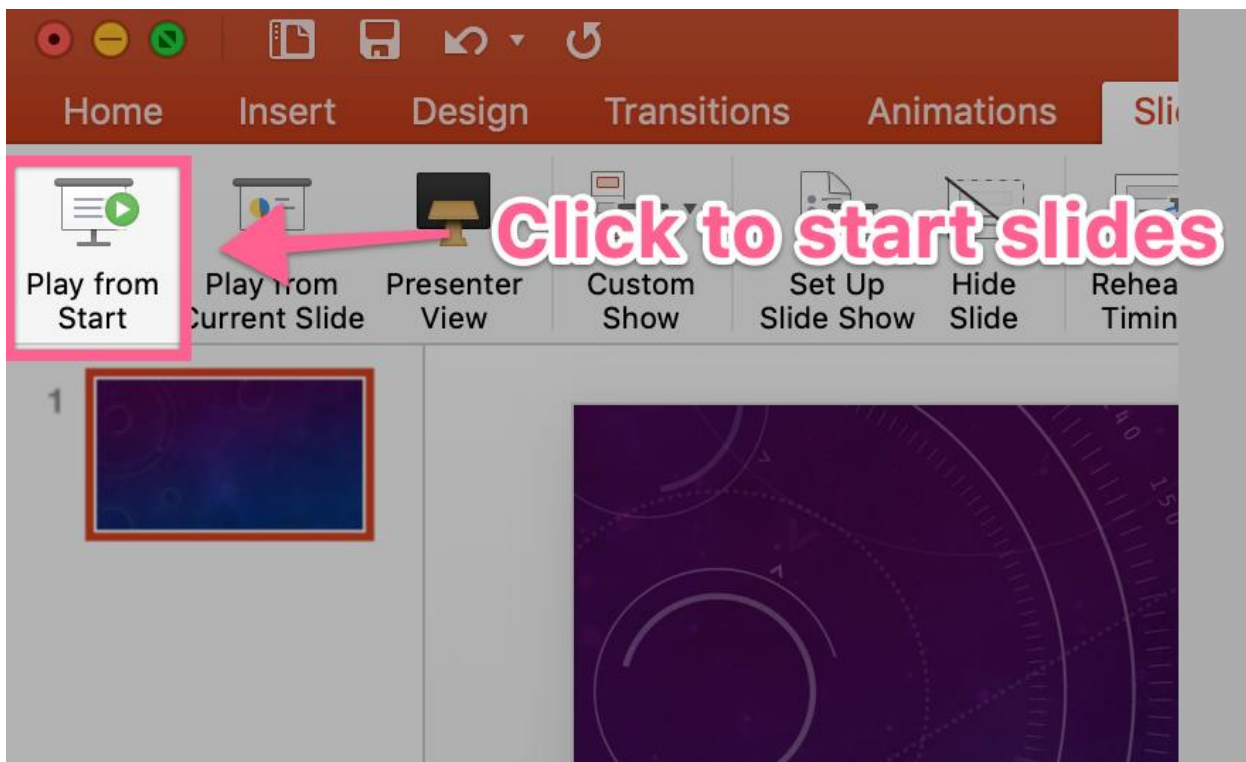
1. Open up your Powerpoint presentation and click **Set Up Slide Show** in the Slide Show menu.



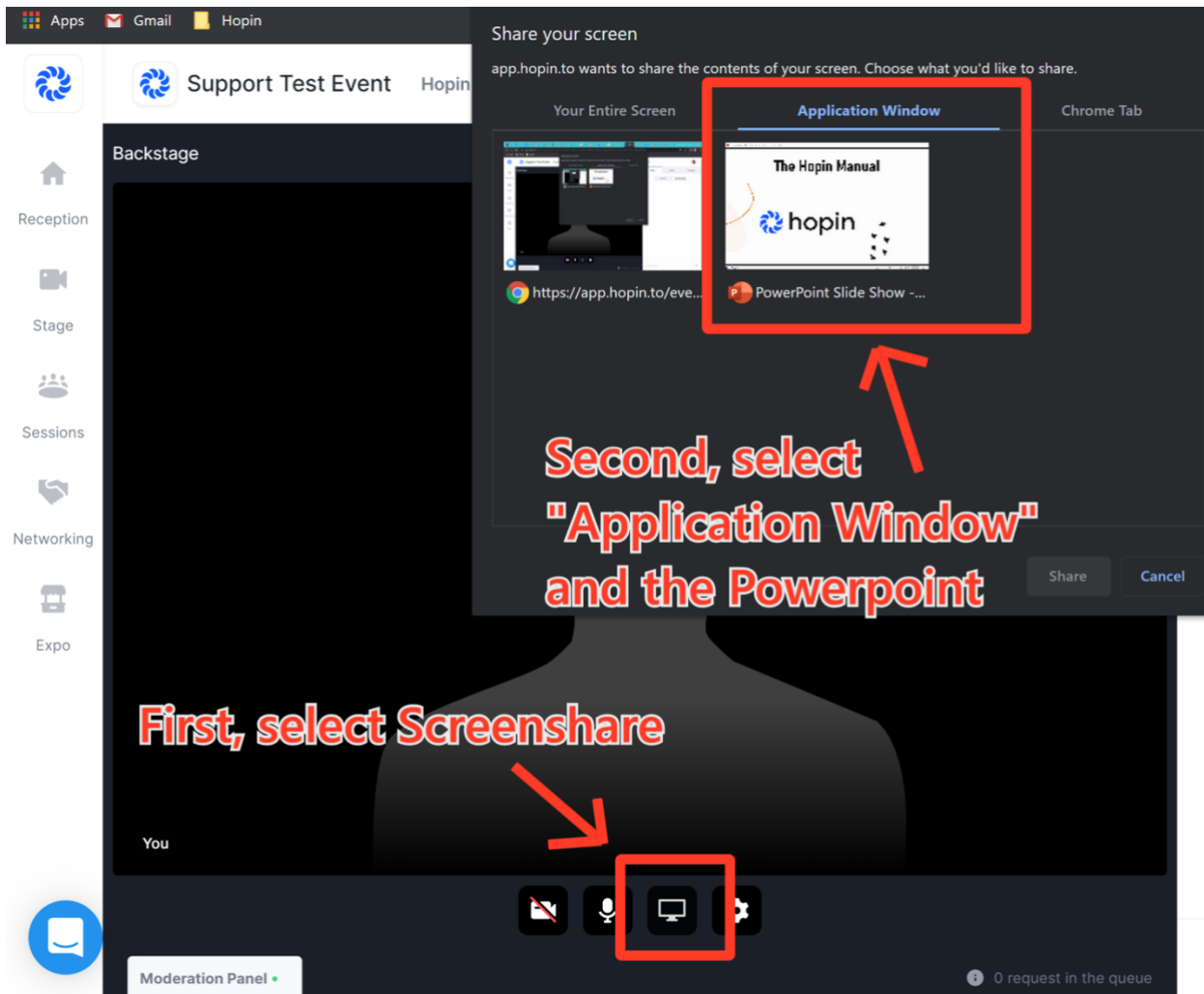
2. Select **Browsed by an individual (window)**, then hit **OK** to save.



3. Start your presentation and enter into presenter (slide show) mode.



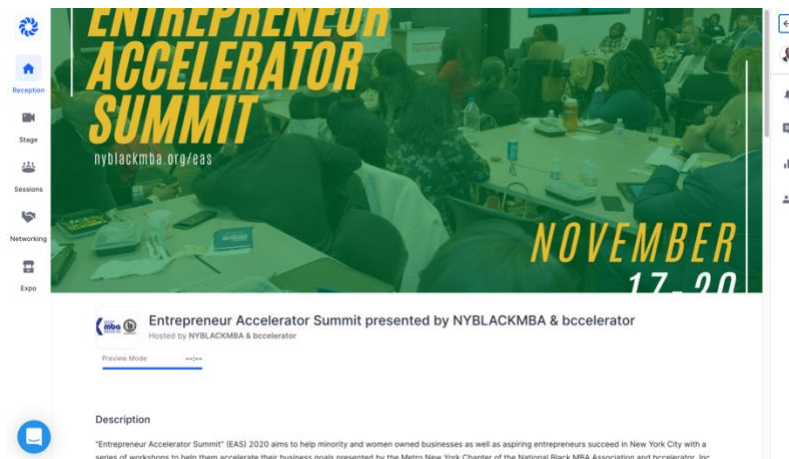
4. Next, click on the “Screenshare” button at the bottom of your video. Then, click “Application Window” and select your Powerpoint.



5. After you select Powerpoint, and click Share, you're presenting! You can make your slides as big or as small as you would like on your end, and you can keep an eye on the chat while you present.

My Session-window is too small. | How do I minimized chat.

Sadly, currently there is no way to view sessions in full screen. What you can do is click the ">" button in the top right of your browser to minimize the chat. You can click on the button a second time to open chat again.



Do you have any further questions which couldn't be answered by our Hopin FAQ? Don't hesitate to contact our support staff in Hopin or provide feedback about this session via email: eas@nyblackmba.org