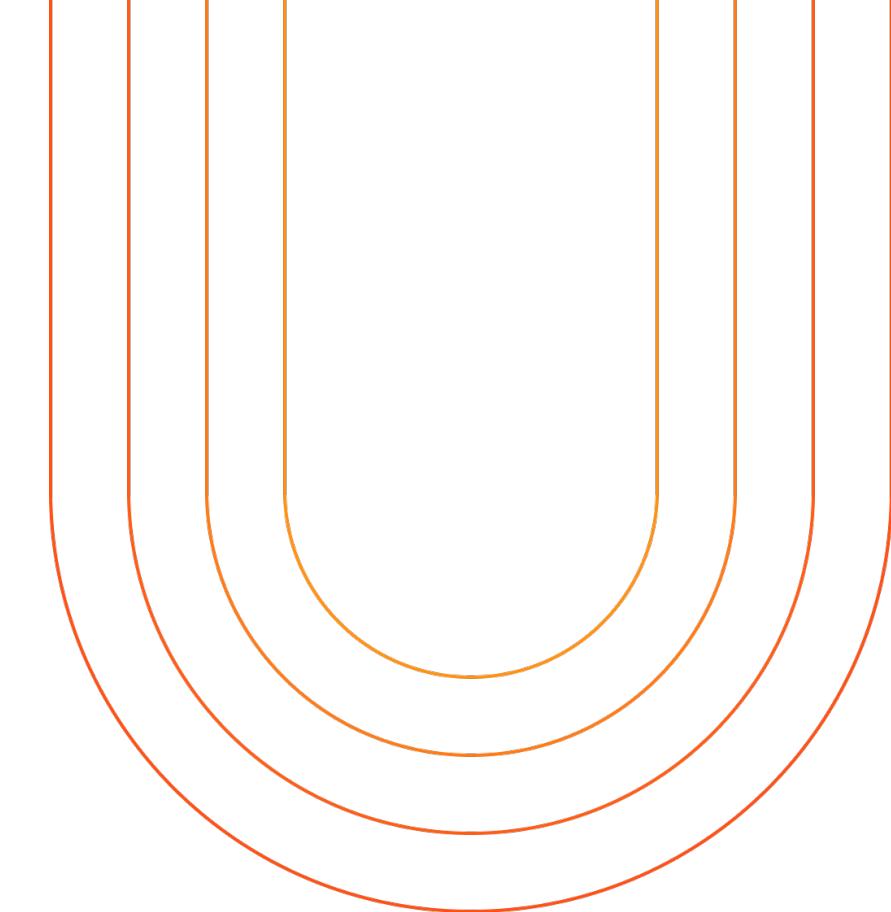


UI5con ON AIR 2022

Briefing session for Speakers

June 22, 2022



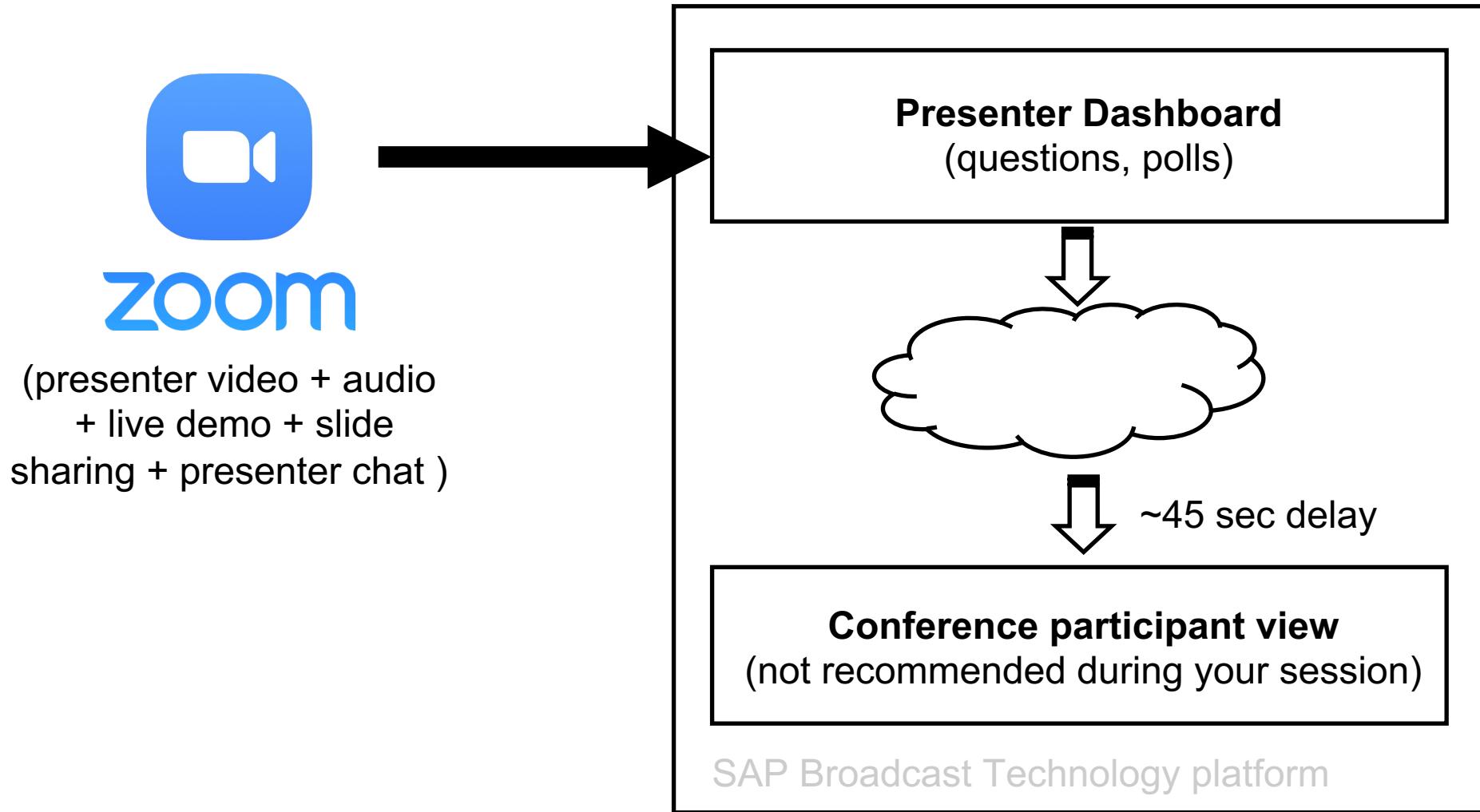
Deadlines

JUNE 22 Briefing Session for Speakers

JULY 04 Send us your final Power Point slide deck and poll questions

JULY 05 Final check & last questions session (invitation will follow soon)

STREAMING PLATFORM FOR LECTURES



PREPARATION: MEDIA

Format	Recommendation	Action
Audio/video	Possible	For pre-recorded videos: Contact Arthur Trauter and Alexander Rauh
Demos	Encouraged	Add screenshots of your demos as a backup in the slides (in English). For demos requiring a special setup, contact Alex or Arthur about testing. Demos can be done via Zoom. For that, you will share your screen in Zoom, the video is automatically pulled into the broadcast room.
Images and graphics	Encouraged	Do not use copyrighted material. Avoid background images behind text, as they make the text difficult to read.
Slide animations	Not advisable	Simple animations (e.g., additional text on the slide) are fine but more complex are incomprehensible in the hand out document.
Links on slides	Possible	You can use links and bookmarks in your presentation but don't use links if you do not plan to also open them or use the exact URL so participants can see where this link leads to.

POSSIBILITIES FOR INTERACTIVITY

Interactivity is a bit limited on the SAP Broadcast Platform, but here's what you can do:

- **Include polls**
 - We will need them upfront, so the SAP Broadcast Platform team can enter them in the system.
 - The SAP Broadcast Platform team will show your poll near the end of your session.
- **Ask questions and wait for replies in the chat**
 - Because there is a 45-second delay, it would be good if you could ask the question(s) and continue with your presentation before commenting on the incoming replies in the chat.
 - The hosts forward replies and selected questions to the chat in ZOOM for you during your presentation so you can comment on the incoming replies when you want. A rough guidance of when you would like to talk about the replies would be good.

DELIVERY ON THE DAY: TAKING QUESTIONS

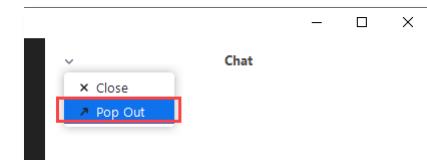
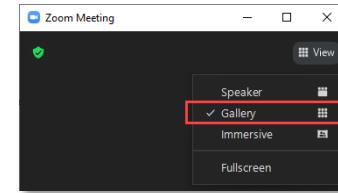
- Questions will be taken at the end of the presentations.
- The moderators will ask you the questions that have come in via the **Questions** pod.
- Plan 5 minutes for questions after your presentation slot.
- 5 minutes are not long, keep your answers brief so several questions can be discussed.
- If you don't know the answer, that's okay! You can follow-up the question afterwards.

TECHNICAL SETUP FOR PRESENTERS (1)

- You will give your presentation and your demos via screen sharing in ZOOM
- The **Zoom Chat** allows you to communicate with hosts, your co-presenters, or support
- You will get **countdown** (⌚ 10min / ⏳ 5min / 😰 1min) from your moderator that your time is about to elapse which you can see in the participants window of the zoom meeting
- The **Questions** are handled and forwarded by the moderator
- The **Poll** are handled by the tech team and forwarded to you when requested

TECHNICAL SETUP FOR PRESENTERS (2)

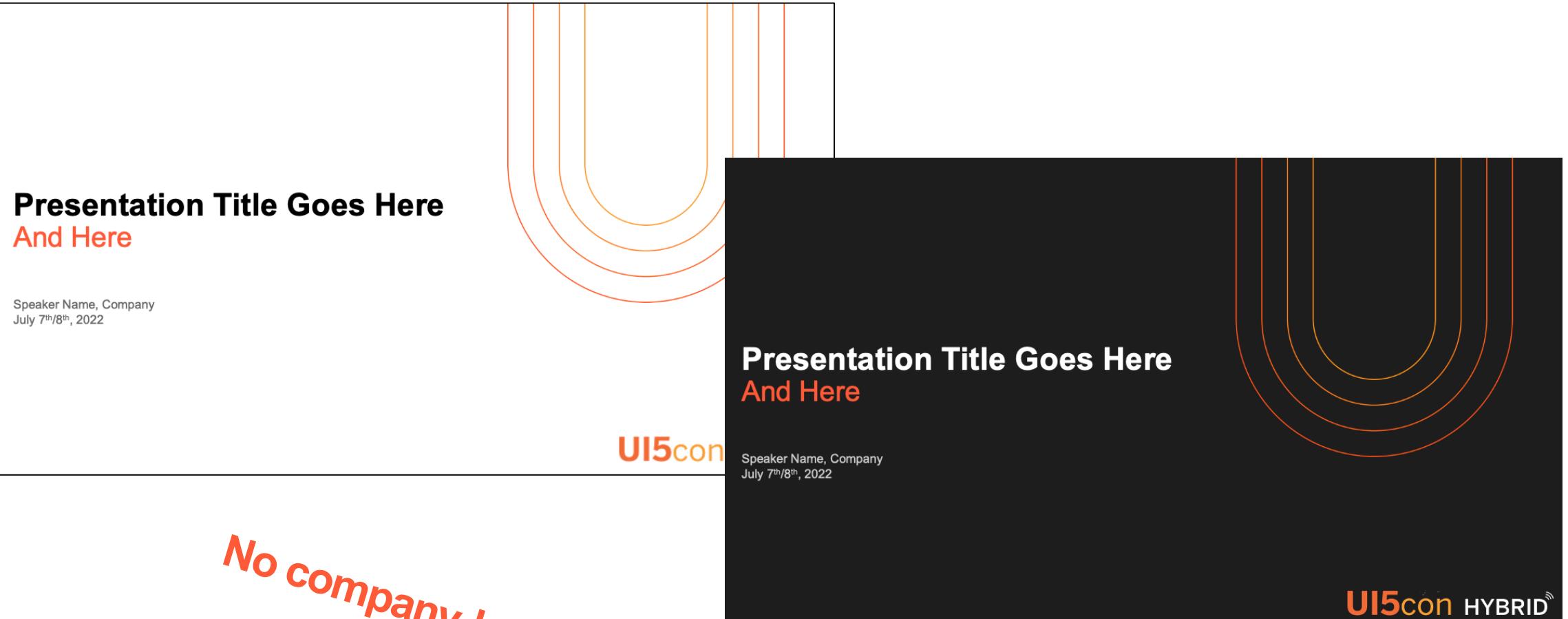
- Install ZOOM client software locally (<https://zoom.us/>)
- Make sure you have a stable, **wired internet connection**
- Make sure you enabled the gallery view in your ZOOM view settings
- Make sure you pop out the chat window so you can see the chat during screen sharing
- Ensure you can see the gallery view & chat during screen sharing (e.g. using two monitors)
- (optional) For external speakers who would like to see the presenter dashboard:
 - create an SAP user on <https://sap.com/> (if none)
→ <https://blogs.sap.com/2018/08/17/creating-a-technical-user-for-cloud-platform-integration/> (steps 1-6)



IN CASE OF EMERGENCY...

Topic	Contact	Email	Phone
Technical Setup / Support	Arthur Trauter	arthur.trauter@sap.com	+49 151 17195915
Technical Setup / Support	Alexander Rauh	alexander.rauh@sap.com	+49 151 16809892
Technical Setup / Support	Vitor Eduardo Seifert Bazzo	vitor.eduardo.seifert.bazzo@sap.com	+49 151 62388239

PowerPoint Templates

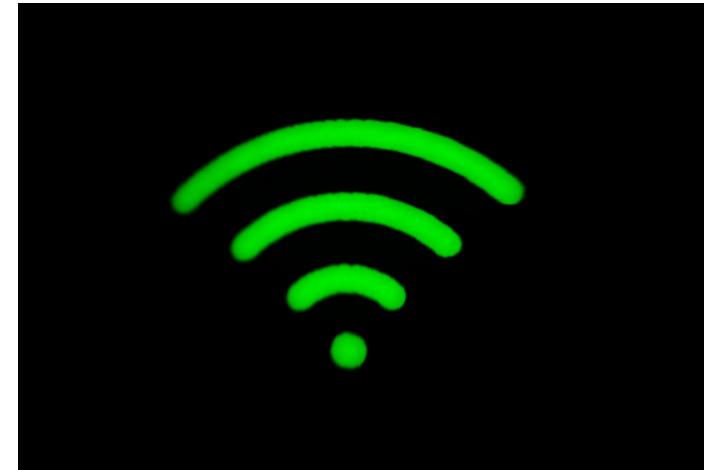


UI5con HYBRID[®]

Practical Tips for your Presentation at UI5con

General

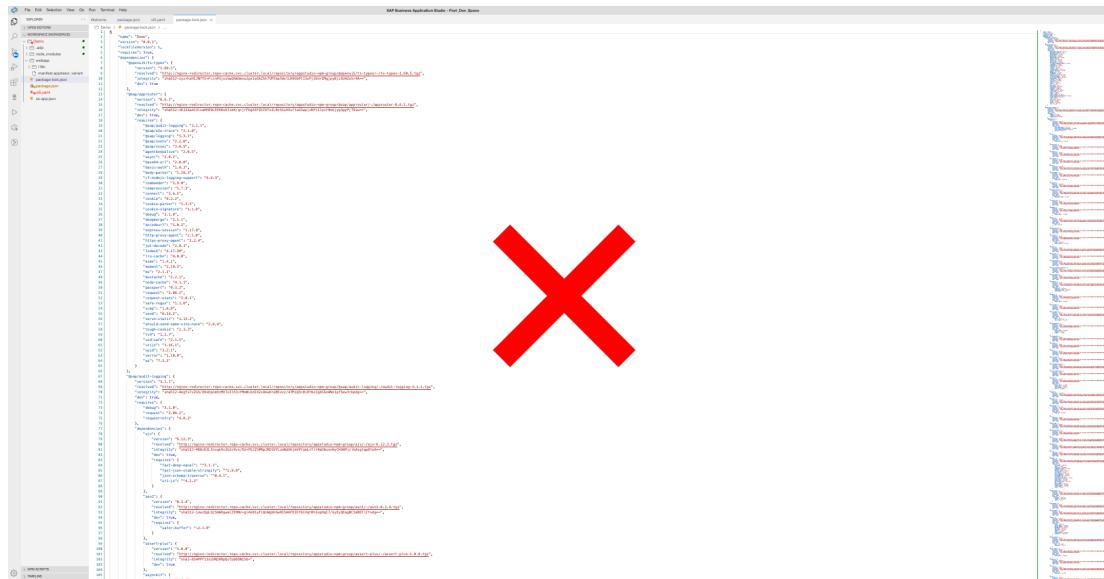
- Download Zoom and Check for Updates. In Video Settings select: 16 x 9 Widescreen, Enable HD
- Internet / device connection
 - **No Wi-Fi.** Use hard-wire connections to internet / devices
 - No VPN as it negatively affects bandwidth
 - Limit internet usage by others in your home as it negatively affects bandwidth.
- Close all other software running on the computer as it will compete for resources and lower camera image quality
- Mute all notifications: Outlook, Teams, Slack, phone,...
- **Hide personal data**, e.g. browser bookmarks & tabs



Practical Tips for your Presentation at UI5con

Sharing your Content

- Set your PowerPoint to 'Slide Show'. No animations in PowerPoint.
- **Practice sharing your apps/desktop in Zoom.**
- Practice switching smoothly between PowerPoint and your demo **while sharing**.
- Don't show irrelevant or personal apps / data.
- Set your (browser) zoom / font size to larger than normal. Even at the expense of screen area.



Practical Tips for your Presentation at UI5con

Best Practices

- Join the Presenter Dashboard & Zoom in good time prior your session, with audio/video switched off.
- Introduce yourself.
- **Engage your audience** with your non-monotonous voice.
- Show few slides only, less text, allow 2-3 minutes per slide.
- Stick to the schedule: See your slot in the speaker profile and watch the countdown timer in the Presenter Dashboard
- Prepare for questions from the audience

UI5con

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Nam liber te conscient to factor tum poen legum odioque civiuda.

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Nam liber te conscient to factor tum poen legum odioque civiuda.

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Nam liber te conscient to factor tum poen legum odioque civiuda.

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Nam liber te conscient to factor tum poen legum odioque civiuda.

UI5con HYBRID®



UI5con

UI5 is the **best.**



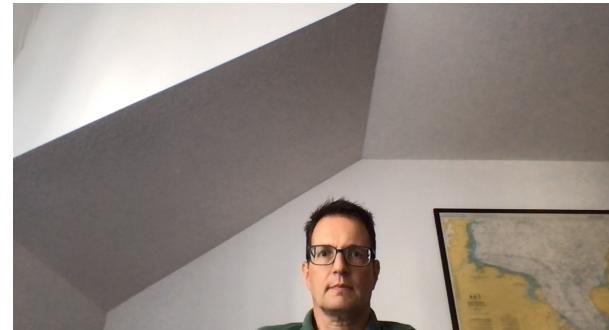
UI5con HYBRID®

UI5con HYBRID®

Practical Tips for your Presentation at UI5con

Video

- Use the provided background image for Zoom.
- Wear solid colors. Avoid patterns, especially fine lines.
- **Lots of light**, right into your face. Use good light source
 - window with natural light
 - strong lamp
 - monitor with a blank Word document
- **Camera at eye level**, not up your nostrils. If using the laptop camera, put your laptop on a pile of books.
- Zoom to show your shoulders and a little(!) space above your head.
- Look into the camera to connect to your audience.



Practical Tips for your Presentation at UI5con

Audio

- **No wireless / Bluetooth headphones/ microphone.** Use hard-wire connections.
- Avoid the build-in microphone of your laptop. Use
 - a separate microphone
 - a headset with microphone
 - the wired headset of your phone by putting one earplug into your shirt neckline, bringing the microphone piece right underneath your chin
- **No AirPods.**
- No background noises
- Mute yourself unless you are presenting.



Practical Tips for your Presentation at UI5con

Most Important

Practice! Practice! Practice!

(record yourself using a timer)

Smile!



Thank you!

...questions?