VIRTUAL EXPERIENCE GUIDE
# PUBLIC PRACTICE CONFERENCE 2020

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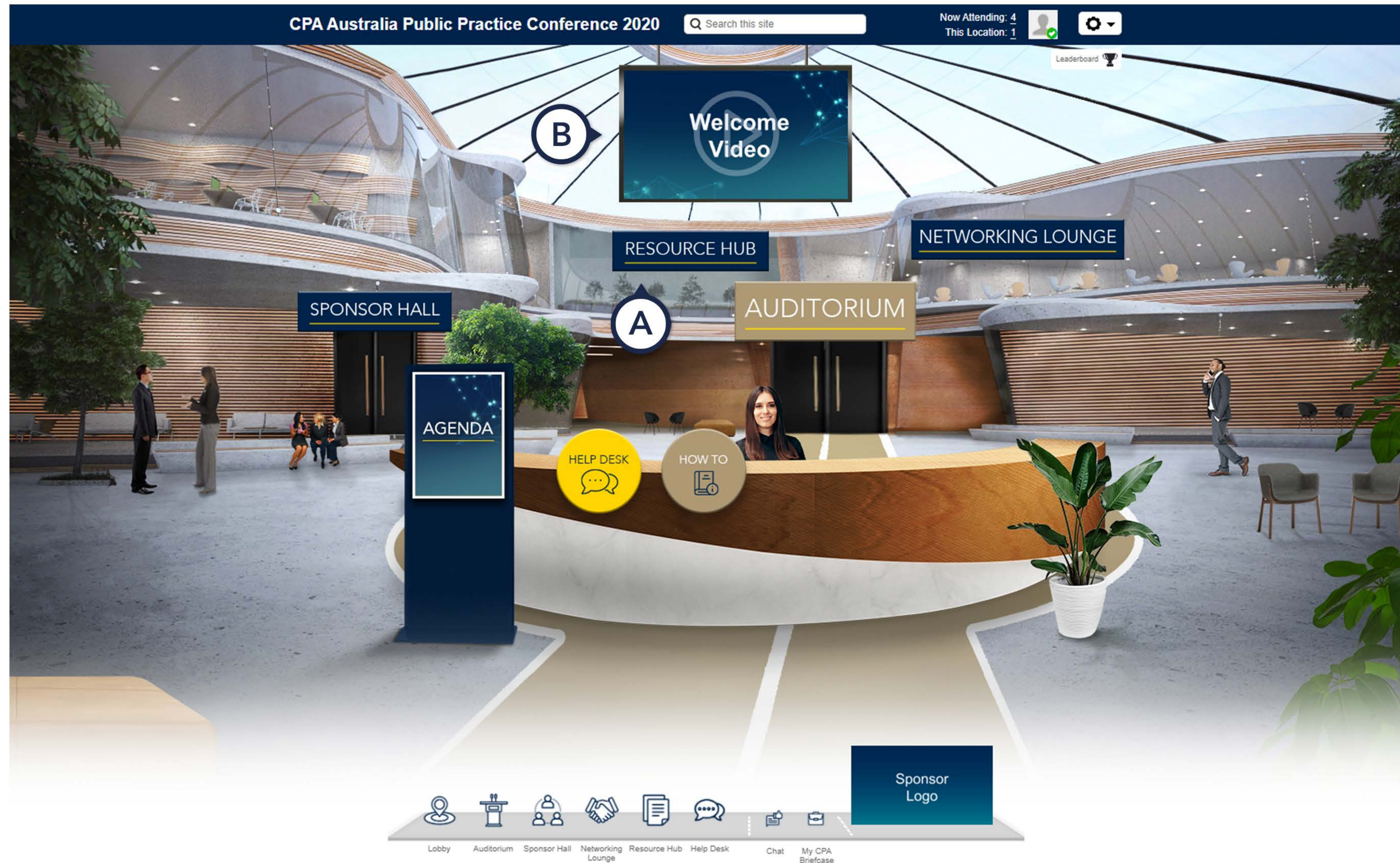
**A.** Once you've logged into the virtual conference, you'll find yourself in the lobby. A registration information window will automatically appear, please update your details and then close the window. From here, you can enter any of the main rooms by clicking a location in the conference navigation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

**B.** When you first enter the lobby, a welcome address from CPA Australia CEO, Andrew Hunter, will automatically begin. If you'd like to watch this video again, you'll need to click the play icon.
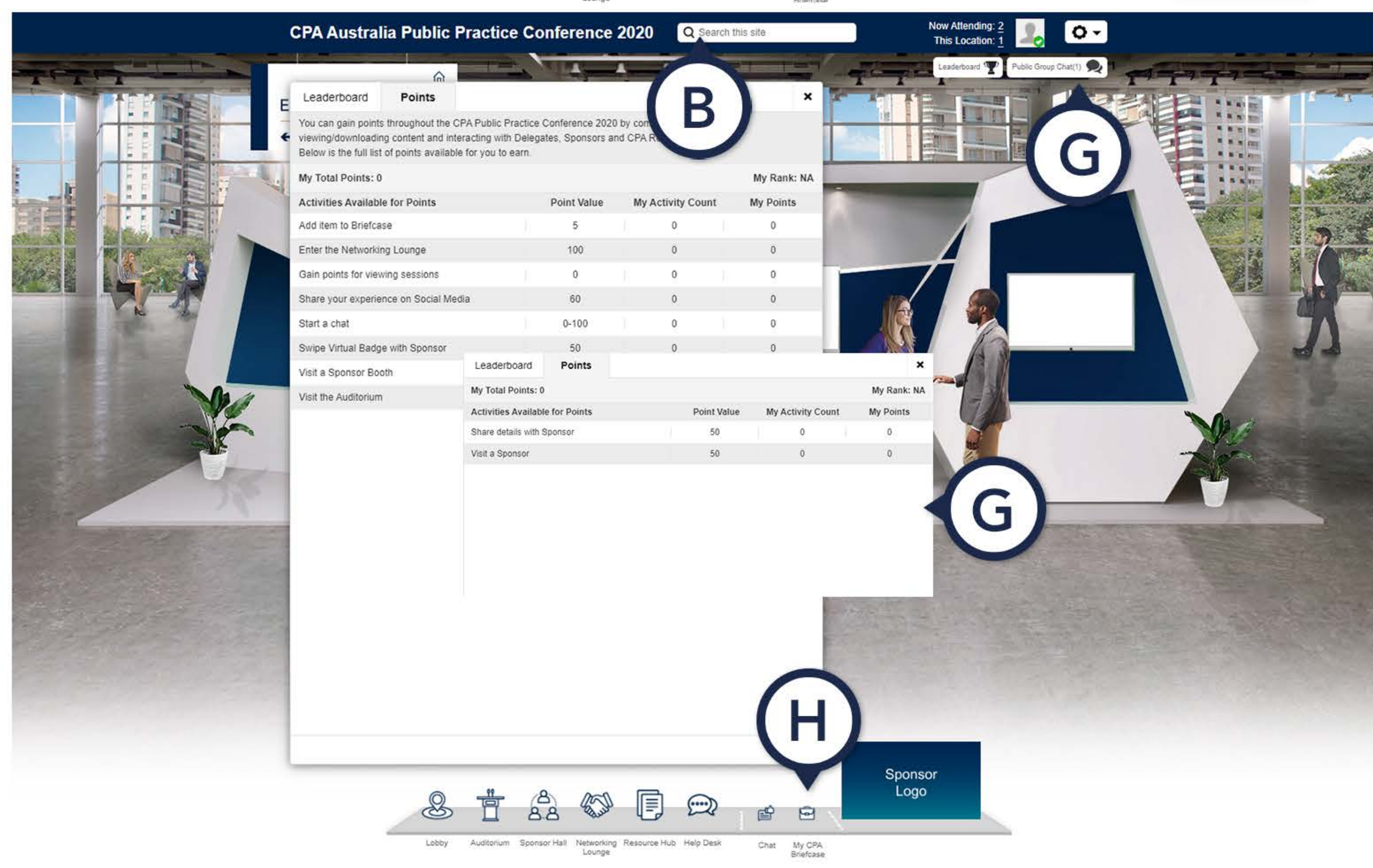
A. Click to watch the welcome video from CPA Australia CEO, Andrew Hunter.

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 access the Navigation Video, which will take you on a tour of the virtual conference environment, explain how to navigate around the rooms and provides some useful tips. You will also find a copy of the Virtual Experience Guide. Check back here throughout the day as new features are added on how to have the best conference experience.

E. Click the Help Desk for assistance.

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

G. CPA Australia assigns point values for specific actions, e.g. visiting booths or downloading content. You can view a list of points per activity by clicking on the Leaderboard icon.

H. Add documents, link videos and other content from sessions and sponsor booths to your briefcase to view at your convenience.

I. Click here to view the program.
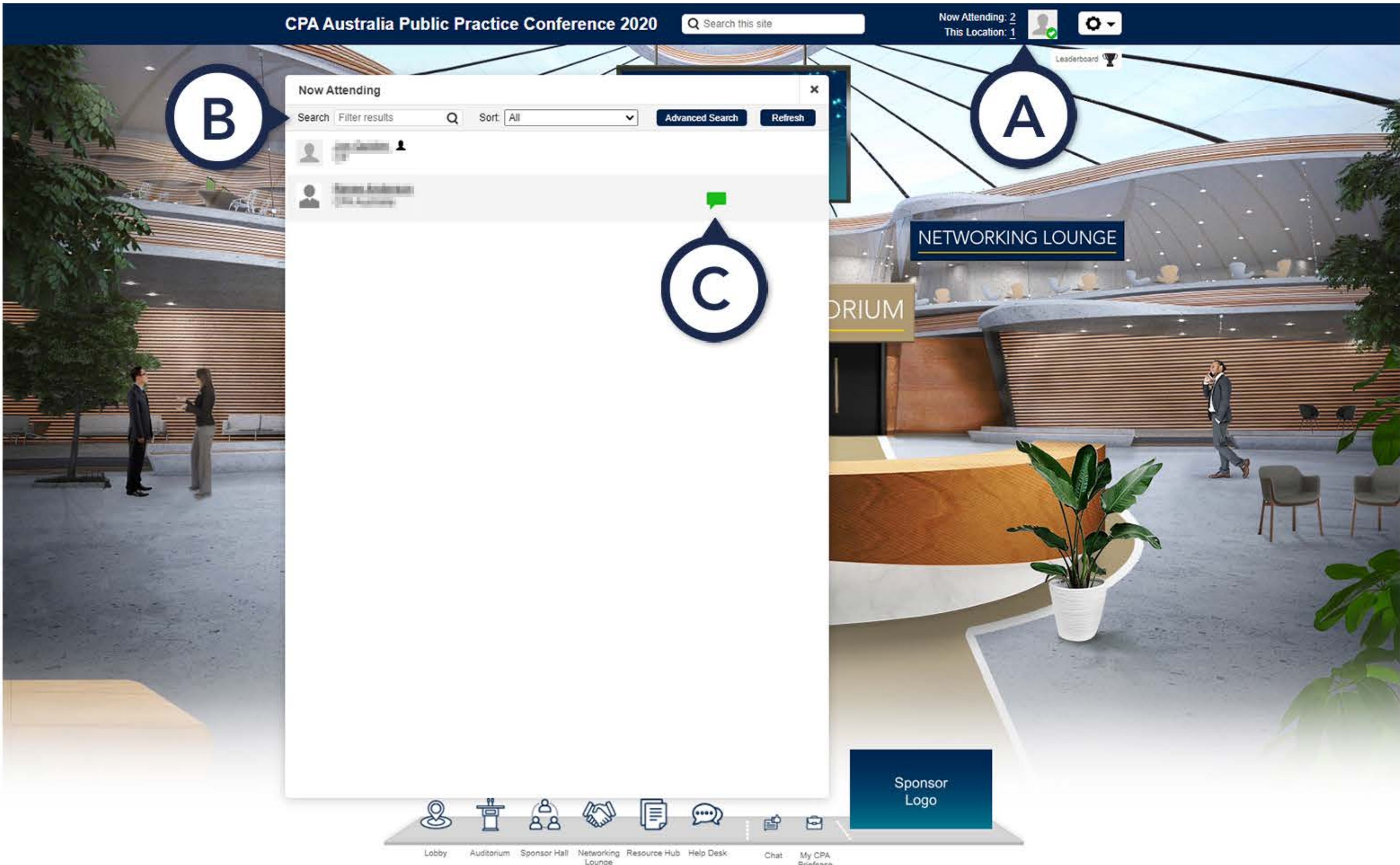
**A.** Click Now Attending to view who is currently attending the conference and click This Location to view who is in the same room.

**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.

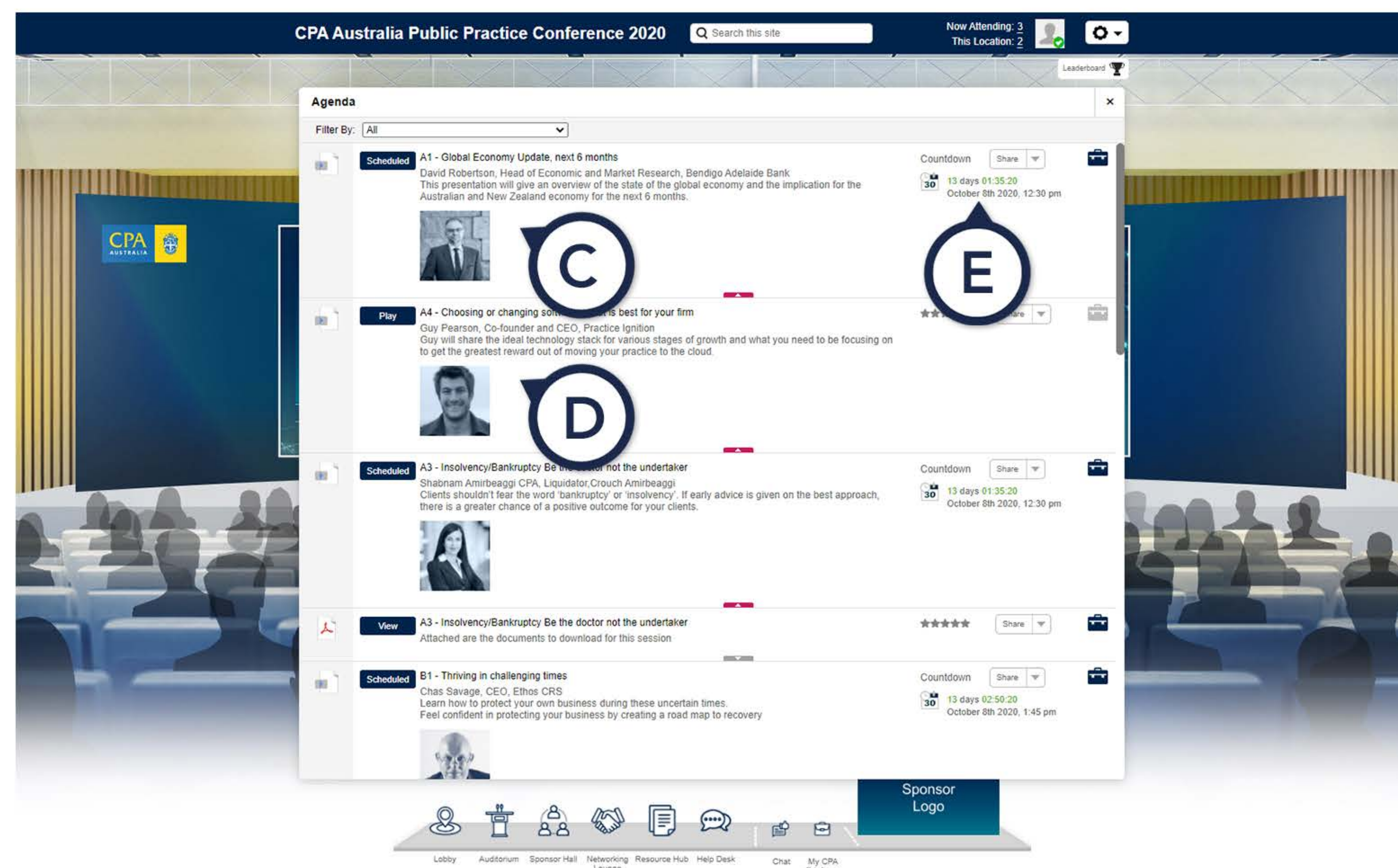**E.** You can translate your chat to one of the available languages.
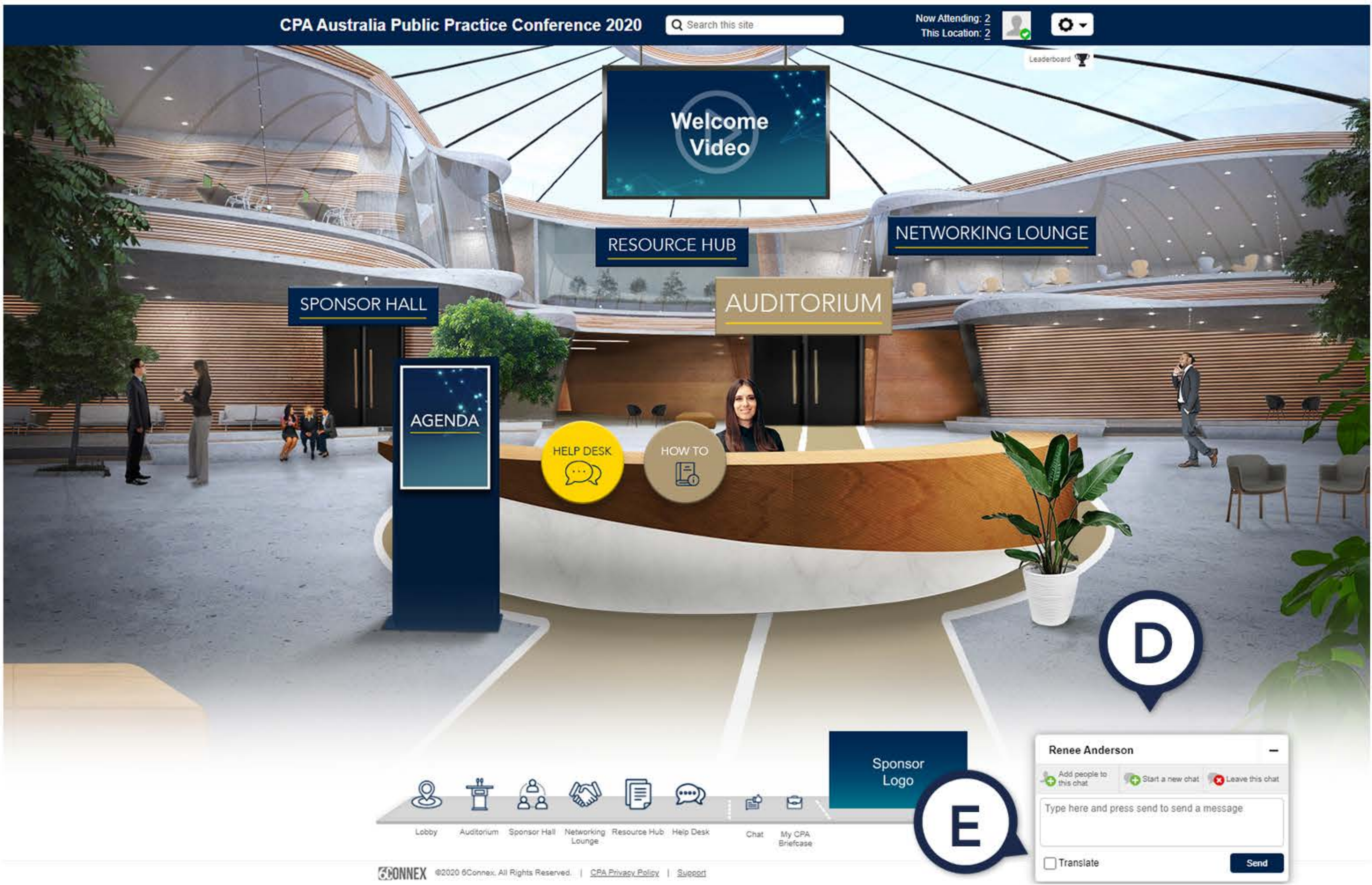
## THE AUDITORIUM

**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 that you can add to your briefcase to view at your convenience or download to your computer.
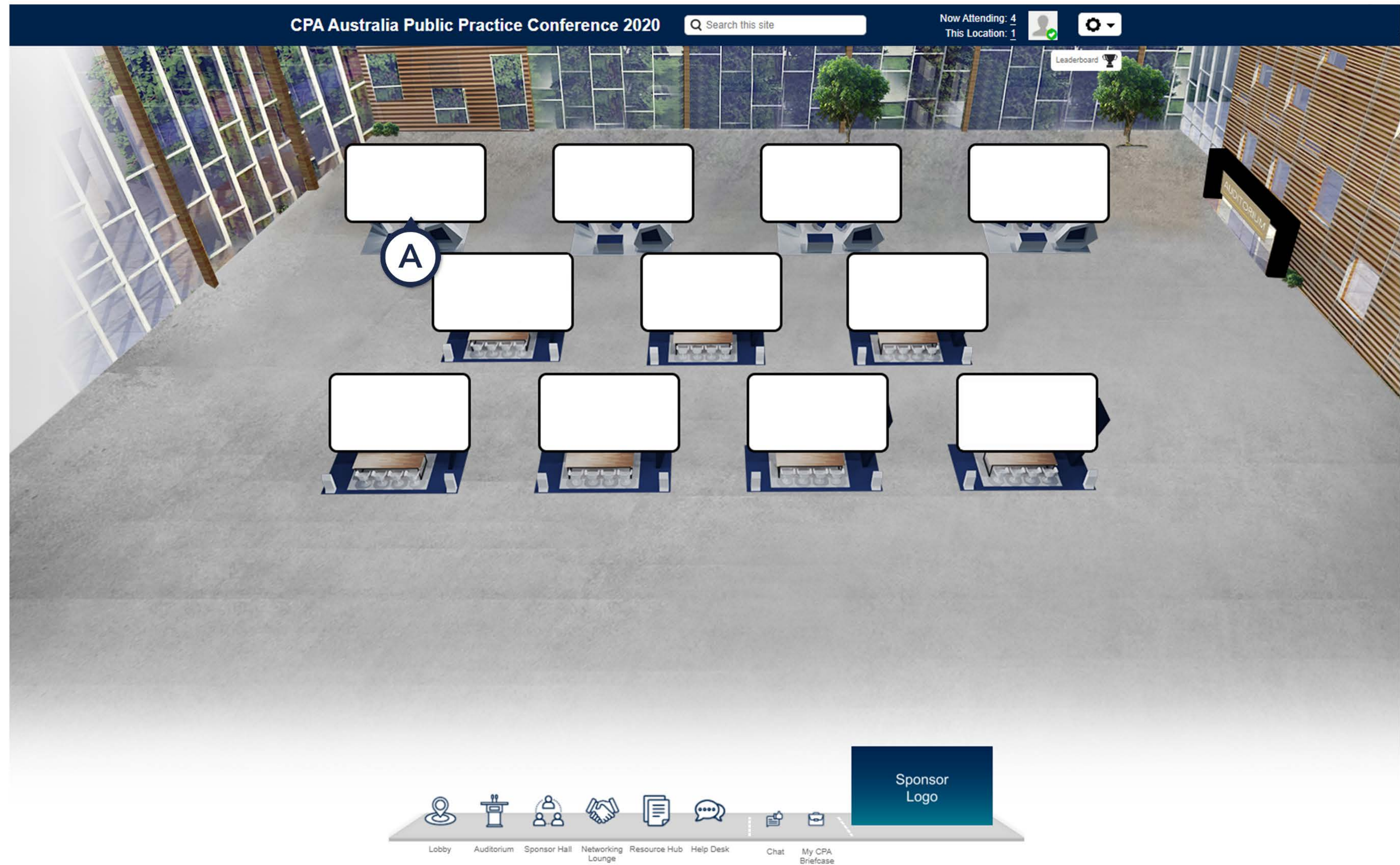
## THE PROGRAM

**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' indicated 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

CPA Australia Public Practice Conference 2020

Search this site

Now Attending: 4
This Location: 1

Leaderboard

A

Sponsor Logo

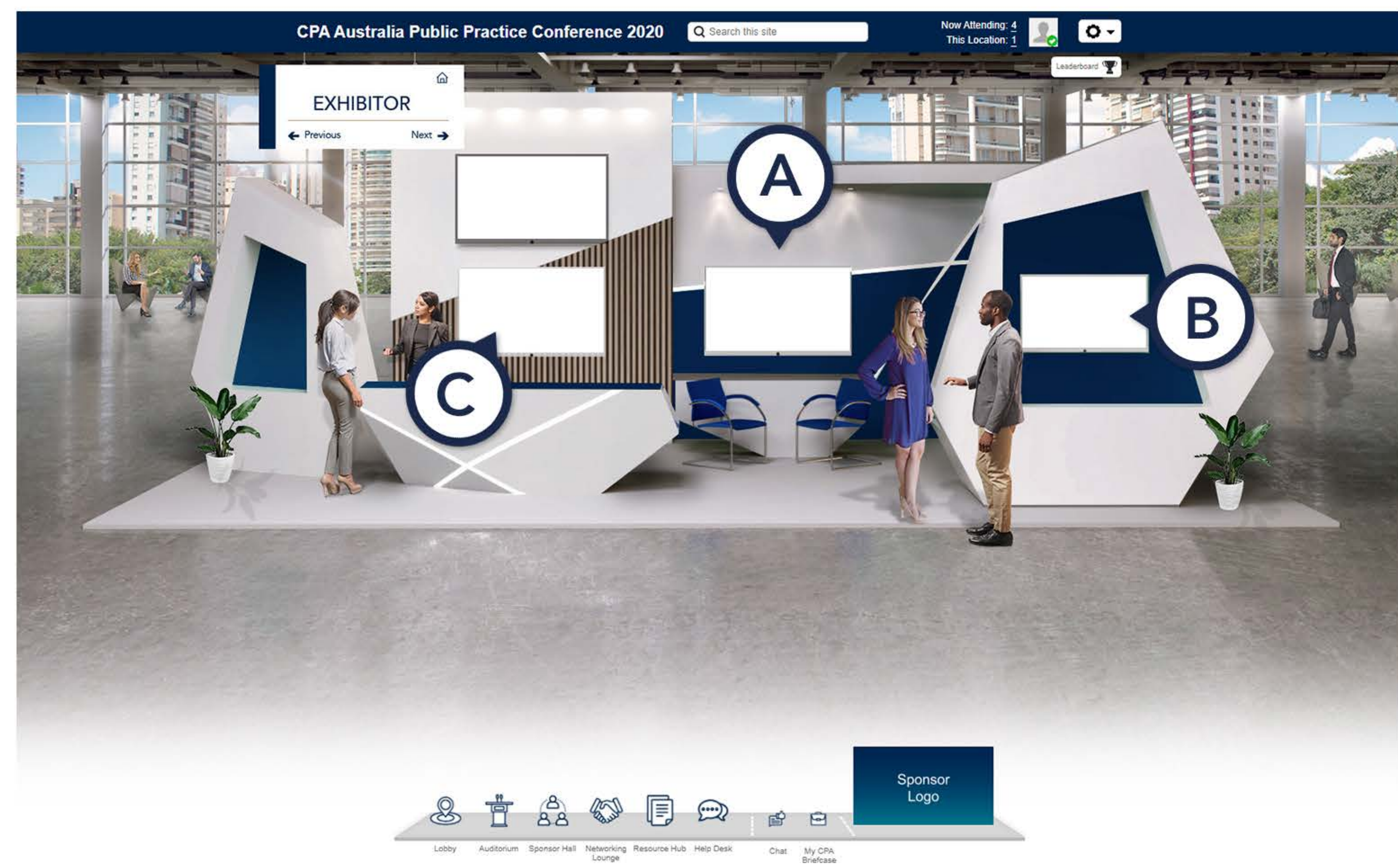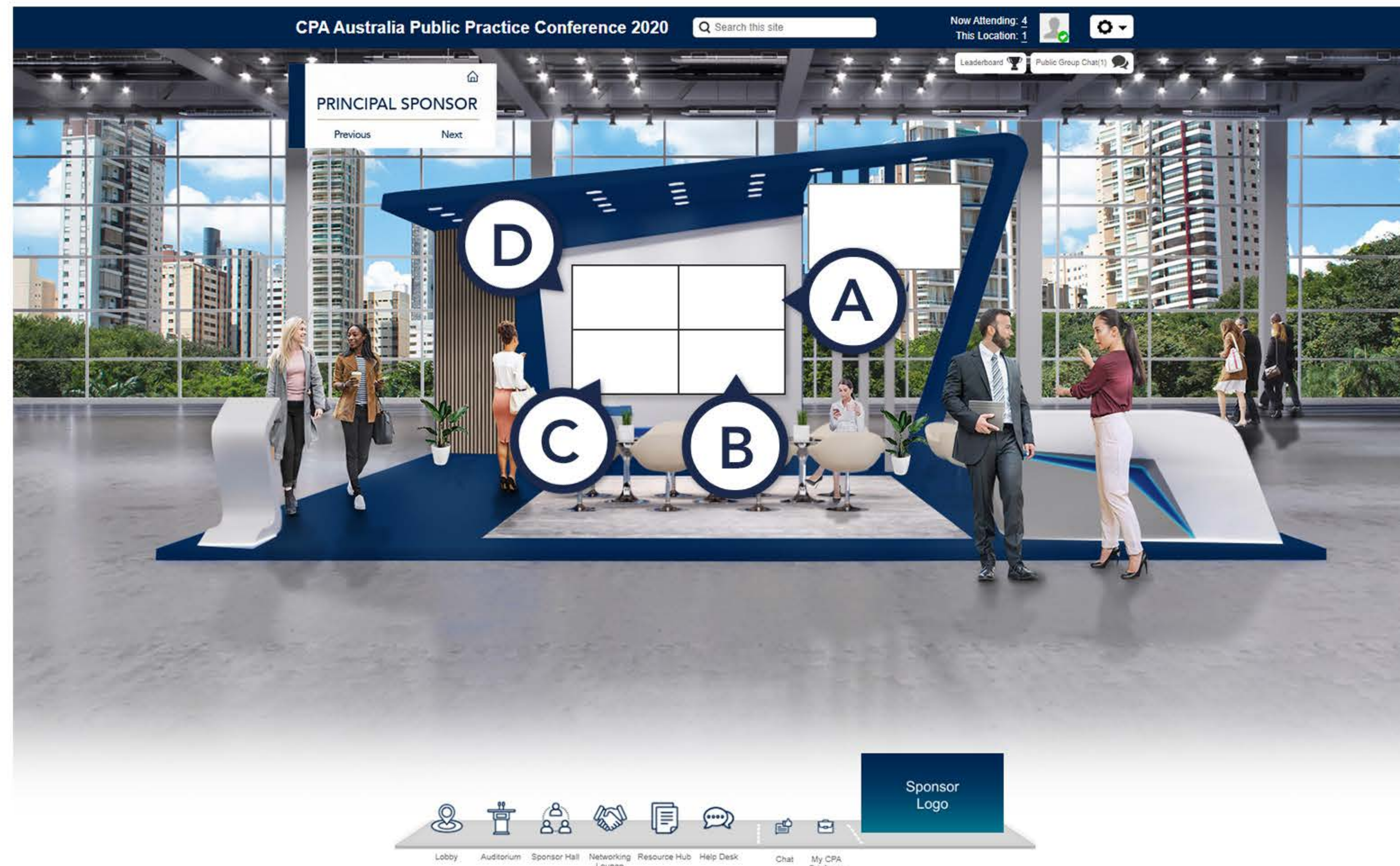Lobby    Auditorium    Sponsor Hall    Networking Lounge    Resource Hub    Help Desk    Chat    My CPA Briefcase

A.  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.

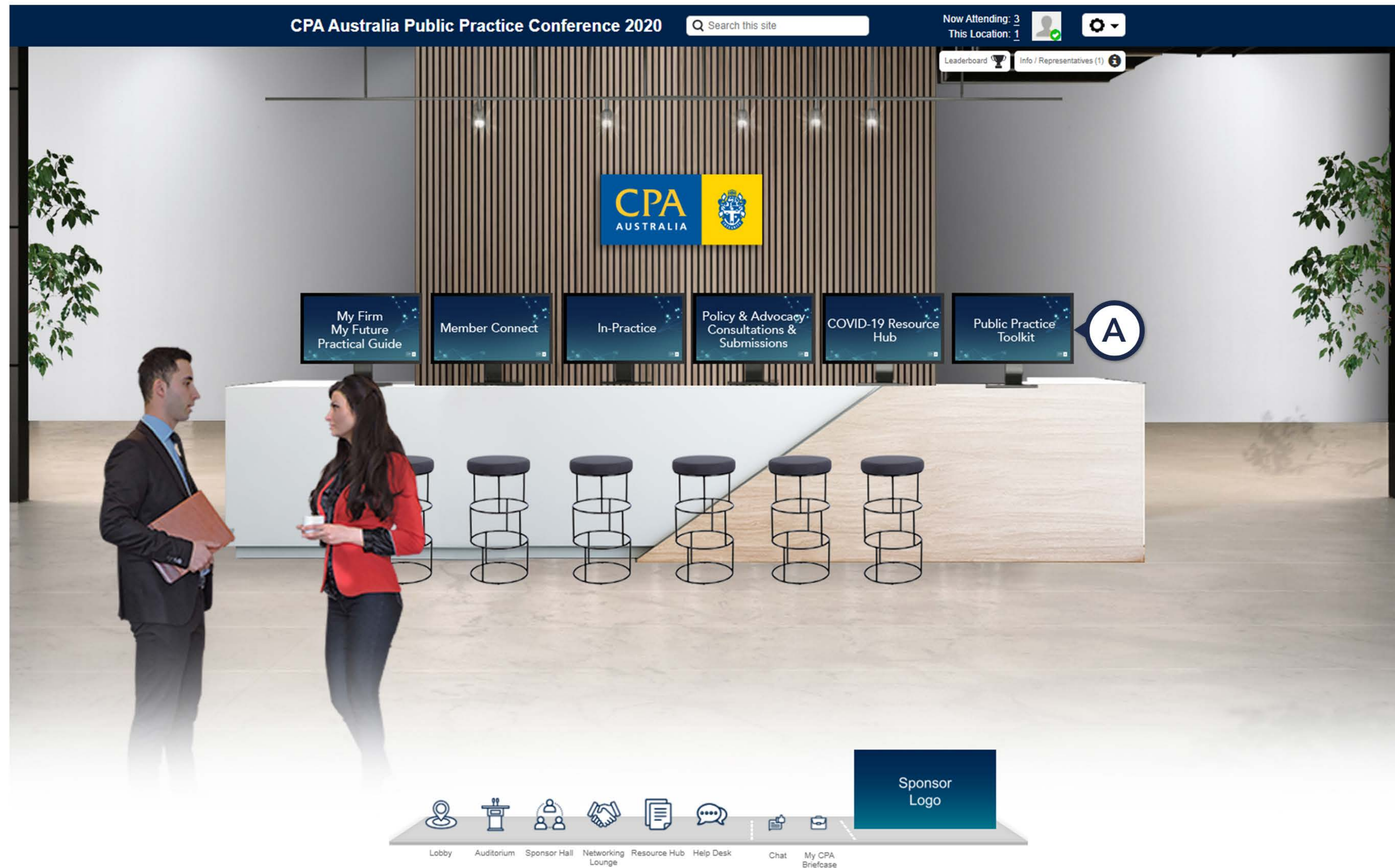## BOOTH LAYOUT

**A.** Click to chat with a sponsor representative.

**B.** Click to open content windows containing additional resources for viewing or downloading.

**C.** Click to view a sponsor's social media profiles (if available) or website .

**D.** Click to watch the sponsor video (if available).

A. Click on each individual screen for more information and resources on specific topics.

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. The speaker chat tile will open a list of scheduled chats with speakers and the time they will take place. Click on other tiles to view when they are scheduled.

**B.** Click to view current attendees in the Networking Lounge
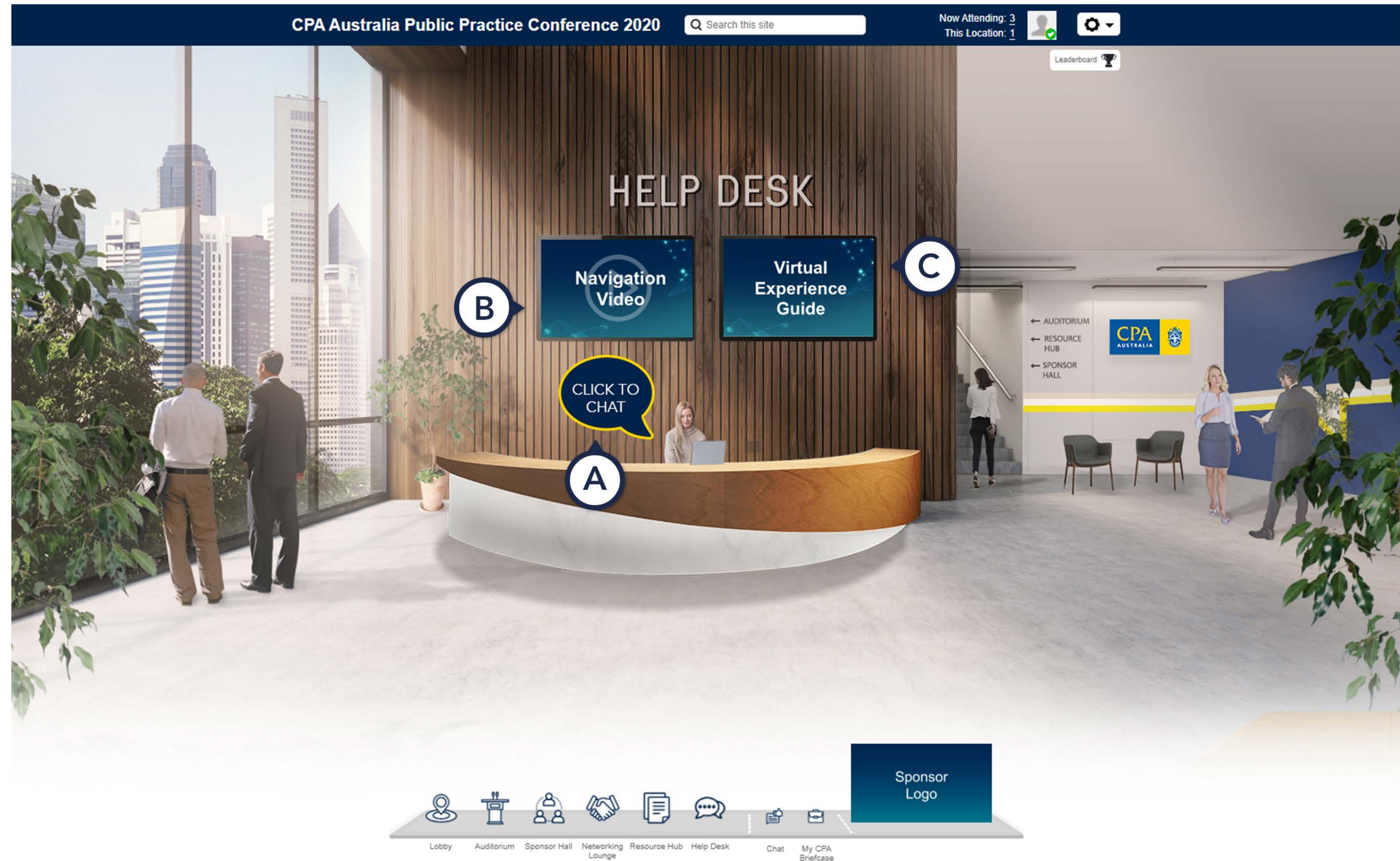
**A.** Click to chat with a virtual experience team member for assistance.

**B.** Click to watch the Navigation Video.

**C.** Here's where you'll find the Virtual Experience Guide. Check back here throughout the day as new features are added on how to have the best conference experience.

# FREQUENTLY ASKED QUESTIONS

### How do I customise my day?

Click on the screen panel in the auditorium to view the sessions. Click on the briefcase icon on the right of each session to add it to your personalised program.
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 for you to watch for a limited time only once the conference has concluded. You will not, however, be able to submit questions if you are not viewing it live.

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

Similar to face-to-face conferences, you'll have the best experience if you follow the program as closely as possible.
Live sessions will have a Q&A function where you can ask the presenter questions. Pre-recorded sessions won't have this functionality available, so tune into as many of the live sessions as you can for the full experience.The virtual Public Practice Conference is flexible. You can visit sponsor booths and the Networking Lounge, view content in the CPA Resource Hub and connect with attendees throughout the day.

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

Some speaker presentations will be available in the Auditorium on the panel labelled 'Speaker Presentation Slides'. 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.

### 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)
8.30am – 8.00pm (AEDT– during daylight saving)

If you have any other enquiries in the lead up to the event, please contact us on the above details.