

# How to use the conference website

The background of the slide is a dark, slightly blurred photograph of a person sitting at a desk. They are wearing a blue and white plaid shirt and are using a laptop. The laptop screen shows a video conference with two participants. To the left of the laptop, there is a smartphone and a notebook. The overall lighting is dim, creating a professional and focused atmosphere.

# 2021 ASID Conference

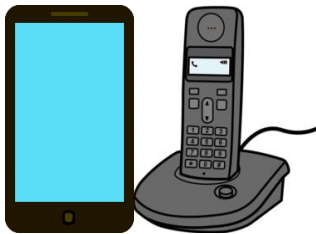
"Reconnecting" - Challenges for  
Human Rights in Times of Change

Friday 12 November &  
Wednesday 17 November

**asid**  
research to practice

November 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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				

## On the days of our conference



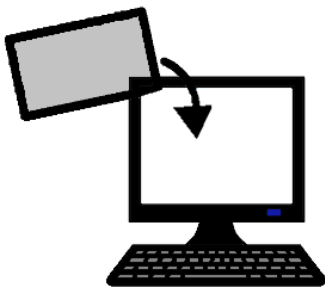
Do you need help?

Call from Australia

03 6231 2999.

Call from New Zealand

+61 3 6231 2999.



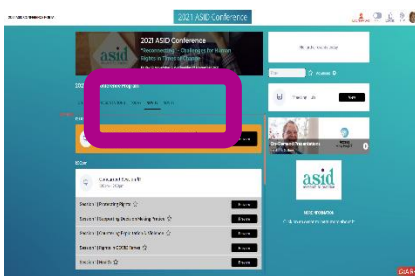
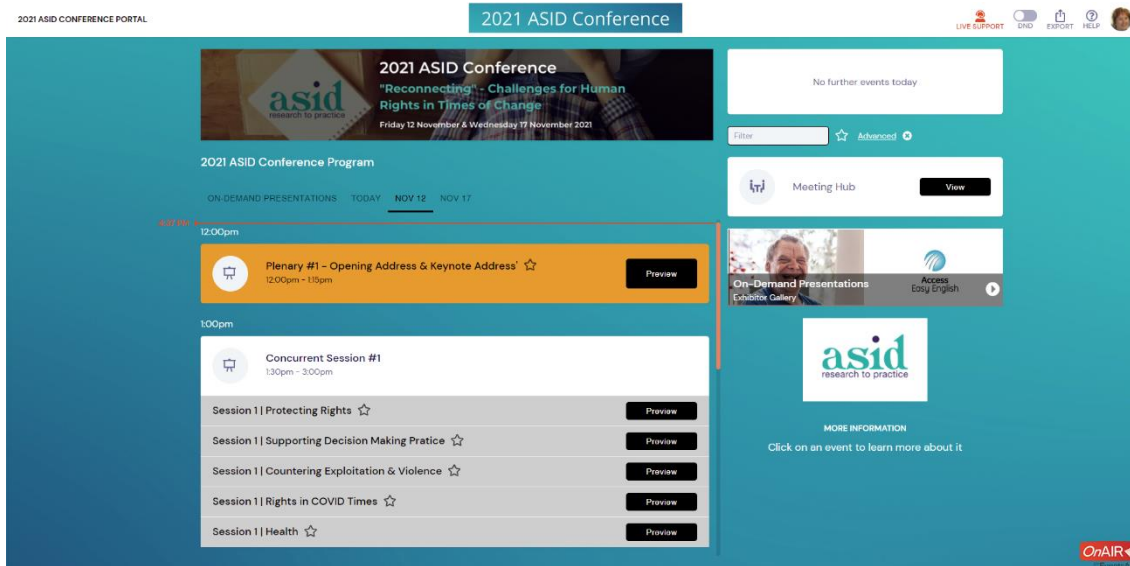
Find your email from Conference Design.

Click on the

- link to the conference website
- type in your password.

This is the Home page of the  
2021 ASID conference.

You are now at the conference.



Click on the day of the meeting.

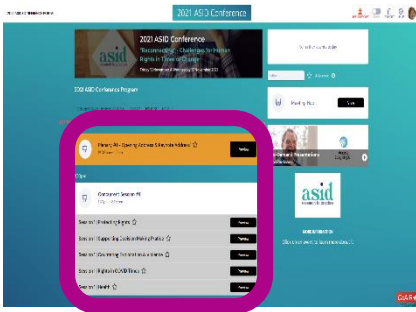
For day 1 you click on

- **TODAY**

or

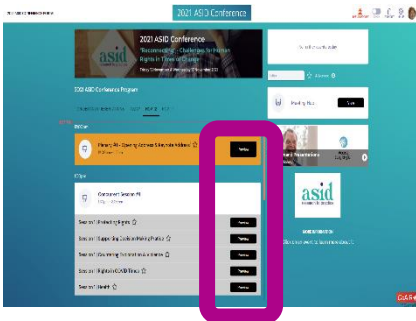
- **Nov 12.**

For day 2 click on **Nov 17.**



This is a list of todays

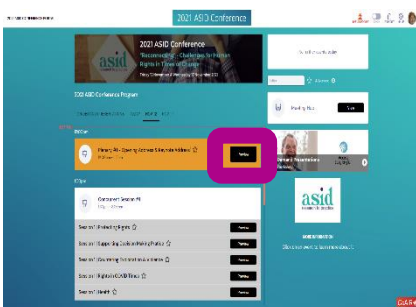
- talks for everyone
- small meeting talks.



Look for the small black windows.

Before a talk starts it says **Preview**.

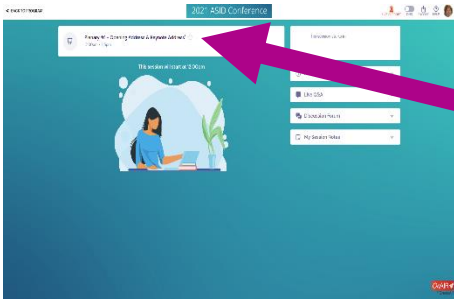
When the talk is on it says **Join**.



You want to go to a talk.

It is about to start.

Click on **Preview**.



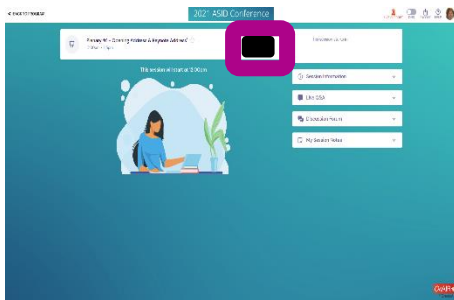
A new window will open.

You can see the name of the talk.

It is **not** in Easy English.

The talk will start on time.

The power point will come up. Listen to the talk.



You may come late to a talk.

The black window will say **Join**.

Click **Join** to see the talk.

The power point will come up. Listen to the talk.



You can ask a question.

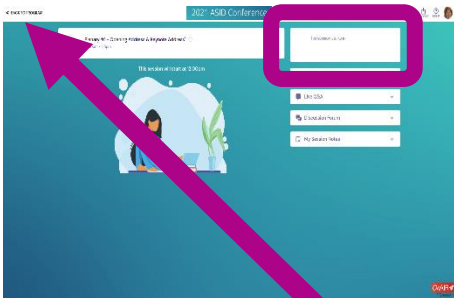
Open the **Live Q & A** window.



You need to type your question.

There may be lots of questions.

The speaker can only do some questions.



You can see how much time is left.

Look at the big window at the top

You want to go to a different place.

Click on **BACK TO PROGRAM.**

It is at the top.

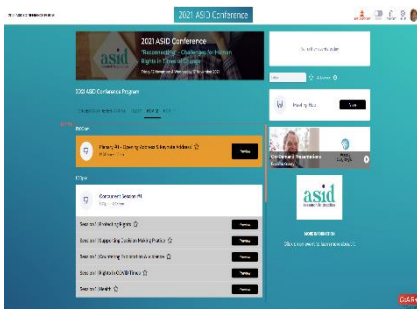
This window shuts.



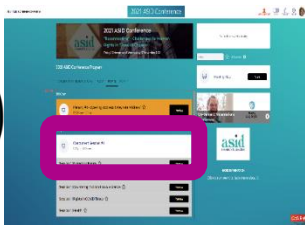
It is the end of the talk.

Click on **BACK TO PROGRAM.**

This window shuts.



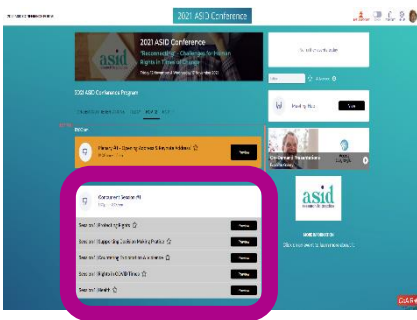
You are back on the main page.



It is time for a short break.

Check the time the next talks start.

It is on your web page.

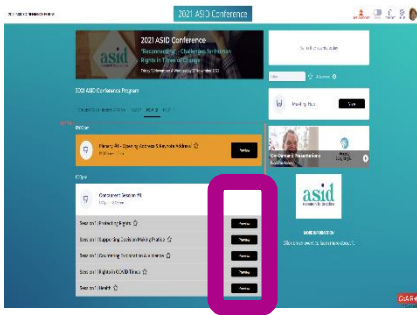


It is time for the small meetings

There are 5 groups of talks.

They are on at the same time.





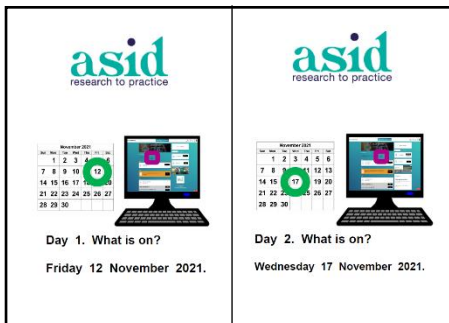
You choose what you go to.

There is more information about each talk.

It is in your program.

Or

Click on **Preview**.



You can read the Easy English program.

It will help you know

- what each small meeting is about
- the type of talk. Like by people with disability.



You choose where you want to go. You open it.

This web page looks the same for all talks.

The name of your group is at the top.

You can listen to all the talks.

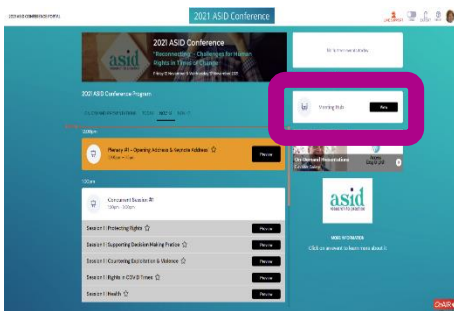
Or

You can do some thing different.



## Talk to other people

You talk to 1 person at a time.



Go to the Home page.

Look for the **Meeting Hub** window.

Click on the black window. It says **View**.

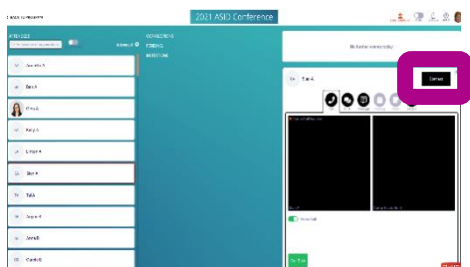


A new window comes up.

There is a list of all the people at the conference.

There is an orange scroll bar.

You can scroll down the list of people.

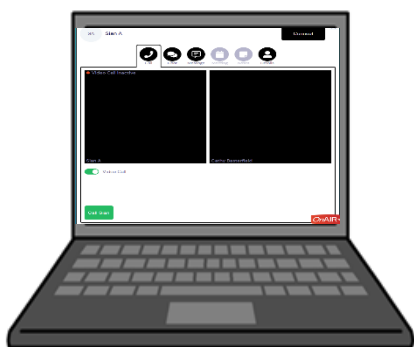


Find the person you want to talk to.

Click on their name.

This new window comes up.

Click on **Connect**



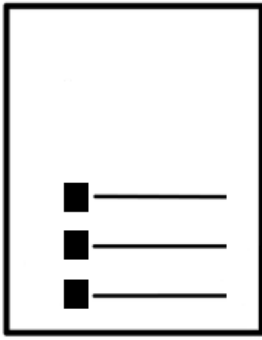
You can

- put your camera on
- chat online
- video call
- leave a message.

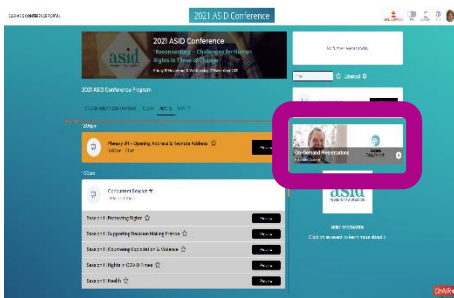


You may need to wait.

The other person may **not** be in the meeting hub.



## More things to do

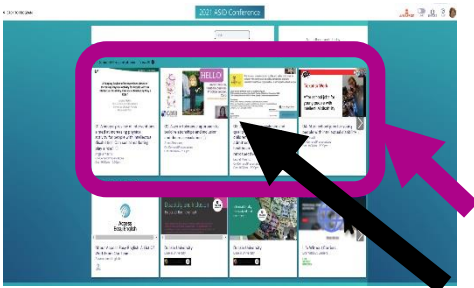


Some speakers have a short talk.

You can listen to them at any time.

You are on the Home page.

Look for **On Demand Presentations and Exhibitors**. Click on this window.



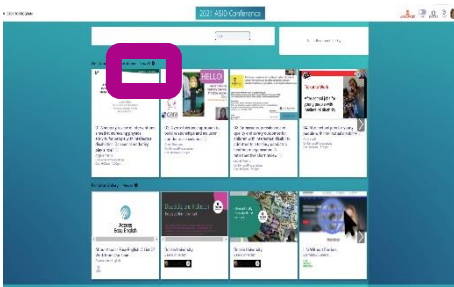
This new window comes up.

The top line are all these talks.

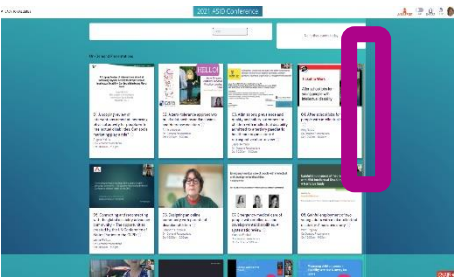
There is an **arrow** to help you see all the talks.

The number of the talk is under the picture.

Or



Choose **View all**.



You can see more talks at the same time.

There is an orange scroll bar.

Move this down to see more talks.



Move your mouse over the talk you want to hear.

It will look like this.

Click on **VIEW PRESENTATION**.



There is an Easy English list of these talks.

It is called

**You can listen to these talks at any time.**



This new window will open.

This is the

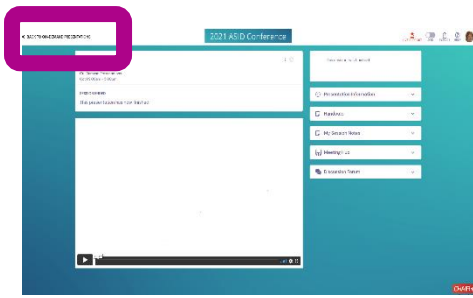
- name of the talk. It is **not** in Easy English
- number of the talk.



This is the power point.

Start it when you are ready.

You can hear the talk.

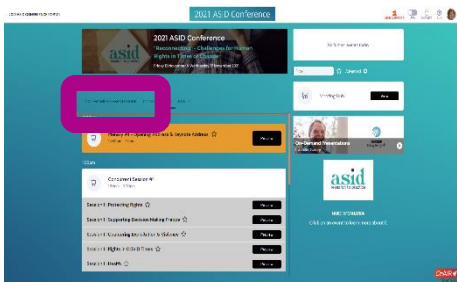


You can stop the talk at any time.

You can go back at any time.

You can make a different choice.

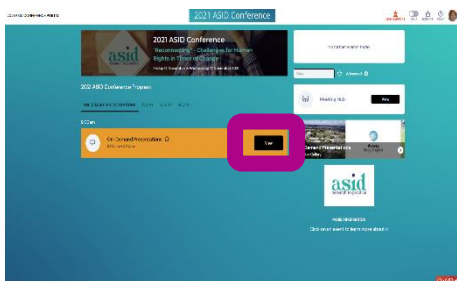
You can go back to the main program.



You can also listen to these talks from a different window.

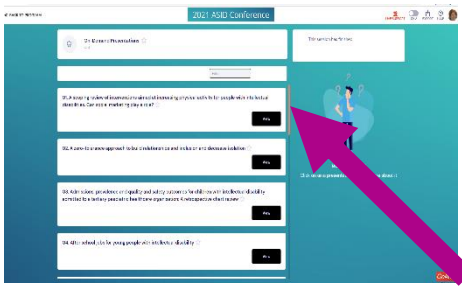
Look for **On Demand Presentations**.

Click on this link.



This window will open.

Click on the small black window. It says **View**.

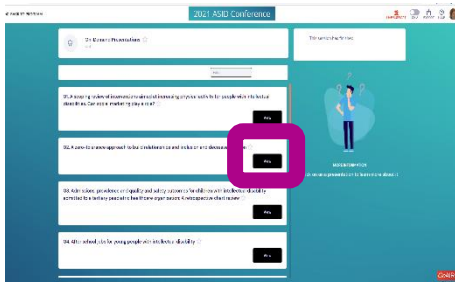


This new window comes up.

It is a list of all the talks.

There are 15 talks here.

You can scroll down the list.



You choose what you want to hear.

Click on the small black window. It says **View**.



Now you can hear this talk.

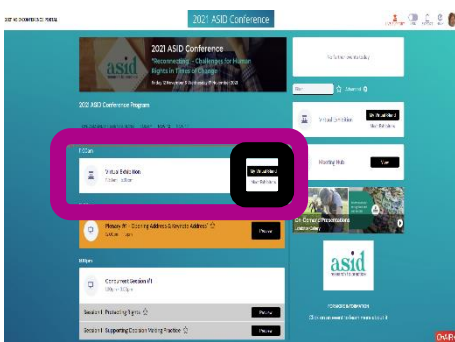




Some places helped the conference happen.

They gave ASID some money.

We call them sponsors. You can talk to them.



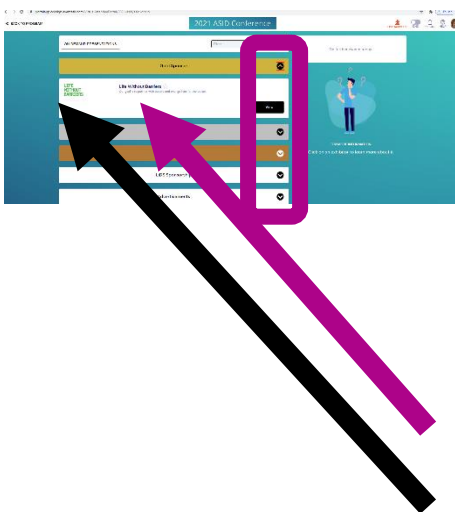
Start on the Home page.

Move the orange scroll bar up.

There is a white window.

Look for **Virtual Exhibition**.

Look for **Meet Exhibitors**. Click on this.



A new window comes up.

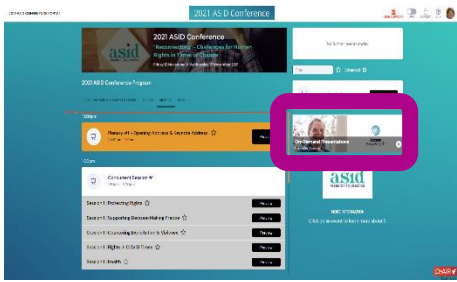
Click on the arrows. You can see who is here.

You can talk to them.

Look for the black box. It says **View**.

This is their name.

This is their logo.



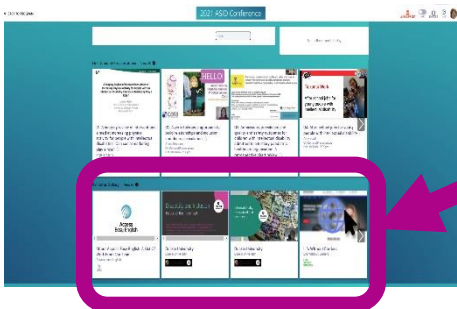
You can find these people from a different window.

You can see a picture of their work.

Look for

**On Demand Presentations and Exhibitors.**

Click on this window.

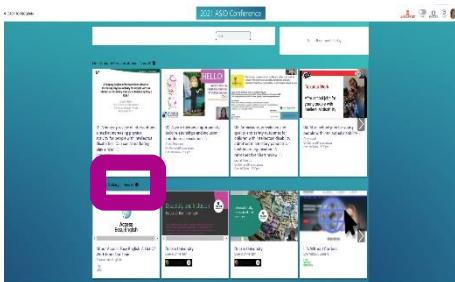


This new window comes up.

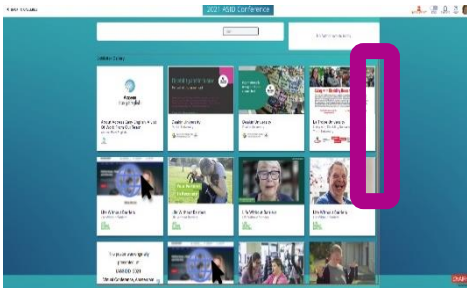
Go to the bottom line.

There is an **arrow** to help you see them all.

Or



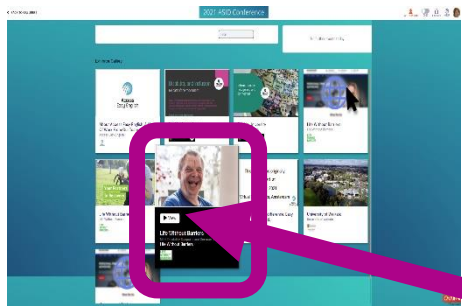
Choose **View all.**



You can see more at the same time.

There is an orange scroll bar.

Move this down to see more.



Move your mouse over the place you want to know about. It will look like this.

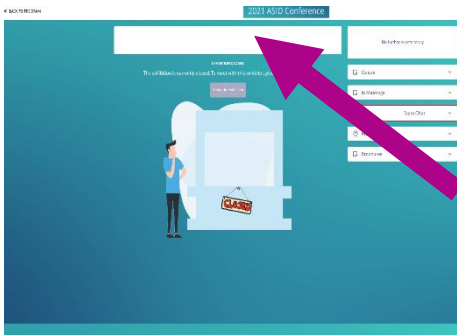
There are 2 choices.

Click on **VIEW**. There is some information here.



Click on **VISIT EXHIBITOR**.

You can talk to a person from their team.



This new window will open.

This is their name and logo



You may need to wait to talk to the team.

Put your name in the line. It is called a **Queue**.

Talk to the team here.

Look at their information here.

November 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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				

It is only open in the afternoon on

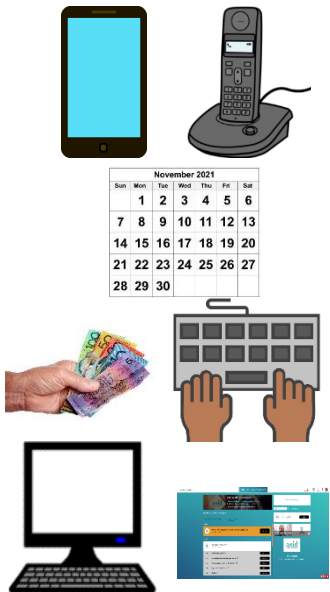
- Friday 12 November 2021

and

- Wednesday 17 November 2021

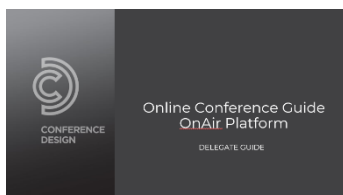
## Images

We have used images from



- InspiredServices
- Picto-selector
- PrintableCalendarTemplate
- Spectronics
- 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.