



Key Take Aways

Problems? Contact aadprt@boomset.com

Session specifics

- a. You will not be able to login to a session broadcast until the session goes live
- b. Boomset doesn't offer virtual backgrounds
- c. Webinar format unless in a breakout session, committee meetings, caucus meetings, or social events.
- d. You cannot login to conference simultaneously on multiple devices

Access Boomset **via Chrome browser** (beginning 2/25)

- a. Go to <https://virtual.boomset.com/event-login/112640>
- b. Enter Login (email used to register for event/member login) and pin (released late 2/25)
- c. Note: "Printed" schedules reflect CST (event guide). Once you login to Boomset, schedule will reflect the time zone your computer is set to.

Left Margin Icons on Home Screen

- a. Home
- b. Sessions
 - a. My schedule: reflects your selected agenda.
 - b. Add a session by clicking "Add".
 - c. Tracks: see programming by track (PA track visible to PAs only)
- c. Speakers
- d. Posters
 - a. Visible 24/7
 - b. After selecting poster, view pre-recorded video in broadcast stream
 - c. View PDF of poster in "Resources" tab
 - d. Join presenters Wed., 3/3 – Sat., 3/6, 9-9:55a CST by selecting "presentation" and "join stage" (up to 10 at a time)
 - e. Leave posters presenters a message in "chat"
- e. Community: see who has logged into the conference, message and live stream with them when they are logged in
- f. Information

Viewing the Broadcast

Select "Sessions" – Click on Session. If live, broadcast will launch.

- a. **Functionality in Plenary/Main Room Broadcast**
 - a. Bottom of video feed, left to right
 - i. **Audio:** on vs off. You will not be able to hear the broadcast if this is off.
 - ii. **Layout:** allows you to switch your view. This does not impact the speaker view nor the other registrants' views.
 1. **Speakers:** allows you to hide a speaker(s) if more than one speaker present
 - iii. **Full screen:** changes display to full screen. We do NOT suggest using this as you will only be able to see the video feed and the functionality (chat, Q&A, polling) will no longer be visible
 - iv. **PIP (picture in picture):** allows you to browse other sections of site and maintain video feed
 - v. **Eye icon:** displays number of persons in session
 - vi. **Exit:** click this button to exit the session
 - b. Top right of screen, left to right. Function being viewed (except request to join) is underlined. An orange dot will appear in any tab when new information is received if you are not currently viewing that tab.



- i. **Request to join:** allows registrant to join video feed to share information. NOTE: Camera will immediately be on once “accepted” by presenter panel to participate
 - ii. **Chat:**
 1. Similar to Zoom, all session participants can contribute
 2. Differences
 - a. “Delete” your own message by clicking three dots to right of your posted message
 - b. Copy and paste text to retain content
 - c. Cannot share documents here
 - d. Cannot send messages between selected individuals
 - iii. **Q&A:** submit questions here. Submitted questions visible to speaker panel. You won’t be able to see question after it is submitted. Answer, if provided, will be in chat or announced by presenter.
 - iv. **Poll:** when a question is launched by the presenters, it will appear here
 - v. **Calendar:** displays your schedule
 - vi. **Bubble:** click to view messages
 - vii. **Profile**
- b. **Functionality in a Breakout** (bottom of video feed, left to right)
- a. **Camera:** On vs off
 - b. **Mic:** On vs off
 - c. **Share screen**
 - a. Only one person can share at a time (active screen sharer must stop sharing for another to begin)
 - b. When you want to share your screen
 - i. Click “screen share”
 - ii. Click “Optimize for motion & video (full HD)”
 - iii. You’ll see pop up window that tells you to share audio, click “okay”
 - iv. In “share your screen” window
 - a. if using a PC: choose “your entire screen”, click the image of your screen, check “share audio” box (if necessary), and click “share”
 - b. if using a Mac: choose “your entire screen”, click the image of your screen, and click “share”
 - c. *Mac users’ functionality implementation for enabling screen sharing during a breakout*
 - i. Apple menu > System preferences > Security and Privacy > Privacy tab
 - ii. Turn on “screen recording” and “camera” for Chrome – if “screen recording” is not an option, turn on “camera” only*
 - d. **Layout:** see description above
 - e. **Full screen:** see description above
 - f. **Settings:** if you are having audio or video trouble, select “settings” to make adjustment to input(s).
 - g. **Exit:** only click this button when ready to leave the session – NOT the breakout.

Trouble shooting:

- Are you using Google Chrome?
- **VPN (Virtual Private Network)**
 - If you're on a VPN, logout of VPN and access Boomset via Google Chrome browser. If you can't log out of VPN, access via this link:
<https://virtual.boomset.com/sessions/112640?proxy=true>
 - **If the above doesn't work, you'll need to access Boomset from a computer that doesn't use a VPN or contact your IT department for assistance.**



- **Boomset Functions not Working**
 - Refresh your screen
 - Click "Start Broadcast"
- **Presenter's Video Feed is Blank** (you see a gray box)
 - Refresh your screen and click "Start Broadcast"
- **Video Feed is Freezing or Audio is Breaking Up**
 - This is an internet bandwidth issue
 - Make sure no one using your internet connection is streaming content, including via smart TV apps like Hulu and Netflix
 - Connect directly to your router via an ethernet cable instead of WiFi