

PARTNERSHIPS



YEAR
ANNIVERSARY
50th



FESTIVAL PARTNER



Presenter and Chair Instructions

Presenter and Chair Instructions

What you need



Google Chrome installed ready to use when using the platform



Use computer or laptop



Working webcam and headset with microphone



Strong WIFI / Internet connection

Logging in & preferred browser

Your unique log in will be sent you prior to the live event. Please take the time to log in, set up your profile and familiarise yourself with the virtual platform. This will save you time when logging in on the day as this may take you 15 minutes to complete.

The EventsAir Virtual Platform works best using Google Chrome as your website browser.

For more Information including the Speaker Briefing Video, [click here](#)

Oral Presentations (Ed Tech, PCW, Assessment, Curriculum, IPE, Faculty Development)

Step 1 Click on your unique link to access the Virtual Platform

Step 2 Find your session on the Virtual Timeline

Step 3 Find the Live Q&A banner at the end of your session block (this is a lighter shade) and select Preview

Step 4 Click 'Join as Panellist' in the session header (top right)

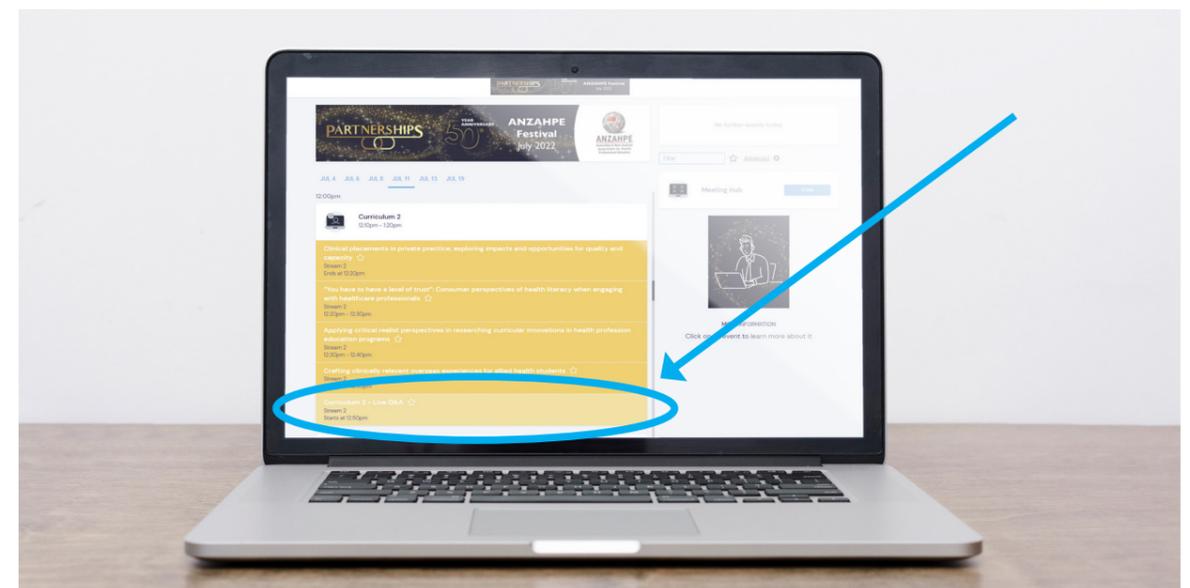
Step 5 Open/launch Zoom Meetings and wait for the host to start the webinar

Step 6 Click 'continue' to accept the session recording

Step 7 Turn on your camera and unmute your microphone from bottom left of screen

Step 8 Say hello the tech/operator and follow their instructions.

Step 9 Once you're setup for the session and have the OK from the tech you can mute your microphone and continue watching the concurrent presentations from the portal in a second tab. Please ensure you return to your live session with at least 5 mins remaining.



Live Q&A

Live Q & A Questions will be submitted by attendees via the text Q&A Chat box function in the platform while the pre-recorded presentations play live. Chairs will need to gather the best and highest ranked questions ready for the live discussion. For ease of seeing the questions coming in while you are in the Zoom Webinar, we suggest you have two windows open (Platform and Webinar), either on a dual screen or split screen.

The program is very tight and compact and depending on the length of Q & A allocated, you may only have time to ask one or two questions per presenter. Please be mindful of the countdown timer in the Platform as the session will be a hard cut off.

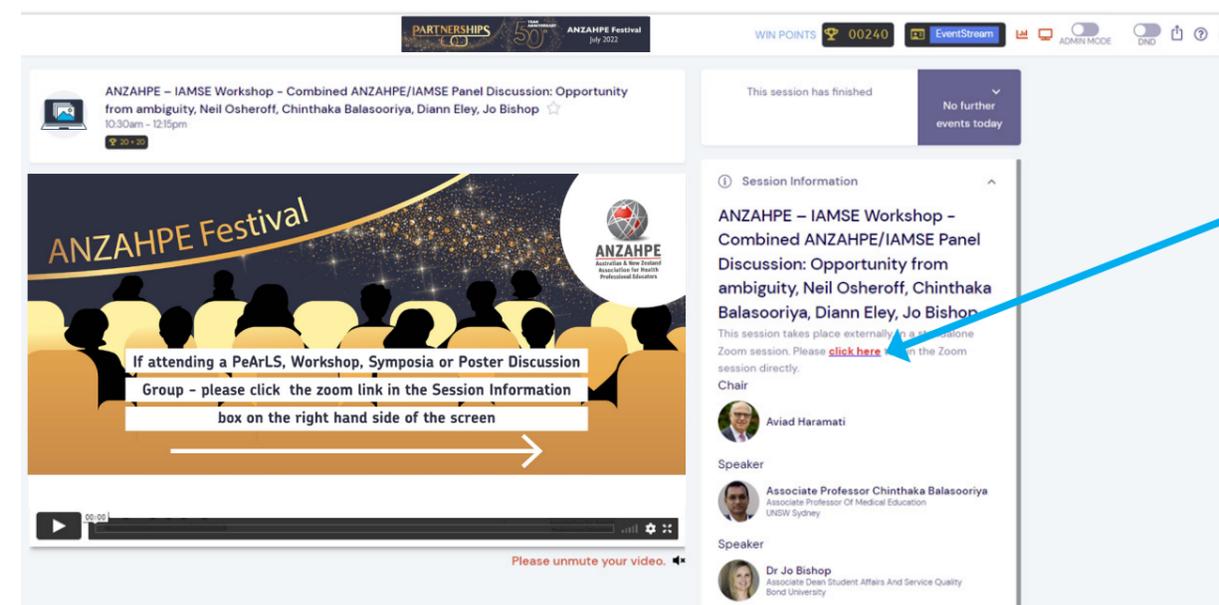
All Presenters will join in the panel-style live Q&A scheduled at the conclusion of the session. Questions raised by participants will be asked live by the session Chair during this Q & A session to encourage engaging conversations. Presenters and Chairs are asked to join their live Q & A session via their unique presenter link 20 minutes prior to the scheduled time. A Tech will be present online and ensure you are ready to go live. At the conclusion of the session, Presenters and Chairs can leave the webinar and return to the Virtual Timeline and participate in the program as usual.

PeArLs, Workshops, Symposia and Poster Discussion Groups

- Step 1** Click on your unique link to access the Virtual Platform
- Step 2** Find your session on the Virtual Timeline and select 'Preview'
- Step 3** Open the Session Information Box on the right hand side and find the 'click here' in red
- Step 4** This link will Open/Launch Zoom live meeting room in Zoom and wait for the host to start the meeting
- Step 5** Turn on your camera and unmute your microphone from bottom left of screen
- Step 6** Say hello the tech/operator and follow their instructions
- Step 7** Once you're setup for the session and have the OK from the techn you can mute your microphone and wait for attendees to arrive

The PeArLs, Workshops, Symposia and Poster Discussion Groups are designed to be less formal and interactive.

Please NOTE, there will not be a tech in the Poster Discussion Group zoom Meeting Rooms – this is planned to be self run without the need of technical assistance. If you do have any problems, please reach out to live support, which is details in the Frequently Asked Questions:



Frequently Asked Questions

What device should I use to participate live?

We recommend you use a laptop or desktop computer with a webcam and headset for your participation in the live Q&A. This will provide the best results and ease of use.

We encourage all presenters to go back into their session and answer any questions posted by participants that were not answered during the live Q&A. The Virtual platform will remain open for several months.

What if I have camera or audio problems?

Reset/review your internet browser permissions for your camera and microphone. For example, in Chrome, you can click on the small lock icon to the left of the URL to check on these settings. Make sure you know where to find these settings before the first day of the conference.

Who do I contact for support during the live event?

Our Live Event Support Team is online and available for you at any time during the live event. If you have any questions or need technical assistance, click on the red Live Support icon in the top right of the screen with the Virtual Platform. Live support will be available throughout the conference opening hours and will include dedicated IT/AV support for most sessions.

If additional assistance is needed, please contact the team at Event Studio:

Event Studio
ANZAHPE2022@eventstudio.com.au
08 8379 8222

