



11TH AUSTRALASIAN ORNITHOLOGICAL CONFERENCE

8-10 FEBRUARY
AUCKLAND 2022

AOC ATTENDEE GUIDE

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EQUIPMENT

CHECKLIST

To ensure you can participate in the Virtual Conference, you will need:

- ✓ Laptop or Desktop Computer
- ✓ Stable Internet connection minimum 5Mbps for both upload and download. You can check your internet speed at www.speedtest.net
- ✓ Your device requires either an integrated or external camera/webcam and a microphone in order to participate in any interactive sessions or networking functions.
- ✓ Some organisations do not allow access to Zoom on work devices. If you are using a device provided by your organisation, ensure that access to Zoom is possible. Your device should NOT have Zoom blocked.
- ✓ *Note: You do not require a Zoom account to access the Virtual Conference Platform.*
- ✓ The Virtual Conference Platform is accessible via tablet and mobile device, however, for an optimal experience with full functionality we strongly recommend using a laptop or desktop computer.

INTERNET BROWSER

We recommend using **Google Chrome**, **Microsoft Edge** or **Opera** to access the Virtual Conference Platform. Firefox and Safari are also compatible. We also recommend you [clear your cookies and cache](#) prior to logging in and disabling any VPN's you may be using.

Our Virtual Conference Platform is browser based, you do not need to download any software to participate. Please do not use 'incognito' or 'hidden search' browser settings.





SIGNING IN

Approximately 24 hours prior to the conference you will receive an email containing your personalised log in details to access the Virtual Conference Platform.

Once you have logged in, you will be asked to give permission for the platform to access your devices camera and microphone. We recommend **allowing both features** to maximise your experience.

Welcome

We really want you to enjoy the event, but before we continue we want to make sure you can participate.

Let's quickly check everything and then you're on your way.



Mic Access



Headset Microphone (Plantronics Blackwire 3210 Series)
(047f:c055)



Camera Access



Camera Selection

Last question before you head into the event, what camera would you like to use?

Integrated Webcam (0bda:565c) ▼

Set

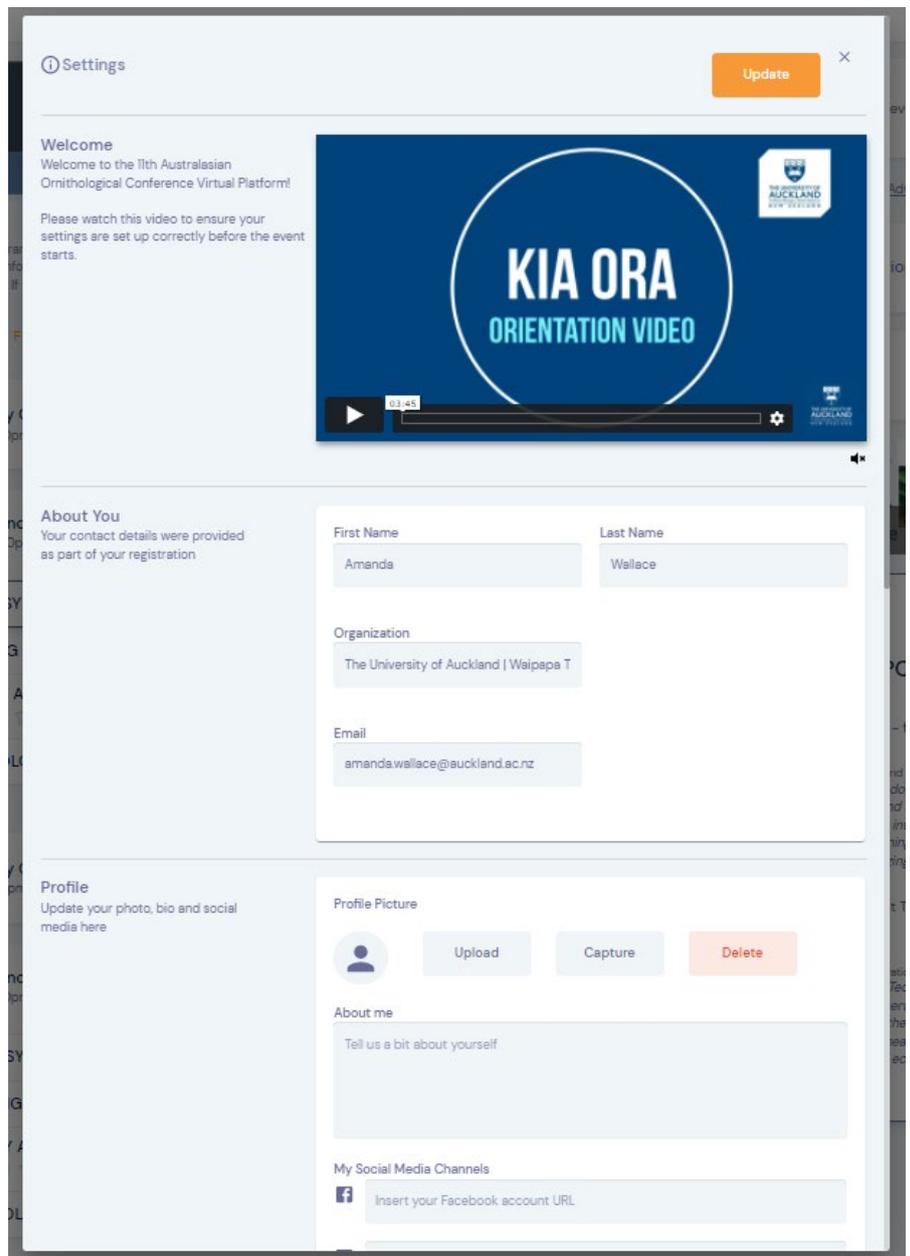
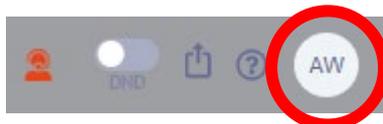


Live Video Call Check



Once you have successfully logged in, the **Event Check-In** window displays. This is where you can choose which details you want to share with other attendees. You have the options to add your profile photo, tell us a bit about yourself as well as review your privacy and media settings (camera and microphone).

To edit or change these settings at any time, **click on your profile photo or initials** at the top right of the screen and select 'My Settings'. Check that your time zone is set correctly to ensure the conference programme displays in your local time.





TIMELINE

This is your primary display within the Virtual Conference Platform. Your timeline shows the different sessions and functions that make up the conference programme. The red timeline marker moves down the page in real time indicating which sessions are coming up next in the conference programme. You can click on any session or function and view the details of that session on the right-hand side of your screen.

The screenshot displays the conference interface. At the top right, there are navigation icons for 'EventStream', a list icon, a monitor icon, a toggle for 'ADMIN MODE', and a user profile icon. The main header area contains the conference banner. Below it, the 'TIMELINE' section is active, showing a navigation bar for 'FEB 8', 'FEB 9', and 'FEB 10'. The current view shows sessions for FEB 8:

- Day One - Lunch Break** (12:10pm - 12:40pm) with a 'Preview' button.
- Concurrent Session 1** (12:40pm - 2:10pm) with a 'Preview' button.
- 1A | SEABIRD SYMPOSIUM I** with a 'Preview' button.
- 1B | MANAGING THREATENED SPECIES I** with a 'Preview' button.
- 1C | ECOLOGY AND EVOLUTION OF AVIAN PATHOGENS AND THEIR HOSTS SYMPOSIUM I** with a 'Preview' button.
- 1D | AVIAN BIOLOGY, ECOLOGY & POPULATION MONITORING I** with a 'Preview' button.

On the right side, there are several functional blocks:

- A box stating 'No further events today'.
- A 'Filter' input field and an 'Advanced' filter icon.
- 'Virtual Exhibition' and 'Meeting Hub' buttons, each with a 'Visit' or 'View' button.
- The 'Lotek' logo with the tagline 'advancing wildlife sci'.
- A 'Resource Gallery' section with a 'Presenter Gallery' link.
- A 'Session Information' modal window for '1A | SEABIRD SYMPOSIUM I', listing speakers: 'Edin Whitehead, The University of Auckland'.

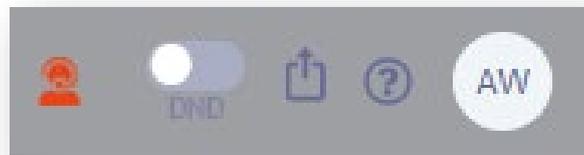


NAVIGATING THE TIMELINE

Scroll up and down the timeline to view the full list of sessions for each day, and switch between different days of the programme by clicking on the days/dates that appear at the top.

ICONS

In the top right-hand corner of your screen you will see the following icons:



Live Support

If you require assistance, type your question in the box provided and click 'get live support'. Our live support team are ready to answer your questions and can do so via chat or video call.



Do Not Disturb (DND)

If you don't want to be distracted by calls from the meeting hub, selected the Do Not Disturb toggle



Export

Clicking 'export my notes' allows you to export the session notes you've taken during the event.

Clicking 'export my contacts' will email you a list of all of the contacts you have made connections with, in the Meeting Hub during the event.

You can export your notes and contacts anytime you like during the event. Doing so will automatically send these details to you via email in easy to use word and excel formats.



Help

Clicking on the help icon will open a list of troubleshooting questions about the Virtual Conference Platform. If the answer to your question is not here, please contact Live Support.



Your Profile

My Settings

This icon is the circle on the far right, containing your initials or profile picture. By clicking on this and selecting 'My Settings' a range of options become available allowing you to add your profile picture and social media channels, and set your time zone, privacy preferences and media settings.

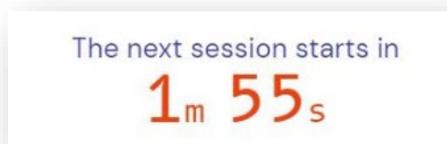
Refresh Data

Every time you login you will receive the most up to date version of the conference programme. If any changes are made to the conference programme, and they do not appear on your Timeline, you can refresh your data here.

COUNTDOWN TIMER

On the top right you will see the countdown timer which shows you how much time there is before the next session or function beings.

You will also hear a countdown chime 30 seconds prior to each session starting.





FILTERING

Filtering is a useful tool to search sessions and manage what you can see on your timeline. You can filter by session type, presenter, keyword or date using the advanced filter tool. Alternatively, you can filter to view only your favourite sessions.

To mark a session as a favourite click on the star next to the session name. When you then filter by favourite your timeline will change to show only your starred sessions and functions.

The screenshot shows a user interface for an advanced search filter. At the top, there is a 'Filter' button and a star icon next to the word 'Advanced'. Below this is a modal window titled 'Advanced Search' with a close button (X). The modal contains several filter options: 'Session' (a dropdown menu), 'Keyword' (a text input field), 'Date' (a dropdown menu showing 'Aug 21'), and 'Time' (a dropdown menu showing 'Evening'). At the bottom of the modal, there are 'Clear' and 'Search' buttons.



SESSIONS

Click on any session or function on your timeline to view more information on the right-hand side of your screen.

HOW DO I JOIN A SESSION?

30 seconds prior to starting you will hear a countdown chime alerting you that the next session is about to begin.

From your timeline, click the **'Preview'** button on the session that is about to start.

A screenshot of a session card on a timeline. The card is light blue and features a small circular icon of a black and orange bird on the left. The text on the card reads: "Keynote Address 2: Integrating Avian Behaviour and Conservation Biology in the Anthropocene; Expanding Knowledge from Tieke / North Island Saddleback Translocations ☆" followed by the time "11:10am - 11:40am". On the right side of the card, there is an orange button labeled "Preview". The time "11:00am" is visible in the top left corner of the timeline area.

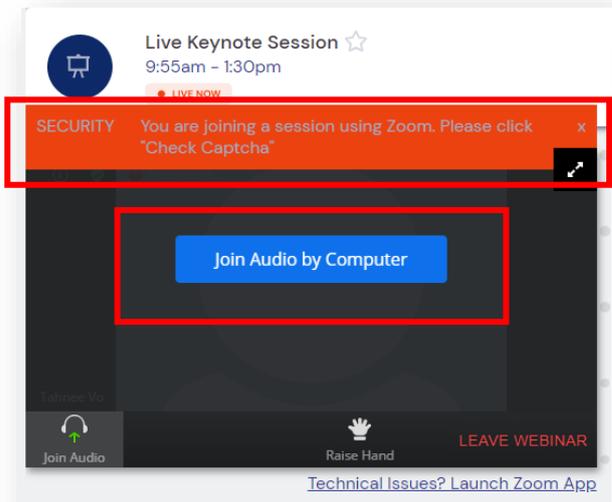
You will then enter the session where you can watch the countdown and wait for the video screen to appear. You will also be able to view session information, chat with other attendees in the discussion forum, make notes, and download any available handouts.

A screenshot of a session interface during a countdown. The top left shows the session title and time. A red box highlights a countdown timer that says "This session starts in 626h 5m". To the right of the timer is a blue button that says "No further events today". Below the timer is a list of session options: "Session Information", "Live Q&A", "Discussion Forum", "My Session Notes", and "Handouts", each with a dropdown arrow. At the bottom, there is a video screen showing a circular graphic with two birds and the conference logo.

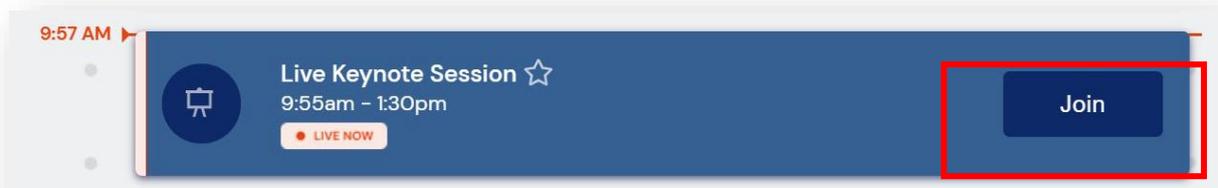
Once the session starts the video screen will appear and the session will begin.



NOTE: In some instances you may be asked to **Check Captcha** and **Join Audio by Computer**. Please follow the prompts on your screen to join the session.

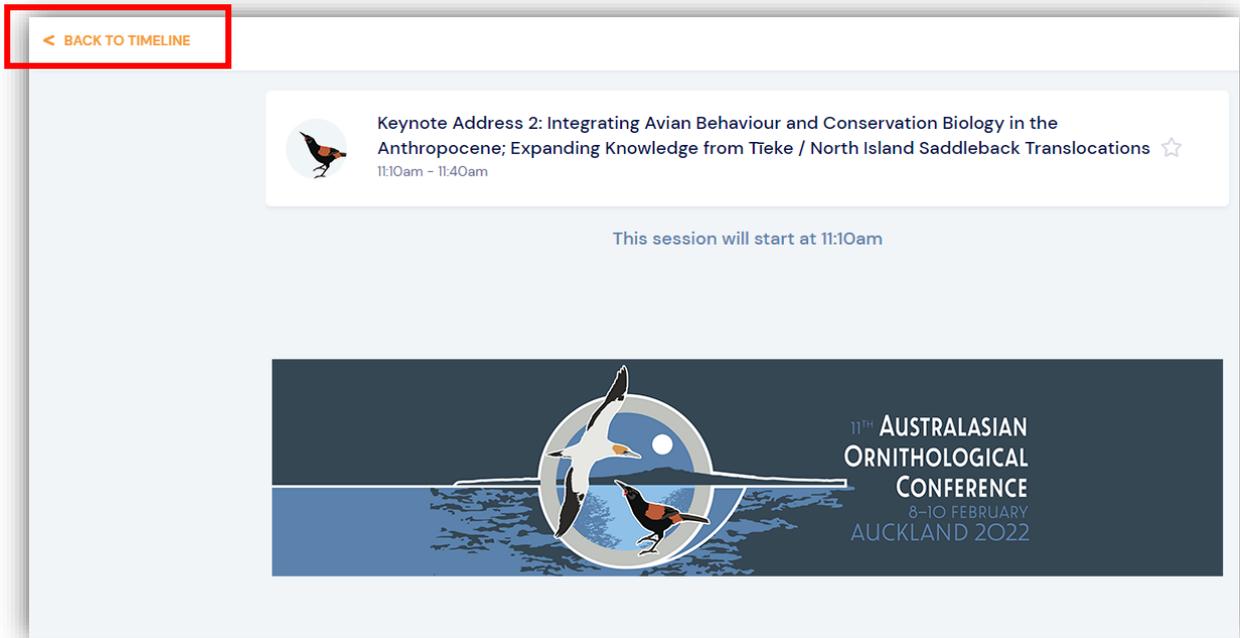


NOTE: If you are joining a session that has already started from your timeline, you will see a **Join** button, rather than a **Preview** button.





Once the session has ended, click **Back to timeline** located in the top left of your screen.





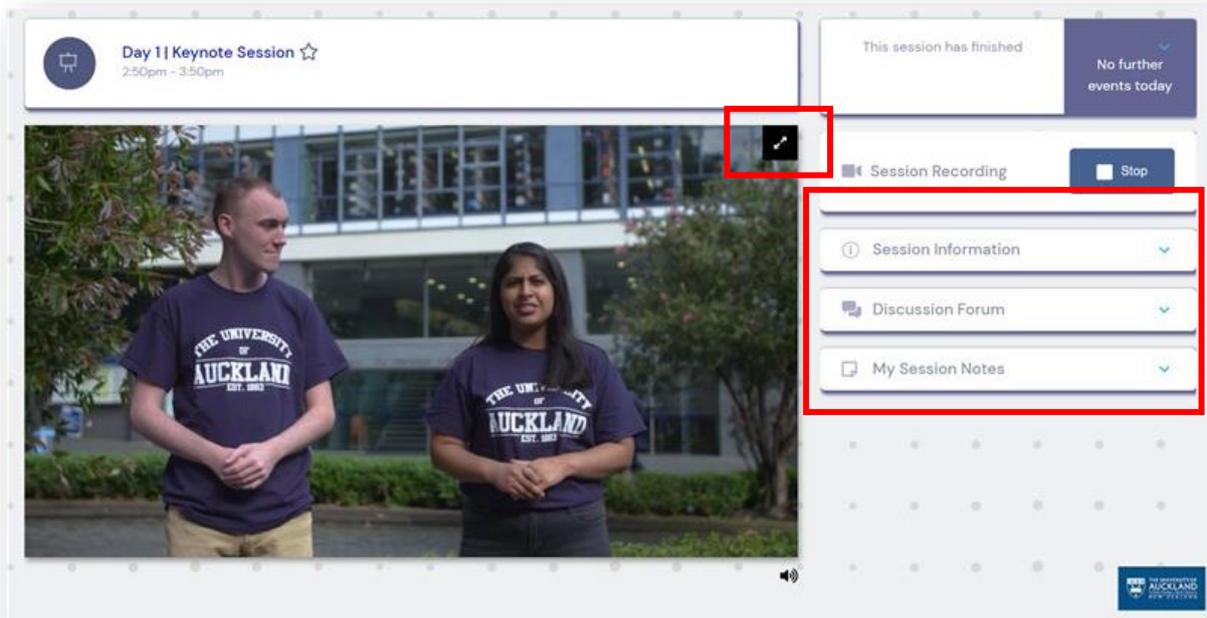
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HOW DO I MAKE THE VIDEO SCREEN LARGER?

Using the maximiser arrows in the top right corner of your video screen will enlarge the video screen.



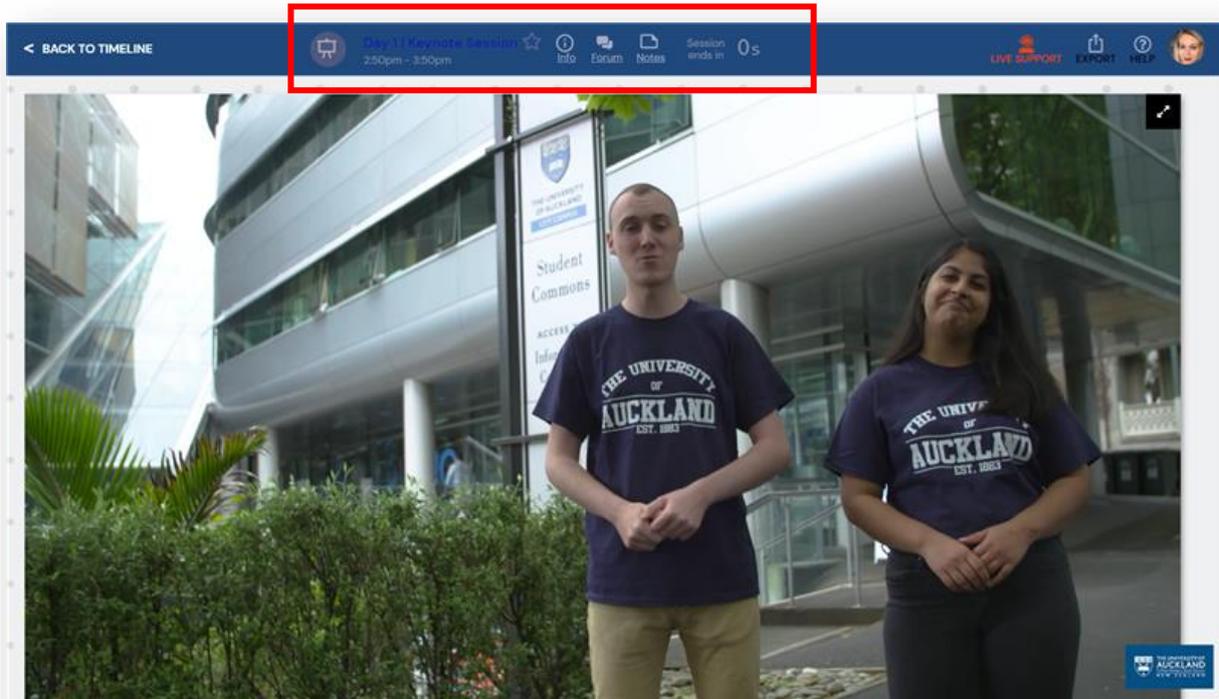


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NOTE: when your video screen is maximised your sidebar options will move to the top of the



screen.

TIP: to allow the Virtual Conference Platform fill your entire screen, use the **F11** command on your keyboard to enter full screen mode within your browser.



DURING A SESSION

During a session may see the following items in the sidebar on the right-hand side of your screen:

Session Information: details about the session and presenters.

Live Q&A: In sessions where live Q&A is enabled you will be able to submit written questions to the presenter. You can vote up other attendee's questions using the thumb icon.

Live Polling: In session where Live Polling is enabled the presenter may ask questions to the audience to vote on.

Discussion Forum: The Discussion Forum is where you can chat with other attendees within the session.

Session Notes : A space to write notes during the session, don't forget to export them at the end of an event.

Abstracts: allows you to download any abstracts or handouts that may be available for a session.

DIFFERENT TYPES OF SESSIONS

LIVE / KEYNOTE PRESENTATION

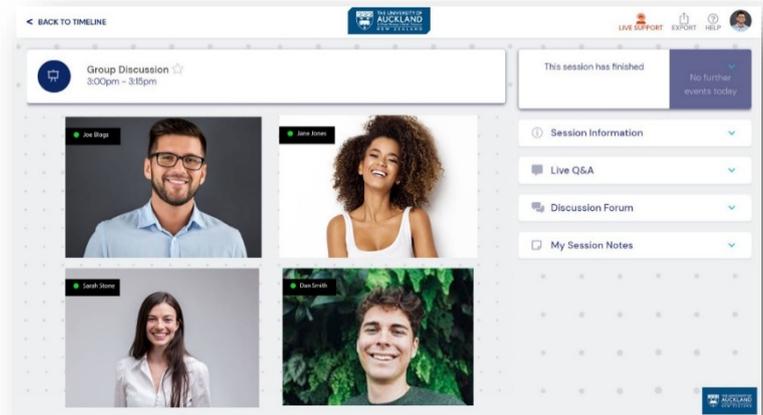
During a live presentation you will be able to see and hear the presenter and view slides they share. Attendees will not have the option to enable their camera or microphone. Functions such as Q&A, Live Polling and the Discussion Forum will most likely be available and you will also be able to take session notes.



NETWORKING FUNCTIONS

Virtual Networking Functions allow you to network with other attendees and exchange contact details, a virtual equivalent of a networking function at a live event.

Attendees are randomly placed into groups for a video chat for a set amount of time. When the time expires you will see a countdown appear on your screen, and everyone is then placed into another conversation group.



POSTER PRESENTATIONS

During a Poster Presentation session you will be able to speak live with Poster Presenters of your choice. Your microphone will be unmuted so you can ask questions, but your video will not be enabled. You will be able to see and hear the presenter, who can share their screen with you.

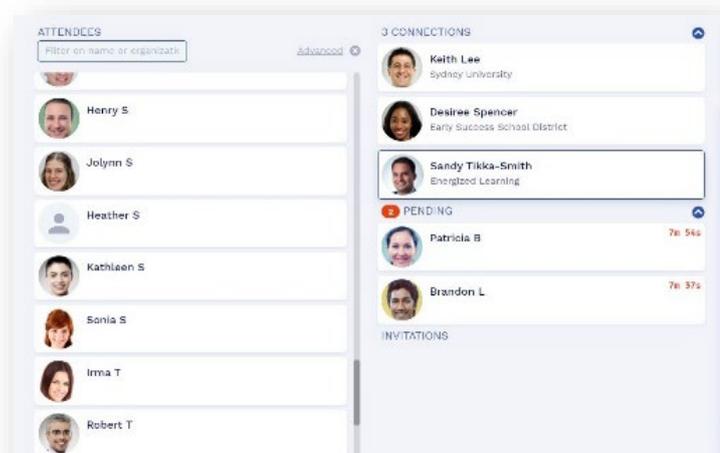
You can use the discussion forum, download presenter documents and enter your own session notes.



MEETING HUB

The Meeting Hub allows you to connect and network with other attendees. You can control which information about you is displayed in the Meeting Hub by going to My Settings.

You will find the Meeting Hub widget on the right-hand side of your timeline. Within the Meeting Hub you will see a list of all conference attendees, you can scroll through the names or search for a specific person or organisation in the search box.



When you have located an attendee you want to connect with, click the Connect button. Once the other attendee accepts your request, you can choose to interact with your connection by starting a live chat or live video call. You can also schedule to meet at a future time, send messages and take notes. Contact information for all attendees you have connected with will be included when you export your contacts.

LIVE CHAT: Request to chat live with another attendee, they will have 15 seconds to accept your request.

CALL: Request a video call with another attendee.

MEETING: Set a meeting time to chat with another attendee. Once confirmed this will appear on your timeline.

MESSAGE: Send written messages to another attendee.

NOTES: Make notes about another attendee, remember to export these at the end of the conference.



POSTER GALLERY

The Poster Gallery will be open throughout the conference and is available for you to preview posters for each presentation in a searchable grid. You can view presentation information and times, download posters and handouts as well as mark specific posters as your favourites making it easy to create a filtered list of posters that interest you.

When you favourite a specific poster in the Poster Gallery, this also favourites the corresponding Poster Presentation within your timeline. It is therefore recommended that you take some time to review the Poster Gallery and mark out your favourites in advance of a poster presentation session.

JOINING A POSTER PRESENTATION

Poster Presentation Sessions appear directly on your timeline, during which you will be able to speak live with Poster Presenters of your choice by clicking **View** on the presentation you are interested in joining.



All available Poster Presenters will have a red dot on their profile image. This means the presenter is online and available to begin their presentation.

A screenshot of a virtual event interface. At the top, a white box contains a blue icon of a presentation screen, the text 'Poster Presentation Session ☆', the time '2:00pm - 9:00pm', and a red 'LIVE NOW' button. Below this is a search bar with 'Filter' and a star icon next to 'Advanced'. The main content area is titled 'Sponsoring Virtual Events at The University of Auckland ★'. It lists three presenters: Tiffany Peters (The University of Auckland), Laura Brown (University of Auckland - Events Services), and Laura Furse (The University of Auckland). Each presenter's profile picture has a small red dot in the top-left corner, indicating they are online. To the right of each profile is a blue 'View' button. Red boxes highlight the profile pictures and the 'View' buttons for all three presenters.

When a presenter is online you can click **Join Queue** to be added to the next available conversation.

NOTE: You will lose your place in the queue if you navigate away from the page.

A white notification box with the text 'IN PROGRESS' in blue. Below it, the text reads: 'A presentation in progress. Please join the queue and you will be automatically joined to the next available presentation.' To the right of the text is a blue 'Join Queue' button, which is highlighted with a red border.



When the presenter accepts you into their presentation, your microphone will be unmuted. You can mute and unmute your microphone at any time if you wish to interact and ask the presenter questions. Your camera will not be enabled during a poster presentation, however you will be able to see the presenter and the presenter will have the ability to share their screen with you.

During a poster presentation you will see the Meeting Hub sidebar on the right of your screen where you can request to Connect with the Poster Presenter in the Meeting Hub.



VIRTUAL SPONSOR EXHIBITION

In the Virtual Exhibition you can view sponsor profiles, download brochures, watch videos and read FAQs, as well as request to Connect in the Meeting Hub. When the Virtual Exhibition stands are open, you can request to meet one-on-one with a sponsor via Live Video Meeting or Live Chat. You will then join a queue and the meeting or chat will start once the sponsor is available.

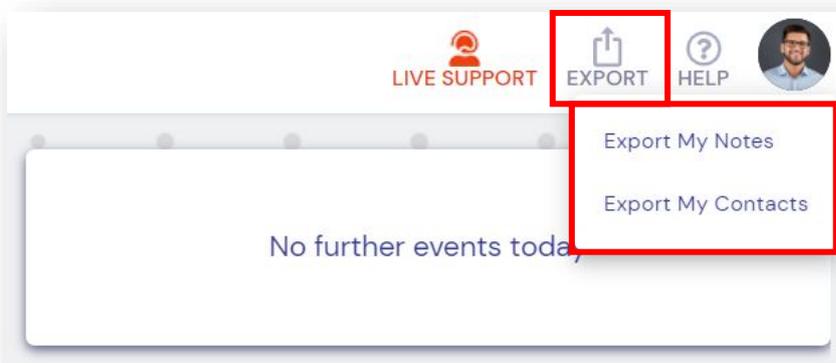
The screenshot shows a web interface for a virtual exhibition. At the top, there is a navigation bar with a 'BACK TO TIMELINE' link, the University of Auckland logo, and icons for 'LIVE SUPPORT', 'EXPORT', and 'HELP'. The main content area is titled 'Virtual Exhibition Hall' and includes a welcome message and instructions. Below this, there are two sections for exhibitors: 'Platinum' and 'Gold'. Each section lists an exhibitor with their logo, name, and a brief description, followed by a 'View' button. The 'Platinum' section lists 'Event Services, University of Auckland' and the 'Gold' section lists 'University of Auckland - Events Services'. On the right side, there is a 'No further events today' message, a 'Filter' dropdown set to 'Advanced', and an illustration of a person with question marks around their head, with a 'MORE INFORMATION' link and the text 'Click on an exhibitor to learn more about it' below it.



POST EVENT

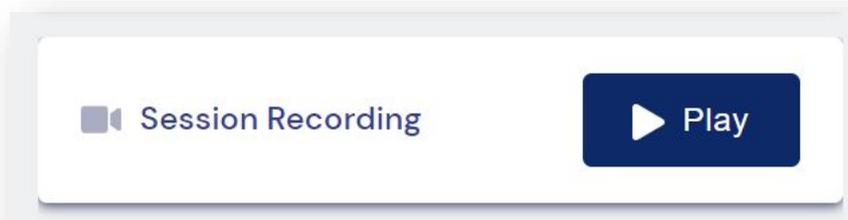
EXPORT YOUR NOTES

After the event has concluded, don't forget to export your notes and contacts by clicking the export icon on the top right-hand side of your Timeline. Your notes and contacts will then be sent to you via email in convenient word and excel formats.



VIEWING PRESENTATIONS

You will be able to log in to the Virtual Conference Platform 3 months post-event to watch presentations you might have missed. From your timeline, simply select the session you want to watch and select **View**. Once you're in the session, select the **Play** button.





FREQUENTLY ASKED QUESTIONS (FAQs)

WHAT DOES THE REGISTRATION FEE INCLUDE?

The registration fee includes:

- Access to the virtual platform and all sessions during the conference
- Access to recorded session content for 1 month after the conference has ended
- Access to the Meeting Hub to connect with other virtual attendees

HOW DO I ACCESS THE VIRTUAL CONFERENCE PLATFORM?

All registered attendees will receive an email notification with their personalised login details the week before the conference, giving attendees the opportunity to login, update their profile and familiarise themselves with the virtual platform. Please be sure to check your Junk inbox for this email. If you don't receive one, email AOCconference@auckland.ac.nz

CAN I SHARE MY LOGIN FOR THE VIRTUAL CONFERENCE PLATFORM WITH OTHER PEOPLE?

No, each registered attendee will receive a link to the virtual conference platform that is uniquely tied to their registration, and cannot be opened on multiple devices at the same time.

WHAT DO I NEED IN ORDER TO PARTICIPATE IN THE VIRTUAL CONFERENCE?

- Laptop or Desktop Computer
- Stable Internet connection. A minimum 5Mbps for both upload and download. You can check your internet speed at www.speedtest.net
- Your device requires either an integrated or external camera/webcam and a microphone in order to participate in any interactive sessions or networking functions



DO I NEED TO DOWNLOAD ANY SOFTWARE TO PARTICIPATE IN THE VIRTUAL CONFERENCE?

No, our virtual platform is browser based so as long as you have one of the supported internet browsers (Google Chrome, Microsoft Edge, Opera) available on your device you will be able to join the conference.

DO I NEED A ZOOM ACCOUNT TO PARTICIPATE IN THE VIRTUAL CONFERENCE?

No, you do not need a Zoom account to participate in the virtual conference, however Zoom must not be blocked on your device or you will be unable to join any of the sessions presented through Zoom.

WHAT BROWSER SHOULD I USE?

We recommend using **Google Chrome, Microsoft Edge or Opera** to access the virtual conference platform. Firefox and Safari are also compatible with the Virtual Platform. We also recommend you clear your cookies and cache prior to logging in and disable any VPN's you may be using.

To optimise the broadcast of virtual conference sessions, please do not use 'incognito' or 'hidden search' browser settings.



WHAT IF I ENCOUNTER TECHNICAL ISSUES DURING THE VIRTUAL CONFERENCE?



For support during the virtual conference please click the Live Support button on the top right-hand side of the portal (red person icon with a headset).



WILL SESSIONS BE RECORDED?

Yes, all sessions will be recorded and available post-conference. This gives registered attendees the opportunity to access all sessions.

WILL PEOPLE BE ABLE TO SEE AND HEAR ME?

This depends on the type of session you are joining. For example, in a Keynote Presentation your video and audio will not be shared with other attendees (or the presenters), whereas in an Interactive discussion groups or Networking Function, your video and audio will be shared. You can find out more about the different types of conference sessions in the Attendee Guide.

CAN I CONNECT WITH OTHER ATTENDEES DURING THE VIRTUAL CONFERENCE?

Yes, the Meeting Hub is a terrific place to connect with other attendees one-on-one, allowing you to renew old friendships or make new acquaintances. In the Meeting Hub you can share contact details, send chat messages, video chat and set up meetings.

WILL THERE BE LIVE Q&A DURING PRESENTATIONS?

In sessions where live Q&A is enabled you will be able to submit written questions to the presenter.

WILL I BE ABLE TO MOVE FROM SESSION TO SESSION DURING THE CONFERENCE?

Yes, you will be able to move in and out of sessions similar to the way you would during an in-person conference.