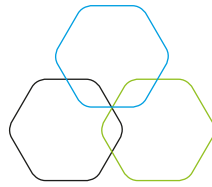




**European Social  
Economy Summit**  
Mannheim 2021

# *Hopin Onboarding*





## WELCOME TO HOPIN

### General information on the Hopin platform

**Please read the following information to get a better understanding of the Hopin platform and the technical requirements for using the platform.**

- \_ You and your participating speakers **must register** with the Hopin platform at least two weeks before the event.
- \_ Each #Roadmap event will have its own registration link
- \_ Each #Roadmap event will have an separate speaker onboarding call before
- \_ We recommend to join this introductory call to get a feeling for the platform as well as to check the technical requirements, such as audio and video
- \_ We recommend using the **Google Chrome browser** for entering Hopin

**To get more information on Hopin, please click on [this link](#).**

### Sessions on Hopin

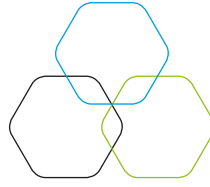
**All settings are prepared by the organization team before the event begins. You have provided us with this information in the onboarding documents and we will test these settings in the onboarding call.**

#### General

- \_ When the event is live and it's time for you to appear on a session, head to the sessions tab and enter the session you'll be speaking in
- \_ Click share audio and video at center of the session screen
- \_ If you haven't allowed access to your camera or mic in the event, you will be prompted to do so at this time
- \_ Once you see yourself on screen, you're live to your audience
- \_ Insight sessions and panel discussions will be recorded

#### Who can join a session? (Active participation)

- \_ **Setting 1: Invite only** - Only selected attendees will be able to participate
- \_ **Setting 2: Moderated** - Only specified moderators will control what attendees will have permission to participate with video / audio
- \_ The limit of screens (speakers / participants / shared screens) that can be on stage at the same time for insight sessions and discussions is set to a **maximum of 9**
- \_ The limit of screens (speakers / participants / shared screens) that can be on stage at the same time for a workshop breakout room is set to a **maximum of 20**



### **Who can watch a session? (Without participation, only watching)**

- \_ For open sessions: Anyone (all attendees can find and watch the session)
- \_ For closed sessions (Break-out rooms): Private (invitation only)

### **Chat**

Each session has its own group chat, separate from the event-wide chat. As a viewer, you can interact with the people who are in the session via chat using the Session chat. This is a great place to ask questions and engage with people on-camera when you don't want to be on-camera yourself.

### **Sessions picture**

If you want, you can send us a session picture. The image that will be used as a cover for the sessions tab at the event and as the logo across the event.  
1MB max. Recommended size: 1080 x 1080px (1:1)

## **Vendor booths on Hopin**

### **General**

The Expo area of Hopin is the exhibitor hall of digital vendor booths. Attendees can visit your Expo area and learn about relevant products and resources from your vendors and sponsors.

### **Booth pictures**

If you want, you can send us a booth picture and logo. Recommended image size for your vendor booth: 1500 x 750px (2:1). Recommended logo size: 1080x1080px

## **Further information / tutorials**

Speaker Instructions: [Click this link.](#)

Sessions Tutorial: [Click this link.](#)

Using Hopin as a speaker: [Click this link.](#)

Expo tutorial: [Click this link.](#)





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