

Using BlueJeans Events

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Aside from the meeting organizer, there are three distinct roles used in BlueJeans Events. Each has their own set of privileges and a different experience for its users. In this article we'll walk through how to use BlueJeans Events for each role.

Before You Start

You will need the following before you can complete this task:

- An invite to a BlueJeans Event

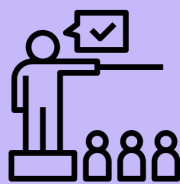


Moderator

Moderators ensure the event goes smoothly by making sure everything is working ahead of time and managing the flow of the event.

This section covers:

- Best Practices
- Joining a BlueJeans Event
- Tech Checklist
- Using the Moderator Controls

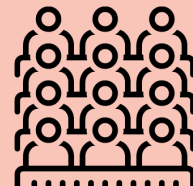


Presenter

The Presenter is the person, or people, the audience is there to see. They are speaking, sharing content, and answering questions.

This section covers:

- Best Practices
- Joining a BlueJeans Event
- Using Presenter Controls



Attendee

People in the audience of a BlueJeans Event are attendees.

This section covers:

- Joining a BlueJeans Event
- Interacting with the Attendee Panel

Moderator

Best Practices

Being a moderator is a big responsibility. You're in charge of running the event from behind the curtain. Here are some things you can do to ensure the event runs as smoothly as possible:

Join a BlueJeans Event Using the App

Before you join the event as the moderator:

- [Download the BlueJeans Events app](#)
- Connect your headset to your laptop

Click [Read More](#) to learn how to join a meeting as a moderator.

Tech Checklist

When each presenter enters the greenroom you'll be responsible for helping them test their technology. If you have more than one speaker, things could get a little messy and time is precious. This tech check should be performed during the dry run **and** before the live event. Click **Read More** to learn how best to manage the process and check each presenter's technology in a timely manner.

Use the Moderator Controls

People designated as Moderators have access to controls allowing them to manage presenters and attendees. Click **Read More** to learn how to use the moderator controls you've been assigned.

Presenter

Best Practices

You've been invited to present at a virtual event, which can be a little unnerving. We've put together a list of best practices to ensure your presentation runs as smoothly as possible.

- **Wear a headset with a microphone** for best audio quality. Not doing so can leave room for feedback issues and allow noise within the room to clutter the audio being sent from you to the participants.
- **Ensure a stable internet connection.** Use a hard-wired internet connection to mitigate the risk of a poor connection. If your computer doesn't have an Ethernet port, sit as close to your WiFi router as possible.
- **Prepare to be on video.** When appearing on video during the event you will need to:
 - Sit in a well lit area.
 - Avoid having bright light behind you. Always position lights in front of you and off camera to avoid blinding your audience.
 - Declutter your background to avoid audience distractions.
 - Wear solid colored clothing. Busy patterns will pull the audience's attention away from your content.
- **Know the plan.** Coordinate closely with your meeting organizer / event planner. They've gone through the pre-planning checklist and should be able to give you a clear production timeline.
- **Prepare to share content.** If you're sharing content from your computer:
 - Save the final copy to your computer the day before the event. Try not to make any last-minute edits.
 - Verify the content you have ready to present is the latest version.
 - Upload all video content to BlueJeans at least the day before the event.
- **Prepare the moderator to share your content.** If you're providing your content to a moderator for them to share, send all final copies of your content, including videos, to the moderator team at least two days before the event start. They'll need time to upload the content and verify it works properly. Try to avoid any last-minute changes.
- **Practice and time your presentation,** as you would in preparation for any on-campus event.
- **Plan for key transitions.** Be sure to specify where the pertinent transitions are in your presentation so that the moderators can properly prepare, if needed. For example, if you plan to request the attendees participate in a poll on Slide 7 of your presentation you should come up with a verbal cue for that transition that you use during the practice and live events. The moderators should all know what the verbal cues are so they are prepared to start the poll when you get to that point.
- **Use the app.** Join the event from the BlueJeans Events app.
- **Check your technology.** Run through your preliminary tech check before joining the meeting. The moderator will also run through a tech check with you but this will help save some time.

- **Open your presentation with housekeeping items.** Take the first couple minutes of your presentation to let the audience know how and when you will handle interaction. (i.e. "please post all questions in Q&A during my presentation. There will be a Q&A session at the end, moderated by Sue Smith")

Join an Event Using the App

Before you join the event as a presenter:

- **Download the BlueJeans Events app**
- Connect your headset to your laptop

Click **Read More** to learn how to join a meeting as a presenter.

Use the Presenter Controls

Presenter controls are a small subset of those of a moderator. Click **Read More** to learn how to operate BlueJeans Events as a presenter.

Attendee

Join an Event Using Google Chrome

Before joining the event as an attendee:

- Register for the event
- Download the Google Chrome browser

As an attendee you will enter the event in listen only mode. Click **Read More** to learn how to join an event using the app.

Using the Attendee Panel

BlueJeans Events allows you to interact with your fellow attendees, event organizers and presenters. Click **Read More** to learn what you can do.

Additional Assistance

Review our **Getting Started with BlueJeans Events** and **Scheduling an Event with BlueJeans Events** articles to get started using the platform.

Visit the **BlueJeans website** for more articles and videos.

Contact your **Wharton Computing Representative** to request access to BlueJeans Events.

Request a consultation, training or ask additional questions by emailing class-tech@wharton.upenn.edu.
