PRECI 2022 Rehearsal Guidelines

Why do we need a rehearsal?

Unlike a face to face conference, there are a lot more variables when it comes to running an event online – internet connections can be lost, audio/video issues, various systems, session flow and timing.

A rehearsal gives you a sneak preview of the online portal that will be used for the conference, as well as the opportunity to ask any questions about how the system works and how the conference will run.

When are rehearsals being held and how long are they?

Briefings are scheduled to run between **Thursday 3 November 2022 - Friday 4 November 2022**, at various times throughout the day.

To book into a rehearsal please use the personalized RSVP link included in a separate email sent to you on **Thursday 13 October 2022**. You are responsible for confirming your spot in a rehearsal and attending this session. Sessions are limited, so book promptly to ensure you are allocated the time that works for you. Rehearsals are only held during work hours.

Rehearsals should take between 15 – 30 minutes. The length of your session will depend on the timely attendance of all speakers/chairs in your session, as well as the number and complexity of the questions asked.

How do I log in and what do I need?

To log on and participate in the PRECI 2022 virtual meeting we recommend that you have:

- Access to, ideally, a large screened desktop computer that has a webcam. A laptop would suffice if necessary.
- A reliable internet connection.

Note: The virtual platform is accessed via an internet browser. Google Chrome is the preferred browser, however Firefox and Microsoft Edge are also supported.

- A wired headset and microphone.
- Your PRECI 2022 virtual portal access details. These will be sent to you via email ahead of the rehearsal.

Note: If you are on a corporate network and your firewall is too restrictive, you may experience connection issues within the portal. If you experience this, try to connect outside of a VPN or Remote Desktop, or contact your IT support team to assist you. The rehearsals are the perfect opportunity to test this, however if you are concerned this will be an issue for you, we recommend testing it prior in case assistance is required.

Note: When logging into the PRECI 2022 virtual portal for the first time a profile page pop up will appear automatically. (These settings are also accessible by clicking on your photo/initials in the top right hand corner and selecting settings.) The first time you log in, please do so a few minutes early to give you time to customise this information.

What will be covered?

- All attendees will have their audio, camera quality, background, sound and internet strength checked.
- The technical team will run through entering the Green Room, being moved onto the Main Stage and back again.
- The location of polls and the Q&A section will be outlined.
- Any further queries can be answered.

Virtual Portal Room Definitions

- Green Room
  - Back of stage. Attendees in the Green Room cannot be seen or heard by the audience
- Preview
  - Side of stage. Any attendees in Preview can be heard but not seen
- Main Stage
  - On stage! Any attendees on the Main Stage can be seen and heard