



RURAL EDUCATION

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#ICPAconf2020



HOW TO BEGIN

The actual conference will be conducted as a Zoom meeting. You do not need a Zoom account to take part. The links and instructions on how to join these sessions will be emailed to all registered participants.

The ability for delegates to vote, view conference schedule, documents, guest speaker information etc. can be found on the app for your phone or tablet (available in the Google Play and Apple stores)

<https://apps.apple.com/au/app/icpa-federal-conference-2020/id1524274742>

<https://play.google.com/store/apps/details?id=mobile.appOa62YimKFR>

OR (you do not need both)

On your desktop at this link

<https://event.crowdcompass.com/icpafed2020>

Please see the attached "How to download the app" docs

You will need to log in to **one** of these platforms **using the name and email address you have registered for conference with.**

In order to vote each delegate will need to log in on a separate device.

This means, you will have Zoom (the actual conference) open **AND** either the voting app on a handheld device **or** the voting app web platform on your computer. The links to the Zoom webinars for each session are available in the app.



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Connecting with Zoom

The 2020 Federal Web Conference will be held on the Zoom platform.

To ensure attendees get the best experience and the least amount of data usage be sure to read on for some little tips and tricks which Federal Council has put together for members.

How to log in

Zoom is a simple platform for video communications over the web. To use it, you will need to download the latest edition <https://zoom.us/download> the one at the top will do for most scenarios. There will also be an option to download the first time you enter a Zoom webinar.

Attendees will be sent information explaining how they can log in to Zoom sessions they have registered for.

When you log in to the app on your phone/tablet or desktop version you will see an icon or menu item labelled “**My schedule**”. This is where all the sessions you have registered for will appear. When you click on your relevant sessions you will see a link available to the relevant Zoom webinar for that session. You can either click on that link or copy the link to open on another device or screen. The links will be available in the description section after you open your session. Give yourself some lead time though so you are not late for the start of the session.

There will also be an option to call in via phone. There will be several phone numbers available. These will also be available in the description section in each relevant session.

Tips for usage

Zoom usage is unmetered on Sky Muster Plus.

Joining without video will minimise data use.

Plugging your laptop directly into your modem will minimise lagging and catch up of the screen. If you must use WIFI, make sure the kids are not streaming movies on their devices at the same time. This can really be a drag on your connection.

Close any other applications you may have open on your computer.

If possible, use a set of headphones.

Here is a quick video to run through the basics of joining an email invite Zoom meeting

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>



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Get the app for Apple and Android handheld devices

1 Go to the right store. Access the App Store on iOS devices and the Play Store on Android.

<https://apps.apple.com/au/app/icpa-federal-conference-2020/id1524274742>

<https://play.google.com/store/apps/details?id=mobile.appOa62YimKFR>

Once you have found the app, tap either **Get** or **Install**.

After installing, a new icon will appear on the home screen.



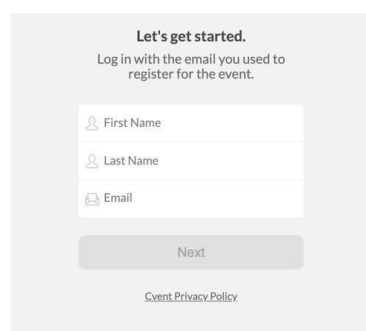
Logging in through a URL

1 Open a browser. Access the web version of the app using this URL:

<https://crowd.cc/icpafed2020>

Click **Log in** in the top right, then **Log In** once again from the dropdown.

2 Enter your details. Enter your first name, last name, and email address **that you registered with**. Then tap **Next**. We will send you an email or text message to verify your account. We just want to make sure it is you.



Let's get started.
Log in with the email you used to register for the event.

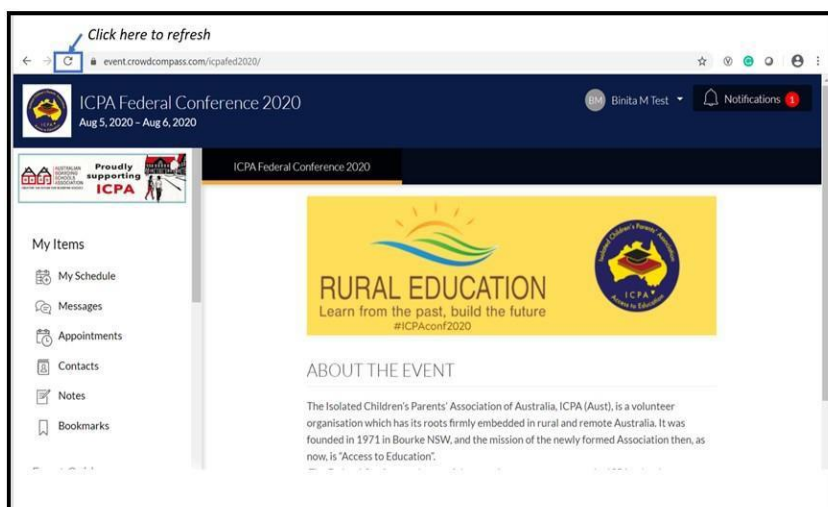
First Name
Last Name
Email

Next

[Event Privacy Policy](#)

3 Verify your account. Access your verification email or text message. You will see

it includes your six-digit verification code.



Return to the log in page and enter the verification code, then tap **Verify** to log in.



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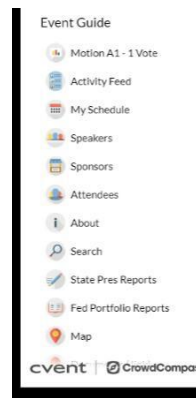


VOTING PROCEDURE

- Delegates will need to be logged in for Conference Voting on an app on your phone/tablet or desktop version, while also remaining in the Zoom session. If you have not logged in for voting, please do so now. Please only log in for voting on one device.
- A slide of each motion will be shared on the Zoom screen as it is presented. Word changes/amendments, etc will also occur on this Zoom screen. Delegates will need to move between the Zoom screen and their voting screen in order to vote if you are using both on the same device.



- The icon for voting  will appear on your app on your phone/tablet or desktop version as a motion is being presented, it will be called **"Motion"** as shown on the example on this slide for both the app on your phone/tablet or desktop version. It will be on the left of your screen on the desktop version. It will also indicate if your vote will be recorded as **one vote** or **two votes**.



PLEASE DO NOT VOTE UNTIL YOU ARE INSTRUCTED TO DO SO

- When the motion is put to the vote, click on the icon on the app on your phone/tablet or desktop version and the **'For/Against'** voting options should appear. **If not please refresh your voting screen.**



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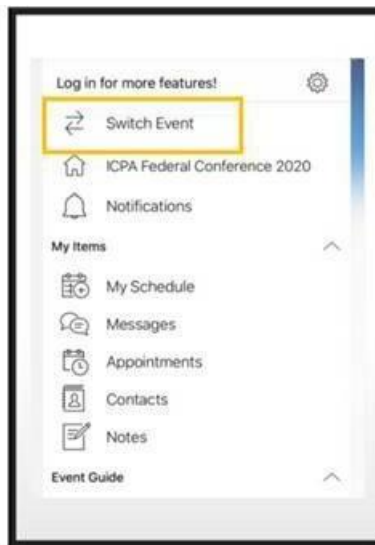
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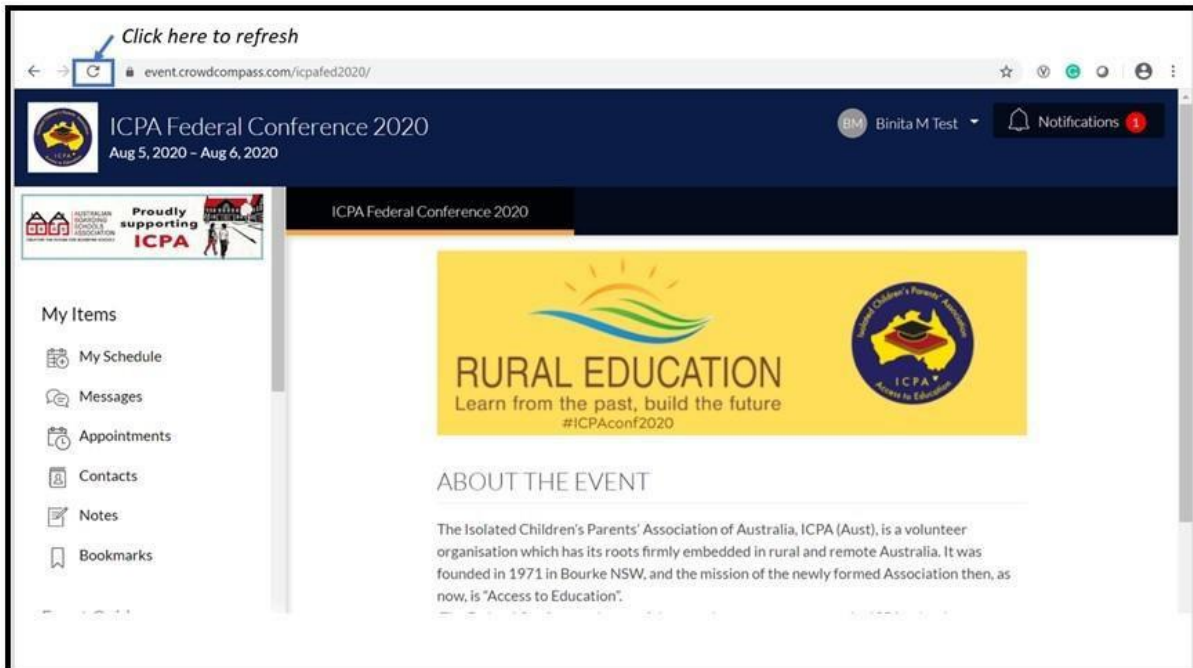


HOW TO REFRESH

On a phone or tablet



On a computer/desktop





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How to vote continued.....

- Click on your vote, then on finish and/or exit the poll depending on if you are on the app on your phone/tablet or desktop version.



- One minute will be given for voting and when voting is closed, the Chair will announce voting has closed and no further votes will be recorded. Please refresh your voting screen the app on your phone/tablet or desktop version if possible once voting has closed.

- The result of the motion will be displayed on the Zoom screen once collated.

SO THAT YOUR VOTE CAN BE SYNCHRONISED WITH ALL OTHER VOTES AND BE INCLUDED IN THE SCREEN REPORT PLEASE USE THE APP ON YOUR PHONE/TABLET OR DESKTOP VERSION.

- **IF YOU'RE HAVING DIFFICULTY VOTING PLEASE SEND AN EMAIL**
<mailto:troubleshoot@icpafc.org.au>

SPEAKING TO A VOTE

FOR, AGAINST, COMMENT, QUESTION

If you wish to speak to a vote, please use the Zoom chat box to indicate this in the following format:

MOTION NUMBER, NAME, BRANCH/STATE COUNCIL and then indicate whether you wish to speak **FOR (F), AGAINST (A)** or have a **QUESTION (Q)** or **COMMENT (C)**

E.g. **A2, Kristen Coggan, Western Downs, F**

The Chair will then move through the Zoom chat box to allow people to speak.



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