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## 2022 ELC Virtual event portal FAQs

### How do I join the conference?

We're excited to deliver the 2022 Emerging Leaders Conference virtually and committed to facilitating networking opportunities and the development of new friendships, a team atmosphere and bringing the college and its leaders to our delegates. The conference will take place via Zoom. Delegates and mentors will join the conference using the Zoom link in the Virtual event portal. You will only need to join the Zoom link at the start of each day. If you drop out at any stage you can re-join by clicking the Zoom link for any session that day.

We kindly request all participants keep their cameras on through the duration of presentations, and microphone muted unless asking questions. This assists with our engagement opportunities as the collaborative and engaging nature of this event. We do request you keep your microphone on mute unless asking a question.

### How and when do I gain access to the virtual event portal?

You will receive an email, to your address provided on **Friday 22 April**, with a link to the Virtual event portal. If you have any trouble locating the link or your login details, please email the ANZCA events team at [events@anzca.edu.au](mailto:events@anzca.edu.au)

### I have lost my login details, what do I do?

If you have misplaced your login details, please email [events@anzca.edu.au](mailto:events@anzca.edu.au) and we will happily resend these to you. Be sure to check your spam or junk folders, as they can sometimes end up there.

### What browser should I use?

We recommend using Google Chrome. We also recommend that you disable any VPN's you may be using.

### What will I need to participate in the conference?

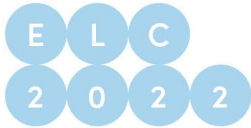
While it is possible to sign into the virtual event portal using mobile devices, the smaller screen will limit your experience, we do not recommend using a mobile device. To get the most out of your experience we strongly recommend using a [laptop or desktop PC or Mac](#).

Delegates will require a webcam and microphone for the conference. Ideally use a headset/headphones. Of course, you will need to have a suitable broadband internet connection.

### Signed in and can't see sessions?

Please use the red Live Support icon to ask for assistance (top right corner in the virtual event portal).

+61 3 9510 6299  
[events@anzca.edu.au](mailto:events@anzca.edu.au)  
[anzca.edu.au](http://anzca.edu.au)



### **How do I get help during the conference?**

If you are having any technical difficulties or need other assistance during the conference sessions:

1. If you're unable to gain access to the virtual event portal, please email [support@wallf.ly](mailto:support@wallf.ly)
2. If you have signed into the Virtual event portal and require assistance, please use the red Live Support icon to ask for assistance (top right corner in OnAIR).

### **Using the timeline**

Sessions that are happening each day are listed in the timeline in chronological order. You can click on any of the items in the timeline to view additional information and join the session or function. The OnAIR timeline will display in your browser's time zone. To edit your time zone click 'My Settings' located at the top right-hand side of the OnAIR Portal.

### **Sign in permissions**

Each time you sign in you will be asked to give permission for the portal to use your camera and microphone. We recommend allowing both features to maximise your experience as you will then be able to use the Meeting Hub.

### **Delegate Privacy**

The first time you sign into the portal you will be asked some privacy questions as well as update your user profile. Please be aware that unless you change these settings, your user profile will be defaulted to limited. What this means is your first name and first letter of your surname will be displayed only to other attendees of the meeting and no personal contact details will be shared. We do encourage you to change these settings and display your full name and upload a profile photo so you can take full advantage of the virtual networking features throughout the meeting.

### **What is the Resource Gallery?**

Delegates will be able to access pre-reading through the Resource Gallery.

### **How long will recorded content be available for viewing post the meeting?**

Registered delegates can watch a selection of speaker presentations OnDemand. Recordings of these presentations will be available for up to 12 months post the conference on the virtual event platform.

## **Zoom features**

### **How do I ask a question to a speaker?**

Some sessions will include a live Q&A or panel discussion and we encourage you to ask questions to the speakers. To ask a question, simply raise your hand using the 'raise hand' function (strongly encouraged). Delegates can also ask questions using the chat function in Zoom.