

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
 - c. View online video tutorial created by Microsoft [HERE](#)

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: 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

Click [HERE](#)

Consumer Connect

1. Q: *Where do I log on for the conference*
A: <http://cfa.padlokt.com/user/login>

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:

- i. Go to <https://cfa.padlokt.com> with a laptop or desktop computer
If you have purchased a ticket and are not an existing Consumer Connect user, please wait for an email from Consumer Connect as an account will be created for you with a temporary password. Please make sure you change your password upon logging in for the first time.
- ii. If you are a returning Consumer Connect user, click on the Log In icon and enter your email and password.
- iii. Once logged in to your Consumer Connect dashboard, scroll down half the page to the Upcoming Connect Sessions section.
- iv. Select the event that you have logged in to participate in.
- v. Follow the onscreen prompts to check your camera and microphone.
- vi. 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: You must activate the Chat and Live Engagement portal located on the right hand side of your screen. Once you have activated the portal, click on "Live Questions". Here you can submit your question for the speaker and vote on other attendees questions too.

5. Q: *How can I move from one session to another*

A: You will be able to join sessions by one of the following methods:

- i. Clicking on the session you wish to join via the "14th Australasian Cystic Fibrosis Conference - 2021" section on Consumer Connect
- ii. Once you have joined a session, the 3 other concurrent sessions will be accessible at the bottom center of your screen, displayed as thumbnails. Click on one of these to move to that session. **If you have not purchased a ticket to one of the sessions you will not be able to access it.**

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