



SSA 2021 Briefing Guidelines

Do I really need to attend a briefing session?

Yes! Unlike a face-to-face conference, there are far more variables when it comes to running an event online: loss of internet connections, audio/video issues, various systems, session flow and timing are just a few examples of items you might encounter.

The briefing session gives you a preview of the online portal that will be used for the meeting, as well as the opportunity to ask any questions about how the system works and how the event will run. Moreover, it ensures you are comfortable with the portal and prepared for the conference.

If possible, we strongly encourage you to join the briefing in the same place, and on the same computer, you plan to use for the actual event.

When are briefing sessions being held and how long are they?

Briefings are scheduled to run from Monday 08 November, at various times throughout the day.

The briefing 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.

You will be sent a separate email with exact timings of upcoming sessions. To book into a session, use the personalized RSVP link included email sent to you.

You are responsible for confirming your spot in a rehearsal and attending. Sessions are limited, so book promptly to guarantee you are allocated the time most convenient to you. Briefing sessions are only held during work hours.

Briefing sessions will be in AEDT, please ensure you have the correct times in your calendars.

How do I attend and what do I need?

To log into the virtual portal and participate in SSA 2021 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 SSA 2021 Virtual Portal access details. **These will be sent to you via email ahead of the rehearsal.**



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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 SSA 2021 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 in the rehearsal?

- 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 into “Preview”, the “Main Stage” and back to the Green Room again.
- The location of polls and the Q&A section will be outlined.
- Any further queries can be answered.

Room Definitions

- **“Green Room”:** Back of stage. Session participants (i.e. speakers/chairs) in the Green Room cannot be seen or heard by the audience. You can hear/see others in the Green Room.
- **“Preview”:** Side of stage. Any session participants in Preview can be heard but not seen.
- **“Main Stage”:** On stage. Any session participants on the Main Stage can be seen and heard.

THANK YOU IN ADVANCE

Attending a rehearsal will ensure a successful and smoothly run conference. We appreciate your involvement and thank you in advance for making the time to attend.

If in any doubt, please contact the conference secretariat at ssa2021@dcconferences.com.au for any queries concerning the rehearsals.