

asid
research to practice



**Steps to join the
ASID conference**



Before we meet



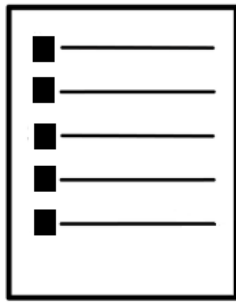
You can check

- the things you need
- that it all works.

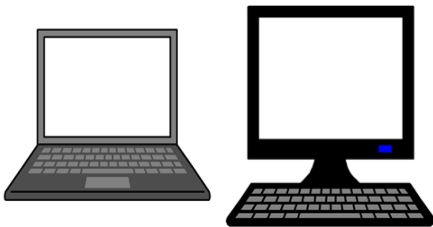


You can add information about you.

It is called your profile.



What do you need?



You need a

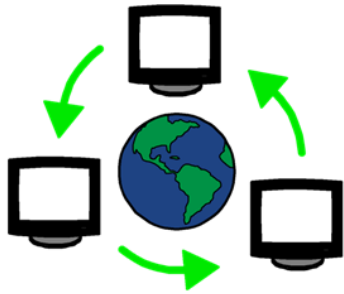
- laptop
- or
- computer



- link to the internet



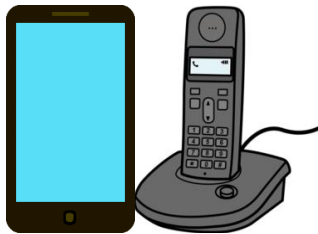
- camera linked to your computer
- microphone linked to your computer.



About your internet



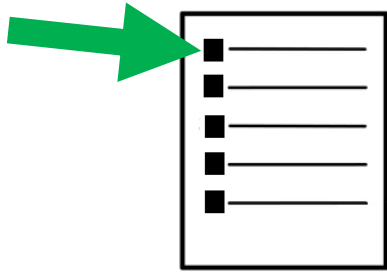
Use the chrome web browser.



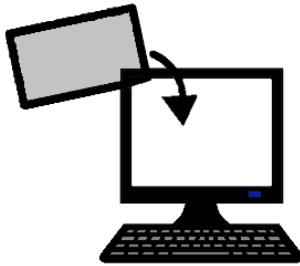
Do you need help to set up your computer?

Call from Australia 03 6231 2999.

Call from New Zealand +61 3 6231 2999.

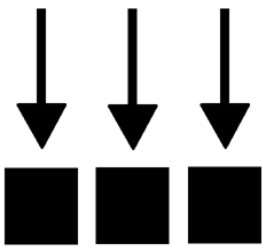


How to start



Conference Design sent you an email. There is

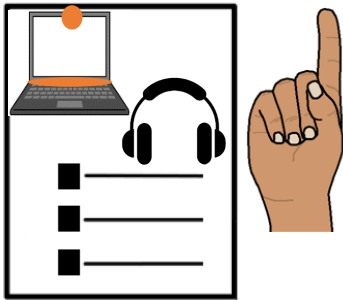
- a link to the conference website
- your password.



You use this link each time you come to the conference.

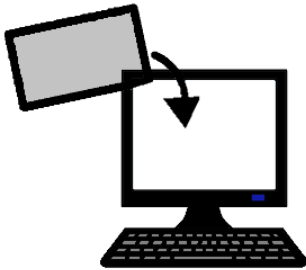


Get ready



There are some set up steps.

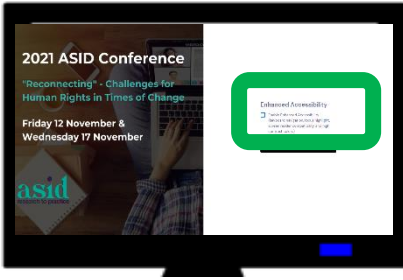
You only do this 1 time.



Open the web link from your email.

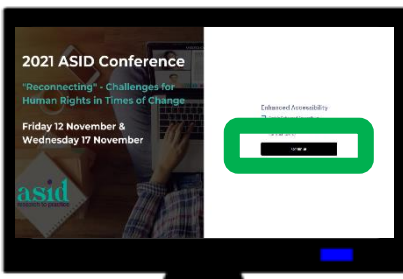


This web page will appear.



Choose the access things here. Tick this box

- to get a big difference in colours
- to use a screen reader
- to use your keyboard to move about on the screen. You do not use the mouse.



Click **Continue**.



A new page comes up.



Choose your microphone.

Click **Set** when you are done.

Welcome

We really want you to enjoy the event, but before we continue we want to make sure you can participate.

Let's quickly check everything and then you're on your way.

Mic Access

Mic Selection

Great. Now let's make sure we're using the right mic. Select your preferred mic and click **Set** to continue.

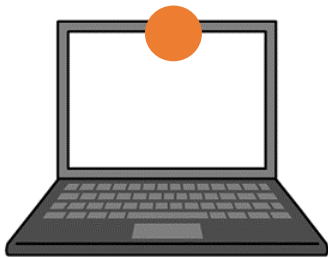
- Microphone Array (Realtek High Definition Audio(SST))
- Microphone (2- Logitech USB Headset H340) (046d:0a38)

Camera Access

Camera Selection

Live Video Call Check

Set



Choose your camera.

Click **Set** when you are done.

Welcome

We really want you to enjoy the event, but before we continue we want to make sure you can participate.

Let's quickly check everything and then you're on your way.

Mic Access

Microphone (2- Logitech USB Headset H340) (046d:0a38)

Camera Access

Camera Selection

Last question before you head into the event, what camera would you like to use?

- Surface Camera Front (045e:0990)

Set

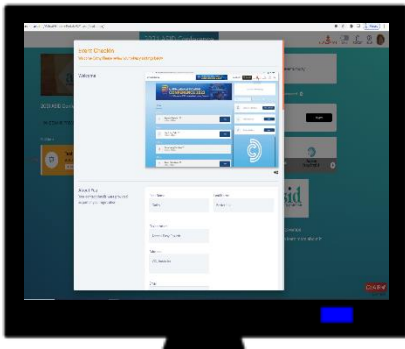
Live Video Call Check



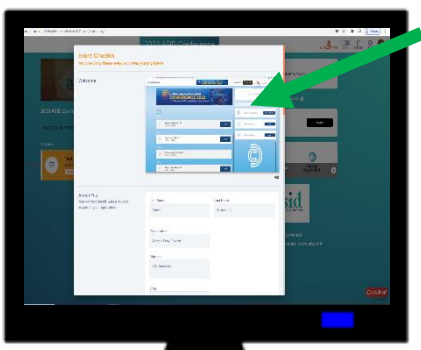
The website does a check.

It helps you know you will get

- good pictures
- your speech will be clear when you talk.



The next page opens by itself.



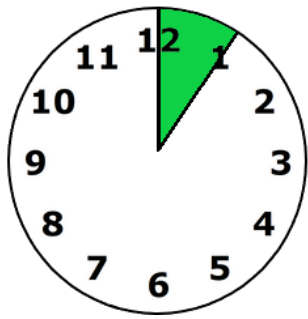
This is a video.

It shows you all the different things
on the conference website.

You can look at it now

Or

You can look at it any time.



The video goes for just over 5 minutes.



Your head phones

Have them ready to use.



Some people may **not** use head phones.

That is OK.

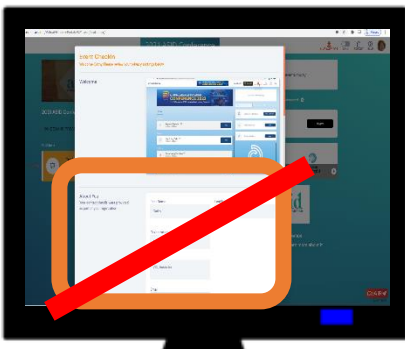


You may have a microphone on your head phones. That is OK.



About you

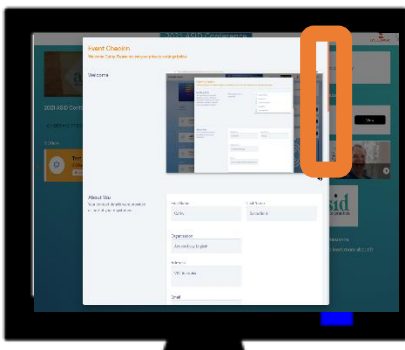
This is called your profile.



Look at the part under the video.

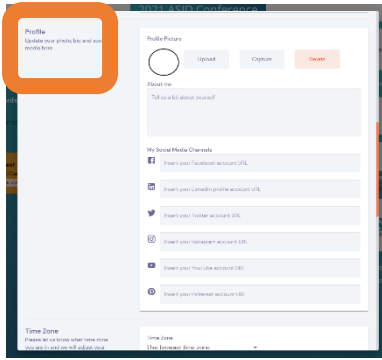
This is the information you gave us.

You can **not** change this part.



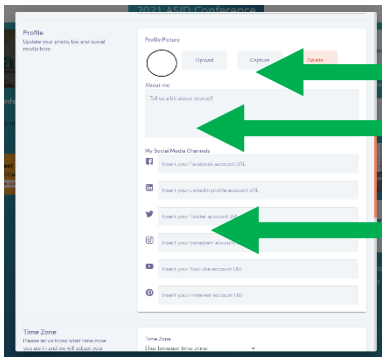
You need to move this window down.

Look for the orange scroll bar.



You will see the next part.

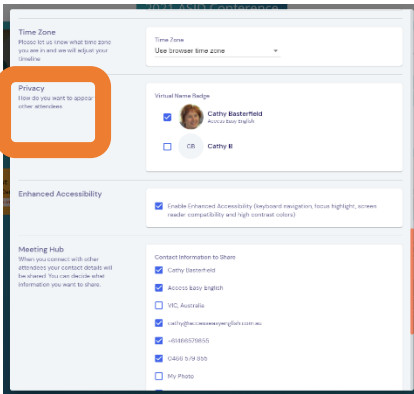
Look for the word **profile**.



You can put in your photo

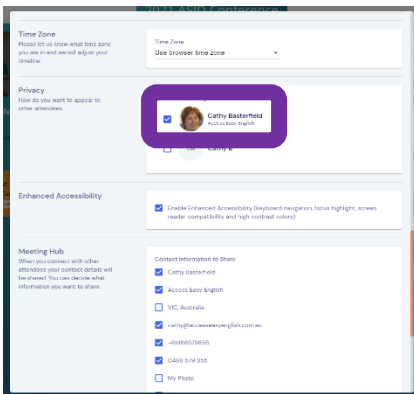
You can write about you.

Add your social media. Like Facebook name.



Move the window down the screen.

Look for the word **privacy**.

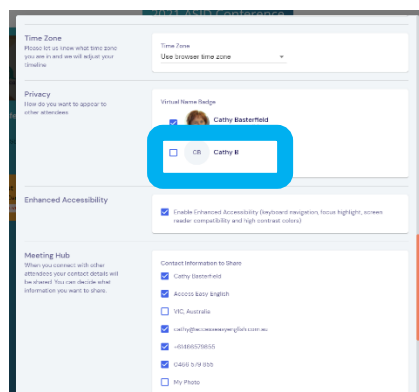


You can choose what other people will see.

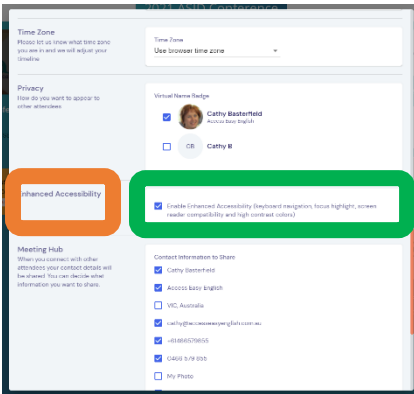
Choose

- your first name
- your last name
- and**
- your photo

Or



- your first name
- the first letter of your last name
- no photo.



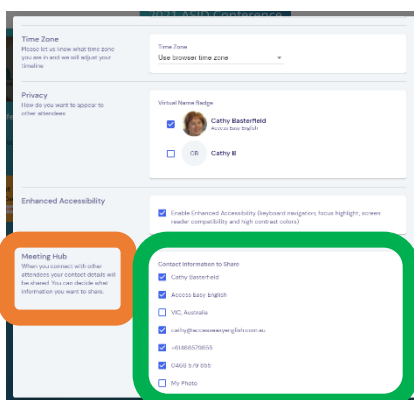
The next part is about your access.

Look for the words **Enhanced Accessibility**.

It is on the left of the page.

Tick this box

- to get a big difference in colours
- to use a screen reader
- to use your keyboard to move about on the screen. You do not use the mouse.

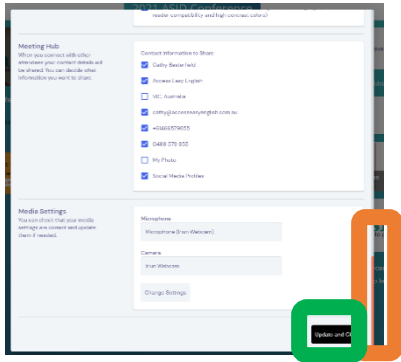


There is a meeting place on the website.

It is called the **Meeting Hub**.

There are private information settings.

Choose what other people can see about you.



Move the orange scroll bar to the bottom

Press **Set**.



The website will go to a new window.

You are ready for the conference.



Read **How to use the conference website**.

It has steps to find things on the conference website.

Images



We have used images from

- Picto-selector
- TheNounProject
- Tobii-Dynavox.

Web site images are from the conference website.



This fact sheet is based on the Conference Design Online Conference Guide OnAir Platform Delegate Guide.



Access Easy English wrote the Easy English. November 2021.