



Problem Solving and
Crime Prevention

SPEAKERS + TAME

Thank you for confirming your attendance as a speaker at one of our events. We are running this set of workshops virtually and have included information about accessing the Tame platform below.



UPDATE YOUR SPEAKER PROFILE

You will receive a link from the Problem Solving & Crime Prevention Programme to update your speaker profile. This will be visible to all delegates. We recommend updating your profile with as much information as possible to engage the audience.



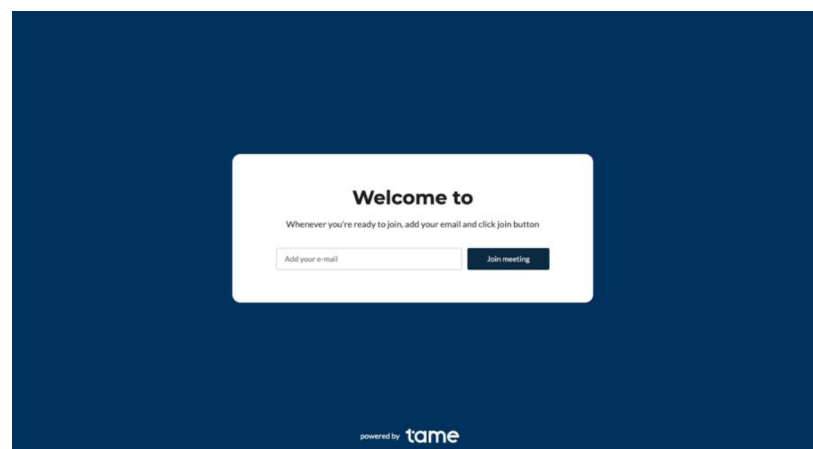
UPLOAD YOUR PRESENTATION

We kindly ask that you upload your PowerPoint presentation by the deadline detailed in your on-boarding email. These slides will be made visible to all delegates during the live event and will be available to download so please ensure you are happy for all content to be shared.

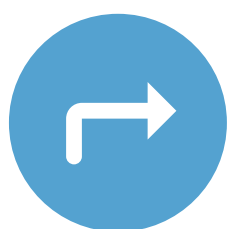


ACCESSING THE EVENT

You will be sent a link by the Problem Solving & Crime Prevention Programme prior to this event. To access the event on the day, just click the link. It will take you to a screen that looks something like this:

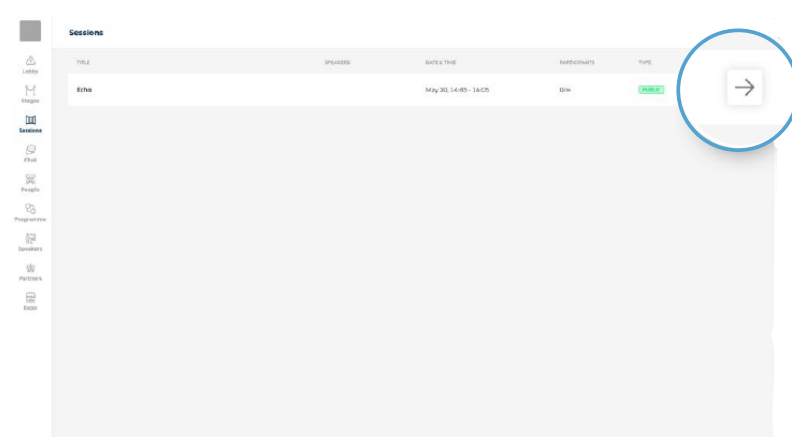


Please note: We recommend speakers use Google Chrome to access their event for the best experience.



JOIN YOUR SESSION

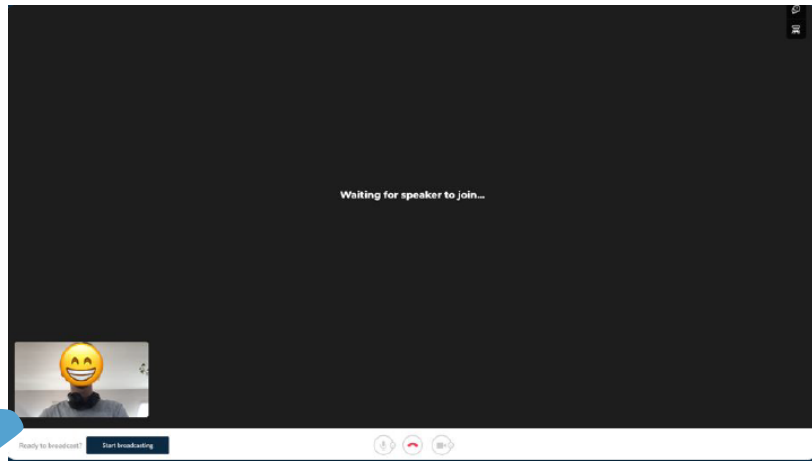
Once you've joined the event, you will see a screen like the below. Click the sessions tab along the left hand side and enter your session using the arrow on the right hand side.





YOU'RE IN!

Once you've joined your session you will see a screen like this:

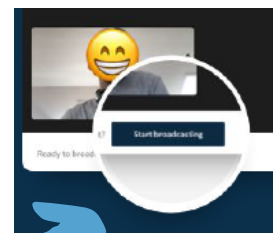


You can check a preview of your camera here before you start broadcasting.



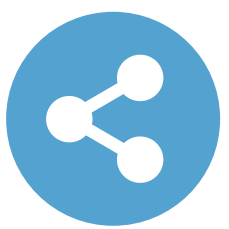
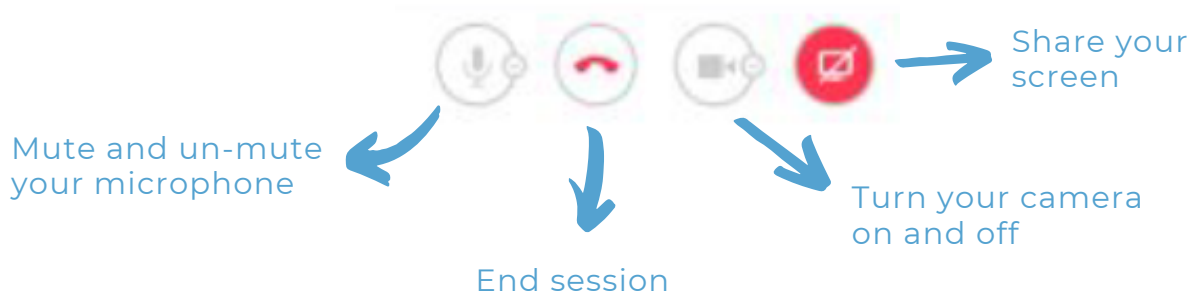
START BROADCASTING

When you're ready for your session to go live, click the start broadcasting button. The attendees will then be able to see and hear you.



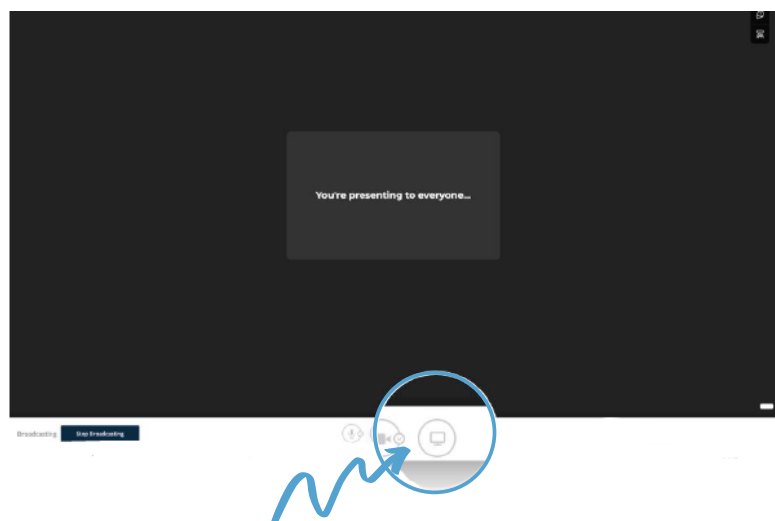
YOUR CONTROLS

You can manage your audio and video and share your screen using the buttons at the bottom of your screen.



SHARING YOUR SCREEN

When you're sharing your screen a message will appear to let you know you are presenting to everyone.



Use this button to stop sharing your screen.

Please note: When you are sharing your screen, your video will automatically be turned off.



LIVE ENGAGEMENTS

In the top right hand corner of your screen you will see the following set of buttons:



Chat - comment & interact with other attendees

Q&A - questions for the speaker will be visible here

People - a list of those in attendance will be here

These functions allow attendees to engage with the speaker and also with each other.



Q&A

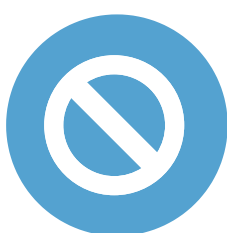
Each speaker is different, it is up to you if you decide to answer questions as you go along or at the end of your presentation.

If you run out of time for questions, we may ask you to submit written answers to the questions from your session which will be circulated to attendees after the event has taken place.



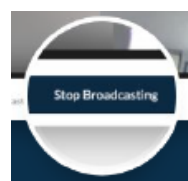
RECORDING

Details of whether we will be recording your session will be included in your on-boarding email. If you prefer for your session not to be recorded, please contact the programme team prior to the event taking place.



STOP BROADCASTING

To stop broadcasting but remain in the session as a delegate, press this button.



LEAVE THE SESSION

To leave the session click this button.



POST-EVENT

We will circulate resources from this event to delegates after the event close. This will include speaker presentations and additional answers to questions.



PRACTICE MAKES PERFECT

We recommend that speakers try the link to their session before the day of the event to ensure the IT is all in order. You will only be able to access the lobby of this event before it goes live.

You will be able to access your session an hour prior to your presentation slot.



CONTACT US

If you have any questions or experience any issues when trying to access Tame, please don't hesitate to contact the programme team at:

problem_solving_project@southyorks.pnn.police.uk



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