

NAVIGATION GUIDE



NOT-FOR-PROFIT VIRTUAL CONFERENCE

2022

7 APRIL





Welcome to Not-for-profit Virtual Conference 2022

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

Quick guide

For registration and setup instructions,
see [page 3](#)

For accessing sessions,
see [page 6](#)

To view the engagement features
on the platform,
see [page 8](#)

To explore sponsors,
see [page 16](#)

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Introduction

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

A

Conference Profile

The Not-for-profit Virtual Conference program includes engaging content and expert insights from a range of thought leaders in the not-for-profit sector.

With a mixture of live and pre-recorded speaker sessions, you can personalise your learning experience around the demands of work and everyday life. Pre-recorded sessions will be available online for one month after the event.

Privacy: Your attendance at this event will be visible to other attendees through your Profile Card. Attendees will be able to search for other attendees using profile details such as name, designation, company, position or specialisation. You can customise your Profile Card by clicking on the settings icon at the top right of the screen and select Profile Settings. Please untick all the boxes you wish not to be visible to other attendees or sponsor representatives. Your e-mail address will not be made visible or searchable on the platform. You can contact other attendees by starting a chat or sending them an e-mail through the platform. If you choose to e-mail another attendee, they will be able to view your email address.

For information regarding the handling of your personal information, please refer to the CPA Australia Privacy Policy & Statement at <https://www.cpaaustralia.com.au/privacy-policy-and-statement>

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

callum.saxby@evolved.com

B

The questions below are used for SMART Networking and SMART Content purposes and are not compulsory. These will help provide you with a more engaging experience.

What is the purpose of the not-for-profit organisation you represent today?

Please select

What topic is of most interest to you?

Please select

What do you think will primarily impact the accounting profession next year?

Please select

Which of the following best describes your current role in NFP sector?

Please select

How do you stay informed on accounting news and trends?

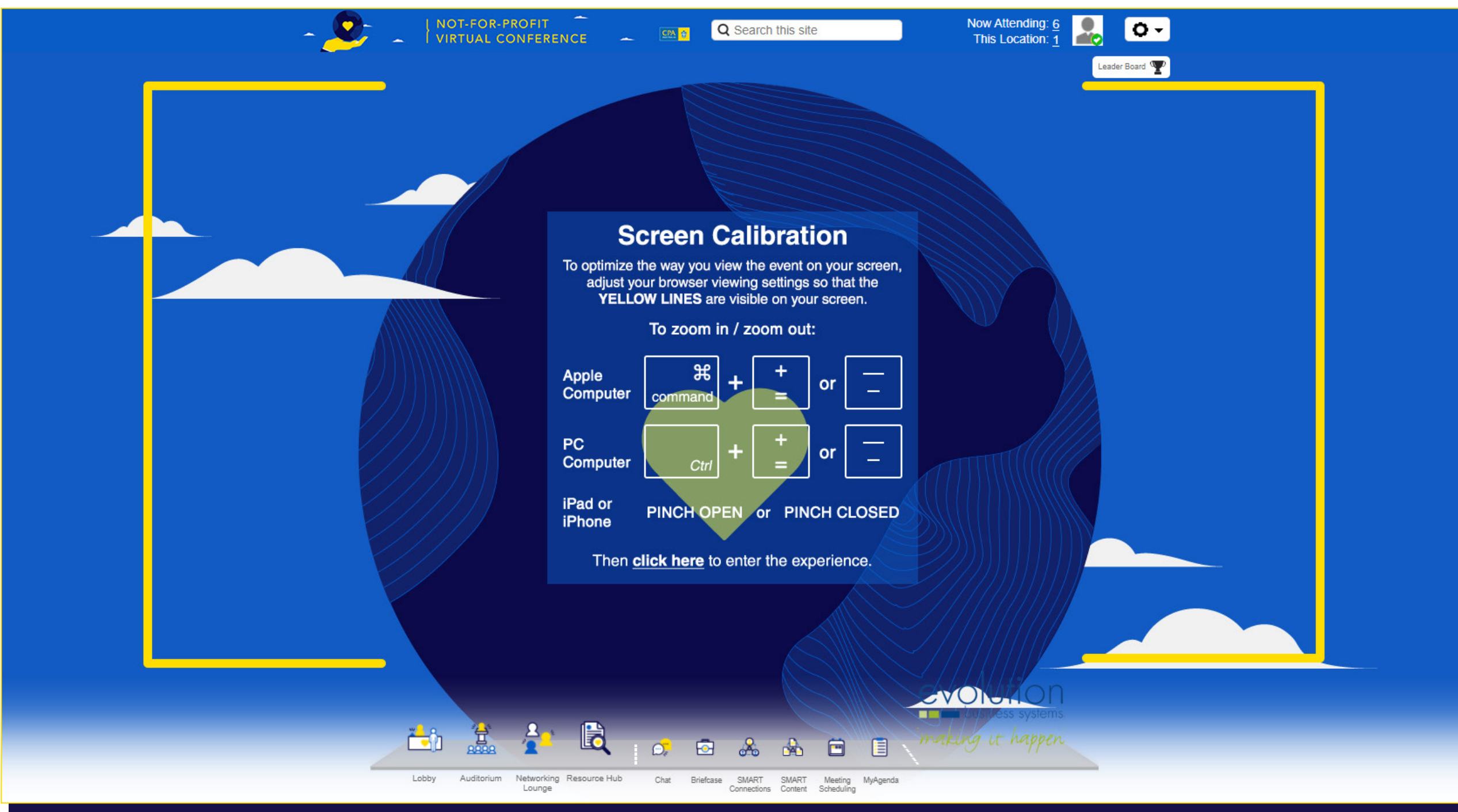
Please select

Sponsor Opt In

☐ I consent to CPA Australia providing my name, e-mail address and company to the sponsors for marketing purposes.

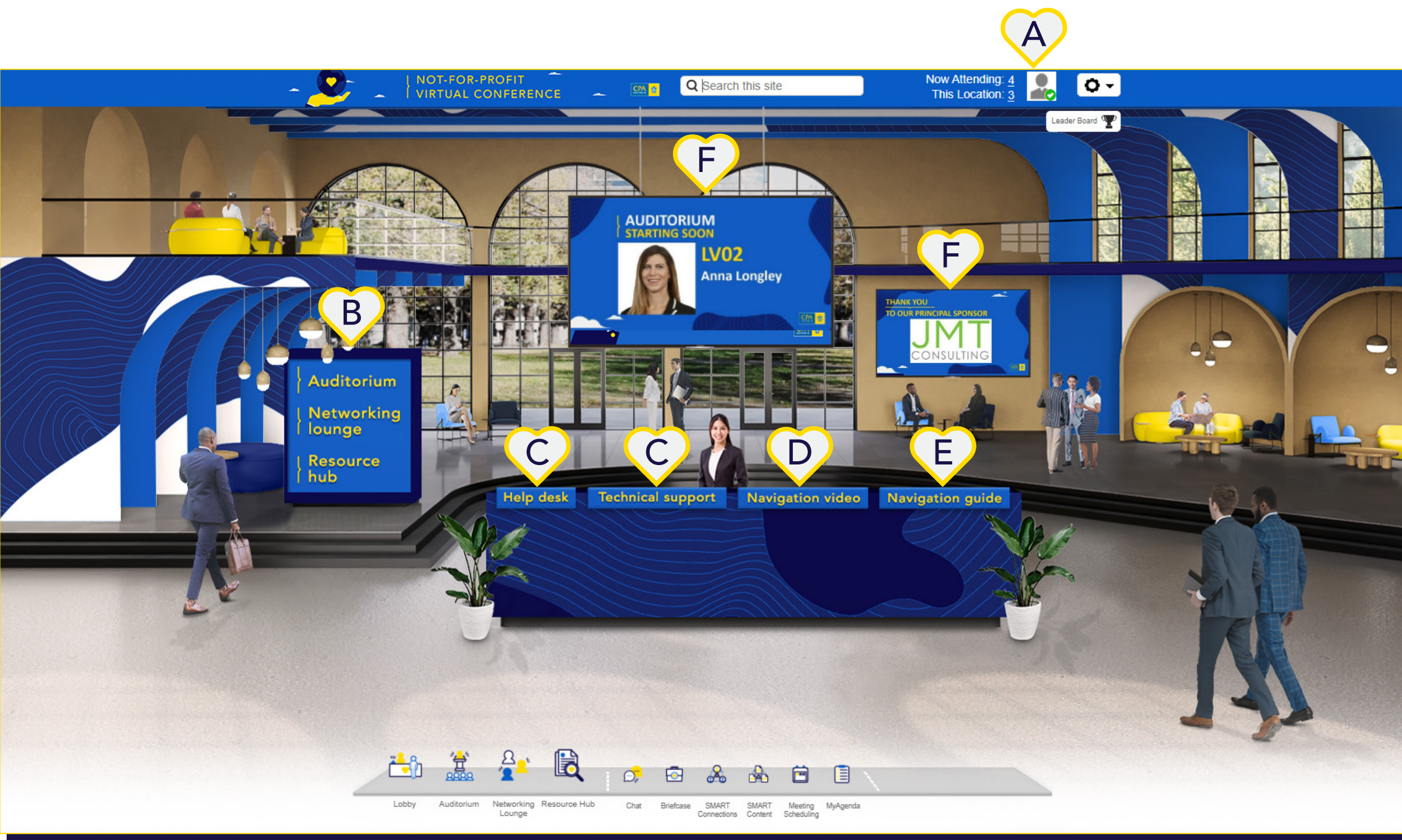
- A A Conference Profile will automatically appear the first time you enter the Not-for-profit Virtual Conference environment.
- B The last five questions will be used to match you with other attendees with similar answers on the platform and content recommended for you. Please update your details and then close the window.

Introduction



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 the **Lobby**.

Lobby



A Welcome to the **Lobby**. In the top right corner, you will find the Settings functions. Here you can edit your **Conference Profile** at any time.

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

B You can enter any of the rooms in the Not-for-profit Virtual Conference by clicking on their icon in the **Navigation Bar** or clicking on one of the **room signs** visible from the Lobby.

C Click on the **Help desk** to speak with a CPA Australia staff member for assistance navigating the virtual environment. Click on **Technical support** to speak with a 6Connex representative if you require any assistance resolving a technology issue.

D Click to watch the '**Navigation video**' and take a tour of the Not-for-profit Virtual Conference.

E Click to access the '**Navigation guide**' during Not-for-profit Virtual Conference. This guide can be downloaded.

F The screens in the lobby will showcase LIVE sessions & activities happening throughout the virtual conference. Click on the screens to navigate towards these sessions or activities.

Note: Live recordings are also accessed via the Auditorium session listing – Recordings are typically available within 24 to 48 hours depending on speaker approval requirements.

Accessing sessions

Auditorium

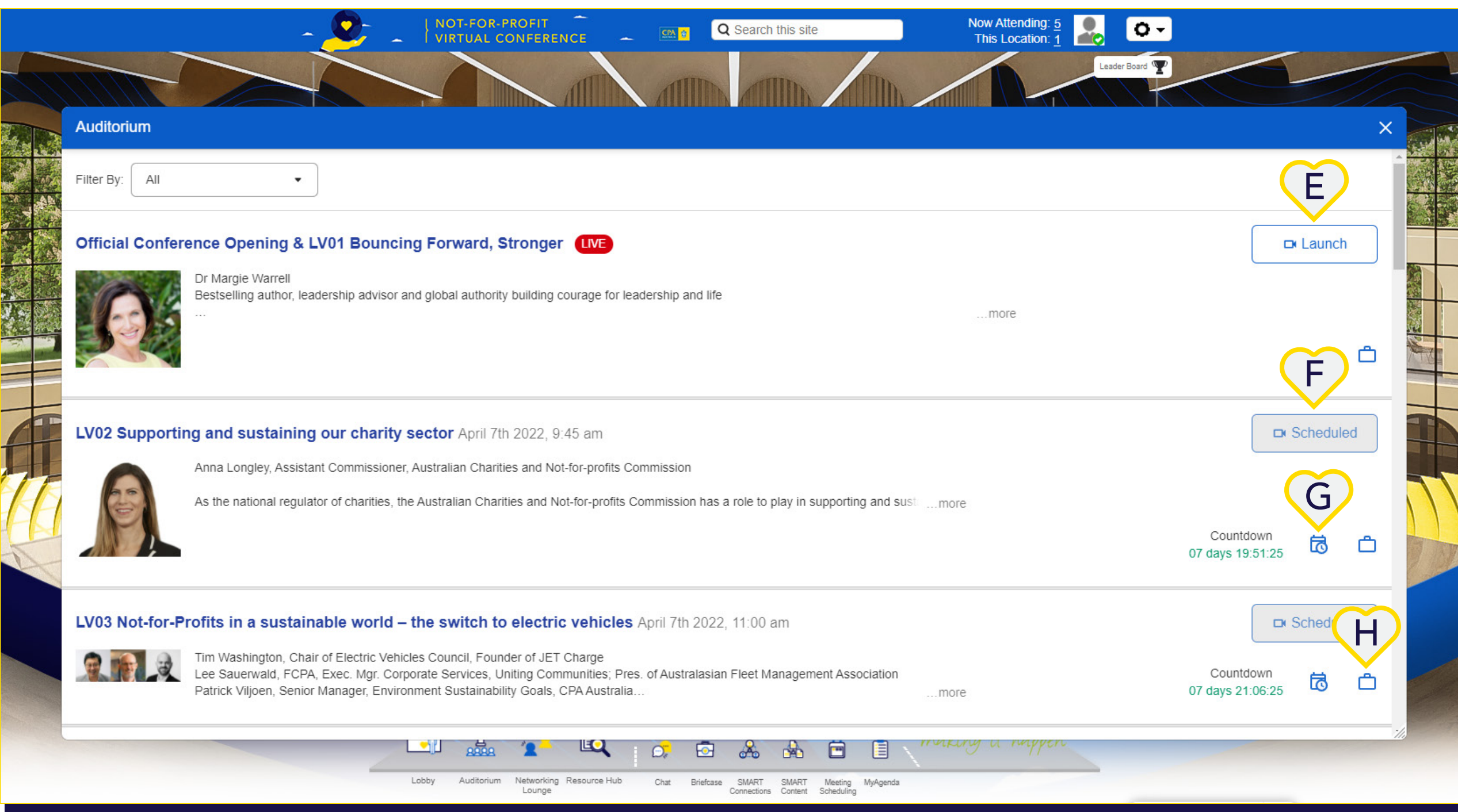
The Auditorium is the main stage for the Not-for-profit Virtual Conference. Here you can watch and rate sessions, download speaker content and visit our sponsors.



- A Click on the **'Watch now'** to open and view the program. From here you'll be able to view and select presentations to watch.
 - B Click on **'Download slides and Speaker content'** to open and view a list of speaker presentations, information, and resources. You can add these to your Briefcase to view at your convenience or download to your computer.
 - C Click **'Rate sessions'** to find a list of all sessions in this room to provide your feedback. A star rating system and comments are available.
- Be sure to complete the **Not-for-profit Virtual Conference Survey** before leaving. Your feedback is most appreciated.
- D Click on Sponsor logos to visit Sponsor booths.

Accessing sessions

The program



E All available sessions will be indicated to the right of their description and will have a 'Launch' button available to open them.

F If you see 'Scheduled' instead of 'Launch', then the live session is scheduled for a later time.

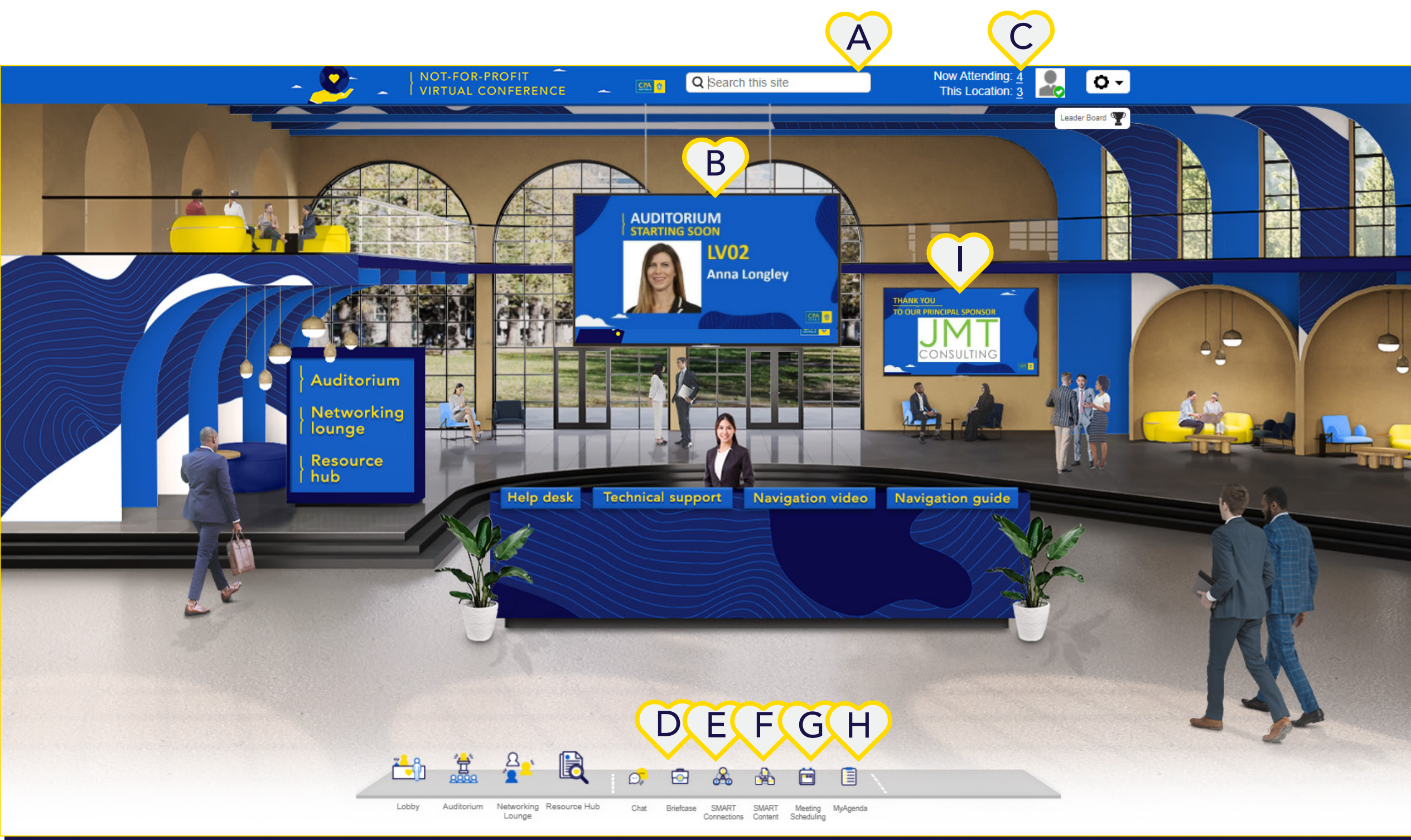
G This icon allows you to add a calendar appointment to your personal or work calendar.

H Don't forget to click on the Briefcase icon to save sessions to your briefcase.

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

Engagement features

We've created even more ways you can engage with other attendees and content at Not-for-profit Virtual Conference 2022.



- A Search for content across the virtual conference.
- B See sessions taking place in the Auditorium.
- C Click '**Now Attending**' to search for attendees across the full virtual conference. Click '**This Location**' to view attendees in this room only.

To start a chat with an attendee, refer to **page 9**.

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

NOTE: Only documents may be downloaded to your computer. Be sure to do so before the environment closes on 5 May 2022. Sessions and videos must be viewed in platform.

- E Click on **SMART Connections** to view a list of recommended attendees to connect with. Further information on **page 10**.

- F Click on **SMART Content** to view recommended content based on your registration information and selected content.

- G Click **Meeting Schedule** to see a list of booth representatives and attendees and schedule a 15-minute meeting with them at a time of your choosing.

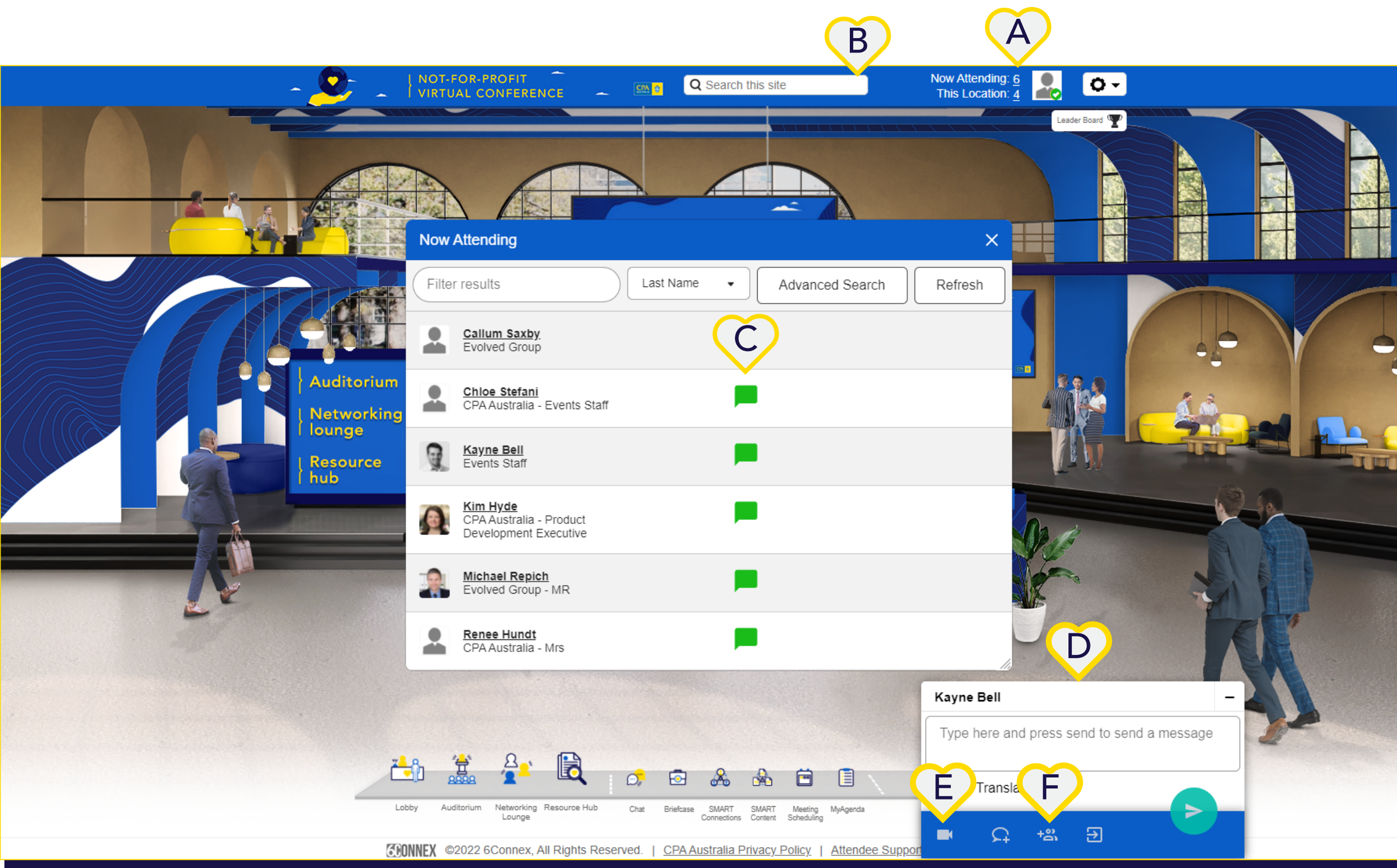
TIP: During pre-launch days, set up meetings with sponsor representatives to maximise your time on the live days.

- H Click on **MyAgenda** to open your personalised conference agenda. In here you can click the **Full Agenda** to see the full list of LIVE sessions available during Not-for-profit Virtual Conference, and save them to your **MyAgenda**.

- I Check out the range of engaging features and rooms for you to explore.

How to use the engagement features

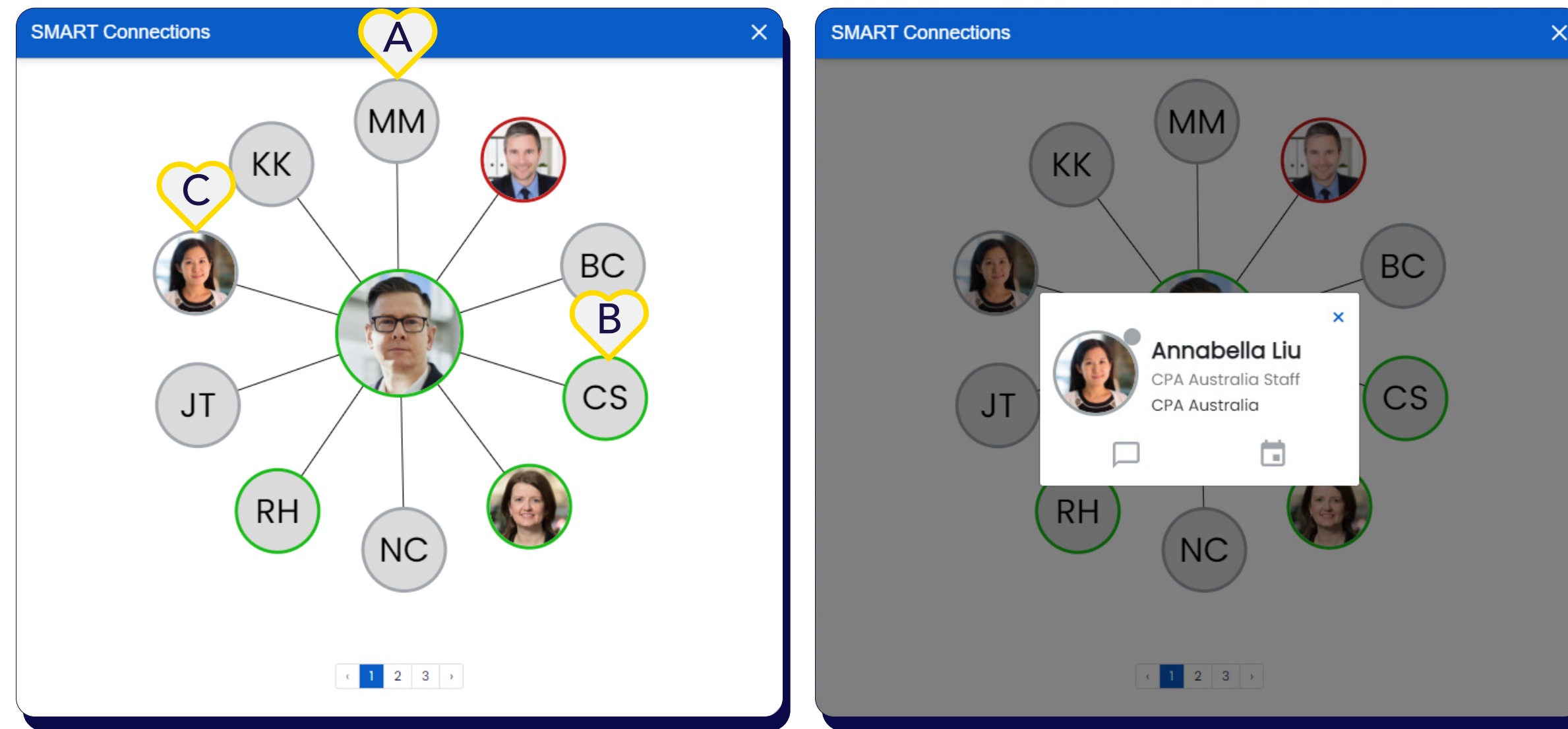
Chat



- 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 on the video icon to start a video chat with an attendee. Note this feature is only available for one-on-one chats.
- F Click **Add people** to start a group chat and add others to the discussion.

How to use the engagement features

SMART connections



The platform will match you with other like delegates using the information you provided in your conference profile.

- A** Green (Available) or yellow (Away) circles indicate an online user who is available to chat. A red circle means 'Do not disturb'. A grey circle indicates a user who is currently offline. Click on an online user's profile picture to start a private chat with this delegate. You can also send them an email.

NOTE: The recipient will see the sender's email address, but the sender will not see the recipient email address.

- B** To connect with online matches, click on their circle. Select the chat bubble to initiate a private chat session (unless set on red, which means do not disturb).

- C** To connect with offline matches, click on their circle. Select the email icon to send them an email.

NOTE: The LinkedIn icon will appear for users who connected their LinkedIn account during registration. Click on the icon to visit their profile.

How to use the engagement features

Meeting Schedule

Meeting Schedule

Booth Representative Attendee

Search: Sort By: First Name

MO Melanie Orval
Manager, Partnerships & Advertising
CPA Australia

Schedule Meeting

« 1 » 10

Meeting Schedule

MO Melanie Orval
Manager, Partnerships & Advertising
CPA Australia

< April 2022 >

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Australia/Sydney

Tuesday, Apr 5

Select time

Close Confirm

A Click to view the full list of sponsor & booth representatives. These are in alphabetical order.

NOTE: This feature will show the full list of sponsors, not just the sponsor booth you're viewing. Please scroll through the list to find the desired representative.

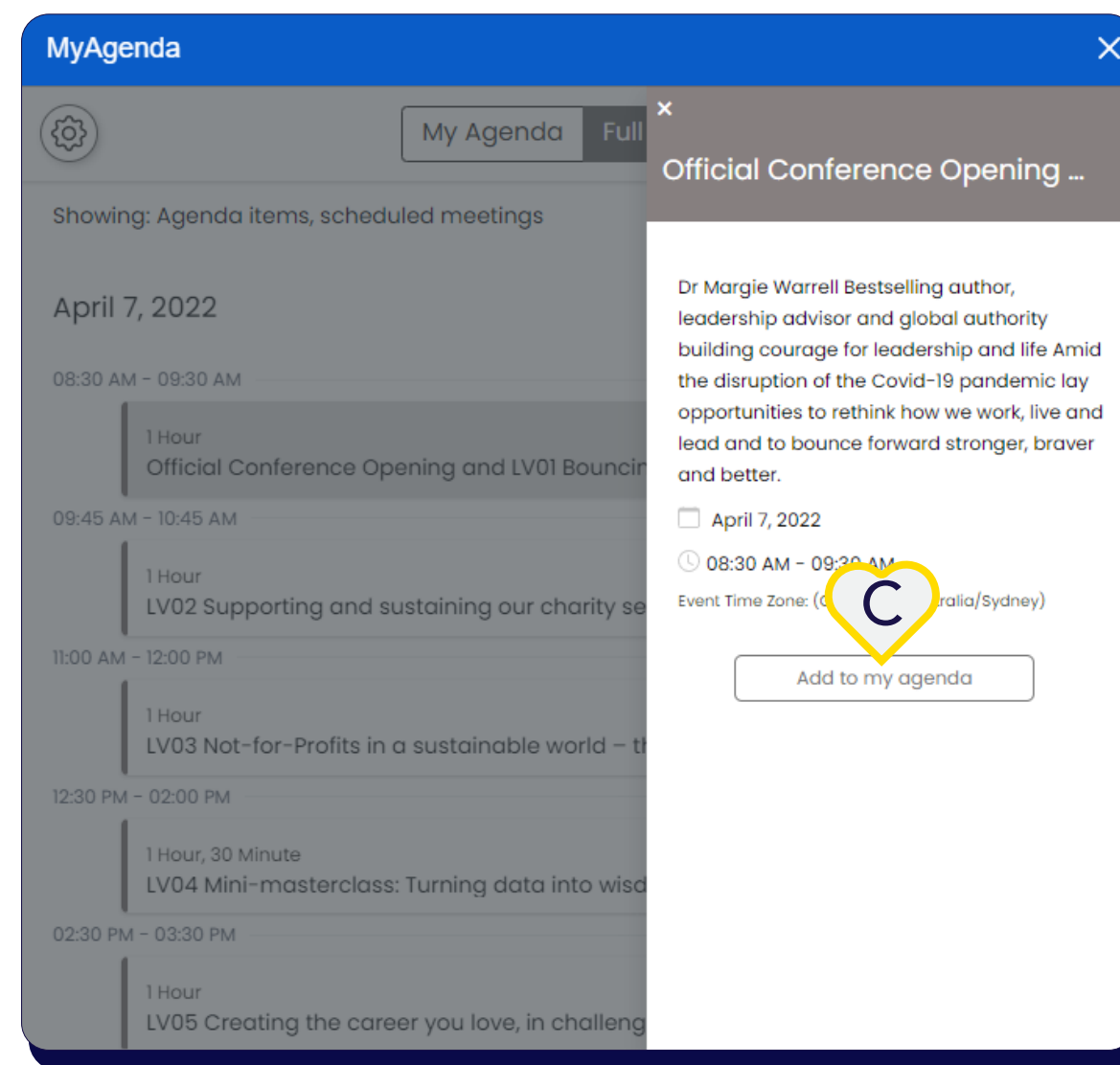
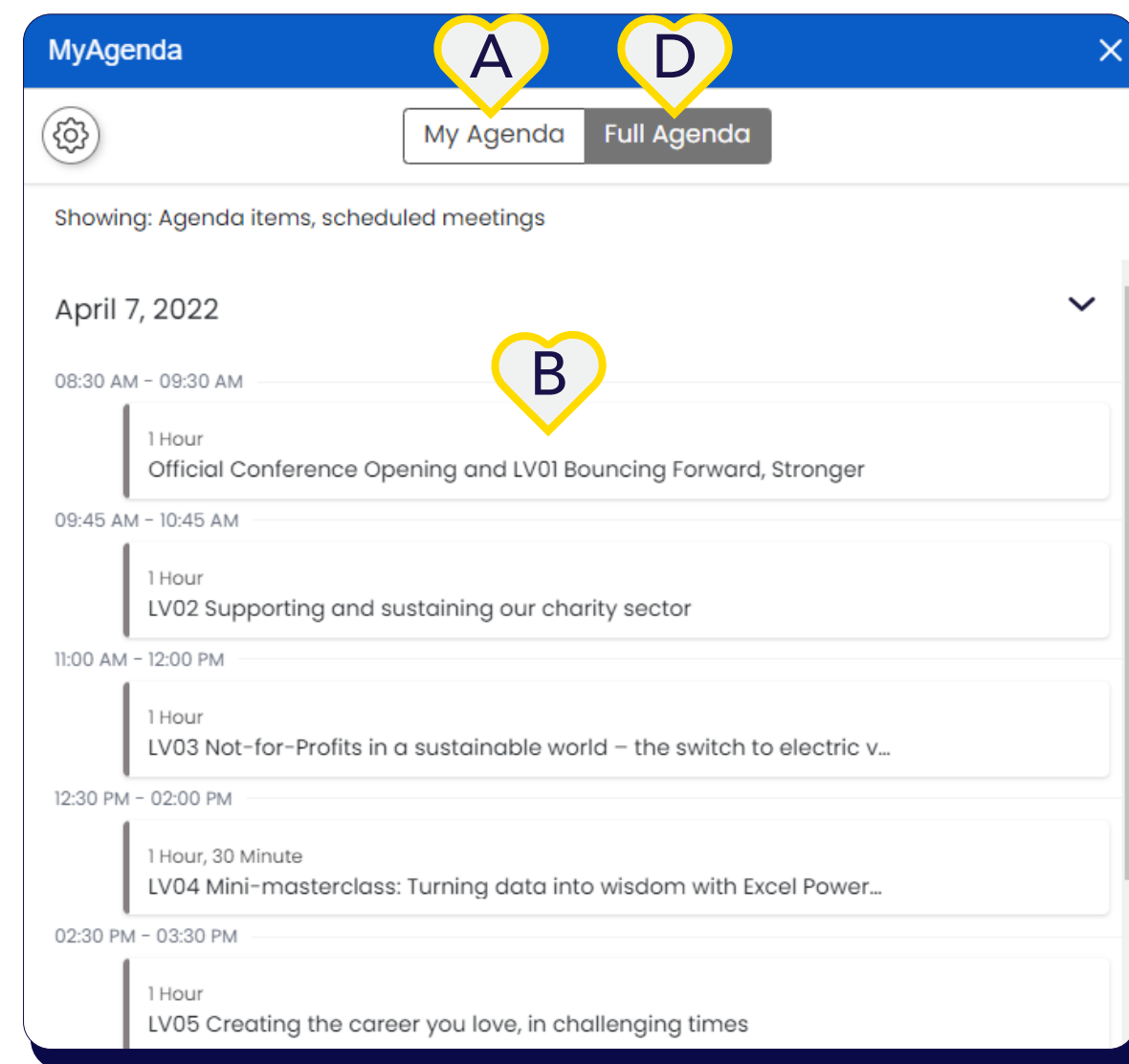
B Click to view the list of active attendees.

C Select the representative or attendee you would like to schedule a meeting with.

D A calendar of available times will appear, you can select any available spots for a 15-minute meeting. This will then be added to your **'MyAgenda'**.

How to use the engagement features

MyAgenda

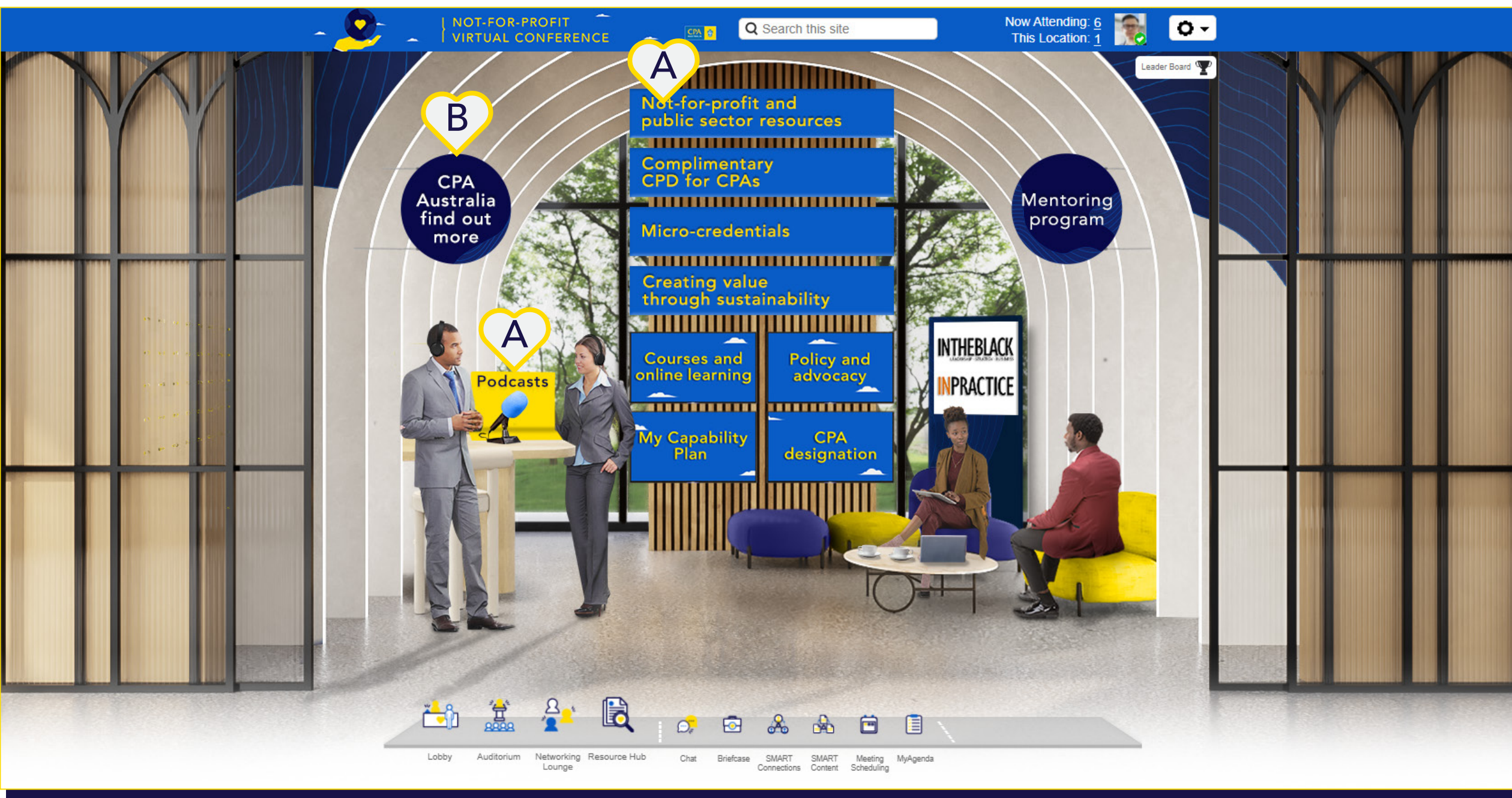


- A Click **Full Agenda** to view the full list of upcoming sessions.
- B You can view sessions for the day. Click on a session to add it to your personalised '**MyAgenda**'.
- C Click 'Add to my agenda'.
- D Click '**MyAgenda**' to view your updated personalised agenda.

Exploring other rooms

Resource hub

Now that we know how to engage and connect with other attendees, let's explore the new rooms at Not-for-profit Virtual Conference 2022.



A Click on the signage in this space for more information and resources on specific topics.

B Click on 'CPA Australia Find Out More' for an additional list of resources.

Here you will also find a PDF contact email list of CPA Australia representatives who will be able to provide you with further details on key initiatives.

Exploring other rooms

Networking lounge

Just like a real networking lounge, you can use this space to make connections with other accounting, finance and business professionals. The Networking Lounge is a space for all attendees and speakers to come together and connect.



- A Click to view and connect with other attendees currently in the 'Networking Lounge'.
- B Click **Network virtually here** to enter a room where you can connect your camera and microphone to network virtually with other attendees, sponsor representatives and CPA Australia staff. See over the page on how to navigate this room.
- C Join the **General discussion** chat to discuss all topics with other attendees.
- D Click on the logos on the screen to visit our valued sponsor booths.
- E Open **SMART connections**.
- F Open **Meeting schedule**.

- G Click on '**CPA Member Connect**' to take the conversation to the CPA Member Connect platform for further connections and posts with CPA Members.

NOTE: This is available to CPA Australia members only.

- H Click on **Scavenger hunt** to find out how to play the scavenger hunt and collect points for the Leader board.
- I Click on **Leader board** to view the Not-for-profit Virtual Conference leader board. 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 other rooms

Network virtually here



1 It's easy to join our virtual networking room. Click "**Network virtually here**" and jump in and experience the social presence for yourself.

When you get to the waiting room, be sure your camera and mic are on. PC's do not share devices well, so turn off any other video platform before you join this room.

2 Use your mouse or arrow keys to move around the room.

3 Audio will change volumes as you get closer to or further from others.

4 Groups are created naturally and organically as you move closer to other individuals. Groups are indicated by a ring showing around each person's bubble.

NOTE: Groups have a limit of 10 users, if you try to join a group that is already at 10 people, you'll see a message that encourages you to spread out and form other groups.

A Use the mini map located on the left-hand side of your screen to find other attendees or topics of interest. Here you can see your own 'bubble' with your initials in it as well as every one of your connections' bubbles indicating where they are in the Room. By hovering over the bubbles with your mouse or trackpad, their names will appear in the top-right corner of the mini map. Then, simply navigate towards the people you desire to interact with.

B The virtual networking room has a chat feature which can be used to send a private, group or room message to other attendees.

C You can alter the volume of the music or turn this off if you wish. This will only impact your experience, not others.

Exploring sponsors



- A** Click on **Resources** to view content from the sponsor.
- B** Click on '**book a one-on-one meeting**' to schedule a 15-minute meeting with a sponsor at a time of your choosing.
- C** Click to **Chat** with an online sponsor representative.
- D** Click '**Leave your details**' to allow the sponsor to connect with you post event.
- E** Use the sponsor navigation bar to move between sponsor booths or the home button to return to the **Lobby**.

} FAQ

How do I customise my day?

Use the **MyAgenda** feature to add sessions from the **Full Agenda** to your personalised **MyAgenda** and view a full list of the upcoming sessions you've selected.

What if I miss a session?

Live sessions will be recorded and will be available to watch until 05 May 2022. Live sessions will be available for viewing within 24 to 48 hours.

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

We've scheduled our LIVE sessions to give you the best experience possible, so you'll get the most out of it if you follow the program as closely as you can. Live sessions are all held in the **Auditorium**.

Most LIVE sessions will have a speaker Q&A session afterwards, so tune into as many of the live sessions as you can for the full experience.

However, you can watch these in your own time once the recordings have been added.

Where can I access speaker notes and slides?

Speaker presentations, information and resources will be available in the auditorium on the panel labeled 'Download slides/ Speaker resources.'

You can view all available PDF presentations and save them in your Briefcase to view at your convenience. When you click on the 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. Your Briefcase can also be accessed from the Navigation Bar. Videos of sessions will not be able to be downloaded off platform.

What's the difference between My Agenda and Full Agenda?

The MyAgenda tab is a customised list of sessions you can create (add) by saving the sessions you wish to see from the Full Agenda. The Full Agenda will have all on demand available sessions for the conference

Is closed captioning available?

All videos in the Auditorium have closed captioning available.

What's the difference between, SMART connections, general discussion, and 'network virtually here'?

These three engagement features of the virtual conference can be used to connect and network with fellow attendees.

SMART connections is designed to recommend you connections based on your answers to the conference profile when joining the virtual conference. You can then connect using the chat, 1 on 1 video call, scheduling a meeting or meeting them in the virtual networking room labeled 'Network virtually here' in the Networking Lounge.

General discussion is a public chat where other attendees can leave public comments for others to view.

'Network virtually here' is a new feature which allows you to enter a virtual networking room, turn on your camera and mic and network with other attendees. Jump in and experience the social presence for yourself.





Why is my camera and microphone not working in the virtual networking room?

In order to join a Virtual Networking Room, you must first enable your camera and mic in your browser's privacy settings. Here's how to do that based on the browser you are using.

(<https://help.preciate.com/enable-camera-and-mic-for-preciate-social>)

Also make sure you are not using your camera and mic on another platform at the same time. PC's do not share devices well across multiple platforms.

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://virtua.ldestinations.6connex.com/event/TheWayToDoVirtual/system-check> to run a test check of your device.

Visit: <https://event.webcasts.com/viewer/faq.jsp?mType=v&closebtn=no&useHtml5Slide=true&ishtml5player=true> 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:

- 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 in the Lobby. 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)



Thank you to our sponsors

Principal sponsor



Major sponsors

