

ANZCA Conference Speaker Guide

The ANZCA 2021 Conference takes place from 6th - 9th July 2021. This guide includes important information on your involvement, please take the time to read it through.

[SPEAKER RESOURCE CENTRE – CLICK HERE](#) 
[VIEW RECORDING OF TECHNICAL REHEARSAL](#) 

PRESENTER REQUIREMENTS:

You will have a dedicated Stage Manager who will be looking after all the technical aspects so you can focus on delivering your amazing content. A few things we want you to be aware of:

- **Internet:** Please make sure you have a strong and reliable internet connection for your session. Please consider having your phone available to hotspot off, and practice connecting your computer to this should your main internet drop off.
- **Keeping to time:** Each presenter will be allowed 14 minutes to present. Please ensure you manage your content to fit within your allocated speaking time. The virtual Stage Manager will give you a 5-minute warning towards the end of your presentation
- **Using Zoom chat:** This is how your virtual stage manager will be contact you on the day of the event to ensure you are ready to present.
- **Chair:** There will be a designated chair in each session. The role of the chair is to introduce speakers, facilitate discussion and manage audience questions.

AV Considerations:

- **Microphone:** Ensure you have a working microphone – this could be as simple as headphones plugged into the computer or your inbuilt microphone.
- **Camera:** Be at eye level with the camera – so if you're using a laptop webcam be sure to prop it up so the camera is looking straight on to you rather than up at you on an angle.
- **Lighting:** Have natural or artificial light on your face – this is the ideal for filming.

Technical Rehearsal:

Final Technical Checks will take place via Zoom from 7:30am – 8:30am AEST of each day of the conference (6th, 7th, 8th & 9th July). Once each conference day begins, Stage Managers will only communicate with presenters via the Zoom chat.

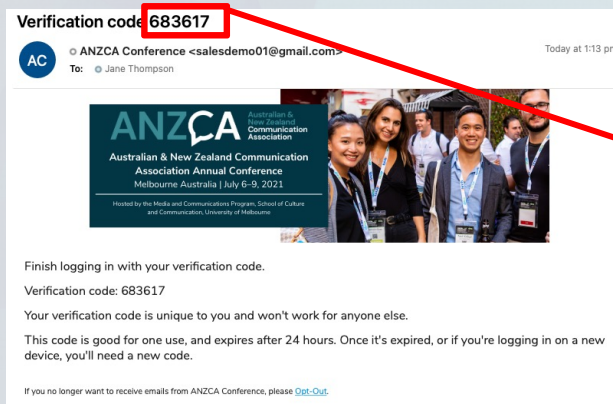
Logging into conference virtual platform

[CLICK HERE TO ACCESS
VIRTUAL PLATFORM](#)



Log in using your First Name, Last Name & Email Address

You will be sent a verification code to your email address
Please note, verification code can take up to 5 minutes to deliver



Troubleshooting Log In:

Ensure you are entering the same email you registered with for the event.

Check spam and junk folders for the email. If you still do not receive the verification code, contact conference@anzca.org

How to Navigate the ANZCA Conference Hub

The screenshot shows the ANZCA 2021 Conference Hub website. At the top, there are logos for ANZCA (Australian & New Zealand Communication Association), the Australian & New Zealand Communication Association Annual Conference (Melbourne, Australia | July 6-9, 2021), and sponsors including the University of Melbourne and Mindframe. Below the navigation bar, the main content area is divided into sections: 'Welcome Jane', 'Upcoming Sessions', and 'Event Details'. The 'Upcoming Sessions' section lists three sessions: 'Welcome and Introductions', 'SESSION 1 - The ECR Experience: Current Perspectives and Challenges', and 'SESSION 2 - Academic Writing and Publishing in Media and Communication'. The 'Event Details' section provides information about the ANZCA 2021 Conference, including the dates (July 6 - July 9, 2021), the location (University of Melbourne, Parkville), and a link to visit the event website. A 'Your Information' section is also visible at the bottom right.

Home Page

Conference Program

On Demand

Sponsors



This is the homepage of the virtual event. You will be able to view live and upcoming sessions, featured sponsors or exhibitors, and basic event details.

This tab lists all the sessions available for you to attend during the conference.

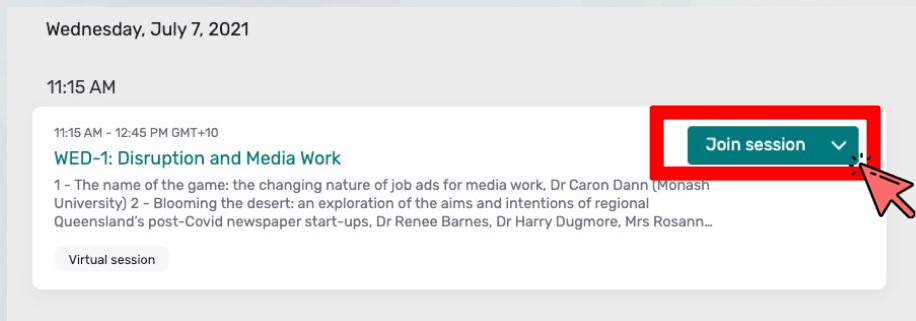
This page lists the session recordings that are available on-demand.

This page lists all the sponsors for the event.

The calendar symbol allows you to see your personalised program based on the session you add/remove from the program.

To Join Sessions

1. Click the “Conference Program” tab in the menu bar
2. Search or scroll down to your session in the program.
3. Click the “Join Session” button.

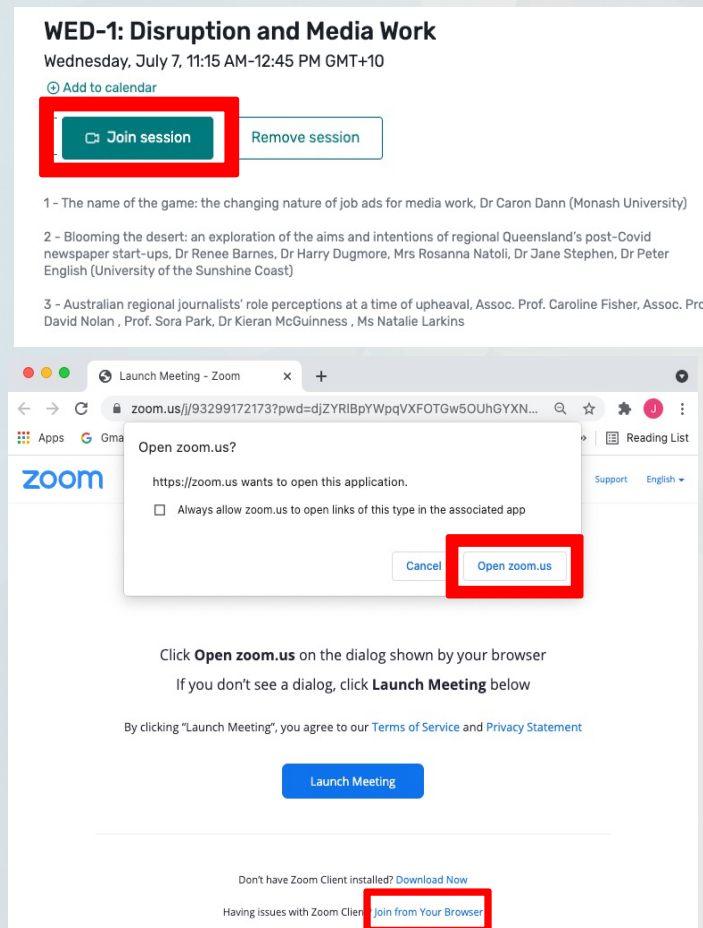


Please note: This button will only become available 5 minutes prior to the session start time.

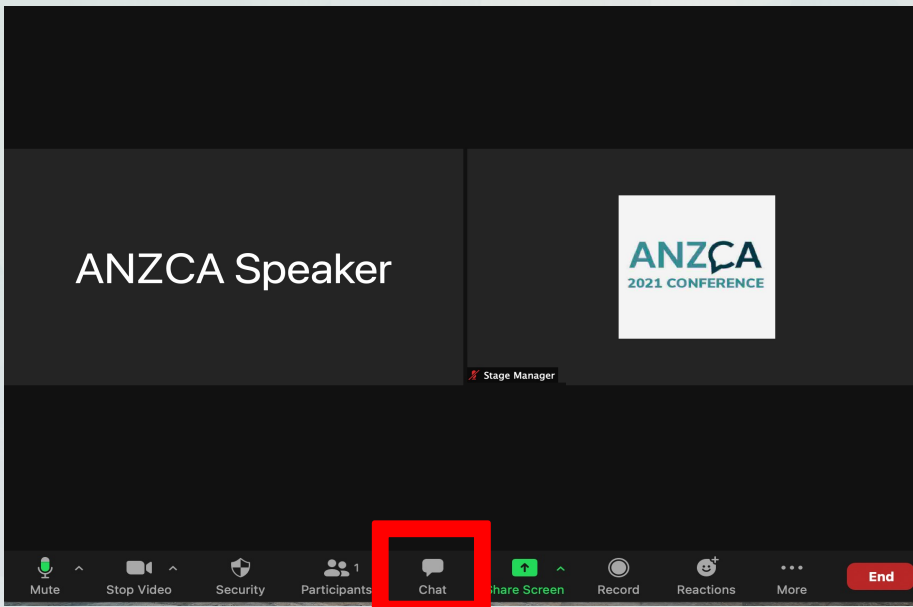
4. This will take you to the detailed session information, Click the “Join Session” button to enter the live stream.

5. A new tab in your browser will open and launch Zoom (please ensure your settings allow for pop-up windows).

6. Click “Open Zoom.us” or click “Join from Your Browser” if you do not have Zoom downloaded your desktop.



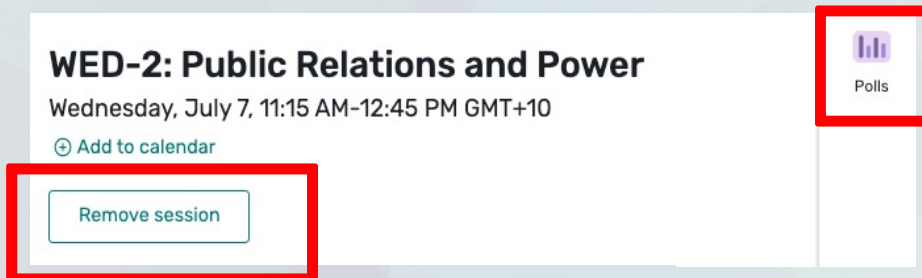
Once you are in the Zoom, please remain on mute while speakers are presenting.



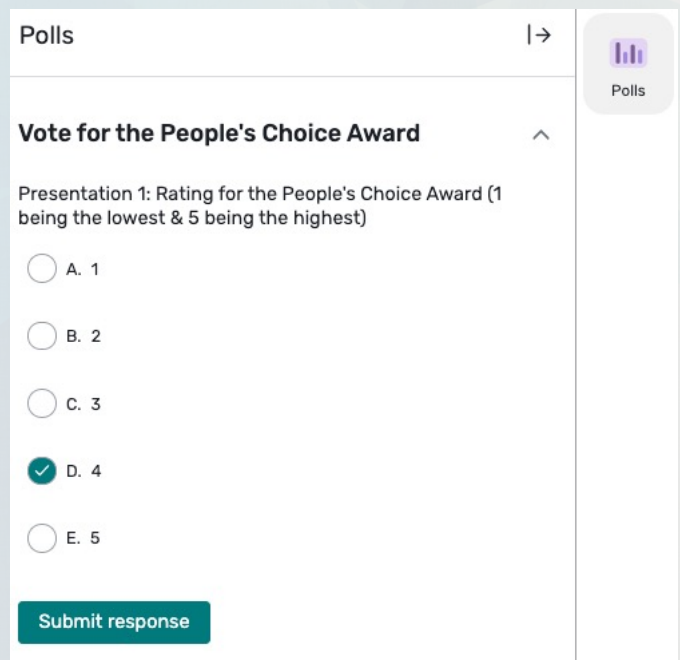
Use the Zoom Chat function to communicate with the Stage Manager (they will be named “Technical Stage Manager”).

People’s choice awards – voting using polling

To encourage attendees to vote for your presentations, a polls will be active in the detailed session description page.




Please note: the session will need to be added to your conference schedule, simply click the “Add” button and the poll will then appear.

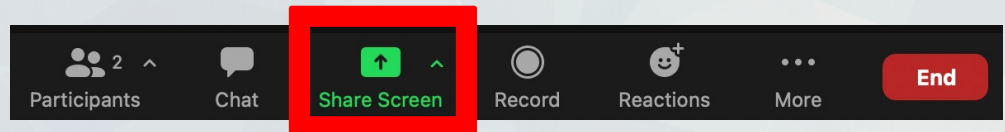


ZOOM – FAQs

As a speaker you will be running your own presentations (PowerPoint slides and any other content).

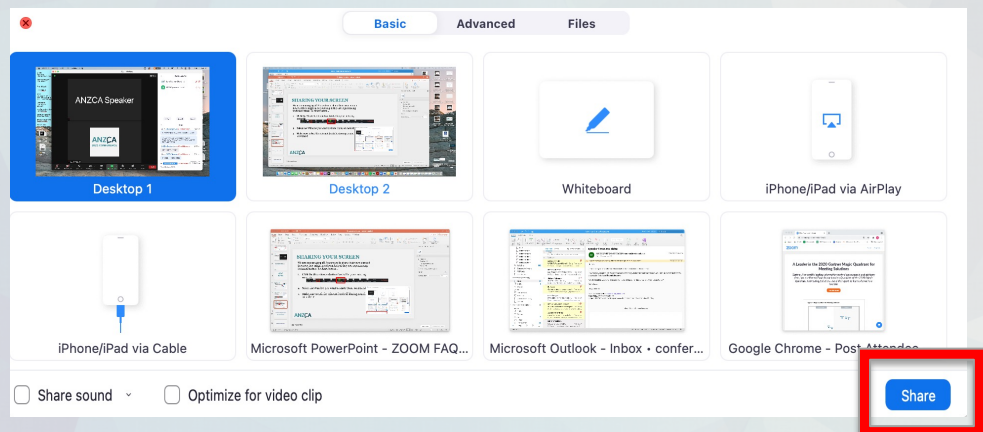
PUTTING PRESENTATION INTO PRESENTING MODE

1. Join Zoom Link.
2. Put PowerPoint presentation into presenting mode (bottom righthand corner) → 
3. Go back to the Zoom.
4. Click the green icon that says “Screen Share”.



5. A box will appear, then select the PowerPoint or piece of content you will be sharing. Select the PowerPoint via “PowerPoint slide show – [presentation title].”

6. Click “Share”



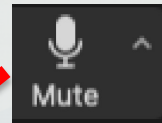
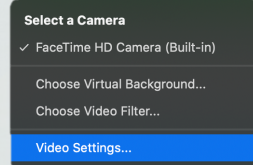
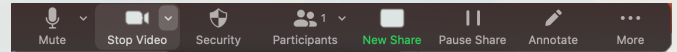
Please note:

- “Optimize for video clip” should be used for videos that are located on the internet.
- If you have a video downloaded as an MP4/MOV file, you will need to tick the “Share Sound” button and NOT the “Optimize for video clip”.

ZOOM – FAQs

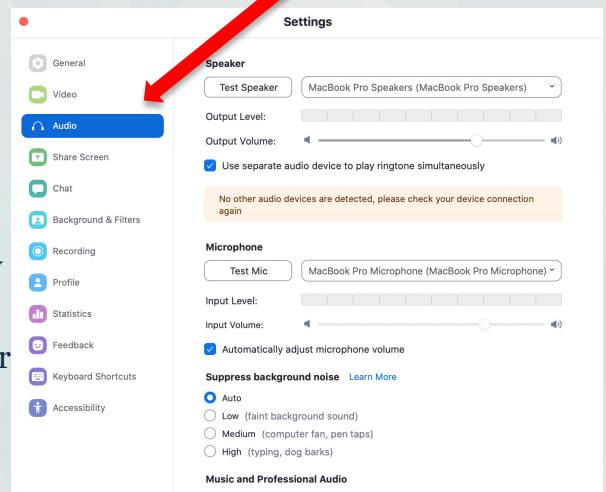
Testing video

1. Click the arrow next to Start Video / Stop Video.
2. Select Video Settings. Zoom will display your camera's video and settings.
3. If you don't see your camera's video, click the dropdown menu and select another camera.



Testing audio

1. In the meeting controls, click the arrow next to Mute/Unmute.
2. Click Audio Options; this will open your audio settings.
3. Test speaker + test mic.



Chat function

Once each conference day begins, Stage Managers will only communicate with presenters via the Zoom chat.

Please ensure you have the chat open & visible once you join your session and notify your stage manager of your arrival.

You can also use the chat to share documents, links or content with the audience.

