



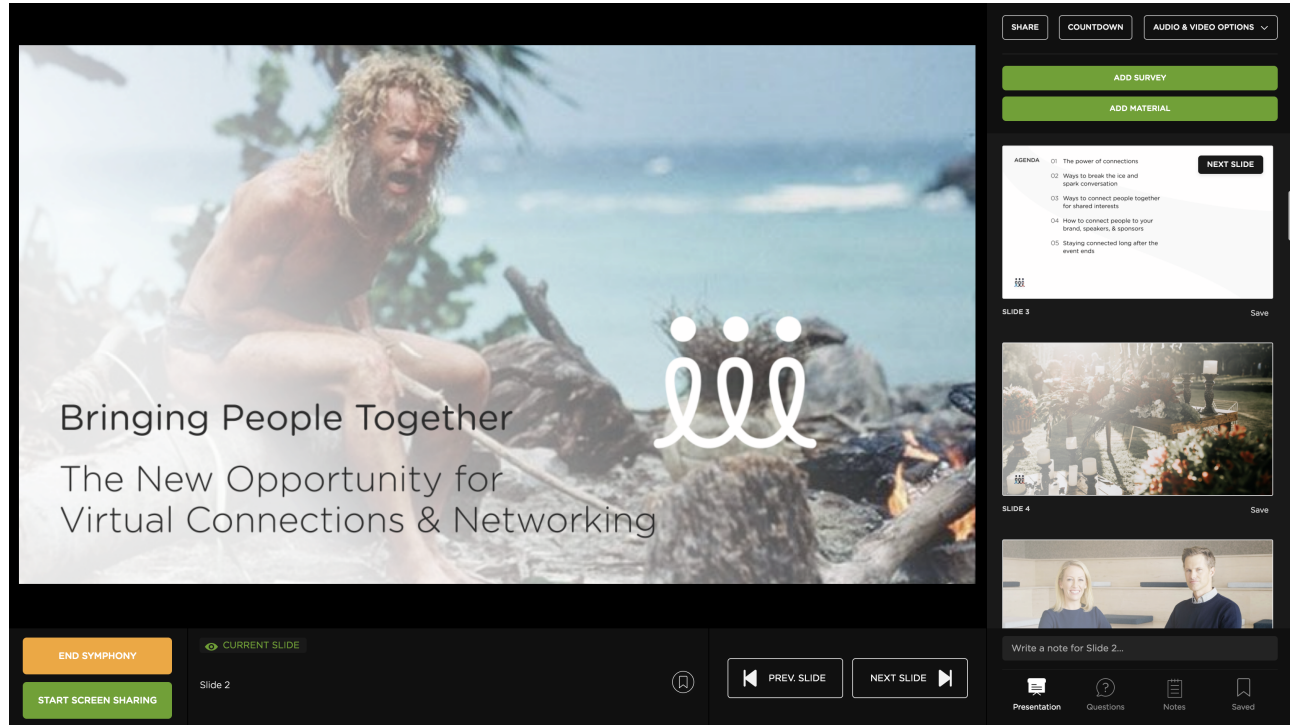
All Collections > Symphony > Symphony - Managing a Symphony Meeting

Symphony - Managing a Symphony Meeting

An overview of all speaker/moderator controls within Symphony



Written by Michael Buckley
Updated over a week ago



OVERVIEW OF SYMPHONY

Symphony supports multiple formats of sessions and meetings. Symphony meetings may be

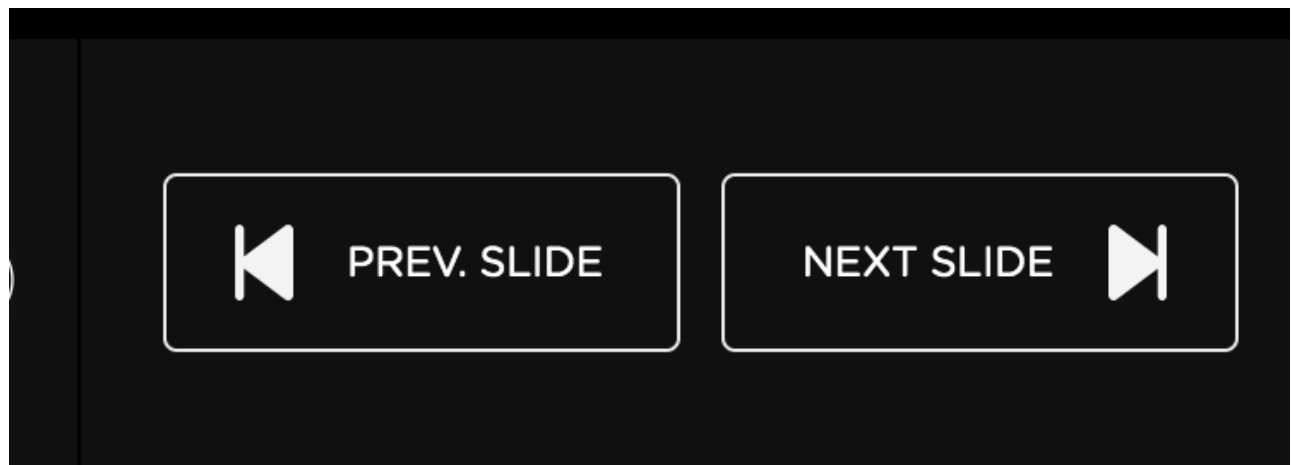
video only (one on one or group based video chats), video with content (speakers presenting content), as well as just content display (pre-recorded video).

The interface is focus on two primary areas, the presentation area (video and/or content) and the Symphony menu item for speakers and participants, which may include the presentation timeline, asked questions, note taking, saved content, breakouts and participant list.

PRESENTATION CONTENT CONTROLS

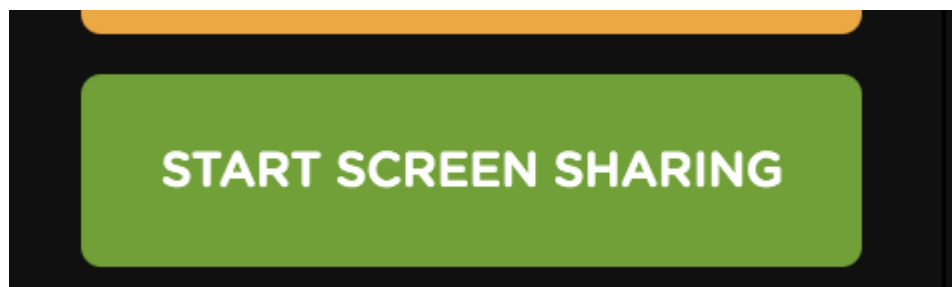
Navigating through Content using Previous & Next Options

You will be able to navigate forward or back through any content using the Previous and Next Slide buttons.



SCREEN SHARING

Start Screen Sharing



Click the Start Screen Sharing button to bring up the ability to select which screen to share.

Choosing your Screen to Share

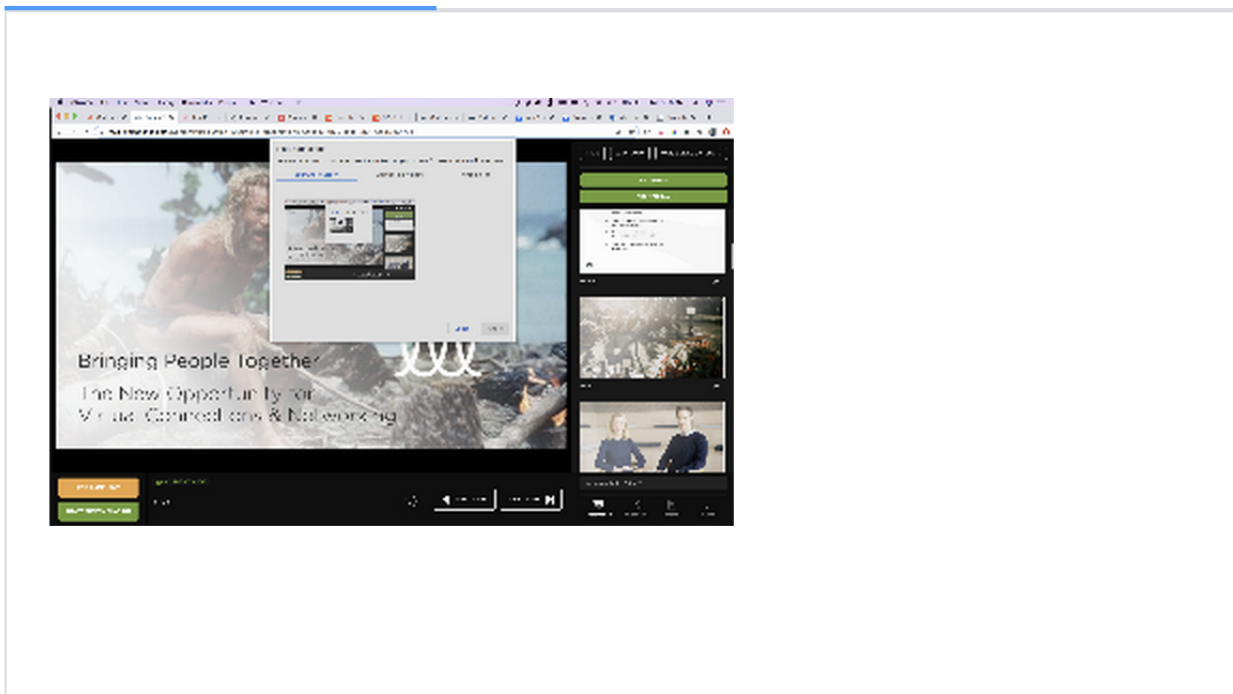
Share your screen

my.eventcadence.com wants to share the contents of your screen. Choose what you'd like to share.

Your Entire Screen

Application Window

Chrome Tab



Cancel

Share

You will be able to select between Your Entire Screen, Application Window and the tab of your browser.

Adding Materials & Surveys to your Content Timeline

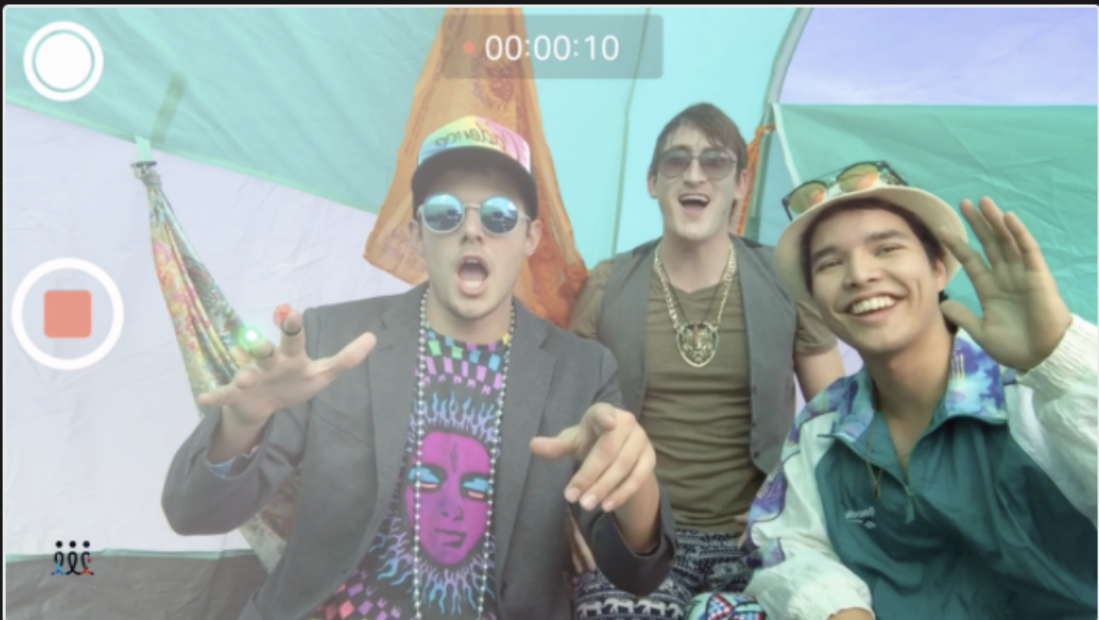
ADD SURVEY

ADD MATERIAL



SLIDE 5

1 Notes • Save



SLIDE 6


Save




The screenshot shows a Zoom meeting interface. At the top, there is a grid of 12 video thumbnails of participants. Below the grid is a dark control bar. In the center of the control bar is a text input field containing the text "Write a note for Slide 2...". Below the input field are four icons with labels: "Presentation" (a document icon), "Questions" (a speech bubble with a question mark), "Notes" (a notepad icon), and "Saved" (a bookmark icon).




ADD MATERIAL

Create Material


 **Add Material** ✕

Create | Select | Embedded Html



-  **UPLOAD IMAGE**
-  **SELECT FROM UNSPLASH**
-  **CLEAR**

TYPE*
Make a selection ▼




Click to Select or Drag & Drop Files Here
.pdf, .mp3, .mp4, .mov, .avi

Cancel Save >


You may select the type of content you'd like to add, then click or drop the file to upload into your Symphony meeting.

Select Material from Repository

 **Add Material** ✕

Create **Select** Embedded Html



-  **UPLOAD IMAGE**
-  **SELECT FROM UNSPLASH**
-  **CLEAR**

MATERIAL*


Make a selection ▼

Search...


- #Unselfie
Video
- 11 Beach 7A
PDF
- 15 Networking Tips
PDF
- 20_most_pormising_legal_tech_solutions_in_2017.pdf
PDF




Within Cadence there is the Materials at your account level. You may search and select any material from your account.

Embedding a Live Video Stream or Pre-Recorded Video

 **Add Material** ✕

Create Select **Embedded Html**



-  **UPLOAD IMAGE**
-  **SELECT FROM UNSPLASH**
-  **CLEAR**

NAME*

Enter text

EMBEDDED HTML*

Enter text

Cancel Preview >

Enter the name of the embed and the embed HTML code. Within your streaming platform, such as Vimeo or YouTube, find the Share option and select Embed. You will then copy and paste the embed code here into Symphony.

Did this answer your question?

