

# Your 6 Step Guide to GAP Summit Participation

**8:15AM - 8:30AM AEDT**

## STEP ONE

Open your personal link to the Summit in **Google Chrome\*** and follow browser prompts:

- ✓ Allow mic access
- ✓ Set mic selection
- ✓ Allow camera access
- ✓ Allow camera selection and press 'set'

You will then be asked to confirm your registration details. To skip this step, scroll to the bottom and click 'Update and Close'

You will now be in the Virtual Lobby – **keep it open at all times**

Familiarise yourself with the platform until we commence at 8.30am in the 'Welcome and Setting the Scene' session.

**8:30AM AEDT**

## STEP TWO

Click on '**Welcome and Setting the Scene**'

The session starts at 8:30am sharp

**9:05AM AEDT**

## STEP THREE

Click on '**BACK TO VIRTUAL LOBBY**' in the top-left corner of the screen

Once in the Virtual Lobby, click on '**Session One**'

**9:30AM AEDT**

## STEP FOUR

Click on '**BACK TO VIRTUAL LOBBY**' and click on the '**Zoom Discussion**' red button at the top of the screen to enter Zoom discussion

(NB: Keep the Virtual Lobby page open)

**10:00AM AEDT**

## STEP FIVE

Close Zoom

**10:00AM AEDT**

## STEP SIX

Go to the Virtual Lobby page, which should be open, and click on '**Session Two**'

**Follow the same procedure (steps 3 to 6) for each subsequent session.**

**If you have any technical questions, click on LIVE SUPPORT in the Virtual Lobby.**

*\* To maximise your user experience, we recommend Google Chrome. Mozilla Firefox is the next best option.*