Script video tutorial onboarding #NordicMeetings

NordicMarketing would like to give you a short video introduction to the necessary functions of the tool in advance to our live test session. Here you can see what the interface of the webinar room looks like in general. As a first step you can change the language of the interface to English, in case it is in German at the beginning. Click on the button with the globe. This will open a window where you can change the language.

NordicMarketing will activate you as a presenter as soon as you entered the webinar room – this will also be before the tour operators join the meeting. Therefore, we will have enough time to settle in and clarify last questions.

In a window in the top right corner of the presentation field, the video image of the active moderator is displayed - during your presentation it is you, when we join in, e.g. to welcome all participants or during the question and feedback session at the end of the meeting, the image of the NordicMarketing team member also appears here. You can freely move the small window to the desired position within the presentation area. You can also change the view of the video and embed it firmly into the interface. By clicking on this icon at the bottom of the video window, the image will be anchored above the participant list and the chat window.

At the beginning of the meeting it is important that you unlock your sound and camera. To do this, you need to use the two icons at the bottom of the video window. In case it is your first time using this webinar tool, you will then need to give your browser access to your camera and microphone. After that, your picture will appear in the window and you can be heard.

To control your presentation, the screen icon on the left side of the webinar room is important for you. To view all documents uploaded to the webinar room, you first need to open the menu. Then you will see all documents under "Presentation". You have created these in advance and sent them to us. We have uploaded them into the webinar room. If you click on one of the documents, it opens in the presentation area and is visible for everyone. It can be a presentation, but also a short video. If you want to present several documents during your presentation, you can repeat this step and switch between the individual files during the meeting.

If you are showing a presentation with several pages, a column opens on the right side of the presentation area together with the presentation, in which all pages are displayed in small sizes. You can switch back and forth between pages both here and using the white bar at the bottom of the webinar room. Either one page forward or backward at a time using the arrows. Or by clicking on the page you want to open in the column on the right. You can also skip multiple pages or go back to a previous page that you want to show again. In the side column, the green illuminated frame around the thumbnail also indicates which slide of the presentation the participant/tour operator is currently viewing. You can also see this slide on the presentation area.

If you want to play a video, open the menu and find the video under "Presentation". As soon as you click on it, it will open in the presentation field. By clicking on the "Play" button, the video will start playing. When it is finished, you can simply switch back to the presentation.

Throughout the meeting, the NordicMarketing team is on stand-by and can react quickly and provide technical support. If you prefer, we can also take care of scrolling through the presentation or open new files. Just let us know!