

# Instructions for Webinar Participants

*Monday 2/12/2019, from 1:00 pm to 2:30 pm*

- You will enter the meeting with both audio off (muted) and video turned off.
- Due to the number of participants, please leave video off (do not Start Video)
- Your audio will remain muted unless you are unmuted by the host.
- Click on “Participants” at the bottom of your screen to display the participant side panel
- Click on “Chat” to display the Chat side panel
- It would be great to know who has joined us! If your Participant Name doesn’t match who you actually are, if you have other people sitting with you, or if you just want to say “G’day”, please introduce yourself/yourselves and your organisation via Chat.

There will be several sections in the presentation and you will have the opportunity to ask questions after each section.

- To ask a question by audio:
  - click on the “Raise your hand” button in the Participants panel
  - wait until the host unmutes you and invites you to speak
- To ask a question by text
  - Type your message in Chat if you want. You can do this at any time after the webinar commences.
  - Make sure you are sending your question to “Everyone”
- Please be aware the at this webinar will be recorded – if you want to ask a question and don’t wish your voice to be recorded, please use the Chat function.

Access resources for this event at [speaq.org.au/webinar](https://speaq.org.au/webinar) as they become available.

Please complete the evaluation survey when you leave the webinar:

<https://www.surveymonkey.com/r/K5DDTH6>

If you dialing in **by phone only**, during the Q&A time, you can “raise your hand” by dialling \*9. Then wait for host to invite your comment.