



## VIRTUAL EXPERIENCE GUIDE

· VIRTUAL ·  
CONGRESS  
10-12 NOVEMBER 2020





# VIRTUAL EXPERIENCE GUIDE

## EXPLORING THE LOBBY



- A. Once you've logged into the virtual conference, you'll find yourself in the lobby. A registration information window will automatically appear, please update your details and then close the window. From here, you can enter any of the main rooms by clicking a location in the conference navigation bar or clicking on one of the rooms visible from the lobby.



# VIRTUAL EXPERIENCE GUIDE

## ENGAGEMENT FEATURES



A. Click to watch the welcome video from CPA Australia CEO, Andrew Hunter.

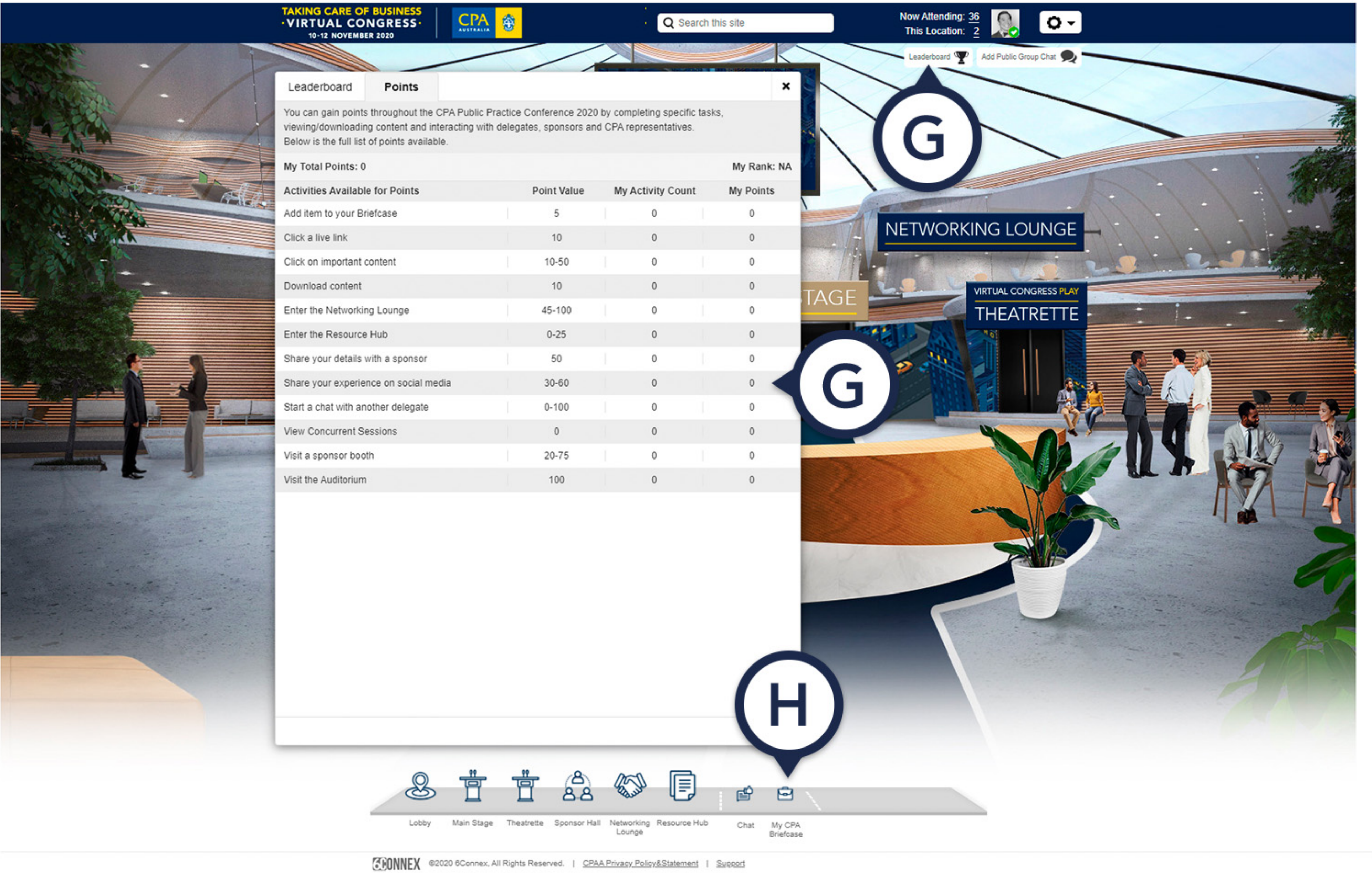
B. Search for content across the virtual conference.

C. Search for attendees across the virtual conference and then start a direct chat.

D. Click to watch the 'Platform Navigation Video' to take you on a tour of the virtual conference and explain how to navigate the rooms.

E. Click to take you to the 'Help Desk' if you have questions or need technical support.

F. When there is an announcement, a message notification will pop up on your screen and includes links to highlighted program items or specific content.

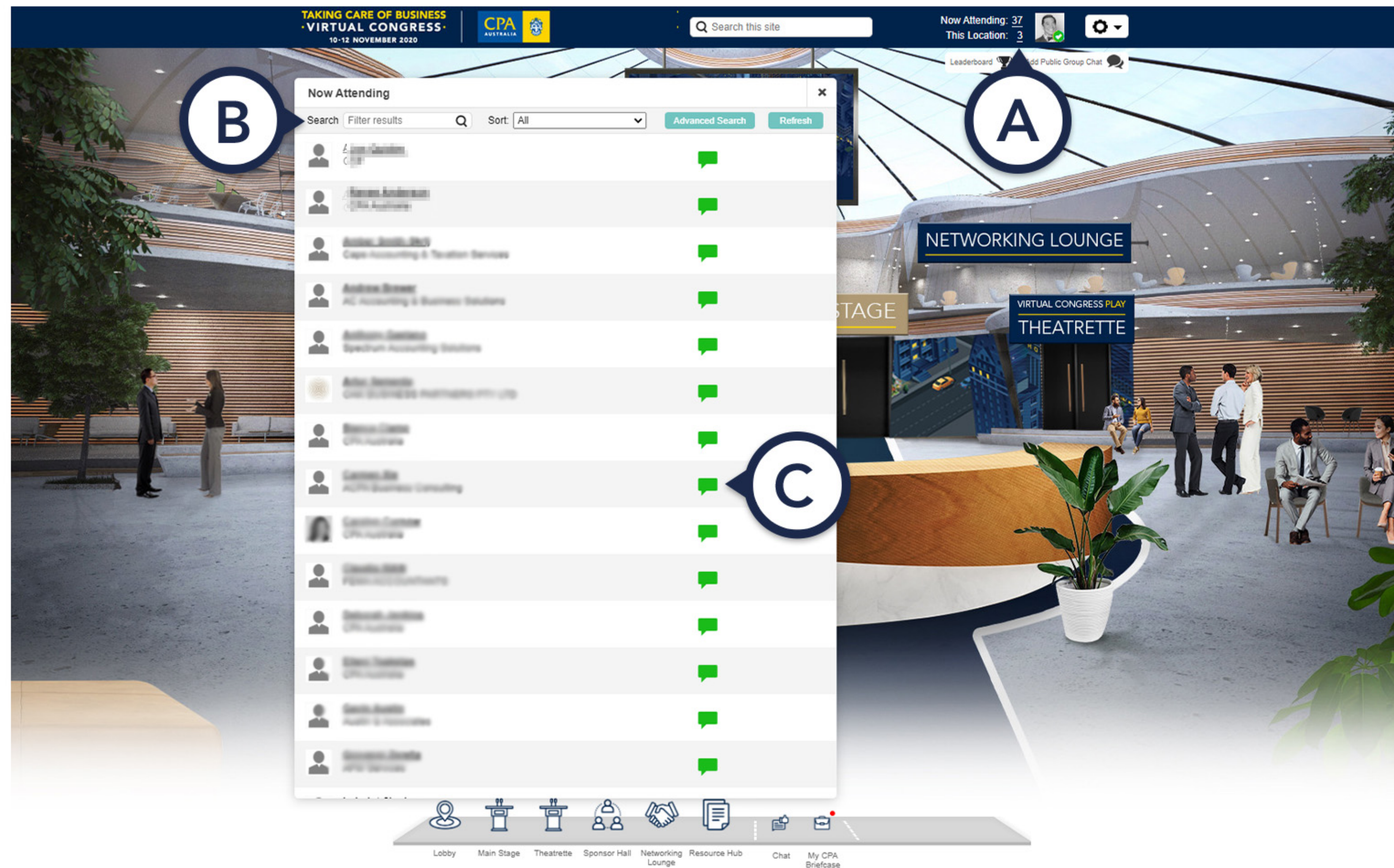


G. CPA Australia assigns point values for specific actions, e.g. visiting booths or downloading content. Join the scavenger hunt and search for items in the environment. You can view a list of point per activity by clicking on the 'Leaderboard' icon.

H. Click on the briefcase icon when you see them to insert in your briefcase. It will turn grey when you have chosen it. Add documents, links, videos and other content from sessions and sponsor booths to your briefcase to view at your convenience.



# VIRTUAL EXPERIENCE GUIDE CHAT



A. Click the number next to 'Now Attending' to view who is currently attending the conference and 'This Location' to view who is in the same room.

B. Search for any attendee currently at the conference.

C. Click to start a chat with the attendee if the chat box is green.

D. Your chat will open in this window.

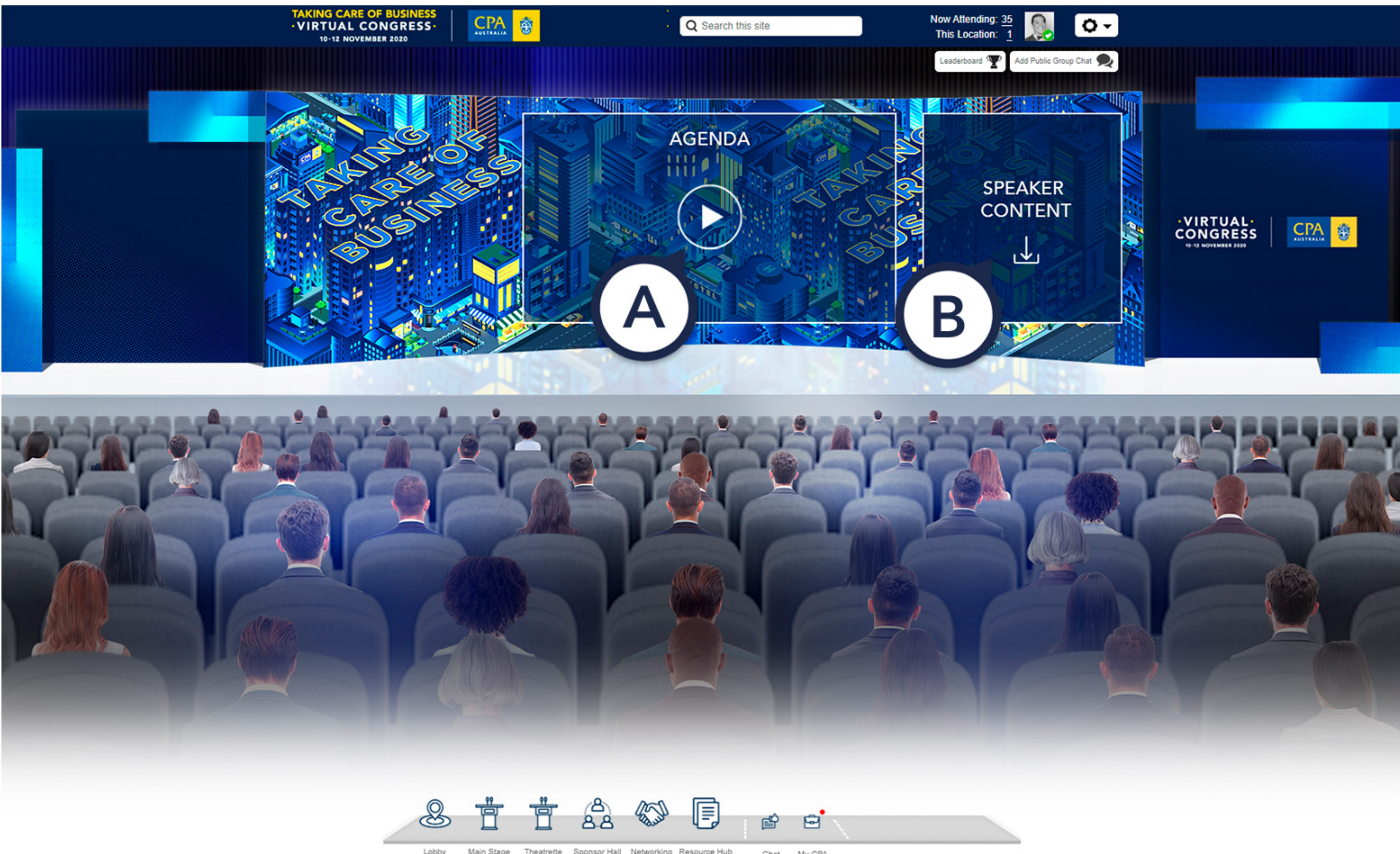
E. You can translate your chat to one of the available languages.





# VIRTUAL EXPERIENCE GUIDE

## MAIN STAGE

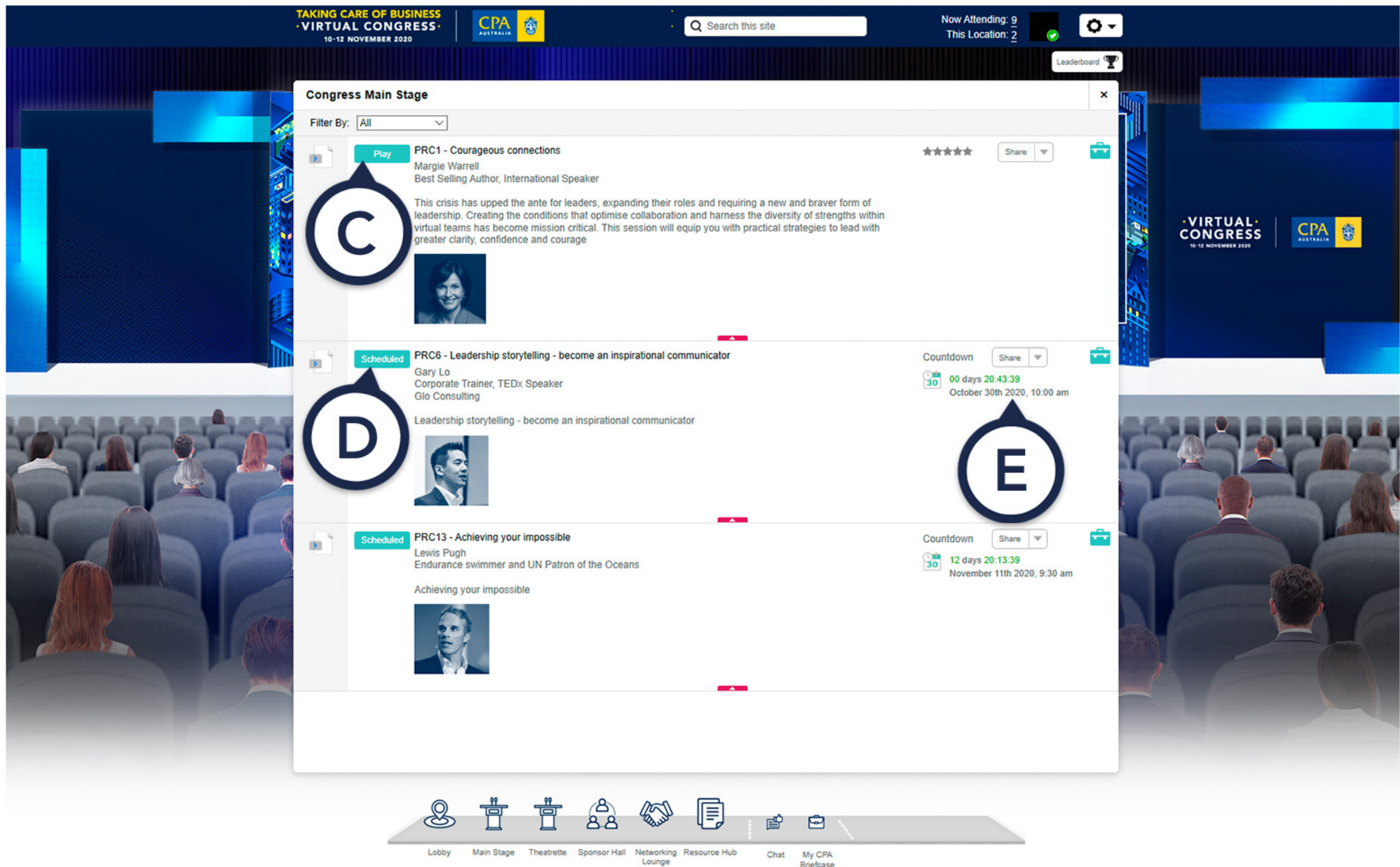


### MAIN STAGE

- A. Click to open and view the program. From here you'll be able to view and select presentations to watch.
- B. Click to open and view a list of speaker presentations, information and resources that you can add to your briefcase to view at your convenience or download to your computer.

### THE PROGRAM

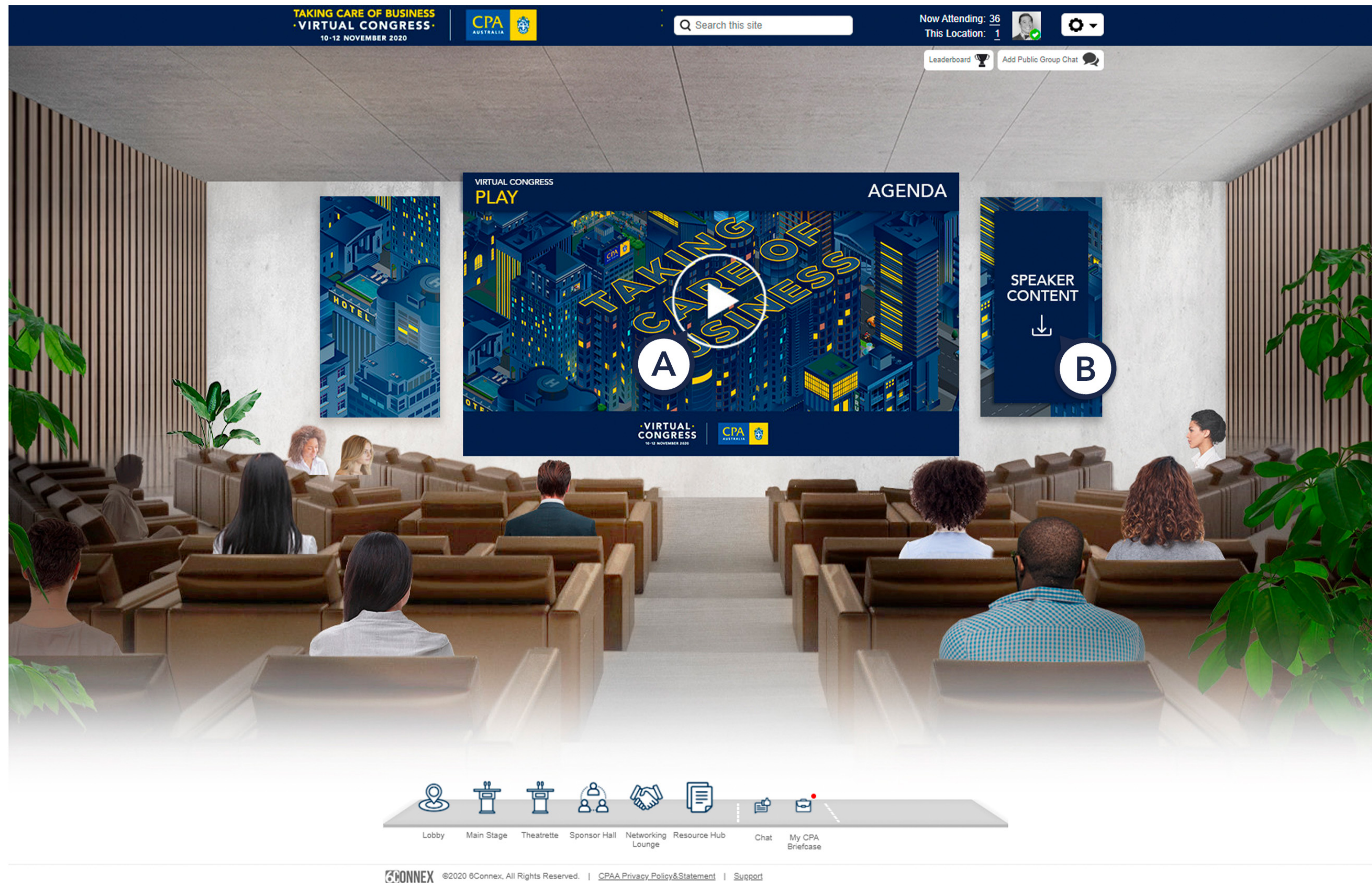
- C. All 'Live' sessions will be indicated to the left of their description and will have a 'Launch' button available to open them.
- D. If you see 'Scheduled' instead of 'Launch', then the live session is scheduled for a later time.
- E. You'll find a sessions' scheduled time to the right of its description. All times are displayed according to the time zone set on your computer.





# VIRTUAL EXPERIENCE GUIDE

## PLAY THEATRETTE



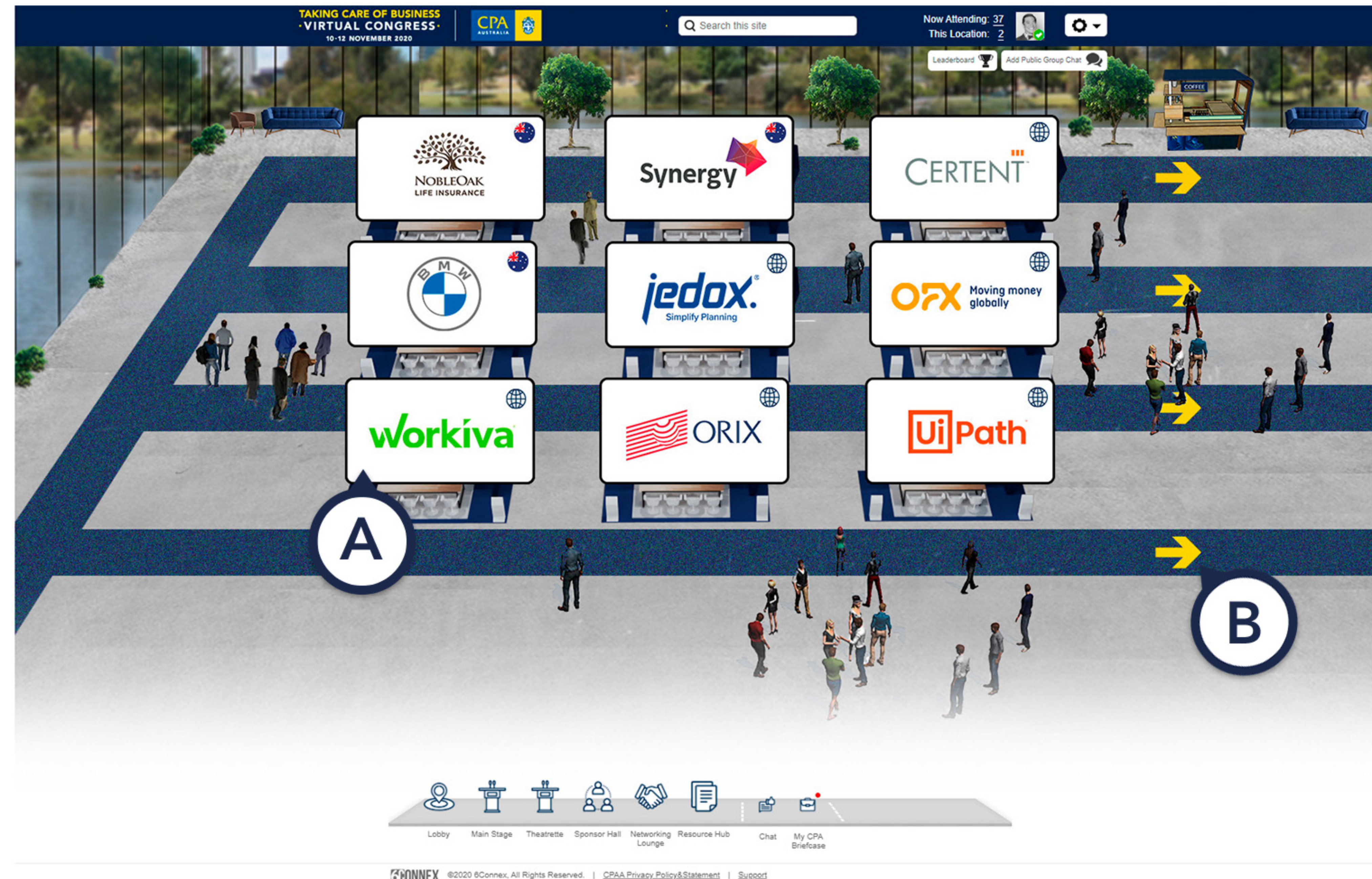
- A.** Click to open and view the 'Virtual Congress Play' schedule. You can watch available videos at your convenience.

- B.** Click to open and view a list of speaker presentations, information and other resources that you can add to your briefcase.



# VIRTUAL EXPERIENCE GUIDE

## SPONSOR HALL



- Simply click on a booth's sign to enter or hover your mouse over it to find additional information. Entering the sponsor's booth will allow you to chat with representatives, view content and more.
- Click on arrow to switch between 'Sponsor Halls'.





# VIRTUAL EXPERIENCE GUIDE

## EXPLORING SPONSOR BOOTHS



### BOOTH LAYOUT

- A. Click to chat with a sponsor representative.
- B. Click to view a sponsor's social media profiles (if available) or website.
- C. Click to open content windows containing additional resources for viewing or downloading.
- D. Click to watch the sponsor video (if available).





# VIRTUAL EXPERIENCE GUIDE

## CPA RESOURCE HUB



- A. Click on different screens for more information and resources on specific topics. You can also listen to podcasts, watch videos, read the InTheBlack magazine and connect with your local office.
- B. Click to view available CPA Representatives and start a chat.



# VIRTUAL EXPERIENCE GUIDE

## NETWORKING LOUNGE



Think of it just like a real networking lounge, where you can make connections with other accounting and finance professionals. The Networking Lounge is a space available for all attendees, sponsors and speakers to come together and chat.

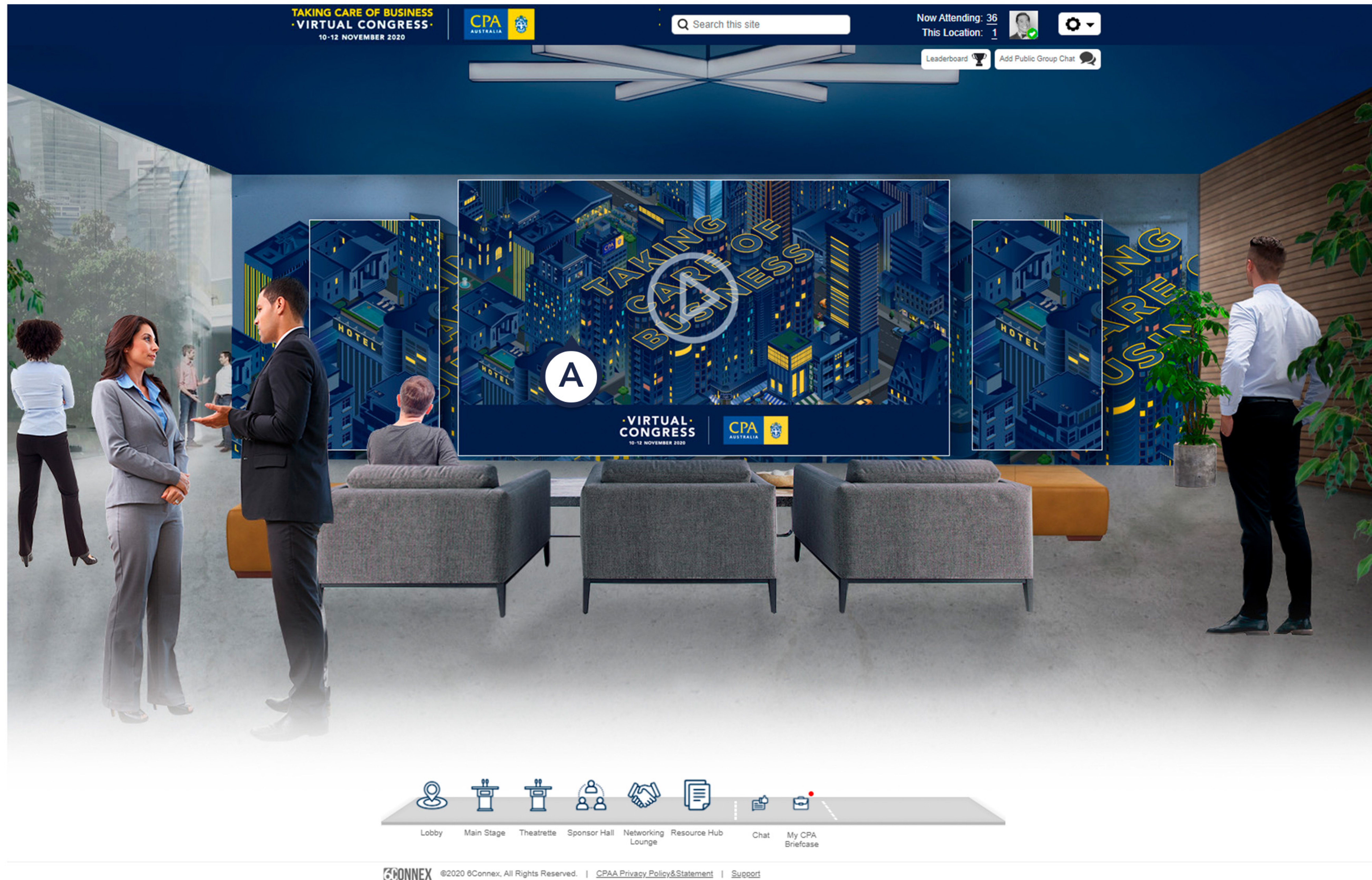
**A.** Click on the topic tiles to enter a chat room.

**B.** Click to view current attendees in the 'Networking Lounge'.



# VIRTUAL EXPERIENCE GUIDE

## SHOWCASE ROOM

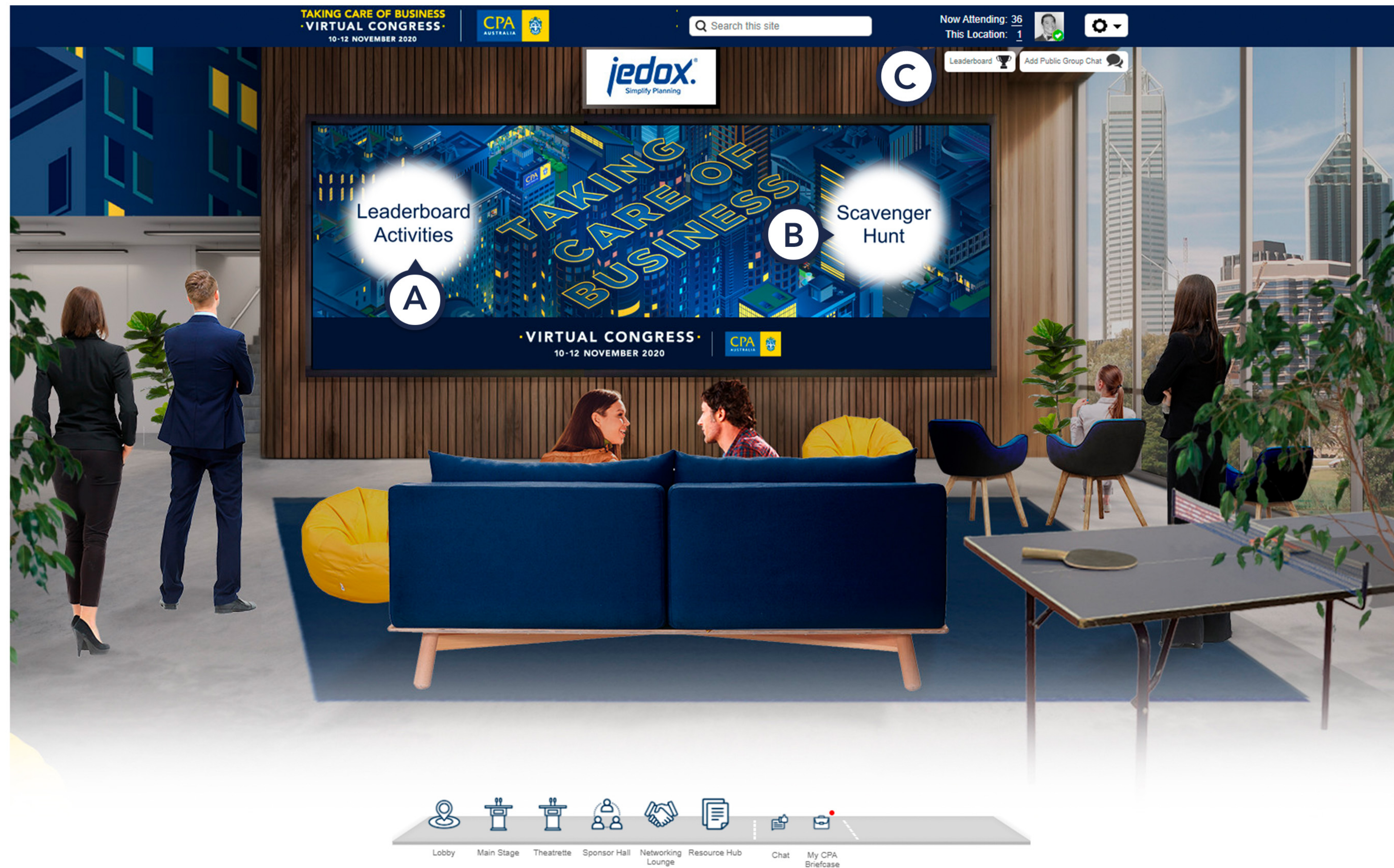


- A. Click the play button to view educational videos from our sponsors.



# VIRTUAL EXPERIENCE GUIDE

## GAMES LOUNGE



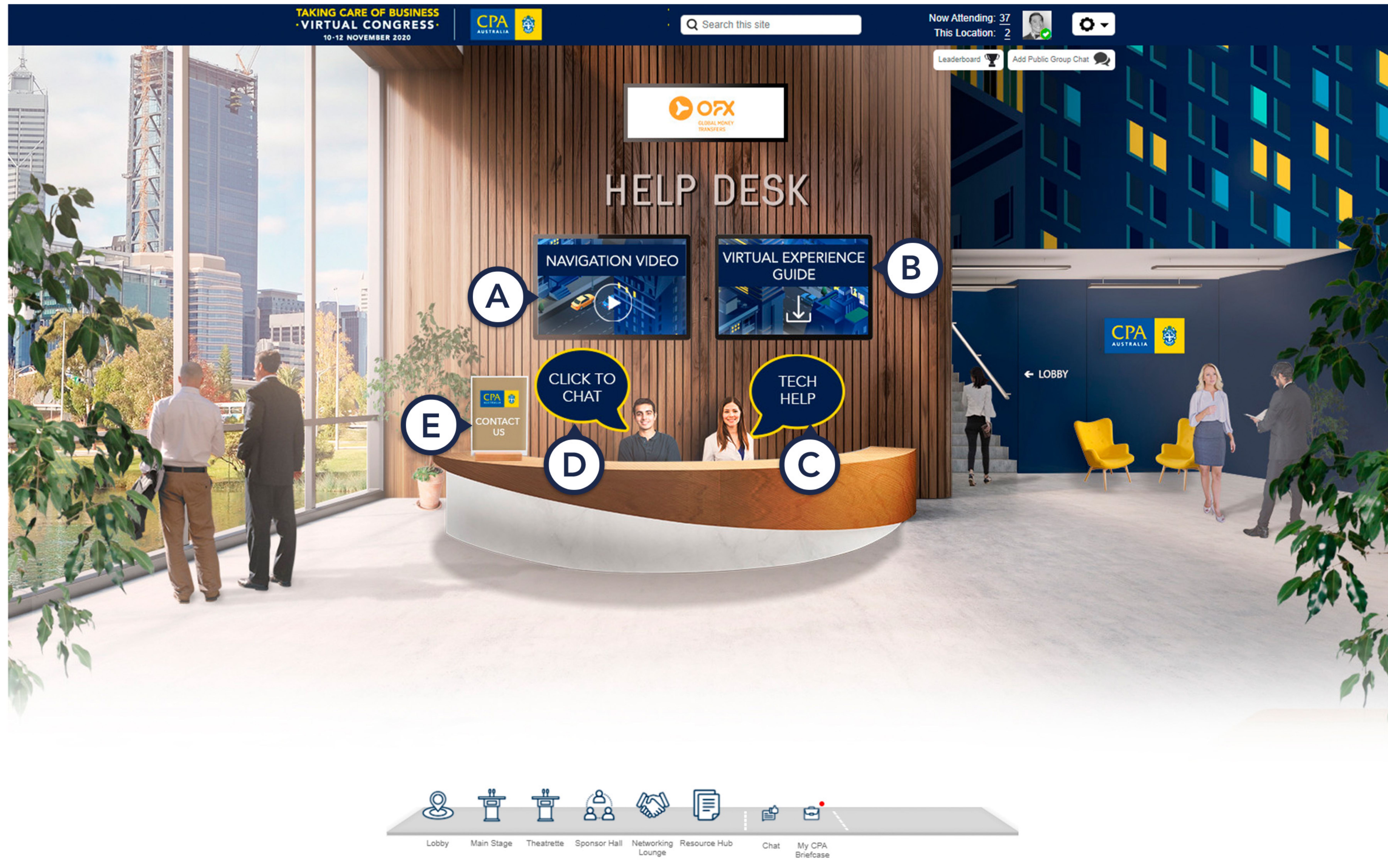
A. Click to view items to complete to be on the 'Leaderboard.'

B. Click to view the scavenger hunt and add to your 'Leaderboard' points.

C. Click to open and view the 'Leaderboard'.



# VIRTUAL EXPERIENCE GUIDE HELP DESK



- A. Click to watch the 'Navigation Video' and take a tour of the conference.
- B. Click to access the 'Virtual Experience Guide' during the conference.
- C. Click to chat with a technical support representative for assistance.
- D. Click to chat with a virtual event experience team member for assistance.
- E. Click for CPA Australia contact information.





# VIRTUAL EXPERIENCE GUIDE

## FREQUENTLY ASKED QUESTIONS

### How do I customise my day?

Click on the screen panel in the 'Main Stage and Virtual Congress Theatrette' to view the sessions. Click on the briefcase icon on the right of each session to add it to your personalised programs. To view your selections, click on the 'Briefcase' button in the bottom navigation bar.

### What if I miss a session?

Most sessions will be recorded and will be available to watch until 10 December 2020. Keynote recordings will be available the following day.

### Do I have to follow the event agenda exactly as outlined?

For the 'Main Stage', you'll have the best experience if you follow the live program as closely as possible. The 'Virtual Congress Play Theatrette' will have videos available at different times for flexible viewing. Live sessions will have a speaker Q&A session so tune into as many of the live sessions as you can for the full experience. Flexible viewing videos will only have a section to leave comments. During other times, please visit the other rooms.

### Where can I access speaker notes and slides?

Speakers presentations, information and resources will be available in the 'Main Stage and Virtual Congress Theatrette' on the panel labelled 'Speaker Content'. You can view all available presentations and save them in your briefcase to view at your convenience. Every attendee has access to a briefcase where you can download materials from sessions and sponsor booths. When you click on an item, you'll see an icon that looks like a briefcase. Click on the icon to add materials to your briefcase where you'll be able to download, view and share the items saved.

### Is closed captioning available?

All videos in the 'Main Stage and Virtual Play Theatrette' have closed captioning available.

### Are there special equipment requirements?

You're able to participate in the virtual conference from a laptop, desktop (Mac or PC) or tablets (Android or iOS). For the best conference experience, we advise against using a mobile device. We recommend you test your computer or device in advance. Visit: <https://virtualdestinations.6connex.com/event/TheWayToDoVirtual/system-check> to run a test check of your device.

### Should I use a specific browser?

We recommend using Chrome or Firefox, as these are the most stable and consistent browsers for accessing the virtual environment.

### What if I experience internet issues?

We recommend using a strong, wired broadband connection with a speed of at least 1.4 Mbps. If your connection is slower, you'll still be able to participate but load times may be longer than normal. Some helpful tips include:

- connecting to the internet using a network cable rather than a wireless network
- disconnecting from a VPN or corporate network (if possible)
- closing any unnecessary applications
- refraining from browsing the internet, streaming other media and/or downloading large files during this time.

### Who can I contact if I'm experiencing technical difficulties during the event?

In the event environment, click the Help Desk icon on your lower navigation bar. You'll be taken to a room where you can chat to the CPA Australia virtual experience support team.

If you're having issues accessing the platform, please contact CPA Australia on the details below:

<https://www.cpaaustralia.com.au/about-us/contact-us>

P: 1300 73 73 73 (within Australia)

P: +61 3 9606 9677 (outside of Australia)

Telephone enquiries opening hours

Monday to Friday

8.30am – 7.00pm (AEST)



# VIRTUAL EXPERIENCE GUIDE

## THANK YOU TO OUR SPONSORS

### Major Sponsor



### Gold Sponsors



### Silver Sponsors



### Bronze Sponsors

