ASNE VIRTUAL SYMPOSIA
GUIDE, BEST PRACTICES &
FAQS
July 2020
External

ASNE Virtual Events Guide
virtualevents@navalengineers.org
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Welcome
Welcome to ASNE’s Virtual Event. This guide will show and explain what to expect from receipt of your event invitation email through the final event.

**IMPORTANT Tech Requirements to Participate:** ASNE’s virtual events are powered by Boomset.com a cloud-based solution. Prior to any event please ensure internet access to the Boomset.com domain by whitelisting and/or updating any VPN or firewall settings to allow access to boomset.com, as you will need to reach boomset.com from your PC or device to enter the virtual event. Adding Boomset.com to your trusted sites in your browser is recommended.

Event access for all participants must be through Google Chrome (Version 83.0.4103.X or greater), which is the preferred browser, or Microsoft Edge Chromium-based Version (released January 15, 2020, Version 83.0.478.50).

These Detailed Technical Requirements are also posted via the website: [www.navalengineers.org/Portals/16/Events/VirtualResources/Virtual-Techspecs.pdf](www.navalengineers.org/Portals/16/Events/VirtualResources/Virtual-Techspecs.pdf)

What to Expect:

After registering for an upcoming event, you will receive a registration confirmation email with event details and logistics. This is your invitation to attend ASNE’s specific event. You will be asked to log into the event with the registration email address <name@xxx.com>.

1) Go to [http://virtual.boomset.com](http://virtual.boomset.com) via your Chrome or Edge Browser:
2) Enter your email address and hit “Take Me In”
3) Check your inbox for an authentication email from reservations@boomset.com with the subject “Sign in to Boomset Virtual Platform”

Note: If you don’t find the email in your Inbox, check your junk or spam boxes. If you believe you are not able to receive these emails due to an email filter and are not able to whitelist the Boomset domain, please contact ASNE support at: [virtualevents@navalengineers.org](mailto:virtualevents@navalengineers.org)

Also, the link in the email is time sensitive so if too much time lapses you may need to repeat step1-3.
Note: The hyperlink behind “Sign in to Boomset Virtual Platform” is your personal event link and it will direct you to the event’s Home Page. The Hyperlink should look similar to the link below. If you have a NMCI machine, you may need to edit the link before use to make sure any additional marks/text added to hyperlinks received from external sources due to firewall/VPN configurations is removed prior to accessing the Boomset domain.

https://boomset-attendee-app.firebaseapp.com/__/auth/action?apiKey=AlzaSyDZHfCRe7yXa8bRZ9oMPtA0CmGfx3cybw&mode=signIn&oobCode=RGqaRo_qYl3VwNm3oafBgpeRnvJa1M2NoecnGrQd-bYAAAFyhUP8sg&continueUrl=https://virtual.boomset.com/email-return&lang=en

4) Click on the applicable event and then you will arrive at the Event Home Page.

Event Areas (Home, Agenda, Community, Speakers, Exhibitors)

There are four main areas of the event that you should be aware of: Home, Agenda, Community, and Speakers. Exhibitors/sponsors is optional per event. It is advisable to open each event area in a separate browser tab so you can move to another section to check the agenda or answer a chat during a live stream speaker session without leaving the session.

- Windows machines: Right-clicking each button.
- Mac machines: Hold down CTRL and click each button. Select “Open in New Tab”
Event Home Page

This page is key for event announcements, morning engagements, and any other important information ASNE needs to communicate to all participants. There will be two streams enabled for you to engage at this level.

- **Live Chat**: Be sure to check the Live Chat every morning for new messages.
- **Personal Messages**: These are your personal 1-to-1 chats you’ve engaged in with your fellow colleagues, speakers or attendees. The message icon will indicate new message. Details are noted in the Community section.

Agenda

The Agenda lists all the event sessions such as keynotes, panels, paper discussions, Tech Talks, Professional development opportunities and breaks. There are separate tabs for each day of the event.
• **Presentations (Keynotes, Panels, Technical Presentations, Tech Talks etc.):**
  Presentations include live broadcasts with speakers providing content material. Some presentations will have downloadable documents, PDFs, and other material.

• **Breaks:** Events include scheduled “breaks” throughout the event. Use this time to take a moment to step away and refresh for the next session or join these sessions to view optional videos. Alternatively visit the community to engage with colleagues and attendees. (Details in Community section)

⚠️ It is important to note that all participants (speakers + attendees) enable their browser to use the video + camera of their device. If this permission is not given, the participant will **not** be able to use video or audio.

![Example of the permissions as seen in a Google Chrome browser](image)

• **Session Communications:** Boomset offers three communication modes:
  
  **Q&A** Q&A is reserved for questions directed towards the speakers of the given session and can’t be viewed by the general attendees. Q&A submissions will be collected by a designated moderator. Speakers will address Q&A at a designated Q&A time for the session or otherwise
noted at the start of the session. Please note given session timing not all questions may be addressed.

**Chat:** Chat is a public mode of communications although all my post and view chat, this is reserved for the ASNE team to post messages such as welcome, logistics or session updates.

**1-1 Chat:** Engage with other attendees via the Community meet up options as described below.

**Community (Meet-Ups)**

Allows for 1-1 and group chats and video sessions. This is a way to connect during the event breaks as you might at an in-person event. Any participant wishing to connect with other attendees, speakers or exhibitors must ‘Enable Community’ in order to chat with other virtual event attendees. You will only be able to communicate with those who have opted-in to the Community section. Here you can have 1:1 chats and video calls with other attendees.

**Step 1:** Enable Community

**Step 2:** Interact with Attendees
Speakers

Visit Profiles and detailed bios on event speakers. This section will highlight the sessions each speaker is acting as a presenter. (Note that even moderators are listed as speakers, so you may see your favorite speakers in many sessions!)

Exhibits

Events may include an Exhibit Hall. Companies can have their logo displayed and work with ASNE to showcase their company on a profile page with banner picture, text and quick contact. Interested? Contact ASNE at sponsors@navalengineers.org.

Virtual Event Etiquette

ASNE’s virtual events are a professional gathering and like any in-person event professional behavior and engagement is expected of all attendees. Stay seated, stay present, and enjoy!

Some friendly reminders:

- **Dress for the occasion** as you may have opportunity to engage your video with other attendees
- Be aware of your surroundings especially if speaking as others will see your **background**
- When talking **speak loudly** and clearly
- **Chat in each session is public** so make sure messages sent are relevant and appropriate to the entire audience. If you need help, you can engage directly with the ASNE support team, [virtualevents@navalengineers.org](mailto:virtualevents@navalengineers.org).
Attendee Experience

All attendees will be able to join a registered session up to 30 minutes before the actual start time. Countdown in minutes to start time, “Live in” noted on the left side of the session description.

Note: Registered attendees are muted upon entry but will have access to chat, Q&A and community 1-1 chats to communicate with the ASNE Staff, post a questions to a speaker or communicate with other attendees.

During the session you will be able to chat, send question via Q&A to the speakers, and download any speaker provided documents. Session controls include Muting your session or putting the session into full screen mode. Example session broadcast from the app and web software below:
If the session is delayed you will notice the following:

Best Practices and Tips

1. Make sure to bookmark https://virtual.boomset.com
2. Login Early, to test and ensure access. Time will be reserved each day prior to the actual speaker slots.
3. When speakers are presenting in a session, it is best to mute your microphone when you are not speaking to help cut out external noise. This is especially important during a video presentation as unnecessary noise can impact quality of the transmission.
4. Minimize interactions with your bandwidth. Be mindful of the activities on all PCs, laptops, keyboard, internet and phones that could slow down your local internet speed.
5. Open the Event, Agenda, Community, Speaker and Exhibit areas of the virtual events in separate tabs.
   - Windows machines: Right-clicking each button.
   - Mac machines: Hold down CTRL and click each button. Select “Open in New Tab”
6. During the event period we suggest closing all browser tabs not being used by ASNE’s virtual event – especially those that are utilizing any type of video or audio.
7. The latest versions of Google Chrome & Windows Edge are the recommended browsers – and the only ones that allow for screen sharing and video streaming.
8. Keep your devices fully charged with any batteries or chargers needed at hand to ensure you don’t miss any key points!

Technical Requirements and Recommendations (browsers, devices and settings)

General Access Requirements
ASNE’s Virtual symposia is orchestrated and powered by Boomset.com a cloud-based solution. Prior to the event please ensure that the internet access to the Boomset.com domain is whitelisted and/or
ensure that any VPN or firewall settings allow access to boomset.com as you will need to reach boomset.com from your pc or device to enter the virtual event. Adding Boomset.com to your trusted sites in your browser is as well recommended. (See below)

Once registered you will receive an invitation email letter from registration@boomset.com with a personal access link to the symposia. This is your entrance pass so whitelisting the Boomset domain and removing filtering in email may be needed. Please also check Spam or junk mail if you expected the registration email and was not received.

Event access for all participants (speakers + attendees) must be through Google Chrome (preferred) or Microsoft Edge. Version Requirements and details below. Also, all participants should enable their browser to use the video + camera on their device, instructions below.

Questions? Please contact ASNE at: virtualevents@navalengineers.org

**Supported Browser requirements**

<table>
<thead>
<tr>
<th>Preferred Browser</th>
<th>Google Chrome</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Version 83.0.4103.X and greater</td>
</tr>
</tbody>
</table>

**Not sure of Version?**
Go to ‘Help’ > About Google Chrome
Need the latest? [Link to download/update](https://www.google.com/chrome/)

<table>
<thead>
<tr>
<th>Alternative Browser</th>
<th>Microsoft Edge</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>chromium-based version - released on January 15, 2020 - Version 83.0.478.50</td>
</tr>
</tbody>
</table>

**Not sure of Version?**
Go to ‘Help and Feedback’ > About Microsoft Edge

**Video & Camera Settings**

It is important to note that all participants (speakers + attendees) enable their browser to use the video + camera of their device. If this permission is not given, the participant will not be able to use video or audio.
Example of the permissions as seen in a Google Chrome browser

Boomset APP & Operating Systems

Joining the virtual event through a mobile device on iOS or Android is also an option and may be preferable! Please search the App Store or Google Play, then download the latest version of Boomset’s “Attendee” App.

**Supported operating systems: iOS: iOS 11.0 and Android: 5.0 and up**

**Note:** The App does provide a holistic view of the event and access to all event areas (Home, Agenda, Community, Speaker, Exhibits).

Speaker Note: Screen sharing is not available from mobile devices.

**Internet Access**

During the event, whether participating as a speaker, moderator or attendee, your internet access and speed may impact your experience. To ensure best access possible it is recommended to limit the use on a home internet during the event. Although no minimum speed is required, speeds of 35MBs and greater are recommended. You can check you speed here: [https://fast.com/](https://fast.com/)

**US Government / Military Attendees**

IMPORTANT for our US Government / Military Attendees - Unfortunately, government computers’ security (firewalls, VPN, netwarcom, etc.) do not allow live streaming of our virtual event. The only alternative is the use of a personal computer or personal device (phone or tablet) and the Boomset event app.
Trying to reformat the link? Here is a sample access URL that shows the order and components needed to access ASNE’s virtual event.

https://boomset-attendee-app.firebaseapp.com/__/auth/action?apiKey=AlzaSyDZHfkCRE7yXa8bRZ9oMPTA0CmGfx3cybw&mode=signIn&oobCode=RGqaRo_qYI3VwNm3oafBgpeRnvJa1M2NoamGrqdsbYAAAFFyhUP8sg&continueUrl=https://virtual.boomset.com/email-return&lang=en

Event Support

Questions, issues or concerns you can always be directed towards ASNE at virtualevents@navalengineers.org or +1-(703) 836-6727 or during the community chat. ASNE employees are designated with the ASNE logo.

During the event, Boomset’s Virtual Support Representatives (VSR) may also be available to help troubleshoot any issues that may arise. Submit any issues you are having directly in the Community section to a representative (name@Boomset.com) or ASNE staff or to the noted support email address posted throughout the event: virtualevents@navalengineers.org

Speaker and Panelist Notes

Pre-recorded Sessions

As a presenter, you can record yourself using a variety of programs.

- On a Windows PC, you can use PowerPoint or Teams
- On a Mac, you can use Keynote or QuickTime

As you make your recordings, please keep these ideas in mind:

1. No offensive, off-color language, etc.
2. Be cognizant of your background, clean and representative of your organization
3. Limit background noise and distraction so we can focus on your presentation

If you have any questions, please email us at publications@navalengineers.org. The steps below show you how to use each of the five programs bolded above.

Microsoft PowerPoint: Record narration and timings

(Microsoft help page with Video)

You can record your presentation right in the PowerPoint software.

1. Select Slide Show > Record Slide Show.
2. Choose from two options:
3. Start Recording from Beginning - to record from the beginning of a presentation.
4. Start Recording from Current Slide - to record from a specific slide.
5. Select or clear what you’d like for your recording, and then select Start Recording.
6. Start speaking or add markings to your presentation.
7. When you’re done recording, save and share your presentation as a PowerPoint Show. Your recording will automatically play when someone opens the presentation.
8. Select File > Save As.
9. Select where you’d like to save your presentation to.
10. Under Save as type, select the dropdown arrow and then select PowerPoint Show.
11. Select Save.

Microsoft Teams Meeting: Record narration and timings

(Microsoft help page on Recording in Teams and Sharing the Recording)

You can use Teams to record any audio, video, and screen sharing activity.

1. Open up Teams and click the share button (a rectangle with an arrow) to share your presentation on your screen.
2. To start recording, go to the meeting controls and select More options --> Start recording.
3. To stop recording, go to the meeting controls and select More options --> Stop recording.
4. The recording is then processed (which could take awhile) and saved to Microsoft Stream, and then it's ready to play.
5. The person who started the recording receives an email from Microsoft Stream when the recording is available. It also shows up in the meeting chat—or in the channel, if you’re meeting in a channel.
6. You can share the recording with us by going to the recording in the Teams chat history and select More options *** > Open in Microsoft Stream.
7. Change the permissions for the video to allow groups or individuals to view it in Stream using these two steps.
   a. In the Microsoft Stream portal, under the video, select *** > Edit.
   b. In the Permissions section, add people or Microsoft 365 groups who need viewer or owner access to the video. See Permissions and privacy for details.
8. In Teams, go to the meeting recording in the chat history and select More options *** > Get link.
9. In the Get Stream link dialog box, select Copy.
10. Paste the link into an email and send the link to us.

Mac’s slideshow software: Record narration and timings

(See the video and the instructions on apple.com)

1. Open the file to the slide where you want the recording to start.
2. Click in the toolbar, then click the Audio tab at the top of the sidebar on the right. Then, click “Record” in the sidebar.
a. Or, you can use the top toolbar and select Play à Record Slideshow

3. The recording window appears, to start recording your presentation, click at the bottom of the window. (The timer counts down from 3 before recording begins.)

4. To advance to the next slide, click the slide in the recording window, or press the Right Arrow key on your keyboard. Speak clearly into the microphone to begin your narration.
   a. You can pause the recording at any time by clicking the Pause button. Click to resume recording.

5. To stop recording, click .

6. Press Esc (Escape) to save the recording and exit the presentation.

7. Now that you have recorded your presentation, go to File à Export to and select “QuickTime...” This will allow you to save your recording as a video.

8. You can send this file to us directly or email publications@navalengineers.org and we can share a SharePoint folder where you can drop this file to us.

QuickTime (Mac’s natural screen-capture software): QuickTime for screen capturing steps

We can help presenters and keynote speakers!
If this is too much, simply email us, publications@navalengineers.org. We can set up a time to record your presentation using our Microsoft Teams account. We will take 5 minutes to walk you through the technology and should be able to record the whole thing in 20-30 minutes. Please do not hesitate to reach out with questions or concerns. Thanks for your support!

Sending your video to ASNE
If you already have marketing videos on YouTube, you can email us the link. If you choose to email your file(s), you can use publications@navalengineers.org. The file will most likely be large; if you are emailing it from a gmail address, then it will send a link through Gdrive. If you are using a corporate email account, and have difficulties email publications@navalengineers.org and we will share a link to our SharePoint site where you can upload your video.

Virtual Event Speaker Notes
As an event speaker, you will be enabled as a Boomset speaker for your session and this will give you certain rights. In order to present, all Speakers should remember to:

1) Turn on your camera in order to engage in the session. This can be enabled through your browser (Details can be found in section: Video & Camera Settings).

2) Turn off corporate or local VPNs that might interfere

3) Turn off any unnecessary applications that may access your video or reduce your bandwidth. This will minimize technical issues and conflicts.
ASNE support is available to set up test sessions to walk you through the process and answer questions. Contact us at: Virtualevents@navalengineers.org

During the session for technical questions contact: asne@boomset.com or reach out to an ASNE staff member through the community chat.

Rehearsal
Sessions are available for “rehearsal” 30 minutes prior to the start of the actual session. We recommend all speaker and moderators arrive early to test out all functions. Press “Start Rehearsal” to initiate testing.

Note: Attendees will not be able to view the rehearsal and will only be able to view and broadcast after the session start time.

If the broadcast doesn’t start or freezes, this might be related to your browser or firewall/VPN restriction. A few things to consider:

- Please double check your browser enables sharing and allows boomset.com.
- Allow whitelisting of boomset.com if possible, in the firewall or VPN configurations.

Live Session
Press “Start Broadcast” to initiate your camera and join the session as a speaker. Once the session is “Live” as a speaker you will see a “Start Broadcast” button to enable your sharing on the session broadcast panel, you will see a designation on the session banner under the broadcast area, and you will see you name listed as an official speaker.

Session Description and Speaker List
Speaker Capabilities

Session Controls

Once a speaker initiates their broadcast, the session is live. If the speaker hovers over the bottom of the broadcast area, then the banner shown below will appear. The panel has additional controls the speaker may engage and it displays the number of “waiting” attendees. When you initiate the broadcast, the session is now “Live”. All attendees will be set to mute.

![Session Controls]

- Turn Video on/off
- Mute/Unmute
- Full Screen Mode
- View all speakers tiled or focused on
- Share
- Change view
- Settings
- Exit (Top right)

The APP allows you to broadcast but not share from certain devices.
Sharing Options

When sharing video, please select “optimize for text & images” for sharing of presentations and documents. Select the last option “Optimize for motion & video (Full HD) for videos, this will ensure best audio and visual experience. Ideally share through the browser or from a streaming services such as Microsoft Streams, YouTube or Vimeo.

Please select turn on audio when sharing videos.

Communication options

- **Audience Communications**: The audience will not be able to share their audio but can chat/ask questions;
  - **Q&A**  Private from an Attendee to all Speakers
  - **Chat**  Public communication. This is a good vehicle to provide an update or send a welcome message to all attendees.

- **Speaker to Speaker communications**: <To be added once capability deployed>
### FAQs

ASNE will continue to progress the below list as questions come up.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>I need help not listed here. Can I speak to a person?</td>
<td>Please call Robert with ASNE HQ at 703-836-6727, Skype call* or e-mail <a href="mailto:rhand@navalengineers.org">rhand@navalengineers.org</a> or <a href="mailto:virtualevents@navalengineers.org">virtualevents@navalengineers.org</a>.</td>
</tr>
<tr>
<td></td>
<td>The Community members with the ASNE logo will also be able to help.</td>
</tr>
<tr>
<td>I have a military Laptop, will it work?</td>
<td>Due to military security and controls, we recommend accessing Boomset from a personal pc or via the Boomset app on a personal device. More details available in this guide.</td>
</tr>
<tr>
<td>I can’t Login. What do I Do?</td>
<td>Copy the secure link. If you are a government employee, you will need to remove the first part of the link. The correct link starts, “<a href="https://boomset-attendee-app.firebaseap...%E2%80%9D">https://boomset-attendee-app.firebaseap...”</a>.</td>
</tr>
<tr>
<td>I haven’t received the registration email</td>
<td>Check your Spam, Junk email boxes first. You can also contact your IT team to ensure the Boomset domain is whitelisted. If you are still having issues, please contact ASNE support at <a href="mailto:virtualevents@navalengineers.org">virtualevents@navalengineers.org</a></td>
</tr>
<tr>
<td>Can’t upgrade Chrome/EDGE?</td>
<td>Please contact your IT administrator for support. If it is still an issue, contact ASNE support <a href="mailto:virtualevents@navalengineers.org">virtualevents@navalengineers.org</a></td>
</tr>
<tr>
<td>Is there an attendee limit to the presentations?</td>
<td>No. There are no limits to the number of attendees at a session/presentation. All registered attendees will have access to all events.</td>
</tr>
<tr>
<td>How can I talk with someone without leaving the presentation?</td>
<td>Go to &quot;Community&quot; on the left side, right-click and select &quot;open in new tab&quot; Initiate a 1-1 chat.</td>
</tr>
<tr>
<td>I came in late or missed a presentation. Is there a replay option available?</td>
<td>All sessions are being recording and will be available on the ASNE website as proceedings.</td>
</tr>
<tr>
<td><strong>Will I be able to access this or the proceedings after the symposium?</strong></td>
<td>Yes, the symposium proceedings will be posted on ASNE website shortly after the event.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>How can I make contact with presenters or attendees?</strong></td>
<td>As an attendee you can chat with all attendees including ASNE staff through the Community 1-1 chat or video. During a session you can post a private questions to the speakers via the Q&amp;A option.</td>
</tr>
<tr>
<td><strong>I am a team member of an exhibitor, how can I change my profile?</strong></td>
<td>Please contact ASNE support at <a href="mailto:virtualevents@navalengineers.org">virtualevents@navalengineers.org</a></td>
</tr>
<tr>
<td><strong>Why can’t I unmute</strong></td>
<td>All attendees are muted. You can submit questions via the Q&amp;A tab to speakers. If you have further questions, please reach out to <a href="mailto:virtualevents@navalengineers.org">virtualevents@navalengineers.org</a></td>
</tr>
<tr>
<td><strong>How do I set up a meeting?</strong></td>
<td>Go to Community, then click on your contact, invite to connect.</td>
</tr>
</tbody>
</table>

Still having issues or questions? Contact us at [virtualevents@navalengineers.com](mailto:virtualevents@navalengineers.com) and a member of our team will be delighted to assist you.