

Presentations

1. Q: What do I require for my presentations
A:
 - a. You can use either a mac or laptop
 - b. Check your volume & webcam capability is available
2. Q: What format do I use for creating my slides?
A: Powerpoint or equivalent
3. Q: How do I record my presentations
A:
 - a. Click on slide show tab
 - b. Click on record slide show
4. Q: How do I set my slides to transition automatically with timer
A:
 - a. Click on slide show tab
 - b. Click on setup slide show
 - c. Select for slides on auto timer
 - d. Let CFA know if slides are on autotimer, how long or if manual
5. Q: Can I include video file in my slides
A:
 - a. Yes you can
6. Q: How do I check if my file is ok
A:
 - i. Test Volume
 - ii. File size less than 100MB
 - iii. Video recorded in 720p or 1080p and no less than 540p
 - iv. Check the visuals and embedded links work

Recording a presentation: Video Tutorial Microsoft for powerpoint

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Consumer Connect

1. Q: Where do I log on for conference
A: Here: <https://www.cysticfibrosis.org.au/consumerconnect>
2. Q: What do I need to log on for conference
A:
 - i. Mac or a laptop are both ok
 - ii. Check you have good connectivity
 - iii. Webcam and volume are both working
3. Q: How do I log on and will anyone contact me once registered
A: Consumer Connect is a cornerstone of our community outreach. Here is a Step-by-Step guide to connecting to Consumer Connect and the CF community.
 - **Go to:** <https://www.cysticfibrosis.org.au/consumerconnect>
 - If this is your first time on Consumer Connect then please click "Sign Up". This will consist of establishing your user password and a contact email.

- **If you are a returning Consumer Connect user, click on the Log In icon and enter your email and password. (Please enter email and password used for conference registration).**
 - Once logged in to your Consumer Connect dashboard, scroll down half the page to the Upcoming Connect Sessions section.
 - Select the event that you have logged into to participate in.
 - Follow the onscreen prompts to check your camera and microphone.
 - Click 'Join the Event' – at this point, a moderator will be there to greet you and offer any further assistance.
4. Q: How can I ask questions during Q&A
A: Enter your questions on the chat box section, this is located at the bottom of the screen . Click on the chat button, type in your question and hit enter.
5. Q: How can I move from one session to another?
A: Click on another box to leave the session you are in.

Any questions?

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