



Welcometo CPA Congress 2023!

This guide will take you through the platform spaces and features, so you can get the most out of your virtual experience.

Quickquide

For registration and setup instructions, see page 1 For accessing sessions, see page 3 To view the engagement features on the platform, see page 5 To explore rooms, see page 7 To explore sponsors, see page 10 For FAQs, see page 12



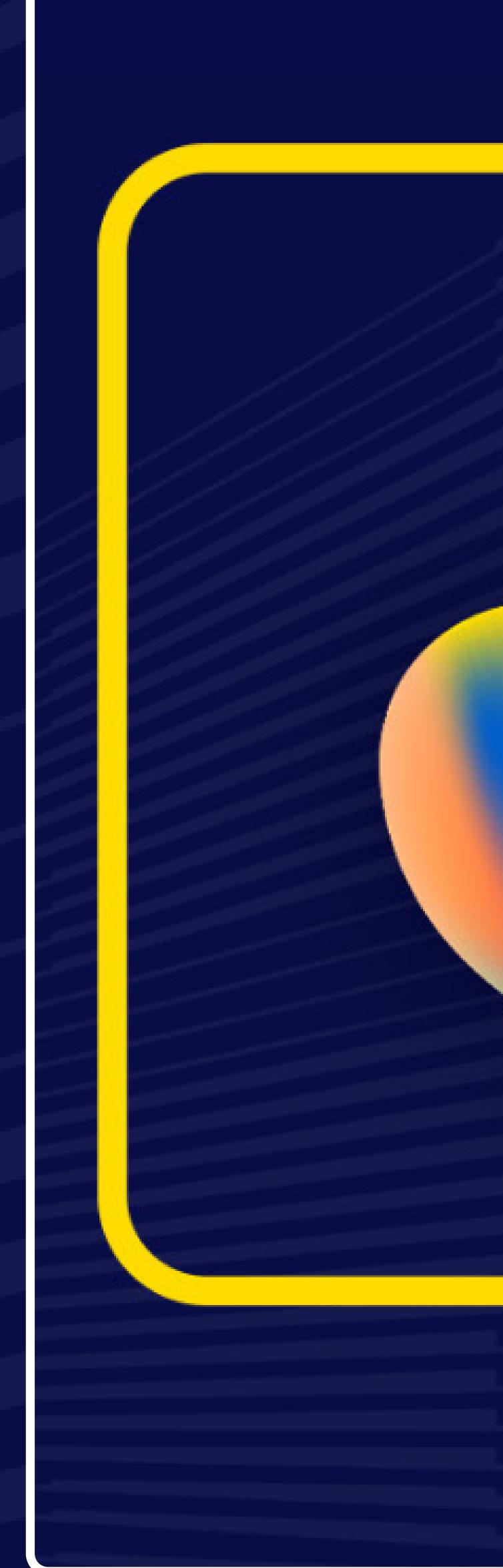
Introduction & Home page

This section will show you how to set up your conference profile and calibrate your screen for an optimal virtual experience.

- A. A profile setup window will automatically appear the first time you enter the virtual CPA Congress environment. Complete the questions and click 'Submit'.

B. From here, you will be taken to the screen calibration page to adjust your screen. Follow the calibration steps to ensure optimal viewing of the virtual environment, then click to enter Home.





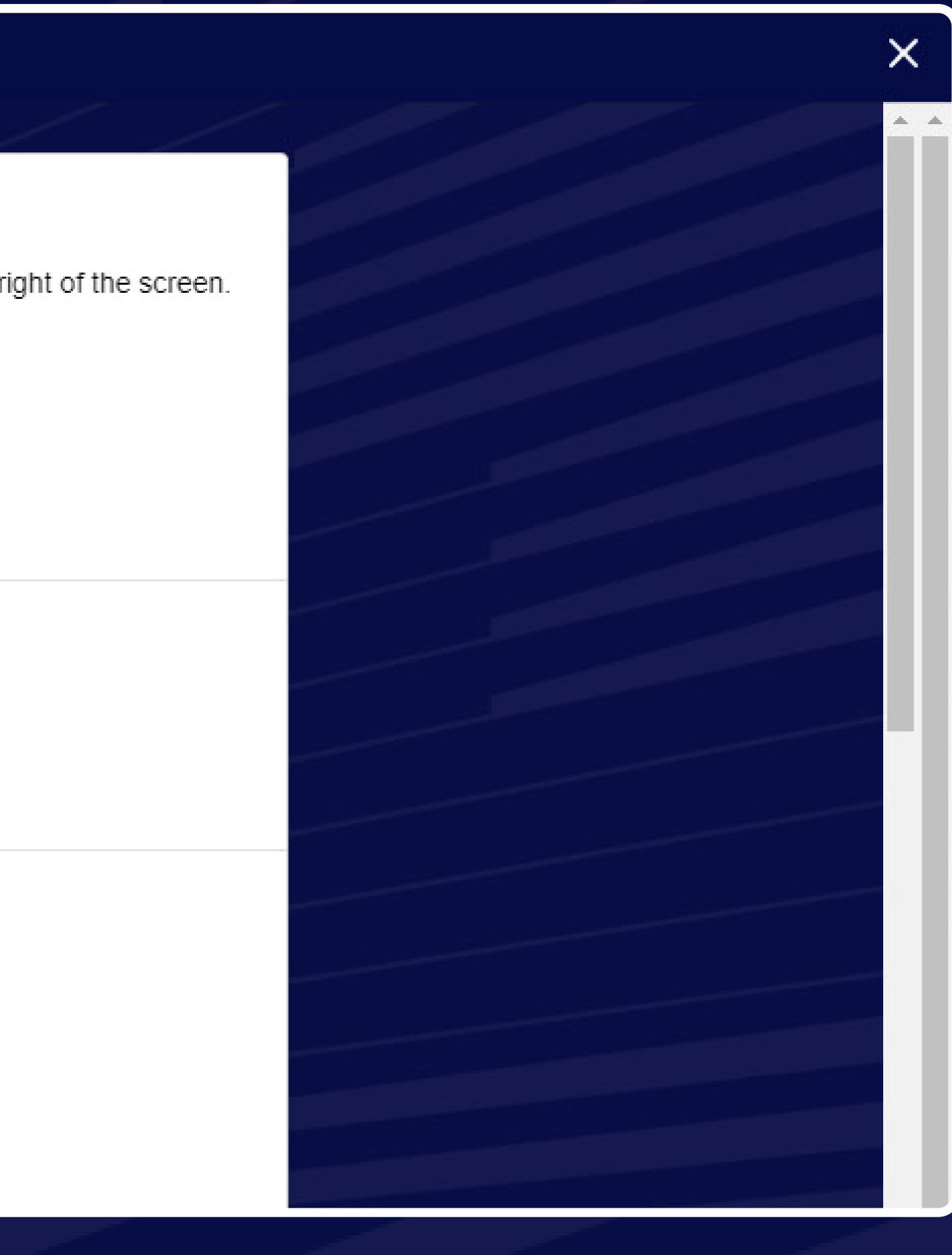
PROFILE			

Fields noted as (Online profile) may be hidden or displayed under [Profile settings] via the settings dropdown menu at the top right of the screen. Fields noted as (Private) are requested for delegate demographics purposes. The option of "Prefer not to say" is available.

Please complete your registration below. All fields marked with an * are mandatory.

Mike		Bergeron	
Company Name*			
Company name			
CPA Australia designation (Online profile)	*		
	*		
CPA Australia designation (Online profile)	*		

<u>CPA</u>		ow Attendin This Locatio
	Flex Fwd	
	Screen Calibration	
	To optimise the way you view the event on your screen, adjust your viewing settings so that the YELLOW LINES are visible on your s	
	To zoom in / zoom out: Apple $\#$ + + or - PC computer \bigcirc Ctrl + Ctrl + - Ctrl +	+
	Mobile or Tablet PINCH OPEN or PINCH CLOSED	
	Click anywhere on screen to join the CPA Congress	expe







Introduction & Home page

A. Welcome to the Home page. In the top right corner, you will find the Settings functions. Here you can edit your Profile Information at any time.

Under Profile Settings, you can choose what other attendees can see about you, by displaying or hiding fields on your virtual profile card using the tick boxes.

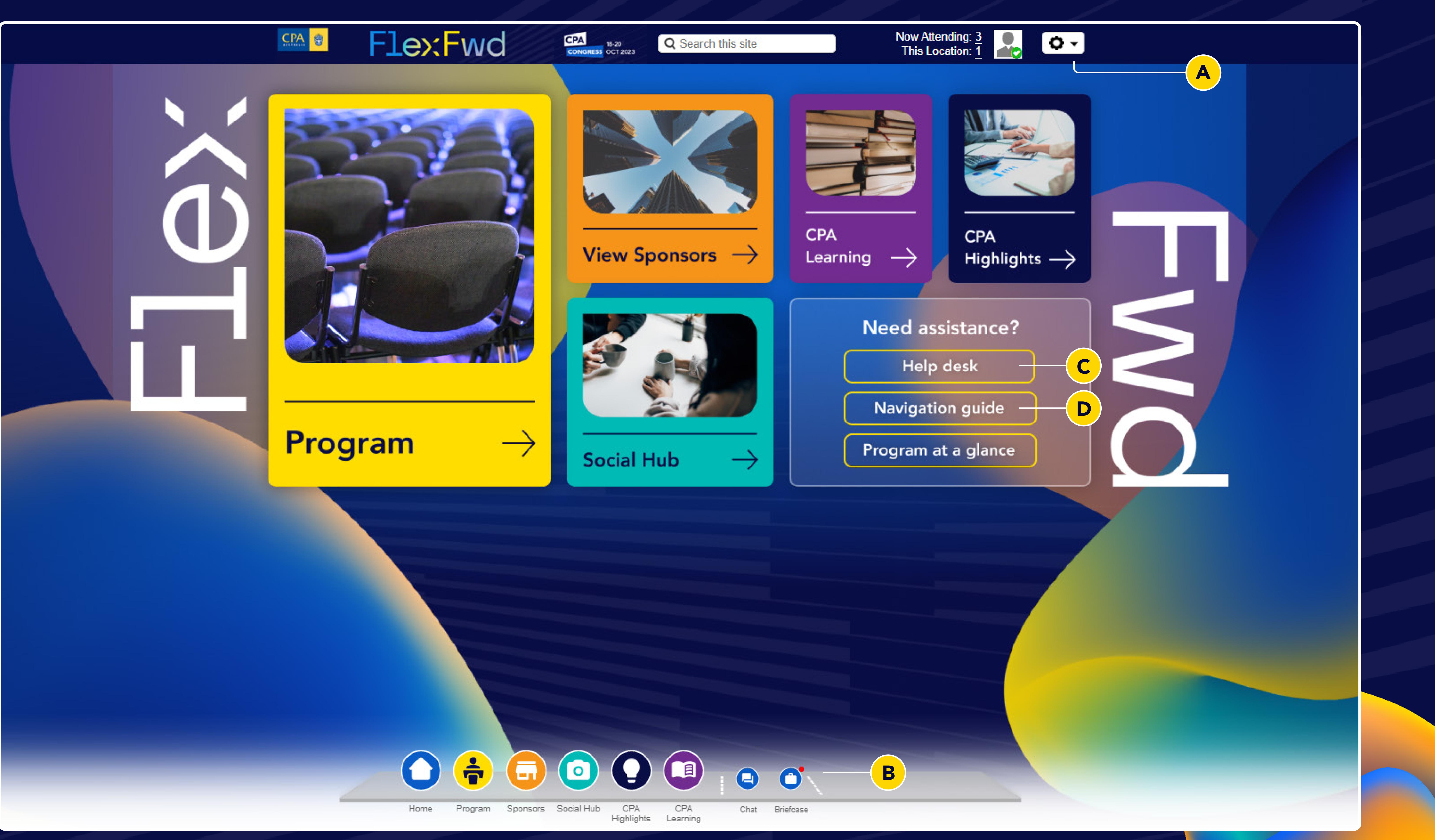
B. You can enter any of the pages in CPA Congress by clicking on their icon in the Navigation Bar or clicking on one of the room tiles visible from the home page.

> Click Program to view the LIVE & Prerecorded sessions (and their live recordings).

- D. Click to access the

C. Click on the Help Desk to speak with a CPA Australia or 6Connex representative if you require any assistance navigating the virtual environment, resolving a technology issue or to connect with a CPA Australia local office.

'Navigation Guide'. This guide can be downloaded.



Accessing sessions PROGRAM

There are 5 tiles to access sessions. The 'Main keynotes' will contain all the live sessions, and their recording during the OnDemand period. The remaining image tiles are the four streams which contain the pre-recorded sessions, also available OnDemand.

We invite to watch and rate sessions as it helps your fellow attendees select their preferred learning opportunities. You may also download speaker content from the Program page.

On the Program Page:

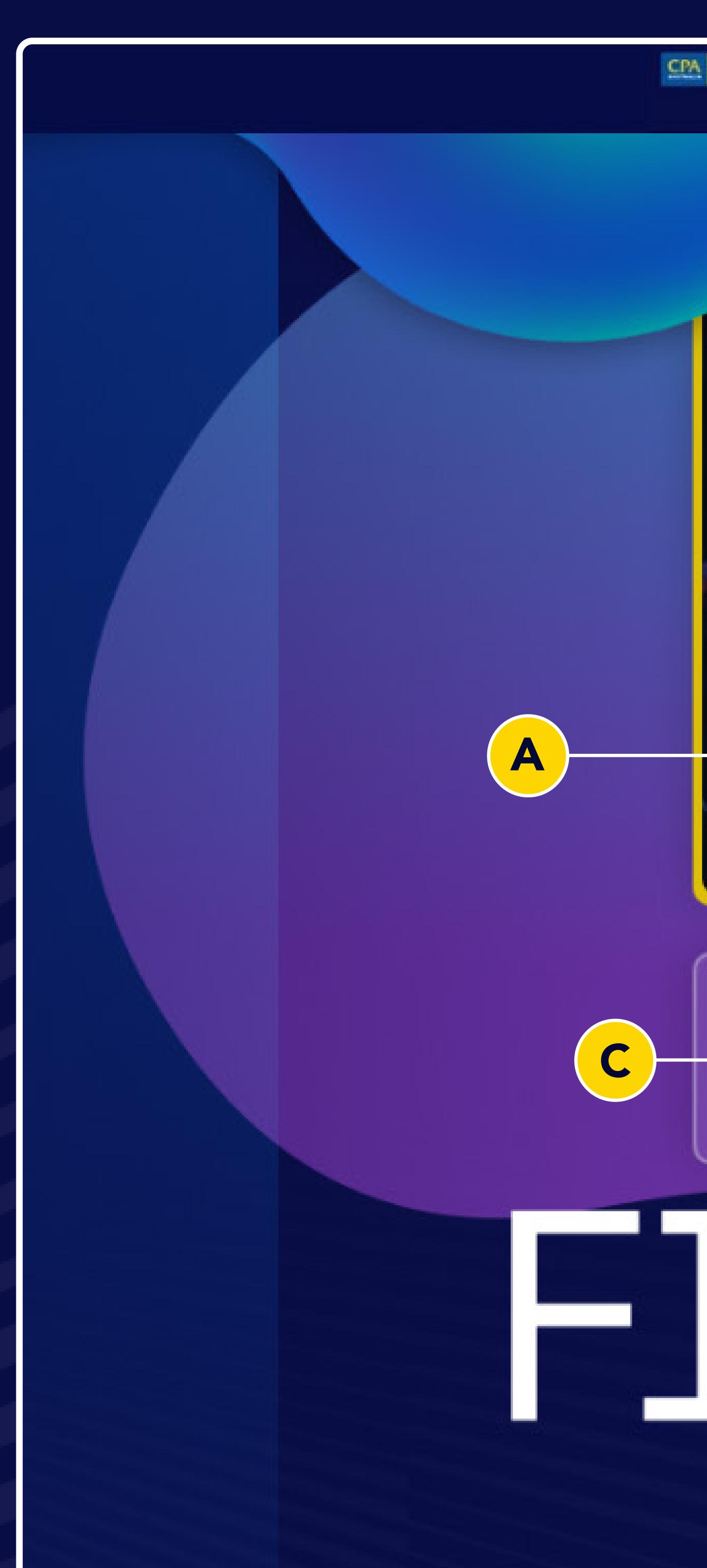
- A. Click on the 'Main keynotes' to open and view the live program listing. From here you'll be able to scroll and select sessions to watch.
- B. Click on the streams 'Personal Leadership', 'Leadership and business insights', 'Operational excellence', or 'ESG, policy and global economy" - to view the pre-recorded sessions.
- C. Click on 'Speaker

Resources' to open and view a list of speaker presentations, information, and resources. You can add these to your Briefcase to view at your convenience and/or download to your computer.

D. Click 'Rate this session'

to find a list of all sessions to provide your feedback. A star rating system and comments are available.

Be sure to complete the **CPA Congress Survey** before leaving. Your feedback is valuable and most appreciated.



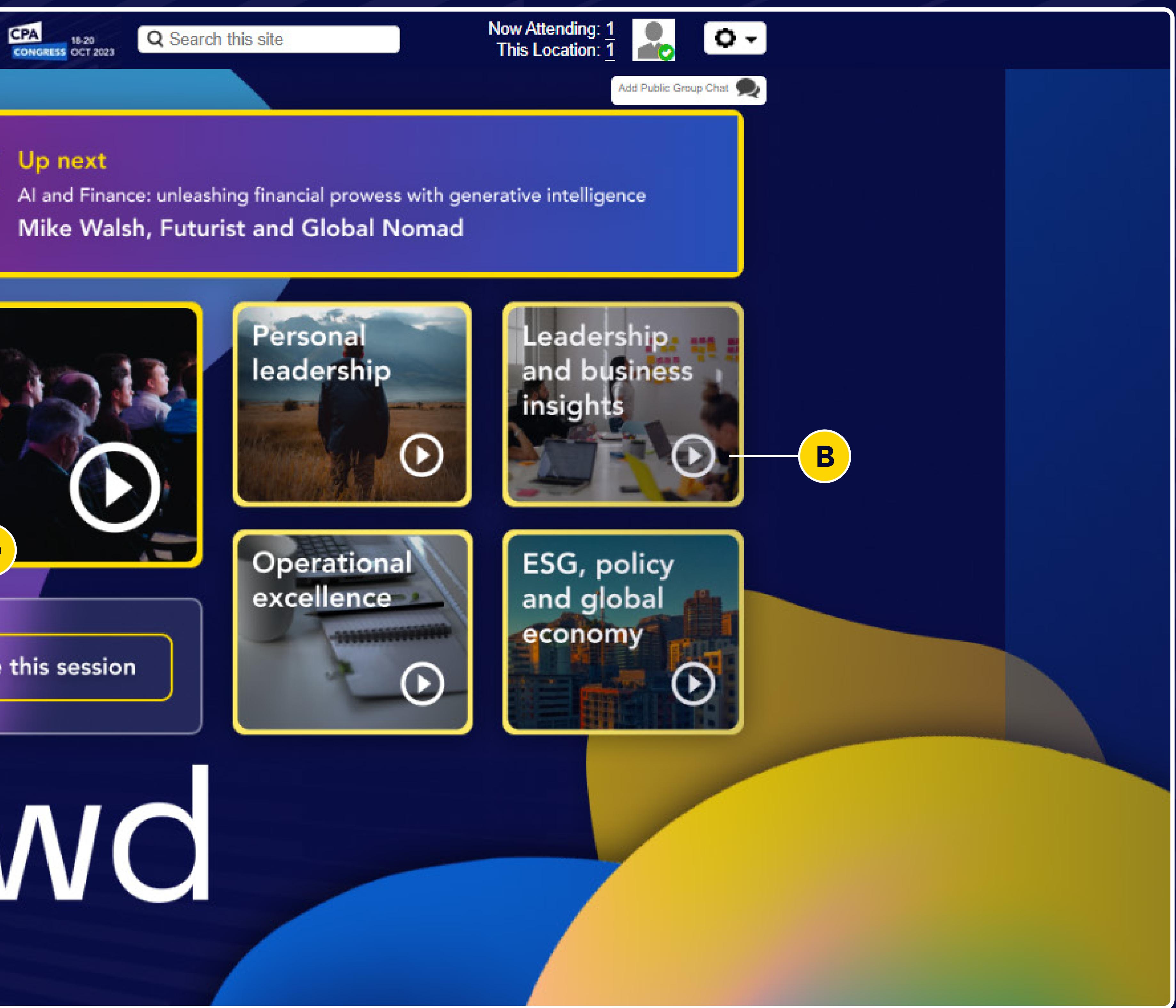


Mike Walsh, Futurist and Global Nomad

Main keynotes

Speaker resources

Rate this session



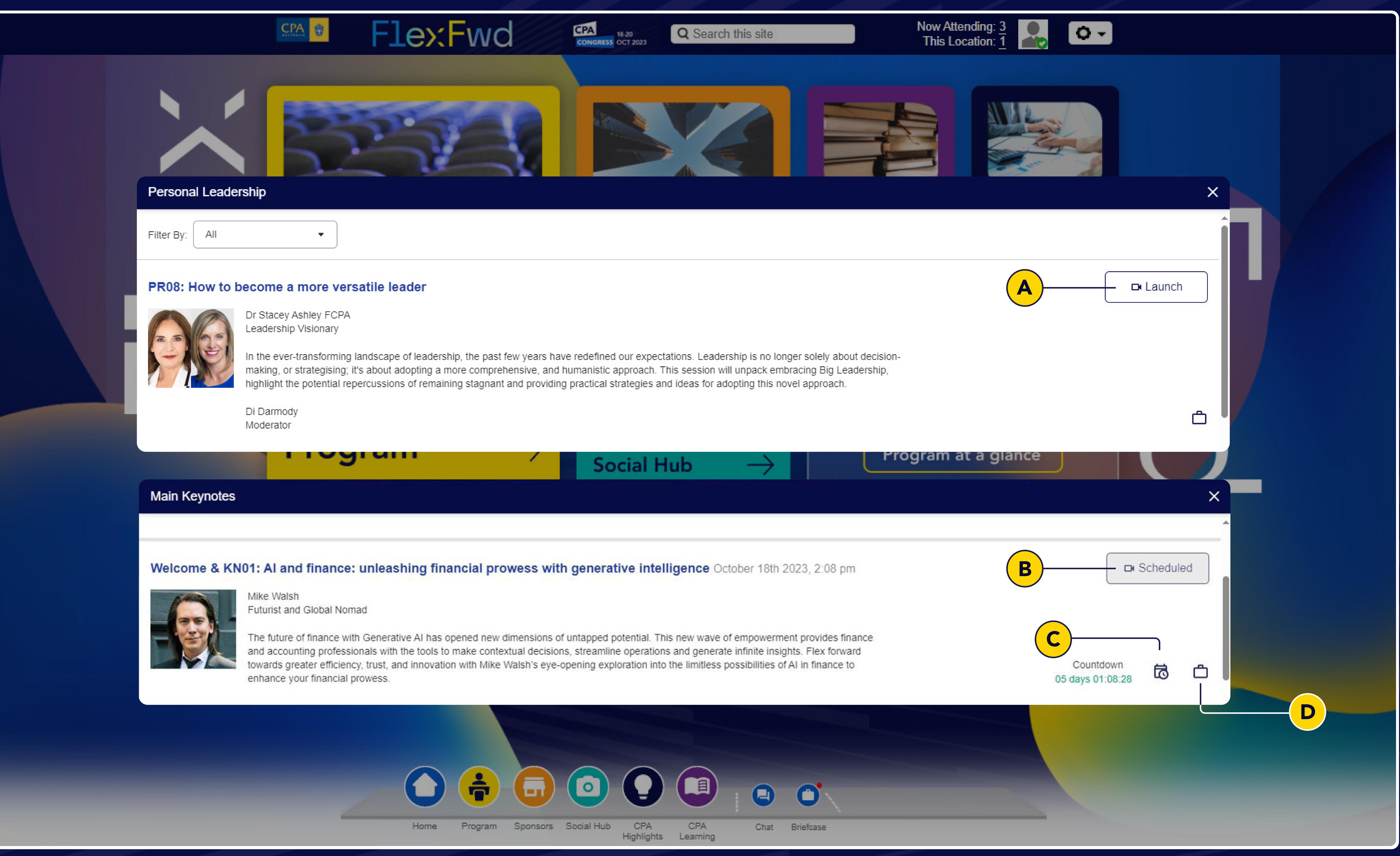
Accessing sessions THE MAIN KEYNOTE LISTING

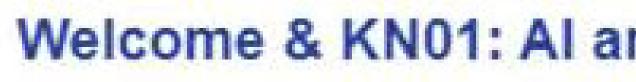
- A. All available sessions will be indicated to the right of their description and will have a 'Launch' button to open them.
- B. If you see 'Scheduled' instead of 'Launch', then the live session is scheduled for a later time. See timing beside the session title, and remaining countdown time in green.
- work calendar.

D. Be sure to click on the Briefcase icon to save sessions to your briefcase. Sessions (and resources) can then also be accessed directly from your briefcase.

NOTE: All times are displayed in the time zone set on your computer.

C. This icon allows you to add a calendar appointment to your personal or









Engagement features HOW TO ENGAGE WITH OTHER ATTENDEES AND CONTENT AT VIRTUAL CONGRESS 2023

- A. Search for content across the virtual conference.
- B. See sessions taking place in the Main keynotes stage.
- C. Click 'Now Attending' to search for attendees currently within the virtual environment.

Click 'This Location' to view attendees on your current page only.

To start a chat with an attendee, refer to page 6, or point D below.

D. Click Chat to start a conversation with other delegates. Further information on page 6.

NOTE: Only documents may be downloaded to your computer (not sessions). Be sure to do so before the environment closes on 1 December 2023. Sessions and videos must be viewed within the virtual platform.

E. The Briefcase contains content you've selected during your experience, as well as pre-loaded sponsor resources. Add content such as sessions, links, PDFs, and videos by clicking on the briefcase icon associated with the preferred content.





How to use the engagement features

- A. Click the number next to **'Now Attending**' to view who is currently attending the conference or **'This** Location' to view attendees in the same room.
- B. Search for any attendee currently at the conference.
- C. A green chat box indicates that an attendee is online. Click to start a chat.
 - A grey chat box indicates they are offline.
- D. Your chat will open in this window.
- E. Click Add people to start a group chat and add others to the discussion.

NOTE: For Mobile Users, sessions will not have the chat feature.

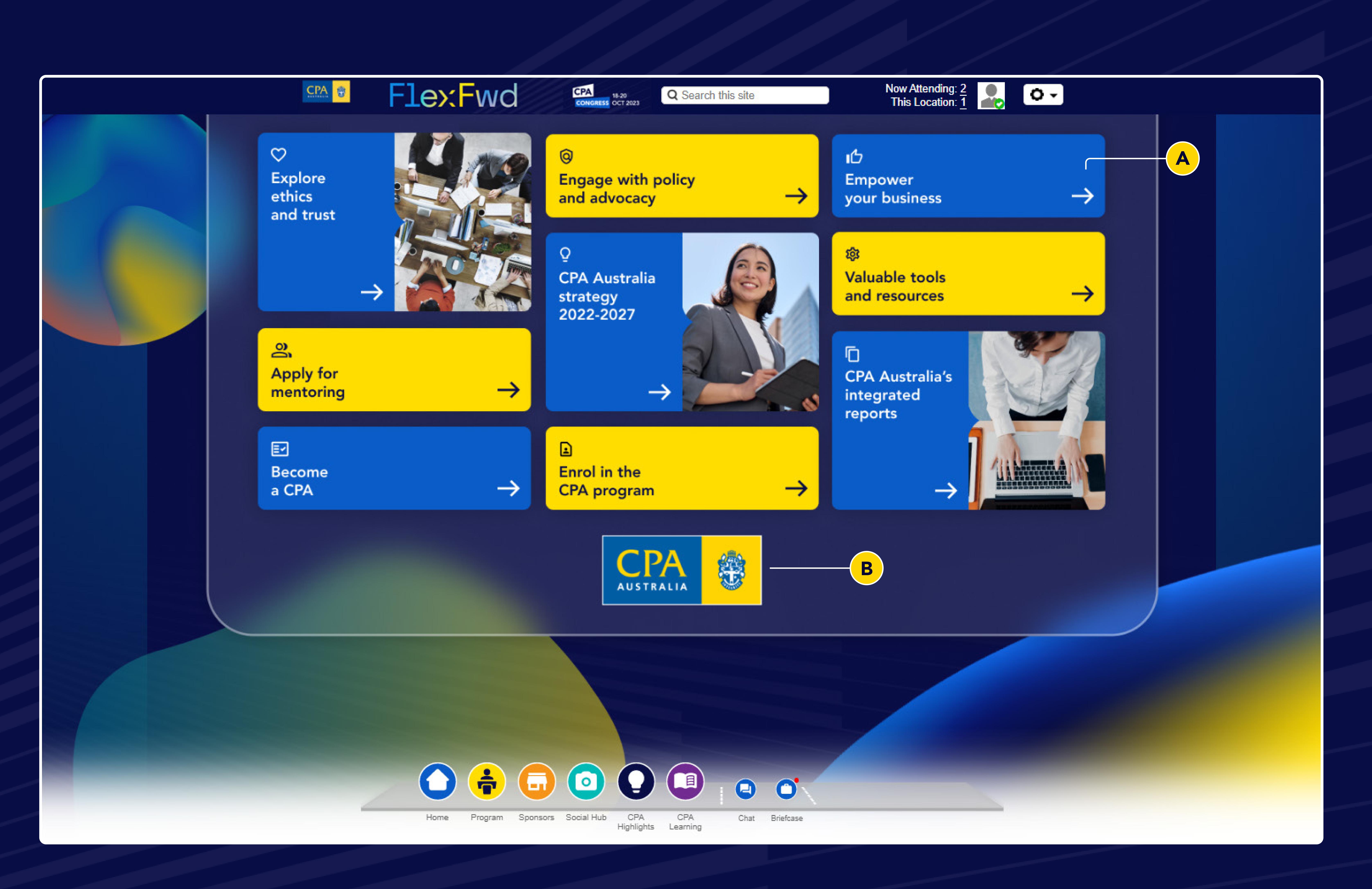


Exploring other rooms CPA HIGHLIGHTS

Now that we know how to engage and connect with other attendees, let's explore the new rooms at Virtual Congress 2023.

- A. Click on different elements for more information and resources on specific topics.

B. Click on CPA Australia Logo to visit our CPA Australia homepage.

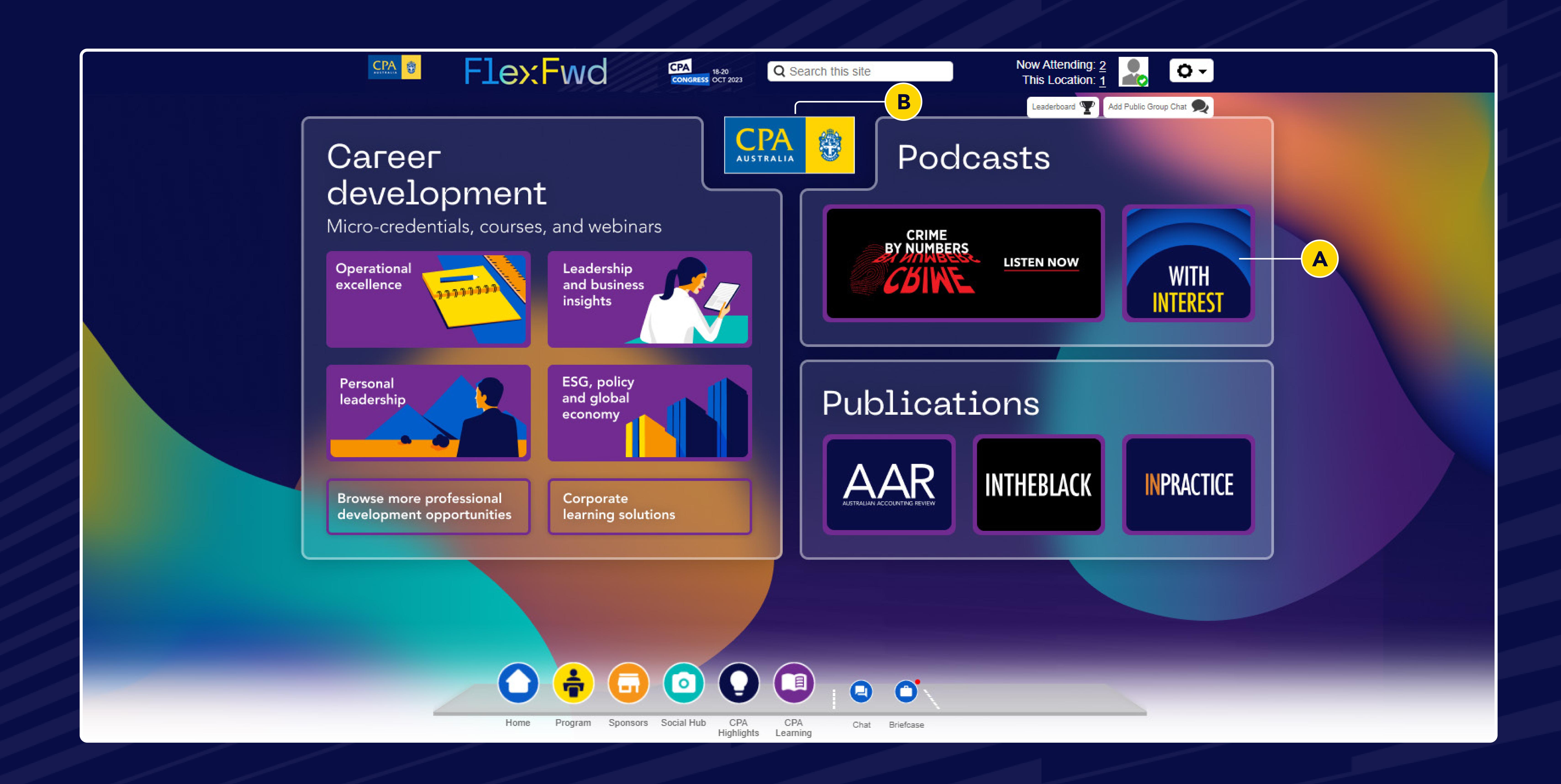


CPA Learning

- A. Click on different areas to find CPA Australia learning opportunities and media content.



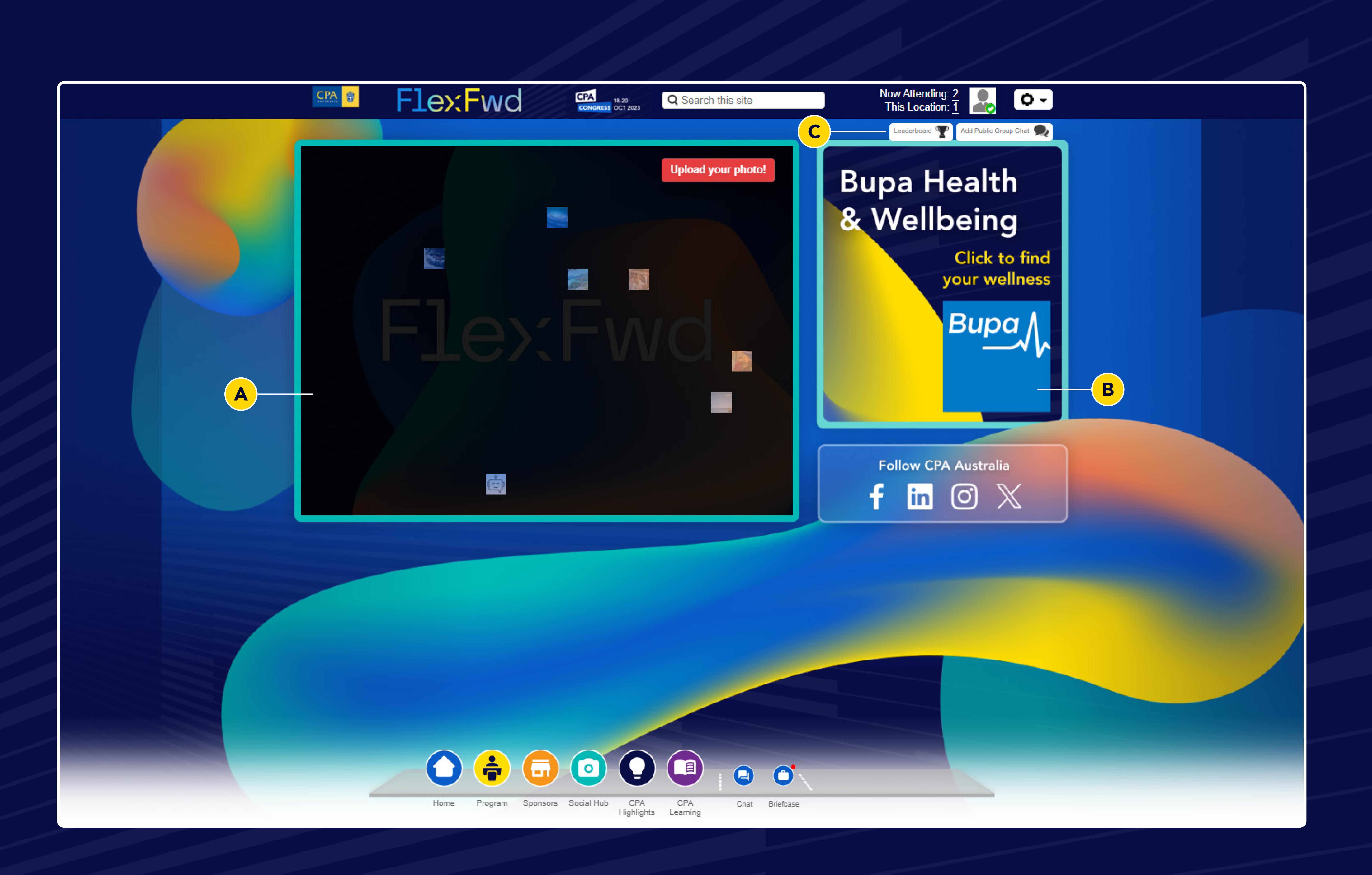
B. Click on CPA Australia Logo to visit our CPA Australia Continuing Professional development webpage.



Social Hub

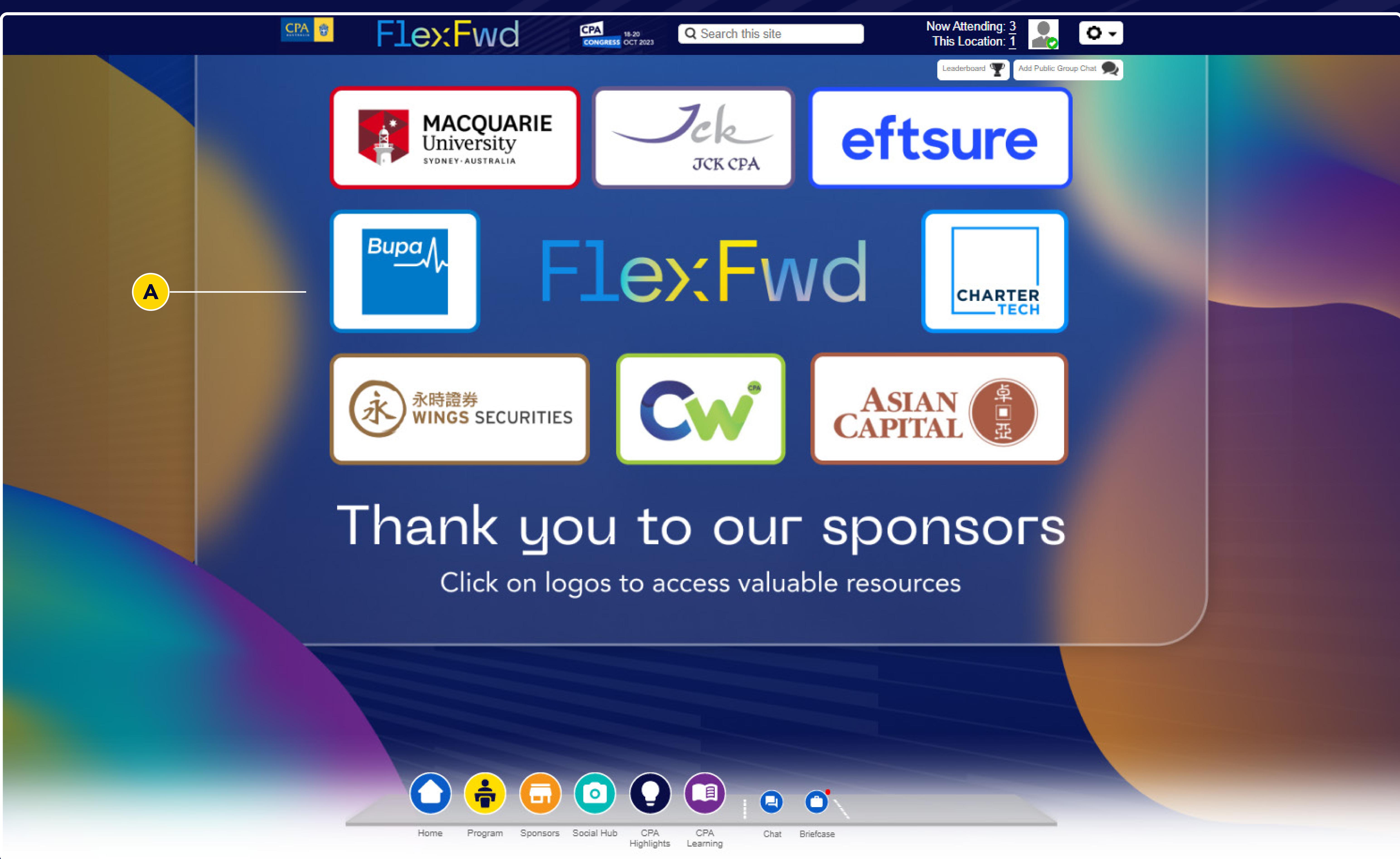
- A. Click on the mosaic wall and upload your photo to be part of a Flex Forward creation.
- B. Click on Bupa Health and Wellbeing to watch and download wellbeing content.

C. Click on 'Leaderboard' to view the Virtual Congress leaderboard. Attendees can gain points by viewing and interacting throughout the conference. Check out the full list of activities to collect points to add to your total.



Exploring sponsors SPONSORS

A. Click on the logos on the screen to visit our valued sponsors.



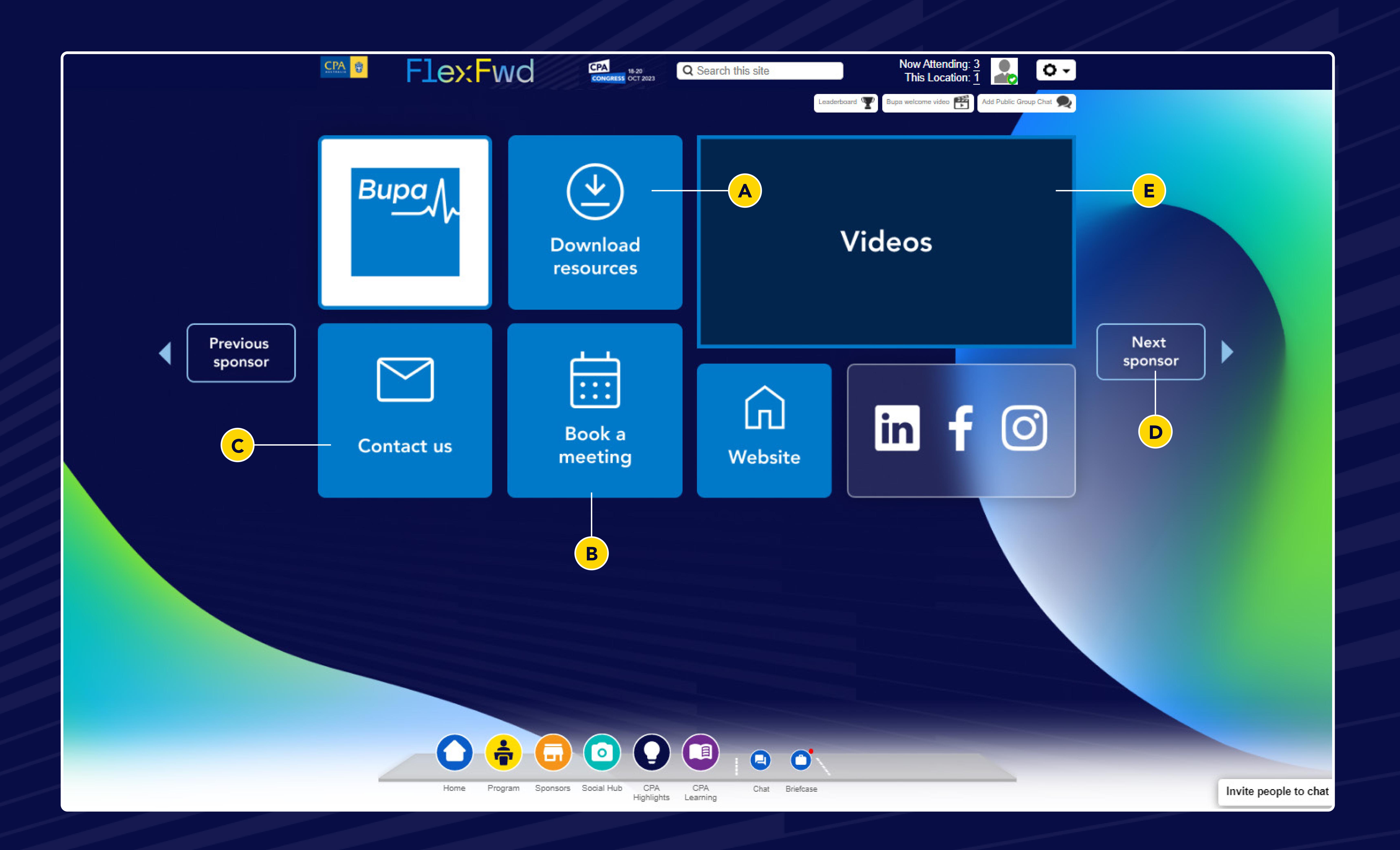
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Exploring sponsors

- A. Click on 'Download resources' to view content from the sponsor.
- B. Click on 'Book a meeting' to schedule a meeting with a sponsor post conference.
- C. Click on 'Contact us' to get in contact with the sponsor.

D. Use the 'Next sponsor' and 'Previous sponsor' tabs to move between sponsors or the 'Sponsors' icon on the Navigation Bar to return to view all sponsors.

E. Click on 'Videos' to watch sponsor video content.



FAQS

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

We've scheduled our LIVE program in blocks of 2 or 3 sessions to offer flexibility for a global audience. We understand timings may not suit everyone, which is why they are being recorded for OnDemand viewing at your convenience.

Most LIVE sessions will have a speaker Q&A period afterwards, so tune live if you want to submit your questions.

Where can I access speaker notes and slides?

Speaker presentations, information and resources will be available under the 'Speaker Resources' button on the program page. From here, you can download directly to your computer.

To collate your preferred presentations, add them to your Briefcase by clicking on the briefcase icon next to the item.

Your Briefcase can also be accessed from the Navigation Bar. From here you can download items before 1 December 2023, except videos and sessions. All sessions must be viewed on the platform.

Note: Sharing items is only possible with other Congress delegates.

Is closed captioning available?

All videos have closed captioning available.

In some instances, due to unforeseen circumstances, there may be a delay in making them available for specific sessions. Thank you for your patience and understanding.

What if I miss a session?

All sessions will be recorded and will be available to watch until 1 December 2023. Live sessions will be recorded and available for viewing within 24 to 48 hours.

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://cpaaustralia.6connex.com/event/Congress2023/ system-check to run a test check of your device.

Visit <u>https://event.webcasts.com/viewer/faq.jsp?mType=</u> <u>v&closebtn =no&useHtml5Slide=true&ishtml5player=true</u> to verify if you are able to view the live streaming content.

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 1.4Mbps. If your connection is slower you'll still be able to participate but load times may be longer than normal. Some helpful tips include:

- (if possible)
- during this time.

In the event environment, click the Help Desk in the home page. You can then connect to the technology support team at 6Connex. If you're having issues accessing the platform, please contact CPA Australia on the details below:

https://www.cpaaustralia.com.au/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)

 connecting to the internet using a network cable rather than a wireless network

disconnecting from a VPN or corporate network

close any unnecessary applications

 refraining from browsing the internet, streaming other media and/or downloading large files

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











Thank you to OULS SPONSOLS







