

Technical Guide for Virtual Talks

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

Schools: If you have any questions please email schools@speakersforschools.org

Speakers: If you have any questions please email inspiration@speakersforschools.org

Please discuss and agree with the school what platform will be used for the virtual talk. In some cases, Schools may request to oversee the platform to ensure they can host in line with their IT Department. and intend on sending the speaker a join link instead.

Microsoft Teams for your 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 (check with school if this is needed)
- Any content you would like to share open and ready on your computer/laptop.

How to schedule a meeting

- 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](#).
- The join link can be found in the meeting in your calendar. You should see a link to "Join Meeting"
- 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](#).
- Please ensure you do not record unless explicitly given permission by the teacher or the teacher can record the session?

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 (this could be done during your Planning

Phone Call or Test Call on Teams

- 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 recommended to use a computer or laptop for highest quality video available and good connection.
- Please ensure you have discussed whether the speaker has permission to record this session in line with your Safeguarding Policies.

How to join a Teams Meeting

1. In the Teams app, go to the calendar section and click the “join meeting” link. It is recommended to join 5 mins before the agreed time. You will 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.



How to Record Your Virtual Talk – Microsoft Teams

As mentioned above, 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](#)

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:

1. 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
2. Make sure you have your camera and audio turned on (bottom left hand side icons) and any content you would like to share.
3. 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.
4. 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.
5. 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:

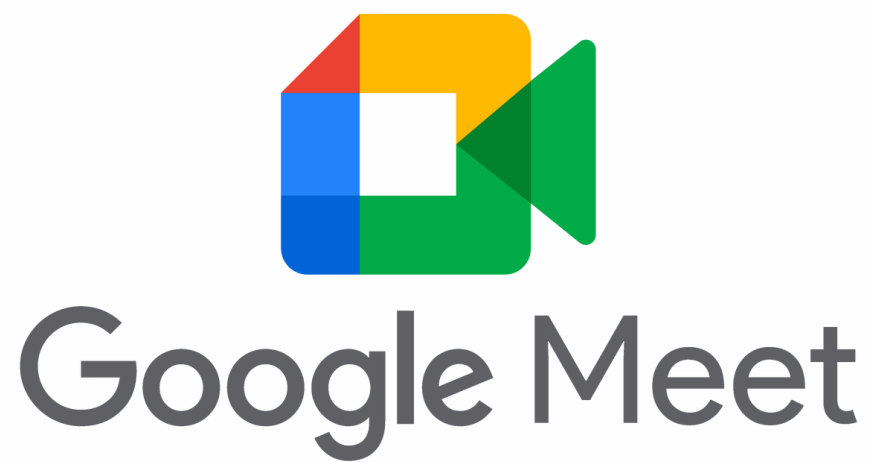
1. Click the link that you sent to the speaker in their calendar. You can see a video guide for how to start a meeting [here](#)
2. Put yourself on mute until ready
3. Look out for a notification that lets you know that the speaker is in the waiting room and admit them
4. Greet your speaker and then 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, facilitate this session either through the chat or by asking the student's questions to the speaker vocally. Or moderate and select students to ask questions. Be sure to ask them to speak clearly and loudly so that the speaker can hear

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](#)



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 loudly 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

What is a Virtual Talk?

A SFS virtual talk is between one speaker from the network, paired with one school to deliver a talk with Q&A, via a video calling platform. SFS have found that schools use Microsoft Teams, Zoom or Google Meet. You can find guidance on these platforms throughout this guide.

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

Who should I contact if I have any questions?

Email 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 covers all types of talk [here](#).

FAQs For Speakers

What is a Virtual Talk?

A SFS virtual talk is between one speaker from the network, paired with one school to deliver a talk with Q&A via a video calling platform. SFS have found that schools use Microsoft Teams, Zoom or Google Meet. You can find guidance on these platforms throughout this guide.

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.

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 have continued running webinars for students over the 22/23 academic year and beyond. 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.

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

Email inspiration@speakersforschools.org and they will pass on your query to the Engagement Manager that manages your participation with the charity and let you/your office know of next steps.

Who should I contact if I have any questions?

Contact your Engagement Manager or drop Inspiration (inspiration@speakersforschools.org) an email with any questions and they will be more than happy to advise further over email/the phone.