

Okay, so hi everyone. I'm Megan. Firstly, I just want to acknowledge the traditional owners and custodians of this land that I stand on today. The Boon Wurrung people and pay my respects to the elders past, present and emerging. I would also like to acknowledge the Wurundjeri people, the traditional owners of the land on which the Parkville, university campus stands and also any lands of which people present here today stand on. Ufor those who don't know me, I'm the programs, events, and comms person for Centre for Mental Health Nursing and the main contact for The Collab. Ujust letting you know today's session is being recorded. Ubut you know, feel free to answer, ask any questions throughout it's pretty informal. Uso this is sort of specifically for day two virtual presentations, but as you know, the current news,uit's probably not a bad idea for people that are going to day one to watch this as well, just in case.

And so those that presented at last year's Collab, you'll be familiar with most of this, we use an event hosting website called CVENT, where the sessions are displayed in a scheduled like format where you just click on the session and it takes you automatically into the zoom room of that session. As presenters, it's easier easiest to access your presentation this way, but you will also be sent the zoom link like the direct Zoon, link and password as a backup. Sorry if I'm speaking too fast basic abstract information. So you've got your presentation is 20 minutes in total, which includes your five minutes for questions. All sessions are recorded unless you ask that for yours not to be. Each session has a room chair who will introduce, you read out your bio, monitor the time and read out any questions at the end of your session.

Each session also has a room support person. They will assist the chair, assign you as the meeting host or co-host when you enter the room, make sure you're able to share your screen and monitor any tech or non-tech related questions just so you don't have to worry about them. If you are a first time presenter, the chair and room support will also allocate the first-time presenters survey to random people in the session. The zoom format will be in the same format that this meeting is in. Which just means you'll be able to see your attendees and engage with them if you'd like to. The sessions run back to back. So there won't be any time for you to go in and set up your presentation. There's as you know, extended period of time, there's a five minute change over time between sessions. I had no feedback last year that that wasn't enough time.

So I'm confident that that's plenty of time. Basically you'll have your presentation ready to go on your screen with your videos or any other things you'd like to share. And you'll just share your screen during your presentation. So you'll be responsible for your own sharing and controlling your presentation. If you're in a team, I'd suggest you allocate one person to be that screensharer and to run the presentation, just to save time, going back and forth, you can pre-record your session, but you'll need to attend to introduce it, share your screen and answer any questions. We encourage you to stay in the same stream for the whole time slot of your presentation to allow plenty of time to allocate you as a host, you can also enter breakout room with the grim support. If you have any questions during the session before yours you'll be able to also create breakout rooms during your session.

Your time will be cut off by the chair when your allocated 20 minute time ends, so if you start late, you won't get your full 20 minutes The Chair will send you time updates in the chat function to keep you on track. If you're not familiar with zoom we recommend scheduling a session with one of your educators just to go over some things and have a bit of a practice. Kylie from Centre for Mental Health Learning has also volunteered to run any training or have practice sessions with people. And I can forward her details on to anyone who's interested. About a week to a couple of days before you the Friday who receive a pack, which includes your zoom link and your chair's name and contact details, and also your room support. I'll also include my contact number for any issues on the day.

It's just best to text me because I probably won't be able to answer my phone, but I'll make sure that any issues you have will be resolved by someone. You probably, if you haven't already registered or purchased a ticket if you could get onto that quickly, cause you receive an email from CVENT in the next couple of weeks, just with instructions on how to finish, setting up your profile so you can access everything on the day. Just some zoom tips. It's always good to make sure you've downloaded the latest version. Make sure your display name is your name and it's correct. Sometimes people log into family computers and it's the wrong name and profile picture and everything. So just make sure that's all fine. Try to avoid fake backgrounds or blurred backgrounds if you can help it just cause this can slow down your speed.

Meet your mark when not speaking, but remember to unmute it wearing a headset can help with sound, but I recommend testing it beforehand because sometimes the speaker isn't the right one selected and it can just be a bit not right. Plugging your device directly into your modem also helps with speed. If you need to share your screen during a session when you click share screen, a window pops up and you just have to make sure you tick share sound and optimize for video clip as well. This can be changed when you're in, but it's as good to do it at the beginning. Some things I would recommend selecting more and hiding meeting controls. Just so what you see is, you know, clear you don't not have paper in the way. You can also pause your share if you need to fix something and just note that if you do have comments in or notes in your PowerPoint presentation, you won't be able to say them, if you screen share your screen, unless you have two screens. That's the only notes I have. So happy to answer any questions or if anyone else wants to jump in with tips that they have

Quiet group while people are thinking Megan, thank you so much. That was extremely clear if I could reinforce just a couple of those things. The timing, absolutely people were so disciplined and organised last year, which was terrific. Sometimes when you're in a live room, you feel like there's a bit of wiggle room. Maybe someone goes slightly over, but it is stressful for the other presenters so it's part of the main kind of courtesy in a, in a conference environment to really hone your presentation. So that it is 15 minutes long and you've got time to ask or answer a couple of questions. It can happen that some people, if they started a minute late or they had trouble sharing, they ended up going into that question time a bit, but we absolutely stop the session at 20 minutes. So that there's a chance for the next person to set up and we don't just pass that problem along the chain.

So sometimes people look at the program because they can see 25 minute intervals. They think maybe they can talk for 20. So just reinforcing that it's a 15 minute presentation, five minutes questions. And that works. Yeah, pretty well went really well last year. In terms of something you were saying earlier about the audio. Yeah. A few people did have problems with getting that selected right. So there's absolutely never a bad idea to have it done at once. You know, with a zoom, even with a friend have a go at zooming through your presentation and making sure that you're set up exactly as you're planning to use it. Is there one that you do on the day and I'm sure you'll be great. Cause they were really terrific last year. Did any chat questions or anything crop up? No, everyone's just thanking me for being so clear, Megan.

No that's okay. And what I said last year, it was a bit different last year. It was sort of quite early on in the first time any of us had really done anything like this. I feel like we're sort of old hands at it now, but it is quite an informal setting. So, you know, if you're nervous, don't worry. Last year it went really well. Everyone, you know, I just sort of chatted along and, and things. So yeah, try not to be too nervous and use us for help if you have questions. As I said, you'll get the details of your Chair beforehand. You know, it's worth reaching out to them if you are a bit nervous on the day. And just want a bit of extra support.

We can say see that. [inaudible] Has a question. Hi Megan. Hello? Are you all right? Good. Thank you.

I just had a question. I'm a first time presenter and I was wondering at the end of the session when we have Q and A, so will the questions be directed to me or will there be a moderator who would ask the questions on behalf,

So the chair will read out the questions for you just to sort of moderate and you know, facilitate that. But if you're, you know, some people asked in the session the other day, if they could answer questions throughout their presentation and engage, that's completely fine as well. You can, you know, make it however you like. If you want to read out your own questions, that's fine. I just recommend talking to the chair beforehand and just telling them that's what you're going to do. Thank you.

Any other questions? I think your tip about having one person controlling the sides of your grief is a really good one. I think the other time when people lost time last year was when they were sharing un-sharing and then re sharing. That was a bit tricky potentially. And also there's an issue for some people where they've got video or multimedia embedded in their slides. And again, that's something you want to practice, have it, make sure that it's all operating well through a zoom platform before you guys, so that you're not left to sort of, yeah, juggling with that will help you, but you know, sometimes those little glitches happen, I reckon overall people were more prepared than they have been for live presentations and it really showed and was great. And I'm sure as I said that will be the same this year.

And I suppose my, my final thing is just not to worry about what's going on with the people in the room. That's not your responsibility, the chair and the room support. Will will fix that. If someone cut, you know, elicit something directly, like you've left your speaker on mute or something, if it's just sort of things that they have to figure out they will help them. So you don't have to worry about that. Yeah. All right. Well, I might finish that there so everyone can go have some dinner. This recording will be available online, hopefully in the next couple of days. So you can share that with other people that might be presenting and yeah reach out if you have any questions or you want to do a training session with Kylie, I can help organise that for you. All right. Thanks everyone. Thanks Megan. Thanks Bridgit.