2021 PRIDE IN PRACTICE ONLINE CONFERENCE
ADDITIONAL INFORMATION

How many complimentary speaker tickets does our organisation receive? For each presentation, a maximum of 2 complimentary tickets will be provided for speakers to use for the day they are presenting. If your presentation includes more than 2 speakers, they will need to purchase a ticket.

What is Chime Live? Chime Live is a platform accessible by a URL. All you need to do is type in the URL, username, and password that we will provide you with, and you will have access to the Pride in Practice Conference.

Once logged in, you will be able to see the program, speakers, and their bios, take photos and post them in our online gallery, chat directly to other delegates, and much more.

For Single Day ticket holders, you will have access to your day's session, whereas Full Conference Package ticket holders will have access to the full three days.

Where will I be presenting? All Sydney based presenters will have the opportunity to present from our COVID safe studios at the Hyatt Regency, or present virtually via the Chime platform.

In alignment with restrictions, in studio presenters will be asked to be at the venue 30 minutes prior to their session. There will be 4 separate rooms set up, to adhere to social distancing requirements and full technical support will be present in each room.

For any presenter/s located outside of Sydney, or unable to attend, there will be the options of presenting virtually or pre-recording your session.

More information will be provided to you upon acceptance of your abstract. If you have any concerns, please feel free to contact us.

How long do sessions run for? All breakout sessions will be run for 30 minutes.

If your session is chosen to be a plenary session, these sessions will run for approximately 40 – 50 mins, in which you will be advised.

When do I need to send in my presentation? All presentations and content need to be sent in by COB Friday 29th of October to Michelle Blom, at mblom@acon.org.au

Any presentations sent after this deadline **will not** be accepted, and you will risk running your session without a presentation.

All PowerPoint presentations must be submitted in 16:9 format, and any videos in Playback in Apple ProRes 4:2:2 Standard (not HQ or LT) or h. 264.

How should I send my presentation? The preferred method would be through Dropbox or WeTransfer, which gives you free access on a basic plan.

Depending on file size, you can also email your presentation directly to Michelle Blom, at mblom@acon.org.au

Are we able to have a presenter in studio at the Hyatt Regency as well as a presenter join remotely? Yes, any presenter joining remotely will be presenting using the Zoom platform, which will be integrated into Chime Live. These presenters will be given specific login details to a Zoom account, so they won't need their own account.

There won't be a lag between the presenters in the room vs the remote presenter. For example, if your presentation is a panel discussion and the facilitator is joining remotely, any questions the remote facilitator asks the panelists in the room, will be received in real time.

Our presentation will include international speakers. Is this possible? You are welcome to include international speakers and they will also be joining via the Zoom platform as stated above. *When organising, keep in mind different time zones!*

I'm presenting remotely, however my work server blocks Zoom, what should I do? If your server blocks Zoom, try to disconnect your work WIFI and use a hotspot from your mobile. Otherwise, try using your personal laptop instead.

If neither work, please email Michelle Blom, at mblom@acon.org.au immediately.

What equipment do remote presenters need? All remote presenters should have a camera either built into their laptop or external, and preferably a wired headset with microphone. Please ensure you have steady internet and are positioned in front of light (not with a window behind or to the side of you). We also highly discourage using your smartphone when presenting.

If a breakout session has a presenter in studio and another presenter joining remotely, what will we see on screen? The presenters in studio will have a foldback screen which will allow them to see their presentation (if they have one) and another screen showing the remote speakers and delegates.

This means speakers will be able to see everyone watching the sessions, just as you would in a Zoom or Teams meeting.

Although there will be foldbacks in the room, we suggest you also having a hard copy of your notes on paper.

Am I able to submit a pre-recorded video as my full presentation? If so, how do I manage Q&A? You are welcome to send your full presentation as a video. The best specs to follow when submitting a video are (codec) for Playback in Apple ProRes 4:2:2 Standard (not HQ or LT) or h. 264. There is no file size requirement.

For Q&A, you will have the option of joining remotely via Zoom for the last 5 minutes of your session, or you can choose to tell attendees to contact you directly through the chat function in the platform.

As presenters, will we be able to see the audience? For all breakout sessions, all presenters will be able to see the audience just as you would in a Zoom or Teams meeting.

For plenary sessions, this will be run as a livestream, so you will not be able to see the audience.

Are we able to host breakout groups, or interactive sessions with the audience?
All breakout sessions will allow for connectivity between speakers and delegates. This means speakers will be able to see everyone watching the sessions, just as you would in a Zoom or Teams meeting.

Only the Host or Co Host will be given control of the meeting. A speaker (the host) will have the opportunity to run group activities by sending delegates into breakout rooms, and then re-group as needed.

This connectivity also means you will also be able to take questions directly from the delegates. We recommend keeping a few minutes at the end of your session for Q&A.

Plenary sessions will remain as a livestream.

Can the audience download my presentation and any resource documents I send through?
There will be a Resource Centre in the Chime Live platform which will include all presentations in PDF format for the audience to download.

If you would like to host an activity **during your session** which requires a handout document, please let us know when you send this through by the 22nd of October. We will then ensure that this document can be downloaded prior to your session commencing.

For all other documents (PowerPoint Slides and/or other Resource Documents) these will be uploaded in the Resource Centre after your session has concluded. We suggest at the beginning of your presentation that you let the audience know that they can access these documents at the end of your presentation.

How long will my presentation be online for? All presentations are recorded and can be watched on the platform for up to two weeks after the conference. These recordings cannot be downloaded.

All session recordings will be uploaded into the Chime Live Platform by COB Thursday 25 November.

Will there be a rehearsal for presenters? There will be a rehearsal for remote presenters only, which will be conducted via Zoom within the two weeks before the event. An AV technician from Encore (Chime Live's AV team) will walk you through the technology and your set up. One of our team members will contact you to set this up.

Will there be AV assistance on the day? For presenters in studio, there will be an AV Technician in the room during your presentation. They will assist with all set up, i.e. microphones, PowerPoint Presentations etc. You will receive a presentation clicker, so you are able to click through your slides.

For remote presenters, there will also be an AV Technician dedicated to your session. Prior to the event, you will need to download a software on your phone (cliqer.io) which will allow you to control your slides virtually. More information on this will be provided to you at the rehearsal.

Who will introduce our session? One of our Relationship Managers/Program Managers will introduce your session and speakers, using the description you've provided us with. They will also assist to monitor the chat function, ensure delegates are on mute, and wrap up the session.

What happens once I finish my presentation? Once your presentation has finished, the AV technician will end the Livestream. The audience will be prompted to rate your session and will then be automatically taken back into the program tab of the platform.

For more information, please contact:

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