



Webinar Engagement Solution: Guide for Panelists and Organizers



Tips for Organizers

Do's

- Check your Zoom account is integrated before creating a webinar
- If the integration is properly set up, it will populate on your Zoom. If it does not, ensure that you have properly set a timezone on your event on Glue Up
- Any change of date or time, make sure that you check with your CS agent that the integration is still working properly.
- If necessary before the meeting, request from your CS agent to have a dry run test, in that way you ensure to be fully prepared.
- Use the settings only to 'add panelists' and 'enable practice session'
- On the day of the webinar 1h before it starts, launch the webinar and join as an attendee to see it is properly set.

Don'ts

- **Under no circumstance, should you change the settings from the Zoom app. By no means should you ever enable the Registration Requirement on Zoom.**
- **Forget to inform attendees to join from Google Chrome.**

Glue Up!

¡Welcome to the Event Engagement Solution: Glue Up!

From small workshops and webinars up to multi-day conferences with thousands of attendees, the Glue Up event automation platform turns the planning of events in a quick and efficient process for the whole team.



Webinars on Glue Up **as a Pannelist**

- If you have been invited to participate in a webinar as a pannelist in which the Zoom integration with Glue Up is being used, you will receive an email invite as the one right here to join the event.
- When clicking on "click here to join" you will directly access the webinar where you are participating on the Zoom app directly.



Hi Gabriela García,

You are invited to a Zoom webinar.

Date Time: Sep 24, 2020 12:00 PM Mexico City

Topic: Demo CONGREXPO

Join from a PC, Mac, iPad, iPhone or Android device:

[Click Here to Join](#)

Note: This link should not be shared with others; it is unique to you.

Passcode: e9ef3270

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

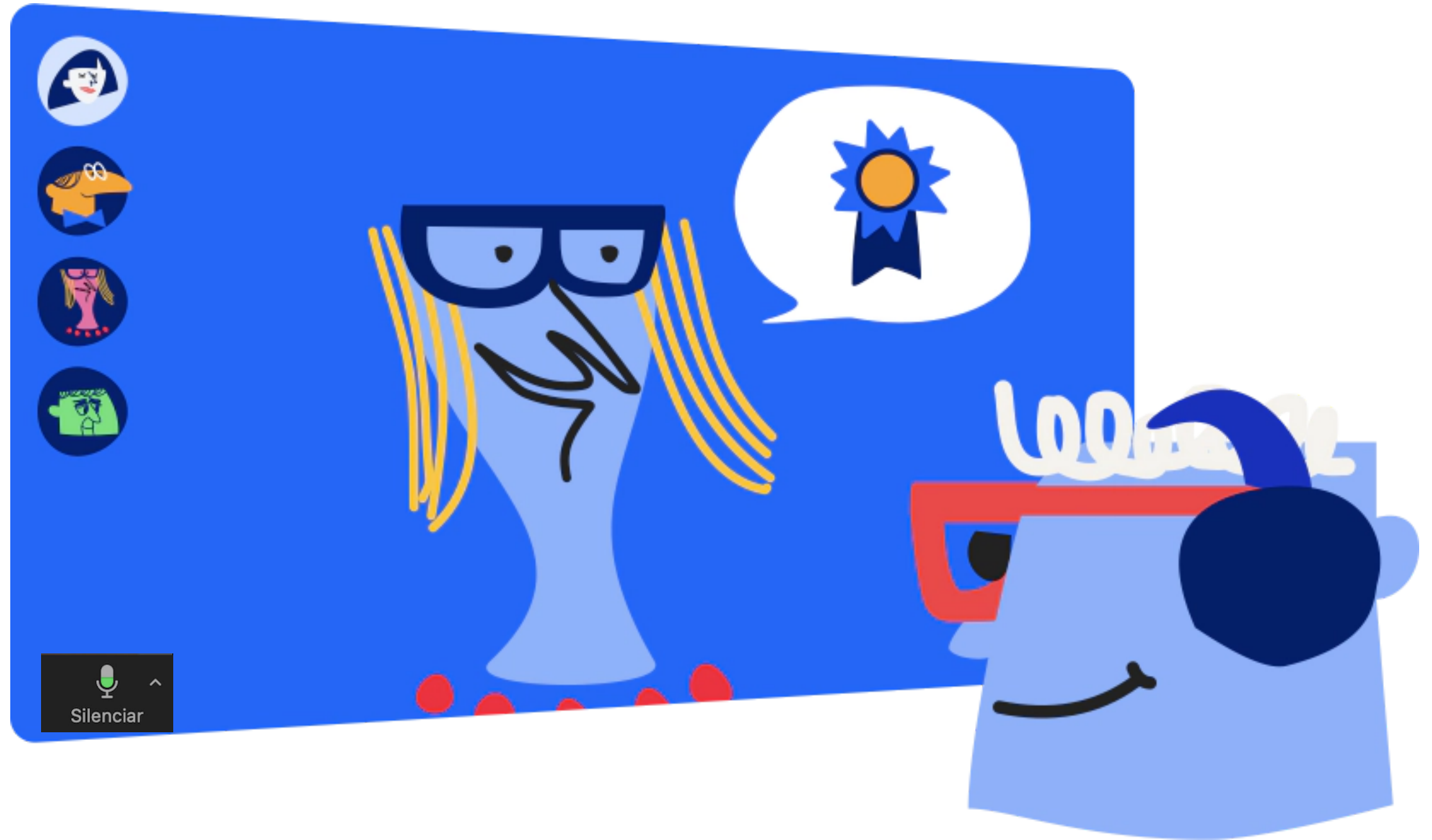
Or iPhone one-tap:

US: +16699006833,,83885925163# or +13462487799,,83885925163#



Zoom Meeting

- Webinar launch: When the host will start the Zoom session (once the practice session is over), the event will officially start and the attendees will be able to see and hear the panelists.
- The attendees will only be seeing the camera of the panelist who is speaking. We recommend to all panelists to turn off their mics when they are not speaking.
- During the meeting you can see:
 - All panelists
 - The list of other attendees
 - See the questions from other attendees

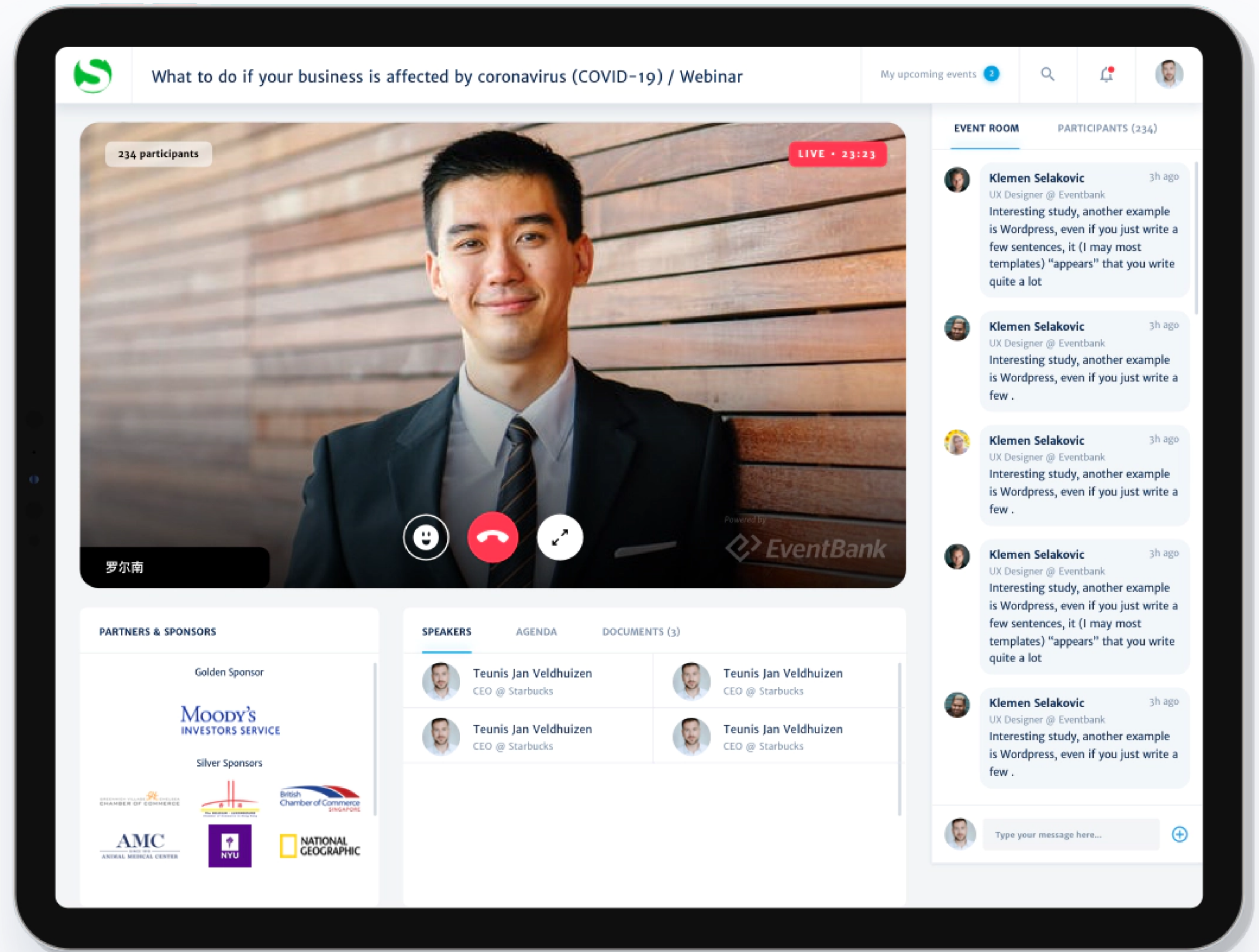


Experience on the attendee side

Attendees will be on the Attendee room on Glue Up. Attendees cannot share image or sound.

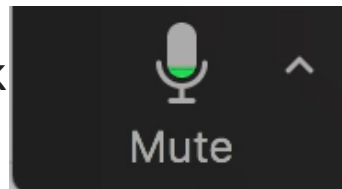
Attendees can:

- Raise hand and submit Q&A, which will be visible by host and panelists
- See other attendees information and exchange digital business cards
- Interact on the chat with the event community
- Access event information such as organizers, sponsors and partners...
- ... And also speakers, agenda and download documents for attendees by the organizers.



Tips for organizers and panelists

- Mute: Panelists can mute their mic when not presenting by clicking on the bottom left button. Otherwise the image will switch from the panelist currently speaking



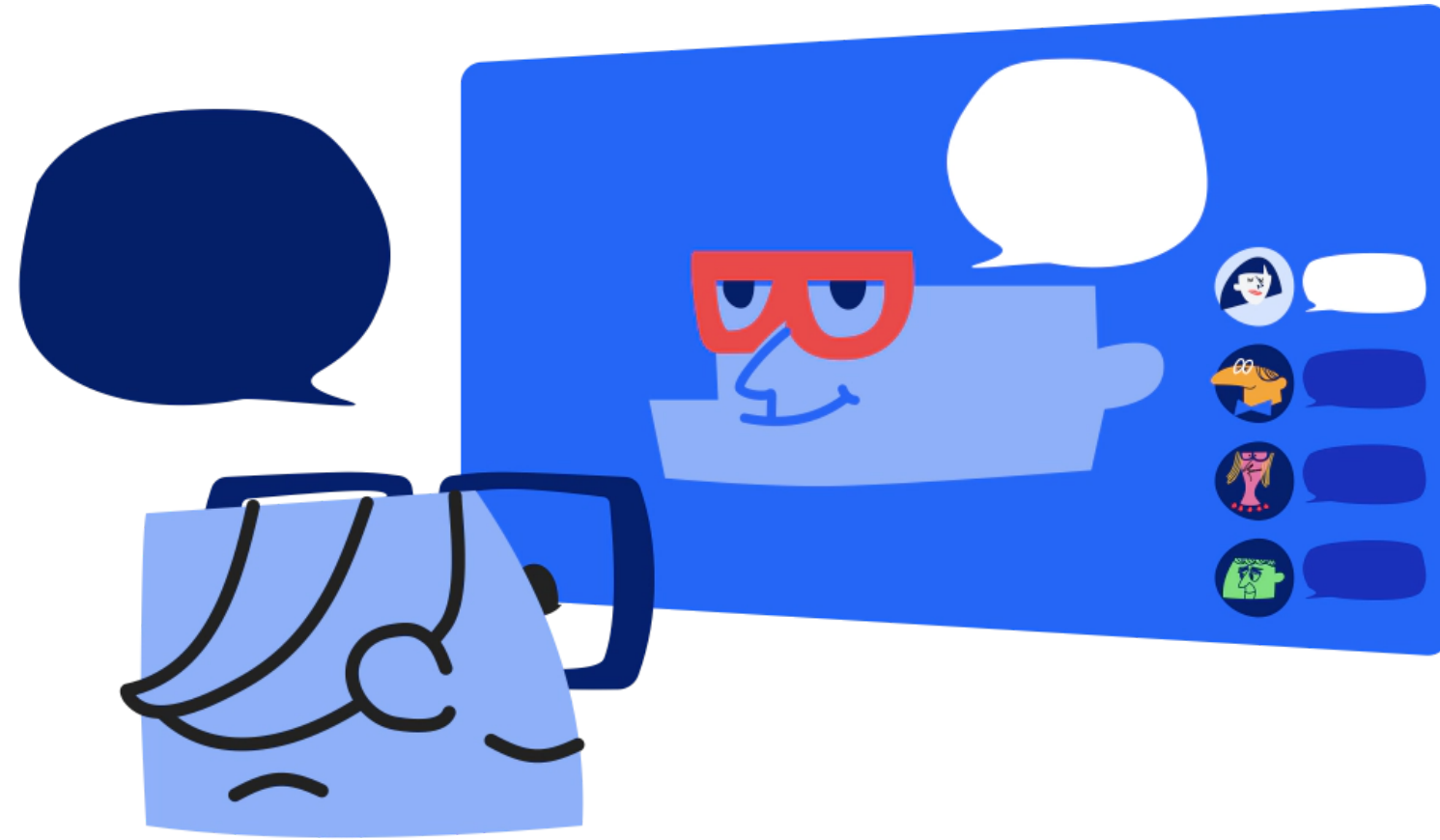
- Panelists only see the Zoom meeting, they have no access to the event room on Glue Up. It is therefore important to assign at least one team member to join on the Glue Up event room to moderate the chat on Glue Up and transfer questions to panelists.

- When sharing a video or audio, make sure your volume is on (no headphones), as the sound will come from your computer amplifier. Again, other panelists should have their mics turned off to avoid interruptions from the video being shared.
- Attendees cannot share their cam or mic. We therefore recommend you to indicate when the webinar starts that they can interact on the chat, or that they can submit Q&A via the button at the bottom of the screen..

- Attendees can join the meeting room and interact on the chat up to one hour the webinar starts. However the video will only be streamed from the moment the host launches the webinar.
- **Under no circumstance edit the settings of your webinar on Zoom, otherwise you could experience serious issues. All settings should be handled from Glue Up.**



Thank You!



Zoom Webinar: Guide for attendees



Glue Up!

From 2013, Glue Up has transformed professional communities with digital solutions, focusing on automation, engagement and the interaction between members or attendees.

Our name represent the power of our solution, the growth and engagement to put the focus on communities, on interaction, making of your success our success.



Glue Up Webinars

- If you have been invited by an organization to a webinar, you will receive a campaign from which you can register, you just need to click on the 'Register now' or the 'I will attend' to access the registration form.
- Once landed on the registration page, you can select the ticket type that you wish to purchase. Select the quantity and click on 'Continue'.
- Fill up the information on the form(s) required from the organization where applicable. Fields with a '*' are mandatory.
- If you have not previously registered a Glue Up account, you will have to set a password, as well as accept our Terms and conditions and Privacy policy to submit your registration.

TRAVEL THE WORLD
WELCOME TO THE A...

When: Jan 23 & 24, 2021
Where: JW Marriott Central F...

Dear Gabriela,

The Travel the World Expo invites you to explore the assistance of major airlines, hotels, cruises and more.

If you are a part of the Hospitality Industry, you will also have the opportunity to listen to the Industry Leaders in our Travel the World Conferences where we will talk about trends, innovations and all you need to know about Travel.

Register Now

ASSOCIATION

LEARN TO REST NOT TO QUIT.

Amazing Online Event
with Catherine Deneuve and Frank Ocean

When: Oct 2, 2020 (10:00 - 12:00)
Where: https://zoom.us/j/91274771959?pwd=Q215MWExS0p0bVhIWfg4eEdoQQGU0QT08

Dear Ivan,

In 2017, 269 billion emails were sent and received every single day. So it shouldn't come as a surprise that people often lose track of what a particular email wants for them to do. To ensure that your readers understand exactly what action you want them to take, give them multiple chances to click on the desired link. In the case of event invitations, the key action is to have them register for the event. This webinar invitation from Bizzabo places the CTA in three different ways. The first is in the email header, the second is a hyperlink in the body text, and the third is the final CTA button. Although doing this may seem redundant, being repetitive in this case will only further emphasize the purpose of the email and make the reader more aware of the webinar registration.

Key Takeaway: Add multiple CTA buttons that lead to the same landing page and help to further emphasize the importance of the action to readers.

Speakers

Catherine Deneuve
Actress

Frank Ocean
Singer

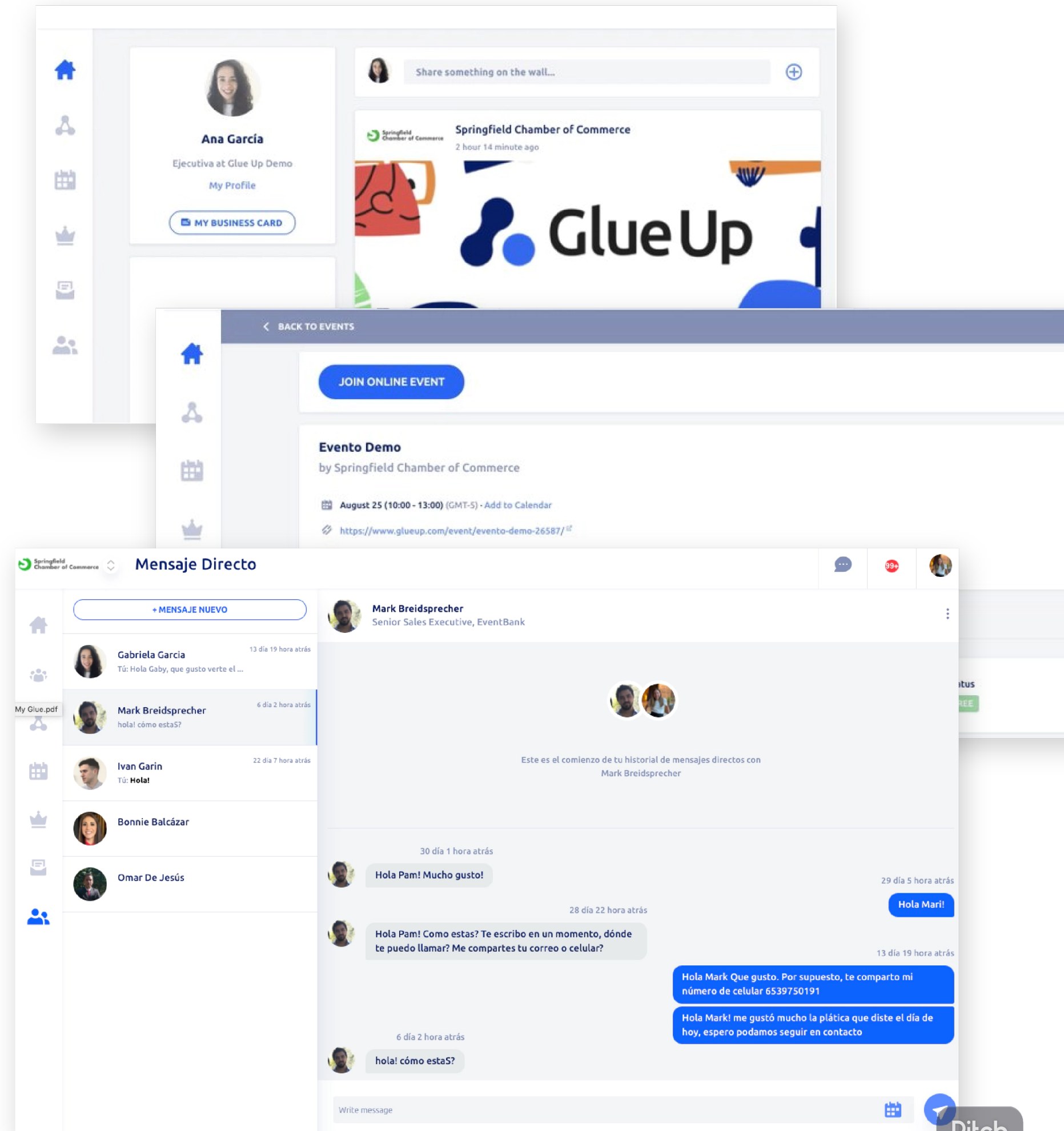
I Will Attend

No



Seminarios Web de Glue Up

- Before you create your Glue Up account, we will ask you to fill up your profile info, so you can gain access to [My Glue](#).
- From your profile, you can stay up-to-date with the information about past and future events. An hour before the event you will be able to join the event room by clicking 'Join Online Event', or via the system email reminder sent 1 hour before the event start (Recommended browser: Google Chrome).
- On [My Glue](#) you will find information from the event community, the agenda, documents and information of sponsors and partners.
- Interact with other attendees via direct messaging, live chat, sharing your digital business card or programming meetings directly from your profile.



Mobile App My Glue

- Enjoy all benefits of My Glue from the palm of your hand.
- To interact with your community and find details on new events you can also download the app My Glue on [App Store](#) or [Google Play](#)
- Log in with your email and password that you registered your Glue Up account with or on the event, or register directly from the app if you haven't registered yet.
- You can access from the App all your profile info related to events, campaigns, memberships, and more.

