

With more than 80.000 events and around 10.000 companies in our backpack...

Audiocasted teleconference

Instructions/todos

- Presentationen in ppt and pdf format emailed to hearings@financialhearings.com at the latest 1h before the conference.
- The speakers dial in to the specific number about 10-15 minutes before the conference. The conference is conducted by an operator. When you as a speaker dial in the operator will check the sound quality and go through the procedure. The operator will inform you when it is time to start and then read a welcome message and then hand over to the speaker.
- As a speaker do not listen/watch the audiocast while presenting. See advices below.
- The speaker announce when turning to next slide. We will then synchronize the audiocast.
- When the presentation part is over the speaker hand back to the operator for questions. The operator then moderates the Q/A one by one.
- Questions asked via the audiocast will be sent to you by email. Please read these questions whenever you like during the Q / A.
- When there are no more questions the operator will hand back to the speakers for any closing remarks.
- Participants calling in will be asked to register with name and company. We will send you list of participants / statistics after, and also during the meeting if you wish.
- Participants can also choose to simply follow the presentation via the web link, see below. It shows the picture of the speakers, audio and synchronized PowerPoint slides in the integrated player.

Advices to create a good audiocast as possible

-As a speaker do not listen/watch the audiocast while presenting. The reason is that the broadcast is about 15 sec-1min delayed. This means that if you as a speaker awaits the slides in the player to change it will be a long silent pause for everyone else watching. The delay is due to one's own network connection and also to reduce the risk of transmission to be hacked for those watching. If you have audio from the audiocast in the same room as the broadcast from that, it also contributes to the deterioration of the sound quality of the broadcast.

-Please notify which slide you are talking about. For example: "Now turning to page 3". This clarifies for those listening in via teleconference and has printed the presentation and also makes for our producer who are syncing the slides for the audiocast.

-Please make sure the speakerphone to be as close as possible to the speaker. Primarily use a regular phone line and secondly mobile or IP phone.

Links and storage

- Publish the audiocast link on your website.
- We will host the audiocast for 3 years.