

Tech support for speakers and film makers

For Speakers:

You should have received your ticket link to formally register for the conference. We are pleased to offer you a ticket to the conference free of charge. If this has not been received, please check your junk.

Once you have signed up to Hopin, you will need to follow the link again and register for the event.

Upon registration, please complete your profile i.e. company, name, position and a photo if possible, in order to get the most out of the networking sessions.

You will also have a backstage link, which you will use to join when you are speaking at the event.

Any problems, there will be people backstage to support you, or you can contact Morgan on +447713446747. In the meantime, please see below a few troubleshooting tips.

- **Internet speed recommendations: Minimum of 5mbps download and 2mbps upload. Ideally, we like to see 30mbps download and 10mbps upload or higher for the best quality.**
- **Make sure you are using Chrome or Firefox and that it is fully up to date. Safari and IE are not fully supported as they lack the support needed for live video events.**
- **Make sure you only have one Hopin tab open. If there is more than one, there will be feedback or sound looping.**
- **If there is constant buffering, make sure that your browser is up to date. If it is, flip to compatibility mode. This is an indication that the internet speed is insufficient.**
- **If still buffering after going to compatibility mode, switch browsers and go into compatibility mode in that one.**
- **We recommend presenting via a computer. If you cannot and must use a mobile, please use Chrome or Firefox. No Safari also applies to phones. There may be parts on the event cut off on a phone depending on how old the phone is, or if it needs updates.**
- **To maximise the networking opportunities, after your surname, please add a – followed by your company name so other delegates can see this information, this can be changed in the edit profile section.**

If pre-recording your presentation:

Thank you for deciding to make a presentation for our event! Please follow the guidelines here for your type of recording and let us know if you have any questions on info@ebuki.co

For all Recordings:

- Please record your presentation in English, or with English subtitles. Please feel free to provide subtitles in your preferred language if speaking in English.
- Your presentation will be recorded, so please let us know in advance if there are any copyright concerns and you would like the recording to not be shared with the attendees/anything needs redacting.
- We recommend using software like zoom to record your presentation, or a camera and upload the films to your computer in mp4 format. Here is a website which describes how to use zoom or other software to record your presentation [How to Record a Presentation on Zoom \[Detailed Guidance\] \(recmaster.net\)](#)
- If you need to cut/edit your video, we recommend software like OpenShot, a free, open-source software that works for Linux, mac and Windows. Download here [OpenShot Video Editor | Free, Open, and Award-Winning Video Editor for Linux, Mac, and Windows!](#)
- Use Wetransfer, dropbox or similar to send your video in mp4 format to info@ebuki.co
- Please note the team at EBUKI will be streaming your video for you at the conference, but we cannot edit it or add the subtitles for you before the event

Full talk

- Your talk must be 15 minutes.

Pecha Kucha

- Your talk must be no longer than 3 minutes.

Publication/Project Presentation

- Your talk must be no longer than 3 minutes.