

Video Chat Options- Administrative Setup

Overview

There are two (2) options for Video Chat:

- 1:1 allows sponsors and attendees to engage in one on one video chats with other attendees within the Event.
- Scheduled Video Breakout Rooms allow group video chats within a Theater or Sponsor space.


Prerequisites

- Administrative permission to your Notified tenant.
- The Video Chat feature must first be enabled within your tenant. To have the feature enabled please submit a request to the [Notified Solutions team](#).
- **Note:** Internet Explorer 11 (IE11) does not support Video Chats.

1. Under General Settings within the Event, select **Enable voice/video in private chat**.

General Settings Submit

Name your event, set its dates and other general settings. [Learn more >](#)

Event Title
Virtual Event 2020 
The name of your event. [Learn more >](#)

Lock Event
[Create a password](#) to lock this event. Locking the event ensures that unauthorized users cannot make changes as the setup of the event nears completion. [Learn more >](#)

Active
Prevents all users except administrators from accessing the virtual environment. [Learn more >](#)

Test Event
Denotes a test event show. Shows flagged as test event are not billed, but have restrictions in place for use. Registration and login pages will let users know they are in a test event show. [Learn more >](#)

Enable voice/video in private chat
This flag allows voice and/or video to be enabled for private chats between users. There may be additional charges for using this feature. [Learn more >](#)

2. Click **OK** on the confirmation pop-up to proceed. 1:1 Video Chat is now enabled in the Event.

onlinexperiences.com says

By enabling video chat you agree to accept any additional charges associated with enabling this feature.

For more information on these charges please contact your account executive.

Agree to accept additional charges?







OK Cancel

Scheduled Video Breakout Rooms

Schedule Video Breakout Rooms are a feature available within a virtual event. These are group video chats that can be scheduled in a Theater or Sponsor Space.

Theater/Presentations

Presentation Type [Learn more >](#)

STUDIO  Select	Video  Select	Chat Room  Select
Universal Flex  Select	Moderated Chat  Select	Video Broadcast  Select

1. Within Content Structure, click **Add a presentation**, enter the required information, and select **Chat Room** as the Presentation Type. Click **Submit** when complete.

- DASHBOARD
- GENERAL SETTINGS
- HOST SPACES
- NAVIGATION
- CONTENT STRUCTURE
- SPONSOR SETUP
- PROMOTION
- USERS
- MESSAGING
- REGISTRATION
- SOCIAL MEDIA
- METRICS
- EVENT TOOLS
- CMS

[Submit](#)

Content Structure

Organize your content to ensure attendees find assets that are most relevant to them. [Learn more >](#)

Subject Categories

Subject categories let attendees find content that is most relevant to them. They are the topic headings attendees see when browsing your event's Resource Center. [Learn more >](#)

↑	Title	Admin only	Actions
↓	Add a subject category		

Tracks

Tracks organize your presentations into groupings. Tracks can be used in any host space where presentations are displayed. [Learn more >](#)

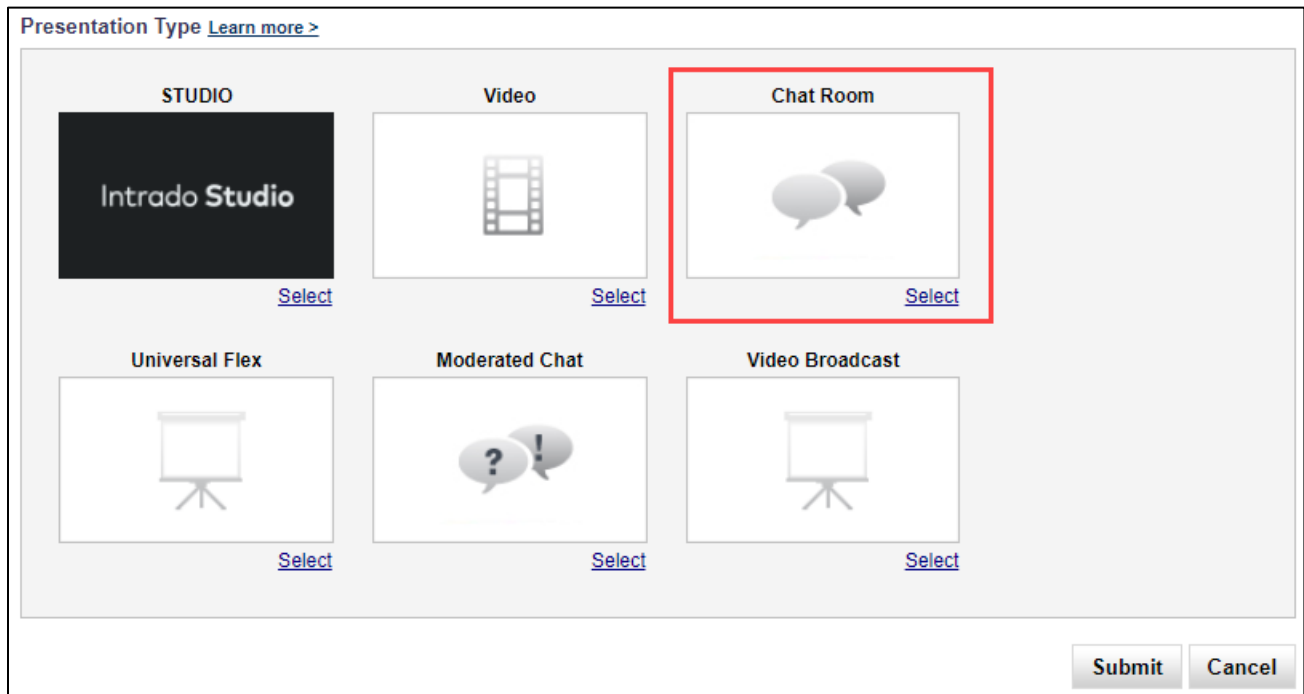
Title	Abstract	Presentations	Actions
Add a track			

Presentations

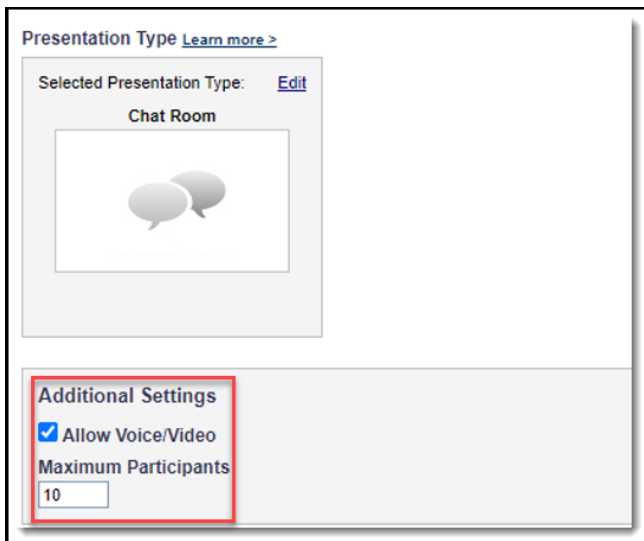
This list contains all of the presentations associated with the current event, regardless of the space or track they were created under. [Learn more >](#)

Title	Type	Speaker	Start Date ▼	Scheduled Duration	Track	Active	Mode	EventKey	Actions
Add a presentation		Copy a presentation	Mass Staff Upload						Webcast Recordings

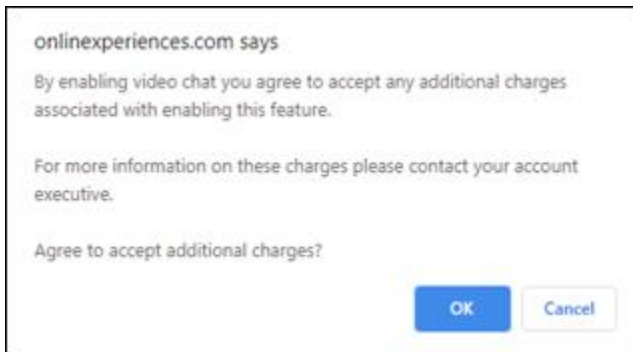
(continued)



2. In the Additional Settings pane, select **Add Voice/Video**.
Note: The maximum number of participants is 30.



3. Click **OK** on the confirmation pop-up to finalize the feature.



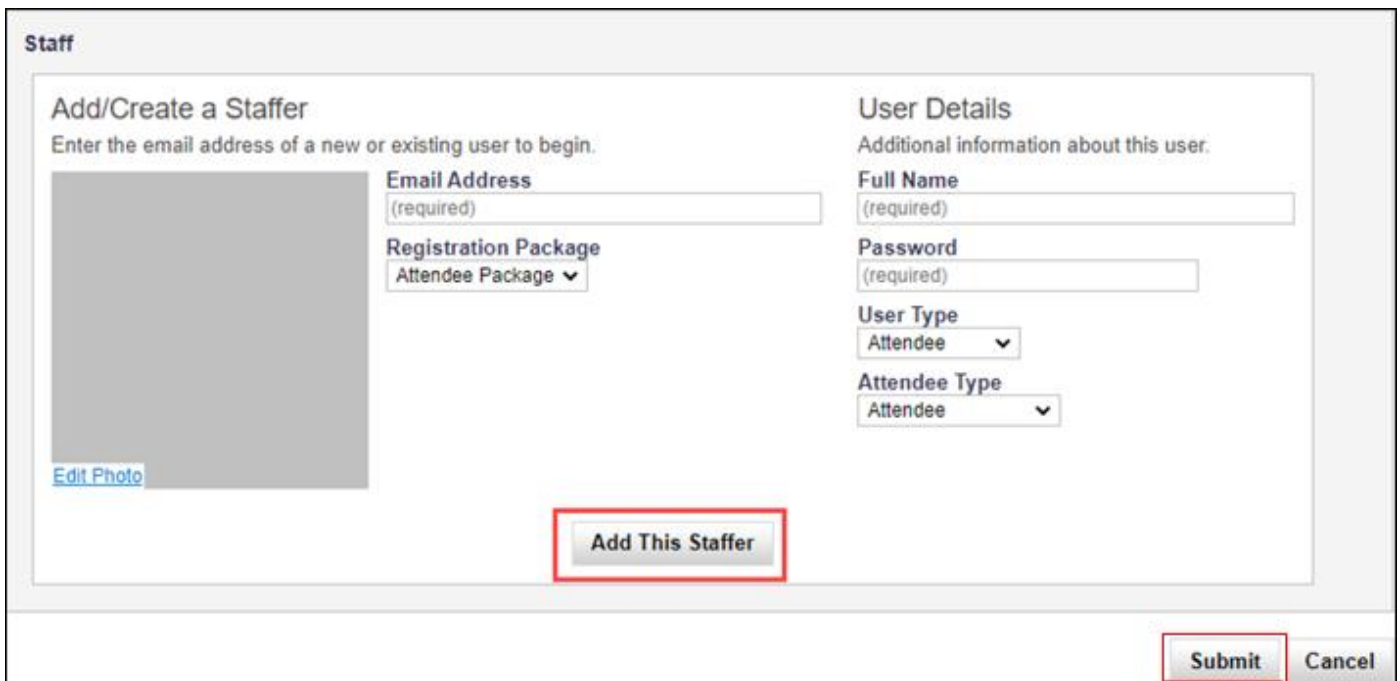
onlinexperiences.com says

By enabling video chat you agree to accept any additional charges associated with enabling this feature.

For more information on these charges please contact your account executive.

Agree to accept additional charges?

4. Complete the Staff information for the moderator that will facilitate the Breakout Room, click **Add This Staffer**, and click **Submit**. Breakout Room Video Chat is now configured for the Event.



Staff

Add/Create a Staffer
Enter the email address of a new or existing user to begin.

Registration Package
Attendee Package ▾

[Edit Photo](#)

User Details
Additional information about this user.

Full Name
(required)

Password
(required)

User Type
Attendee ▾

Attendee Type
Attendee ▾

Sponsor Setup

Before a Sponsor can add a Schedule Group Video Chat to their booth, the feature must be enabled within Space Builder Setup in Virtual Events.

1. Navigate to Space Builder Setup located in Sponsor Setup.

Sponsor Setup

Manage event sponsors and Space Builder settings in the Sponsor Setup area. The Space Builder tool allows sponsor space owners to configure their spaces, add content, and set up space staffers. [Learn more >](#)

Manage Sponsors

This area allows you to create and delete sponsors, associated user accounts and their spaces. Before a sponsor can begin using the Space Builder tool to configure and load content into their spaces, you must create the sponsor account and at least one sponsor space.

Space Builder Setup

Configure the options which will be available to sponsor space owners when they use the Space Builder tool. You can control things like which styles or features are available to choose from and put limits on the number of features, staffers and documents that a space can have.

Launch Space Builder

As an event administrator, you may launch the Space Builder tool and edit any spaces in the environment just as a sponsor space owner would. Event administrators always see all of the available sponsor spaces when working in the Space Builder, while sponsor space owners only see the spaces they are assigned to.

2. Under Features, click **Edit**.

Features

Assign tab limits, allowed features, staffer limits, and document limits for each Sponsor Space Type. [Learn more >](#)

Selected features: [Edit](#)

Sponsor Space Type	Tabs	Staffers	Documents	Scheduled Video Chats	Features Allowed
Standard	1	0	0	0	(none)

1. In the Features edit window:

- Sponsor Space Type: Enter the number Scheduled Group Video Chats per Sponsor Space Type.
Note: The maximum of Scheduled Group Video Chats is 10.
- Features Allowed: Select **Scheduled Video Chats**. Click **OK** on the pop-up to proceed, and then click **Apply**.

Features
 Assign tab limits, allowed features, staffer limits, and document limits for each Sponsor Space Type. [Learn more >](#)

Sponsor Space Type	Tabs	Staffers	Documents	Scheduled Video Chats	Features Allowed
Standard	4	5	10	4	<input type="checkbox"/> Blog Space <input type="checkbox"/> External Web Page <input type="checkbox"/> Job Posting List <input type="checkbox"/> RSS Reader <input type="checkbox"/> Select Documents/Links <input type="checkbox"/> Survey <input type="checkbox"/> Yammer <input type="checkbox"/> Chat Room <input type="checkbox"/> HTML Content <input type="checkbox"/> Message Board <input checked="" type="checkbox"/> Scheduled Video Chats <input type="checkbox"/> Social Media <input type="checkbox"/> Video Collection
Premium	8	10	20	6	<input type="checkbox"/> Blog Space <input type="checkbox"/> External Web Page <input type="checkbox"/> Job Posting List <input type="checkbox"/> RSS Reader <input type="checkbox"/> Select Documents/Links <input type="checkbox"/> Survey <input type="checkbox"/> Yammer <input type="checkbox"/> Chat Room <input type="checkbox"/> HTML Content <input type="checkbox"/> Message Board <input checked="" type="checkbox"/> Scheduled Video Chats <input type="checkbox"/> Social Media <input type="checkbox"/> Video Collection

Apply

2. Under Steps, click **Edit**, select **Scheduled Group Video Chat**, click **Apply**, and click **Submit**. Sponsors can now configure Schedule Group Video Chat for their booth with Space Builder.

Steps
 Set up the steps that exhibitors and partners will see in the Space Builder menu. Select an item and use the arrows in the left column to change its position. [Learn more >](#)

Step	Active	Label	Help text
Name	<input checked="" type="checkbox"/>	Name	Provide your space name
Custom Style	<input checked="" type="checkbox"/>	Style	Select your space style
Colors	<input checked="" type="checkbox"/>	Colors	Choose your space colors
Logo	<input checked="" type="checkbox"/>	Logo	Specify your space logo
Message	<input checked="" type="checkbox"/>	About Us	Enter a space message
Image	<input checked="" type="checkbox"/>	Front Screen	Provide a space image
Documents	<input checked="" type="checkbox"/>	Documents and Links	Add document/links
Tabs	<input checked="" type="checkbox"/>	Tab Content	Configure space tabs
Scheduled Group Video Chat	<input checked="" type="checkbox"/>	Scheduled Group Video Chat	Setup a group video chat

Apply

Sponsor Space Builder

Note: The steps in the Sponsor Setup section must be completed before Sponsors will be able to configure Schedule Group Video Chat in Virtual Events via the steps below.

1. Access **Sponsor Setup > Space Builder Setup > Launch Space Builder** and click **Scheduled Group Video Chat** under Configuration Steps.

Space Builder Setup Submit Cancel

Set up the Space Builder tool that sponsor space owners use to configure their Sponsor Spaces. The Space Builder allows exhibitors and other partners to configure and load content into their own virtual spaces. [Learn more >](#)

Styles
Select the space styles that will be available to event sponsors. [Learn more >](#)

Elevate Select

Vertex Select

Quantum Select

Responsive Design Select

2. Click **Add Group Chat** and enter the following:

- Title
- Start Date and Time
- Duration: Maximum is 30-minutes
- Max Participants: Maximum is 30
- Moderator: Selected from booth staffers

Example:

SCHEDULED BREAKOUT ROOM EDIT

Settings

Title: Sponsor Breakout Room 1

Start Date/Time (CST): 12/17/2020 10:00 AM

Duration (minutes): 30

Max Participants (up to 30): 20

Moderator: Sponsor Staffer

Save Changes Delete Cancel

3. Create a Tab for the Scheduled Group Chat under Tab Content.
 - Click **Tab Content**
 - Click **New**
 - Select **Scheduled Video Chats** under Type
 - Click **Save Changes**

The screenshot displays the Notified interface for creating a tab. At the top, there are three main sections: 'Select a Space' with a dropdown menu showing 'Sponsor 1', 'Preview (New Window)' with a dropdown menu showing '(default)' and a magnifying glass icon, and 'Current Step: Tab Content' with a 'HIDE SETTINGS' button. On the left side, there is a vertical list of 10 items, each with a checkmark and a number. Item 8, 'Tab Content', is highlighted with a red box. The main content area is titled 'TAB CONTENT' and contains two sections: 'Settings' and 'Content'. The 'Settings' section includes a 'Title' field with the text 'Schedule Breakouts', a 'Display Order' field with the value '1', and a 'Track Visits' checkbox that is checked. The 'Content' section includes a 'Type' dropdown menu with 'Scheduled Video Chats' selected, which is also highlighted with a red box. Below the 'Content' section, there is a message that says 'There are no additional settings for this content type.' At the bottom of the main content area, there are two buttons: 'Save Changes' and 'Cancel'.

Reporting

Two separate stock reports can be configured for video chat:

- 1:1 Video Chat
- Scheduled Group Video Chat.

Note: It will take 48 hours for the video reporting to be updated from Vonage.

1. In Virtual Events, navigate to **Metrics > Advanced Metrics Configuration > Data Portal Configuration**.

The screenshot shows the 'Metrics' dashboard. On the left is a navigation menu with 'METRICS' highlighted. The main content area is titled 'Metrics' and includes a 'Launch Data Portal' button. Below the title is a table showing metrics for Attendee and Sponsor. To the right of the table are two buttons: 'Reporting Dashboard' and 'Advanced Metrics Configuration', with the latter highlighted by a red box. Below the table is a section titled 'Overview Reports' containing three report cards: 'Registration Reports', 'Site Traffic Reports', and 'Sponsor Space Overview Reports'.

Attendee	Registrations	0	Online	0	Unique logins	0
Sponsor	Registrations	0	Online	0	Unique logins	0

The screenshot shows the 'Advanced Metrics Configuration' page. On the left is a navigation menu with 'METRICS' highlighted. The main content area is titled 'Advanced Metrics Configuration' and includes 'Launch Data Portal' and 'Return To Metrics' buttons. Below the title is a section titled 'Advanced Metrics Configuration Options' containing three configuration cards: 'Custom Dashboard Configuration', 'Data Portal Configuration', and 'Report Configurator'. The 'Data Portal Configuration' card is highlighted with a red box. A 'Return To Metrics' button is located at the bottom right of the page.

2. Click **Add Menu Item** and click the Select Content icon.

EDIT DATA PORTAL SETTINGS [LOG IN TO THE DATA PORTAL](#)

The Data Portal Settings determine what reports will display in the Data Portal for each user type. A custom login page for the Data Portal can also be defined for your event. Additionally, you can further restrict access by adding filters by various user attributes. Note that granting access to a particular report does not ensure that data will display for a user.

Save Changes









Menu Setup | Custom Login Page | Custom Home Page

View All Delete All **Add Menu Item**

Click here to enter a menu header

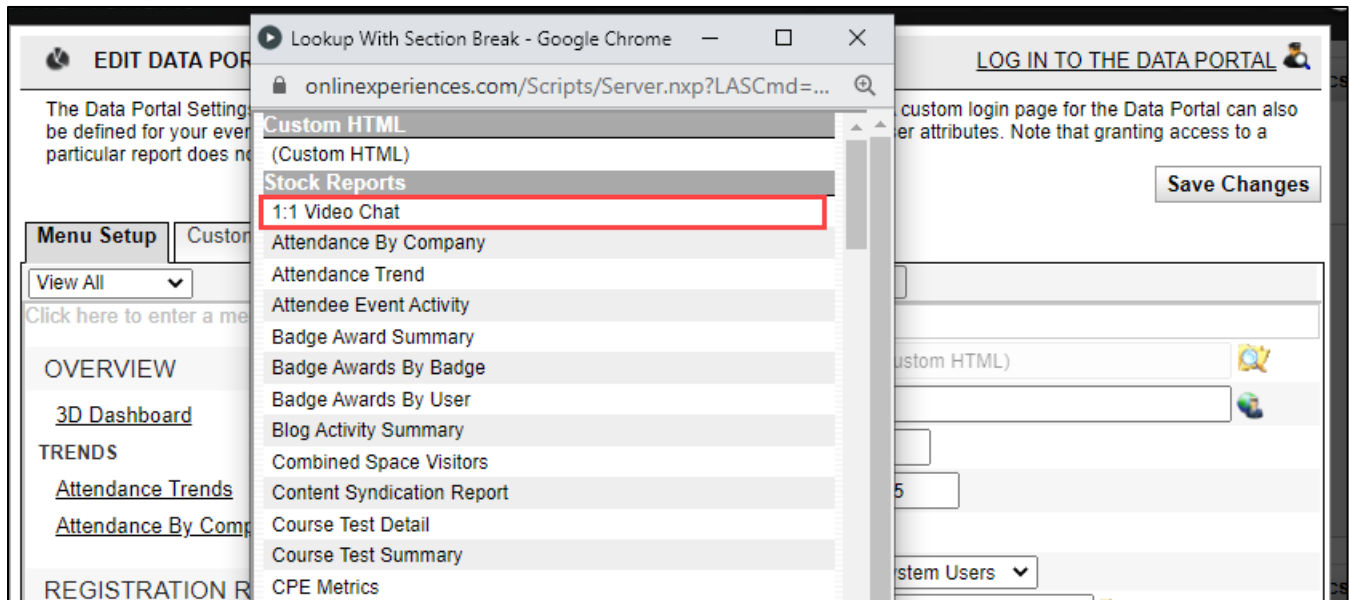
- OVERVIEW
 - [3D Dashboard](#)
- TRENDS
 - [Attendance Trends](#)
 - [Attendance By Company](#)
- REGISTRATION REPORTS
 - Full Registration Report
- ATTENDANCE REPORTS
- LOGINS
 - Registrants that Attended
 - Registrants that Did Not Attend
 - [User Login Activity](#)

Menu Item Fields

Content	(Custom HTML)	
Label		
Indent	0	
Order	835	
Active	<input checked="" type="checkbox"/>	
Access	System Users	
Sponsor	(All)	
Sponsor Type	(All)	
Sponsor User Type	(All)	
Sponsor User	(All)	
Attendee Type	(All)	
Attendee	(All)	

Delete

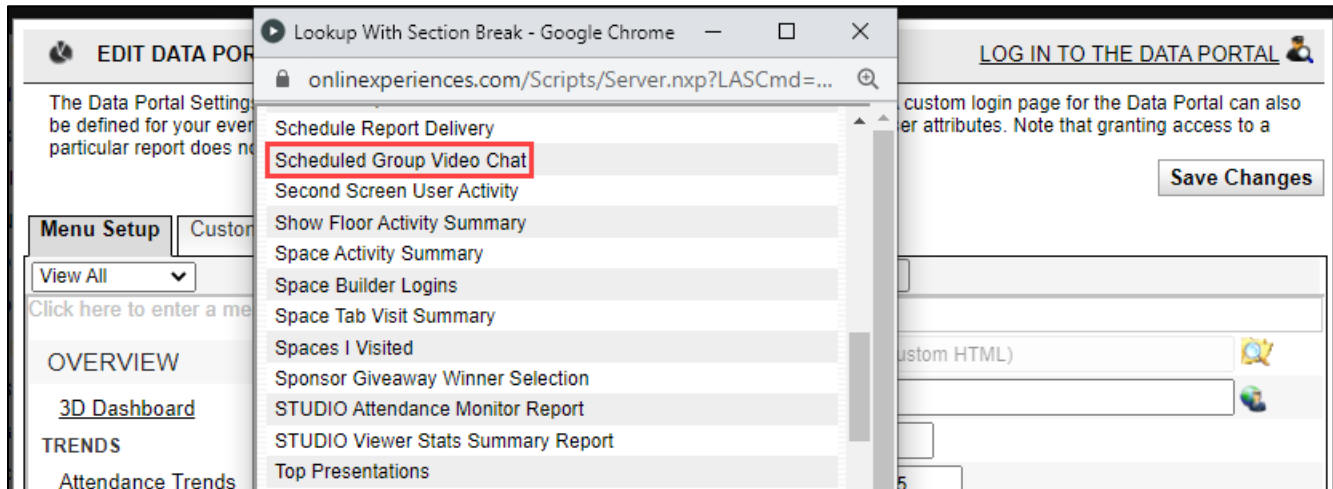
- For 1:1, select **1:1 Video Chat** from the Stock Reports section, enter a Label, and click **Save Changes**. Reporting is now configured.



Note: The 1:1 Video chat report consists of the following data:

- Total 1:1 Video Chats
- Total Subscribed Minutes
- # of Sponsor to Attendee Video Chats
- # of Attendee to Attendee Video Chats
- # of Sponsor to Sponsor Video Chats

- For Scheduled Group Video Chat, select **Scheduled Group Video Chat** from the Stock Reports section, enter a Label, and click **Save Changes**. Reporting is now configured.



Note: The Scheduled Group Video Chat report consists of the following data:

- Session Title
- Event Key
- Live Start Date/Time (CT)
- Live End Date/Time (CT)
- Duration
- Sponsor Name
- Space Name
- Unique User Count
- Unique Owner Count
- Average Attendance Duration
- Total Subscribed Minutes