14th Australasian Cystic Fibrosis Conference
Information & Guidelines for Session Speakers and Chairs

Please use the following guidelines for all Speakers and Chairs for the 14th Australasian Cystic Fibrosis Conference for both the Medical & Lay Programs.

1. Log in is required onto the [Consumer Connect] conference portal 30 mins before your session for testing prior to the time scheduled for your presentation.
2. Please ensure your email to register for conference **matches** the email used to log in for Consumer Connect portal.
3. It is highly recommended to connect with a laptop or mac for all sessions. Do not use a tablet or phone. Safari as a preferred browser for Mac and Google/Chrome for Microsoft.
4. For all our online presenters please check your volume and webcam are both switched on in advance. You are seated in a well-lit room, with the light source coming from in front of you and not behind, and that you have good internet connectivity.
5. Please make sure you check formatting guidelines provided to help you prepare your presentations. These can be found here HERE
6. If your presentation will be pre-recorded in advance you can use either your laptop or mac to record your talk:
   a. If using Powerpoint you can select record slide show from the slide show tab on the tool bar
   b. Ensure your volume is well adjusted, test prior to completed recording
   c. Note the time for total recording and ensure it is close to your allocated time
7. We strongly suggest you email your presentations in advance by **July 20th** to allow for quality/sound visual check prior to conference.
8. If you are sending in a pre-recording of your talk please ensure this is sent prior to **July 20th** to avoid delays and allow for any adjustments if required. Please send all presentations and pre-recorded presentations to info@cfa.org.au
   or alternatively share your file with us via Dropbox.
9. Anyone sending in a pre-recording please advise in your email if you will be joining conference online for Q&A session
10. Online presenters and chairs to be aware of speaker volume and lighting in the room.
11. There will be two Q&A formats
    a. Plenaries and Concurrent sessions
        i. Questions will be submitted via the chat facility
        ii. Chairs will read the questions in chronological order and duplications will be cut out
        iii. Presenters will answer the question onscreen
        iv. Questions not 'asked and answered' will be taken offline and answered by the speaker following the Conference
    b. E-posters
        i. Questions will be submitted via the chat facility

  ii. Chairs will ask the audience member to ask their question directly to the author onscreen. This will be done in chronological order and duplications will be cut by Chairs.

  iii. Presenters will answer the question onscreen

  iv. Questions not 'asked and answered' will be taken offline and answered by the speaker following the Conference.

12. All Q&A will be guided by chairs in each session. These will be viewed on the chat function by everyone. Please see FAQ on how to post questions on the chat function.

13. Any questions which fall out of Q&A times in sessions can be emailed to info@cfa.org.au

Consumer Connect 'How to Guide' – for 14th Australasian Cystic Fibrosis Conference

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.

1. Go to https://cfa.padlokt.com using a laptop or desktop computer

2. Enter your log in details provided by Consumer Connect, please ensure you are using the same email you used to register for conference

3. If you have purchased a ticket, you will have received an email from Consumer Connect prior to the event as an account will have been created for you with a password.

4. Once logged in to your Consumer Connect dashboard, scroll down half the page to the Upcoming Connect Sessions section.

5. Select the event that you have logged in to participate in.

6. Follow the onscreen prompts to check your camera and microphone.

7. Click 'Join the Event'– at this point, a moderator will be there to greet you and offer any further assistance.