



ANZAHPE

Australian & New Zealand
Association for Health
Professional Educators

Moving Forward

in Ambiguity

PRESENTER AND CHAIR INSTRUCTIONS

July 2021

WHAT YOU NEED



Google Chrome installed ready to use when using the platform



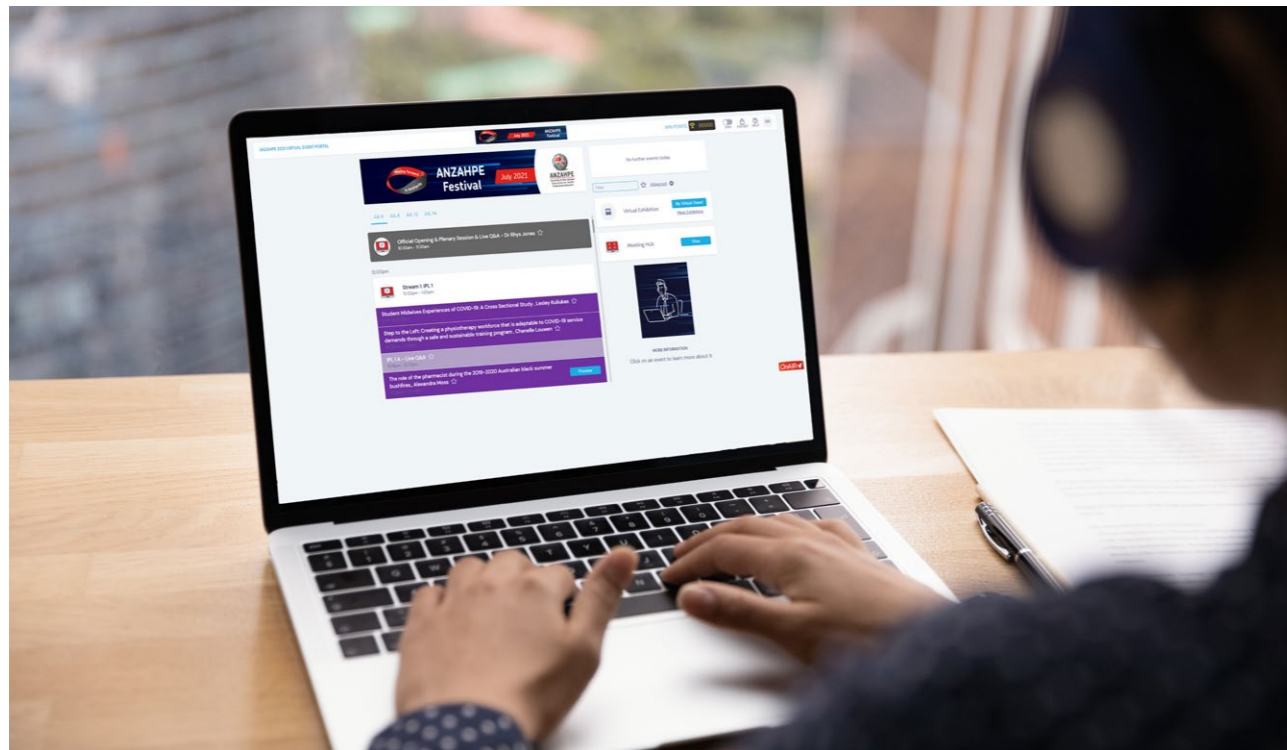
Use computer or laptop



Working webcam and headset with microphone



Strong WIFI / Internet connection



STEP 1.

Click on your unique link to access the Virtual Platform

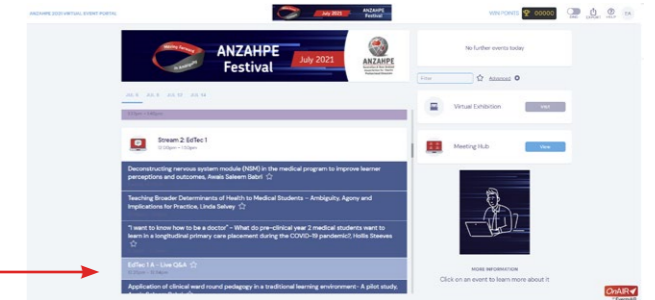
STEP 2.

Find your session on the Virtual Timeline

STEP 3.

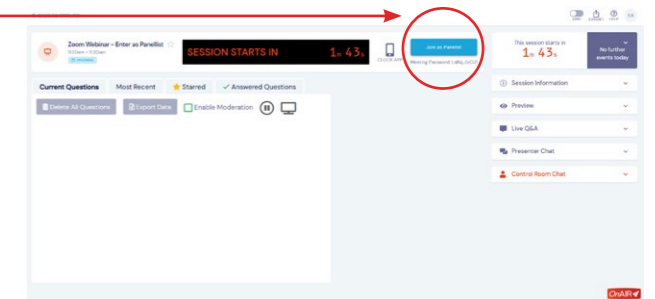
Find the Live Q&A banner at the end of your session block (this is a lighter shade) and select Preview

Please click in 15 minutes prior to the scheduled Q & A start time.



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 to 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.

Logging in & preferred browser

Your unique log in will be sent to you on Monday 5 July 2021. 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](#)

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, the live Q&A sessions may only allow you to ask one question 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 15 minutes prior to the scheduled time. An AV 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 platform timeline and participate in the conference as usual.

What device should I use to do my live Q & A?

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. These will be added and remain on the virtual platform until 16 September.

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. Live support will be available throughout the conference opening hours and will include dedicated IT/AV support.

If you are having issues logging into the virtual platform, please contact the event manager on: ANZAHPE2021@eventstudio.com.au or ring +61 8 8379 8222