

## **Instructions for Participating in the Spring FY18 LLNJ Keynote via Facebook Live**

**Welcome to our Facebook Live broadcast of Miguel Figueroa's keynote!**

LLNJ Spring Membership Keynote on Wednesday, June 13, 2018, from 2:30 - 4:00 pm.

### **Important Points:**

- Miguel's talk will be broadcast via our Facebook Page using Facebook Live Video
- This document includes instructions for updating your Facebook Notifications settings so that you will be alerted when the Live Video feed begins
- If you can't participate in real time, we will save the video to our Facebook Page, where it will be readily available for future viewing. We will also publicize a direct link to the video after the meeting
- Your Facebook Live videographer is Sophie Brookover
- There will be both video and audio of Miguel's talk, and we will post his slides to the [Membership Meeting Event Page](#) on our website
- As you watch -- in real time or later -- you will be able to submit comments and responses to Miguel's talk via the comments feature at the bottom of the video screen
- Sophie will be simultaneously listening to and live-tweeting Miguel's talk. She and Miguel will review your comments after the meeting is over.
- *Sophie will not be available to assist you with technical issues that day - either before or during Miguel's keynote.*

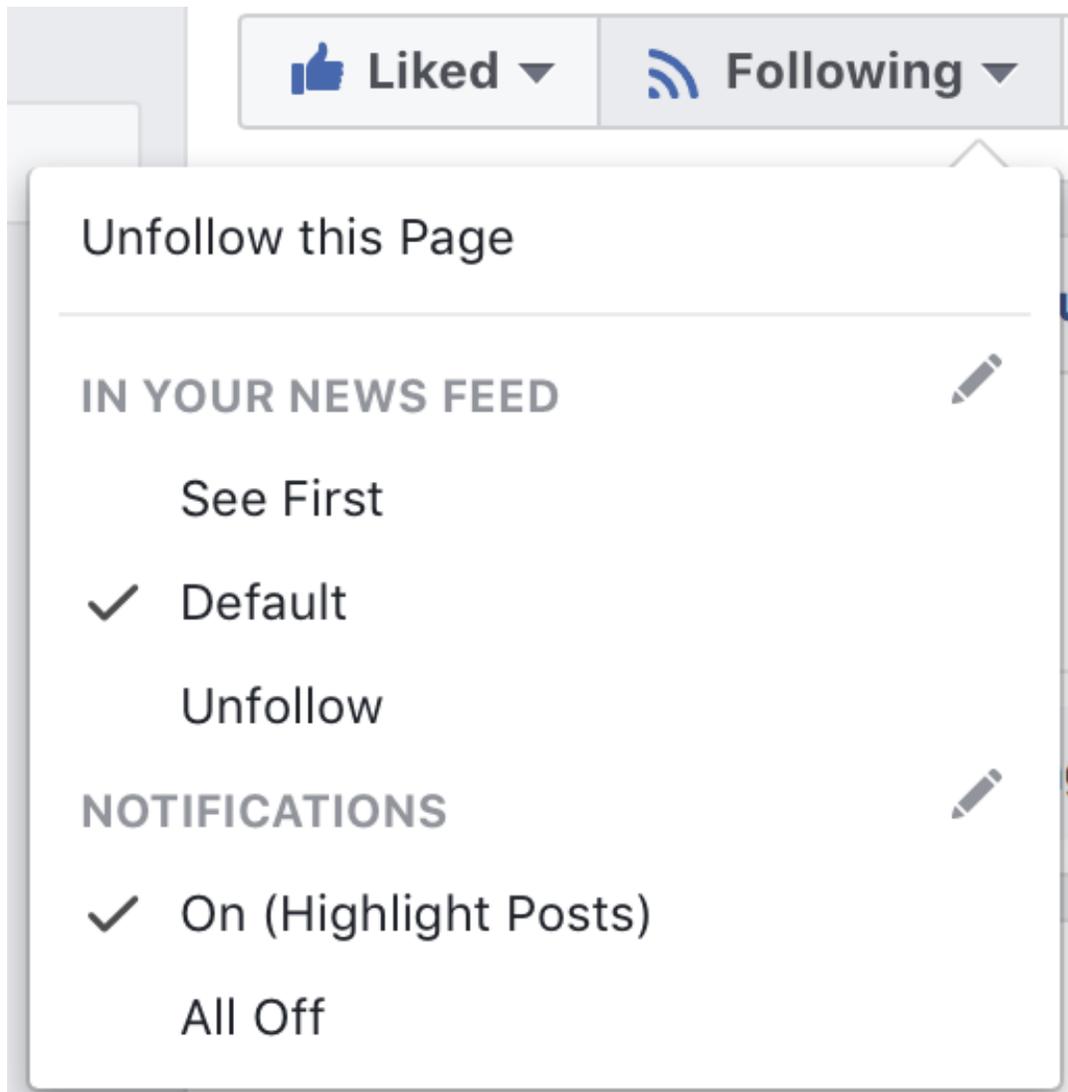
### **Equipment:**

- We recommend that you use a desktop, laptop or mobile device with either a strong wireless or a hard-wired Internet connection.
- To hear Miguel's keynote, you can use any of the following:
  - Speakers built into in your monitor, laptop, or mobile device
  - Headphones or earbuds

**We strongly urge you to update your Facebook Page notifications for LibraryLinkNJ, at least one day prior to the Live Video:**

- Open up <https://facebook.com/LibraryLinkNJ> or search for LibraryLinkNJ on the Facebook app

- If you haven't already Liked the LibraryLinkNJ Facebook Page, please do so by clicking or tapping the thumbs-up icon on the Page
- Next, update your notifications settings by mousing over or tapping the *Following* icon next to the thumbs-up icon:



- Click the pencil icon next to *Notifications*, then in the Choose What You See portion of the dialogue box, select **Standard (All notifications from this Page, up to 5 posts per day)**, then click the Done button.

## Choose What You See From This Page



News Feed

**Notifications**

Choose what types of posts you want to be notified about.

### Posts

Get notified when this Page posts content you might like.

- Standard**  
All notifications from this Page, up to 5 per day
- Highlights**  
Notifications about suggested posts from this Page
- Off**  
Never receive notifications about posts from this Page

Done

### Viewing the Facebook Live Video Keynote:

- A few minutes before the Facebook Live Video begins at 2:30 pm, log into <https://facebook.com>, or open your Facebook app
- When the Facebook Live Video begins, you will receive a notification that it's happening. Tap the notification to be taken to the Live Video.
- You can control volume via your monitor or mobile device, on your speakers (if separate from your computer), and on your headset (depending on the style/make)
- **If you have any technical questions or problems *in the days before the meeting*, please call Joanne Roukens at **201-874-6885** (her cell phone) or Sophie Brookover at 732-943-6109 (her cell phone).**
- **If you have technical problems that day or *during the meeting*, we apologize, but no one will be available to help you.**