



**SPEAKERS**  
for schools

# Technical guide for Virtual Talks

*This guide will help you with the technology needed for your Speakers for Schools virtual talk and offers best practice guidance for platforms including Microsoft Teams, Zoom and Google Meet.*





# Microsoft Teams for your SFS Virtual Talk

## Speaker

### What you will need:

- A free Teams account, which you can sign up for [here](#).
- Have the app downloaded onto your computer/laptop
- Any content you would like to share open and ready on your computer/laptop.

### How to schedule a meeting:

1. In your Teams app and in the calendar section, schedule a meeting at the time of your talk and invite the teacher's email address that has been previously provided. Tip: to schedule a meeting, click the + New meeting button at the top right hand side of the page. You can see a video guide for how to schedule a meeting [here](#).
2. The join link can be found in the meeting in your calendar. You should see a link to "Join Meeting"
3. Have any content that you would like to share ready and click the "share screen" icon (a rectangle with an arrow). Tip: if your content includes audio, be sure to click the "include system audio" tick box at the left hand side. You can see a video guide for how to share your screen [here](#).

## School

### What you will need:

- A free Teams account, which you can sign up for [here](#). Note: please use the same email address to sign up as you have provided the speaker with.
- The Teams app downloaded on your computer/laptop
- Test your sound works before joining the meeting
- The meeting link - this should have been sent by the speaker to you as a calendar invite
- An intro
- Students briefed and ready for questions.
- Note: It is strongly recommend to use a computer or laptop for highest quality video available and good connection.

### How to join a Teams Meeting

1. In the Teams app, go to the calendar section and click the "join meeting" link. I would recommend joining 5 mins before the agreed time. You'll be put into a waiting room until the meeting host (the speaker) has joined too. You can see a video guide for how to join a meeting [here](#).
2. Make sure you have the sound turned on!
3. Introduce your speaker to the students and go from there.



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## How to Record Your Virtual Talk – Microsoft Teams

If both parties agree, you can choose to record the session. To start recording, go to the meeting controls and select more options button > start recording. Further guidance on recording your talk [here](#).

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# Zoom for your SFS Virtual Talk

## Speaker

### What you will need:

- [A free Zoom account and app downloaded](#)
- Any content you would like to share open and ready on your computer/laptop.
- The zoom link from the school

### How to join a Zoom Meeting – we recommend that the school schedules the Zoom meeting:

- Click the link provided by the school at the time of your talk and select open in Zoom. You can see a video guide for how to join a Zoom meeting [here](#).
- Make sure you have your camera and audio turned on (bottom left hand side icons) and any content you would like to share.
- When it comes to share your screen and if you have audio to include, click the “share computer sound” tick box at the bottom left of the screen.
- Once you have shared your screen, you will notice that the video view of yourself has disappeared. Be sure to click the three dots with “more” icon on the top right hand side and click “show video panel” you should then be able to see yourself, the school and share your screen at the same time.
- Note: you may be muted when you join the meeting as the teacher may need this before starting.

## School

### What you will need:

- [A free Zoom account and app downloaded](#)
- The speaker’s email address
- The scheduled meeting in Zoom. On the left hand side of the screen, click the small + icon and there is the option to schedule the Zoom meeting with additional controls. We would recommend that you enable the waiting room so you can let the speaker in when the time comes as well as mute participants upon entry.
- Tip: you can select to include the meeting invite in Google or Outlook. This can be very useful for having the meeting link easy to access for both you and the speaker!
- An intro for the speaker
- Students briefed and ready for questions.

Please note: you will need to enable screen sharing so that if the speaker has content to share, they can! Instructions:

1. Click on the up arrow near the Share Screen button in your meeting control bar.

2. Click Advanced Sharing Options.
3. Click All Participants. Your participants may now share the content from their screen.

#### How to start the meeting:

1. Click the link that you sent to the speaker in their calendar. You can see a video guide for how to start a meeting [here](#).
2. Put yourself on mute until ready.
3. Look out for a notification that lets you know that the speaker is in the waiting room and admit them.
4. Greet your speaker and then introduce the speaker to your students.
5. Hand over to the speaker so they can deliver their talk.
6. When it comes to the Q&A

#### How to Record Your Virtual Talk – Zoom

If both parties agree, you can choose to record the session. To start recording, you can select the record button at the bottom of your screen. Further guidance on recording your talk [here](#).

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# Google Meet for your SFS Virtual Talk

## Speaker

### What you will need:

- A Google account
- A desktop/laptop with webcam
- Any content you would like to share ready and open at the time of your talk

### How to schedule the meeting

1. Use your Google account to create a meeting via <https://meet.google.com/>
2. Click “New Meeting” and schedule in your Google Calendar. You can see a video guide for how to schedule a meeting [here](#).
3. From there, you can invite guests to your meeting so be sure to have the right email address for the teacher.
4. From your Google calendar, you can access the link when the time of your talk comes.
5. Have any content you would like to share ready. Click “Present” to share your screen, this will include audio. You can see a video guide on how to share your screen [here](#). Tip: close your emails!

## School

### What you will need:

- A Google account
- A desktop/laptop with webcam
- An intro
- Students briefed and ready for questions

### How to join a Google Meeting

1. In your calendar, there should be an appointment at the time of your talk. You can click “join with Google Meet” and from there you will be admitted into the waiting room until the speaker joins and lets you in. You can see a video guide for how to join a meeting [here](#).
2. Introduce the speaker and hand over to them to present.
3. When it comes to the time for the Q&A, moderate and select students to ask questions. Be sure to ask them to speak clearly and loud so that the speaker can hear.

### How to Record Your Virtual Talk

If both parties agree, you can choose to record the session. To start recording, go to Click More and then Record meeting. For further guidance on recording your talk [here](#).



# FAQS FOR SCHOOLS, COLLEGES & ACADEMIES

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## **What is a Virtual Talk?**

A SFS virtual talk is generally between one speaker from the network who is paired with one school to deliver a talk with Q&A via a video calling platform. SFS have found that schools generally use Microsoft Teams, Zoom or Google Meet. You can find guidance on using these platforms [here](#).

## **How do I get a speaker for a virtual talk?**

Apply on our website! The application form is [here](#). If you have any further questions, please email [schools@speakersforschools.org](mailto:schools@speakersforschools.org)

## **What is a Virtual Webinar?**

From April to July 2020, SFS ran a series of virtual webinars for students who were studying at home. The Inspiration Team at SFS plan to run webinars for students over the 20/21 academic year. These will take place outside of school hours for students to attend at home. As always, attendance will be free.

## **How do I get students to attend a virtual webinar?**

Check our guidance [here](#) for how to attend a virtual webinar talk. We will always keep our schools network posted on when the webinars will be! Be sure to check that your school/college is signed up to host speakers [here](#).

## **Who should I contact if I have any questions?**

Email [schools@speakersforschools.org](mailto:schools@speakersforschools.org) and our team will be on hand to answer any questions you may have about the programme. Also check out our guides which cover in-person, virtual talks and virtual webinars [here](#).

# FAQS FOR SPEAKERS

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## **What is a Virtual Talk?**

A SFS virtual talk is generally between one speaker from the network who is paired with one school to deliver a talk with Q&A via a video calling platform. SFS have found that schools generally use Microsoft Teams, Zoom or Google Meet. You can find guidance on using these platforms [here](#).

If you have previously delivered an in-person event for SFS, it is similar in theme and format with time for students to ask you questions.

## **How do I let Speakers for Schools know I'm happy to deliver a virtual talk/webinar?**

Email [team@speakersforschools.org](mailto:team@speakersforschools.org) and they will pass on your query to the Engagement Coordinator that manages your participation with the charity and let you/your office know of next steps.

## **What is a Virtual Webinar?**

From April to July 2020, SFS ran a series of virtual webinars from our speaker network for students who were studying at home. These events will run outside of the typical school day and we hope to run these a few times throughout the year. You can find guidance on virtual webinars [here](#).

## **Who should I contact if I have any questions?**

If you know which Engagement Coordinator, drop them an email with any questions and they will be more than happy to advise further over email/the phone.



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