

GAP Summit on Shared Identity

Friday, 23 September 2022

8:30am-1:15pm AEST

Rules of Proceedings

General

- Access to all parts of the proceedings and all the Summit information is available through one meeting place – the Summit’s **Virtual Lobby**.
- Each participant will receive their own **personal link** to the Virtual Lobby one day before the Summit. Please save the link on your calendar for easy reference, as this is your only gateway to the Summit’s virtual platform.
- The Summit cannot be accessed via mobile phones. Please use a **desktop/laptop computer**.
- You need **Google Chrome** as your browser ([download here](#)).
- The Summit will be held under **the Chatham House Rule** of non-attribution. Tweeting or messaging via social media during the Summit can refer only to *what* was said at the event, but not identify – directly or indirectly – *who* said it.
- Each Plenary Session is divided in two segments – 1) Thought Leader Panel, 2) Zoom Discussion. All the relevant links are accessible through the Virtual Lobby.
- The proceedings of the Summit will be recorded for the purposes of producing a final report.

Ahead of the Summit

- Save your personal link to the Summit’s Virtual Lobby on your calendar for easy reference.
- Decide which device you are going to use on the day and, if possible, choose a quiet location with neutral background. [Download Google Chrome](#) on your computer.

Logging In

- Registration opens at 8:15am AEST on Friday, 23 September 2022 (please refer to our [Local Time Zones checklist](#) to confirm your local time for the Summit).
- Open your personal link to the Summit in Google Chrome and follow your browser prompt on the Welcome (Event Check-in) page:
 - Allow mic access
 - Set mic selection
 - Allow camera access
 - Allow camera selection and press ‘Set’
 - Bypass the registration form by scrolling down and clicking ‘Update and Close’
- Once logged in, you will enter the Summit’s Virtual Lobby. **Please keep it open at all times** during the proceedings. **If you have accidentally closed the browser, you can find your way back through your personal link.**

Zoom Discussion

- Once the thought leader panel ends, you will be invited to take part in a Zoom discussion where you will respond to the thought leaders, ask questions, and contribute.
To get there, please:
 - Click on ‘Back to the Virtual Lobby’ link in the top left corner
 - Click on the Zoom Discussion red button at the top
 - Zoom will open in a new browser window. Do not close your Virtual Lobby page (although you can minimise it)

- During the Zoom session, please follow these simple rules:
 - Stay on mute unless invited to speak
 - Switch off your mobile and disable any ring alerts on your computer
 - Keep your video on at all times during discussion
 - Indicate your desire to speak by typing '**request to speak**' in the public Chat window
 - When you are called upon by the facilitator, unmute and briefly introduce yourself. Please keep your comment to **under 3 minutes**.
 - Keep the Chat open at all times. You can write your comments in the public Chat area throughout discussion time
 - When messaging on social media, observe the Chatham House rule of non-attribution
 - Twitter hashtags for this Summit are #GAPSummit and #SharedIdentity @GlobalAccessAu
 - Flag any technical issues to Global Access Partners through the private Chat function
- When the Zoom discussion ends, close Zoom before logging into **Session Two** through the relevant button in the Virtual Lobby.

Follow the same instructions for each subsequent Session.