



Speaker Guide for DrupalCon Europe 2021

Thank you for your part in ensuring DrupalCon Europe 2021 and its content are a huge success! This initial speaker checklist has been created to help you better prepare for the conference. Contact information is located throughout this guide, but please feel free to reach out to us with any further questions!

drupal@kuoni-congress.com

Here's What's Covered in this Guide

- ☐ [Upcoming Key Dates](#)
- ☐ [Register for the Event](#)
- ☐ [Join the Event](#)
- ☐ [Provide Session Updates](#)
- ☐ [Hopin Capabilities \(for your session\)](#)
- ☐ [Session Speaker Training Information](#)

UPCOMING KEY DATES

Monday, 30th of August: Deadline to register to DrupalCon Europe 2021 (all speakers and co-speakers must be registered by this date)

Friday, 10th of September: Deadline to accept Hopin invitations and create profile

Monday, 27th of September: Open house live question and answer sessions - calendar invitations sent separately

Tuesday, 28th of September: Open house live question and answer sessions - calendar invitations sent separately

Tuesday, 28th of September: Training video available on website

Monday, 4th of October: DrupalCon Begins!

Wednesday, 6th of October: 12:00 CEST: Driesnote

Check the [Pre-program](#). Final program will be published by 30th of August.



REGISTER FOR THE EVENT

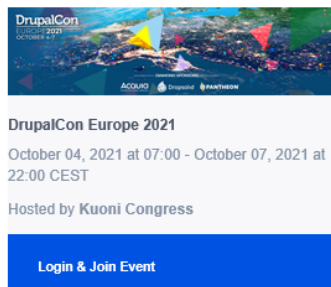
All session owners and co-presenters are required to register for the conference.

- As a session owner, you should have received a token by email to redeem your complimentary ticket. Please contact us if you have not received this email.
- As a co-presenter, please register at:
<https://kuonicongress.eventsair.com/drupal21/drupalcon-europe-2021/Site/Registrar>
- All registrations to DrupalCon Europe also include access to [DrupalCamps](#)

JOIN THE EVENT

- You will receive an invite email to access Hopin's virtual platform no later than Monday, 6th of September. **You must be registered for DrupalCon to receive this email.** Please make sure to click on the link as soon as possible to create your profile as this allows the organizers to link your session to your profile in advance of the conference. **All invitations must be accepted and your profile must be created prior to Friday, 10th of September.**
 - The email from the virtual conference platform looks like this

Hello John! 🤖
You are invited to attend the **DrupalCon Europe 2021** event, by Kuoni Congress.



- **ADD A PROFILE IMAGE:** When creating your profile please be sure to add a profile picture. This will be shown not only in your profile on the platform but featured in any session you are speaking at.



Click choose image underneath the Avatar header.

Profile

Fill your profile so people can know more about you during events.

Avatar

[Choose image](#)

First name

Last name

Fill in all other details under the profile, in which you wish to share to fellow speakers and attendees.
Scroll to the bottom and hit save

Website

[Save](#)

- **SPONSORS: PLEASE NOTE:** If you are both a speaker and a sponsor you will receive two different links. One to gain access to the site as a speaker and another one to access and edit your booth only. You must click on the speaker link to create your speaker profile and access your session.

SESSION UPDATES

ADD ADDITIONAL PRESENTERS: If you need to add or change any of your session(s)'s presenters, please contact drupal@kuoni-congress.com.

- Once you have accessed the virtual platform site and created your profile (by 10th of September) you will be linked to your session in Hopin. Please note that this is done manually and will occur by 17th of September.
 - You can access the schedule on the site by clicking the schedule tab on the reception (home) page.



Description

Sponsors

Schedule

Speakers

Booths



- When linked to your session, you will see your profile picture will appear below your session as in the example below:


Schedule

Mar 31 12:30PM–3:00PM · breakouts

Hopin 101

Learn how





- If you do not see your name linked to your session by the 17th of September, please reach out drupal@kuoni-congress.com.

HOPIN CAPABILITIES FOR YOUR SESSION

Hopin has one type of session module:

Sessions – we advise a maximum of 10 presenters/moderators which can be accommodated in the room. The ability to allow attendees to ‘share video’ and ask a question or briefly present, is possible (up to 20 people streamed at the same time).

Please note that a screen share counts as ‘1’ presenter space. You will be able to enter your session early as a speaker (the reason we need to ‘link’ you to your session prior to the event).



The chat within a session is for that session only. Once the session concludes, the session will not be able to be re-entered and the chat will not be available for viewing. The chat will not be archived.

More information will be provided as a part of speaker training.

SPEAKER TRAINING INFORMATION

All speakers are invited to attend any of the live question and answer open house sessions to be held during the following days/times. A separate invitation will be sent the week of 13th of September.

Monday, 27 th of September	05:00 pm - 06:00 pm CEST
Tuesday, 28 th of September	09:00 am - 10:00 am CEST

Speaker resources, best practices and DrupalCon assets can be found on the [conference speaker resources page](#). Additionally, Hopin specific resources for session speakers can be found in the Hopin [Speaker Instructions](#).