

Consumer Connect

Get Prepared

1. Confirm the order of Speakers, Chairs and schedule for each Session you are Chair.
2. **You must JOIN YOUR SESSION 30minutes before the set start time.**
3. Your role is to move the Speakers through their presentations to ensure the Session remains on schedule.
4. Review your instructions to ensure you are familiar with your role as Chair.
5. Use a Laptop/PC with a in-built or USB connected camera. No Phones, or iPads (please).
6. Connect your headphones to your Laptop/PC.
7. **Close all Zoom, Microsoft Teams, Facebook and any other applications that use your camera.**

During the Session

1. Advise **Attendees** to use the Chat Function to submit questions for Speakers, and to mention the related **Speaker** in their question. **Always mention the Attendee when reading out their question in Q&A segments.**
2. Advise **Attendees** to click on the **Available Sessions** below the video window to move to other Sessions.
3. **Remember** your Mic and Camera must stay on at all times.
4. **Introduce each Speaker** (as per the schedule), and close out each Speaker segment by introducing the next Speaker.

Join Your Session.

1. Open your browser (Google Chrome is preferred).
2. Search or '**Consumer Connect**' or go to <https://www.cysticfibrosis.org.au/consumerconnect>.
3. Log in to '**Experience Consumer Connect**'.
4. Scroll down to '**Upcoming Connect Sessions**', click on the Image of the Event you wish to join. Each Event includes **ALL SESSIONS** for that day.



5. Your Browser will request "**Please Allow Access to your Microphone and Camera**". Please **ALLOW**.
6. You should see an image of yourself in the video window. (If **NO**, please see **PART A** below).
7. Talk into your microphone or headset to ensure the **Audiometer** is moving, and you get a **Green Indicator**. (If **NO**, please see **PART A** below).
8. Click **JOIN TO JOIN YOUR SESSION**
9. You will be greeted in the Staging Room by CFA and Consumer Connect Personnel. **Please keep your Camera and Microphone on.**
10. **You will be moved to your LIVE SESSION.**

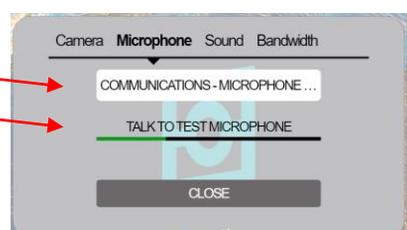
Part A: Select Camera and Microphone.

Click **SELECT** to choose your camera

Click on the Camera Menu, and select your camera from the dropdown menu until you see your image appear **in the background**.

Click **SELECT** to choose your microphone.

Talk to ensure the Audiometer is moving until you get a Green Indicator. Click Close



JOIN YOUR EVENT



\$ DONATE

SHOP



Lives unaffected by cystic fibrosis

WHO WE ARE | WHAT WE DO | ABOUT CF | GET INVOLVED | ADVOCACY | RESEARCH | MEDIA ROOM | CONTACT | 🔍