

WE'VE DONE THE TECHNICAL WORK FOR YOU.

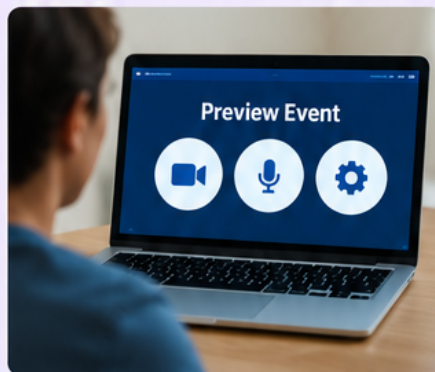
Your film and recorded Meet the Filmmaker / Artist conversation will be programmed in advance as part of your **RingCentral** session.

You will be added as both a **Speaker and Moderator**, giving you the access and controls you need for the LIVE portion of the program.

Your job is simple:
**JOIN.
WATCH.
GO LIVE.
CONNECT.** ♥

1 PREVIEW YOUR EVENT

Before your session, preview the event to get comfortable.



- ✓ Check your camera and microphone
- ✓ Become familiar with the RingCentral environment
- ✓ See how your session is organized
- ✓ Make sure you're comfortable before the LIVE conversation

You don't need to operate the pre-recorded videos.

OUR PRIDE has already programmed them for you.



NEED HELP?

RINGCENTRAL SUPPORT IS HERE TO HELP.

If you run into a technical problem while previewing or rehearsing your session, don't worry. You can contact RingCentral Support using their Events support form. Their team can provide custom instructions or troubleshooting steps based on your particular setup.



CONTACT RINGCENTRAL SUPPORT

<https://support.ringcentral.com/new-case-events.html>



Please contact RingCentral during your preview/rehearsal — don't wait until the day of your LIVE session.

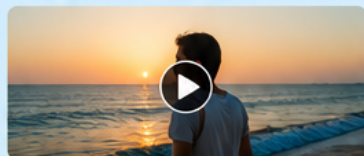
When contacting support, please describe what you're experiencing and, if possible, include a screenshot. This will help them assist you more quickly.

2 YOUR SESSION PROGRAM

Simply join at your scheduled time. Your session has already been programmed.



1. SHORT FILM



Your film plays automatically at the scheduled time.



2. MEET THE FILMMAKER / ARTIST



Your recorded conversation begins automatically when the film ends.



3. LIVE CONVERSATION



At the scheduled start of the LIVE segment, you go LIVE with your audience.

3 GO LIVE AND CONNECT

When the LIVE segment begins, go live and connect with your audience.



- ✓ Welcome everyone
- ✓ Introduce yourself and your work
- ✓ Talk about your film, music, art, or creative process
- ✓ Share your story
- ✓ Invite audience questions
- ✓ Respond and connect

This is your opportunity to have a real conversation with the people who have just experienced your work.

4

WATCH YOUR END TIME

Your LIVE conversation has a scheduled ending time.



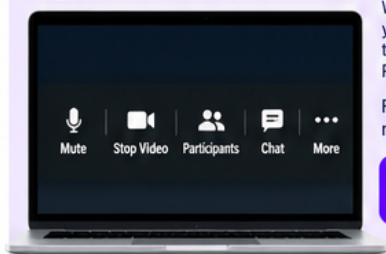
Please finish your session at or before the scheduled end time.

If a live segment continues past its scheduled end time, a following Simulive segment may not start as scheduled.

Please keep an eye on the clock and allow enough time to wrap up before your scheduled end time. This is especially important when another program is scheduled to follow yours.

5 RINGCENTRAL CONTROLS

Some RingCentral controls may not be immediately intuitive.



We've kept this guide focused on your OUR PRIDE experience, rather than asking you to learn the entire RingCentral platform.

For additional information about moderating a Stage, visit:

[OURPRIDE.ORG/MODERATE](https://ourpride.org/moderate)

6 THAT'S IT!



YOUR STORY PLAYS.



YOUR CONVERSATION PLAYS.



YOU GO LIVE.



YOU CONNECT.

OUR PRIDE handles the programming.
You bring the story.

7 A NOTE FROM OUR PRIDE

Thank you for being part of OUR PRIDE Shorts & Arts Fest 2026. We're excited to share your work with audiences around the world — and especially excited to give you the opportunity to connect with them LIVE.

Preview your event. Test your setup. Ask for help if you need it. Then, when it's time:

**JOIN. WATCH.
GO LIVE. CONNECT.** ♥

Welcome to OUR PRIDE.