PAC 2021

ANNUAL APPRENTICESHIP CONFERENCE & EXHIBITION

AAC SPEAKER GUIDE
MAIN STAGE AND STAGES 1, 2 AND 3

26-30 April 2021 | ONLINE

THE FLAGSHIP NATIONAL APPRENTICESHIP CONFERENCE FOR EMPLOYERS & PROVIDERS

We are delighted that you will be speaking at the **Annual Apprenticeship Conference 2021**.

Please read the below guidance to ensure everything goes seamlessly with your session on the day.

ONLINE VENUE

We will be using Hopin as our online venue for the AAC. So please don't ignore any emails that are issued from Hopin in the run-up to the conference!

GETTING REGISTERED

In order to access the conference platform you must ensure you have completed the below steps by the end of Friday 16th April.

Step 1: In the next few hours you will be invited to register for our online platform Hopin via a Magic Link Invitation. Keep this email safe, you'll need it during the conference to access the event!

(If you have not received your link by 17:00 on Monday 12 April, please email **Victoria.boyle@ lsect.com**).

Step 2: Click the link in the Magic Link invitation email. You will reach an email verification page and a verification email will be issued to you.

Step 3: You must head back to your emails and click on the link in the verification email in order to register and join the event.

The verification link is active for 10 minutes. After it has expired, you will be issued a new link by clicking on the link in the original email (step 1).

Step 4: Once you have received the follow-up email "You're in – Annual Apprenticeship Conference 2021", click on the "Go to event" button. You'll then be directed to the conference platform.

Step 5: Once the page has loaded please click on "create your profile". This will enable you to complete your profile with items such social media links, bio and a profile image.

Once the steps above are complete you will have full access to the AAC across the week. Delegate joining instructions will be issued on Wednesday 21 April. This will contain pre-event information such as the final agenda, how to view sessions, how to network with other delegates and how view the exhibition and enter competitions.

ACCESSING YOUR SESSION

Your session will be streamed into the conference via Zoom. Your unique Zoom link has been provided via email, subject "Your session | AAC 2021".

If you are participating in multiple sessions, it is imperative you access the correct Zoom link for the relevant session. You will receive a separate email for each session you are presenting.

Step 1: At least 15mins before your session start time, please click on your Zoom link. You'll then be redirected to the Zoom call for your session.

Step 2: Confirm that your Audio and Video devices are connected and ready to use

Step 3: A moderator will be with you shortly to run through the logistics for your session and provide you with full access.

Step 4: Once a moderator is happy everything is good to go, you can relax before your session start time. This is the perfect time and place to run final checks.

Step 5: A moderator will briefly say hello 5 mins before your session start time. Keep an eye on the time – once its your session start time, activate your camera and get going!

ADDITIONAL TIPS

All workshops are automatically recorded. The recordings will be available once the event is over for delegates and available for 2 months.

In case you are using macOS and you don't have an option to choose content for screen sharing please make sure to allow the browser permissions to access the Screen Recording:

- Open the System preferences
- Navigate to Security & Privacy > Privacy
- Check the box next to the browser you are using

BROWSER COMPATIBILITY

Pro tip: Make sure your browser is up to date.

We recommend running a desktop browser for the best and seamless experience across the Hopin and Zoom platform. However, you can choose to watch the event as a delegate on a mobile or tablet device, just simply click on the Magic Link on your device.

Check your internet speed and network. We recommend a minimum of 5mbps download and 2mbps upload. Ideally, we like to see 30mbps download and 10mbps upload or higher for the best quality – **test your speed here**.

- If you are using a VPN (network) or device provided by your employer, ensure your device can access and share your camera and microphone on.

- Ensure you can access the following website domains to use Hopin. You may have to check with your IT department if using a device or network provided by your employer. For more information about Hopin's network connectivity settings and setting VPN acccess, click here.

- Some antivirus software can block your device from sharing your camera and microphone on Hopin.

Restart your computer before joining the event. This ensures that there are no other video applications holding onto audio or video for any reason.

Please use headphones/headset when participating on-screen. This will help eliminate echo and feedback, but is not essential.

If you lose sound or can't share your audio/video or screen share, try these steps (in order):

MAC Audio/Video Troubleshooting

- Refresh your browser.

- Quit and relaunch your browser.

- Clear your cache or join from an incognito or private browser window

- Ensure your browser's permissions are granted to have access to your camera and microphone (in Chrome, type into the URL bar: chrome://settings/content).

- Ensure your browser has permission to record your screen (open your computer's System Preferences > Security & Privacy > Screen Recording > find your browser in the list and check the box). Then quit and relaunch your browser.

- Restart your computer.

- Join the event in a different browser (e.g.: switch from Chrome to Firefox).

PC Audio/Video Troubleshooting

- Refresh your browser.

- Quit and relaunch your browser.

- Clear your cache or join from an incognito or private browser window

- Ensure your browser's permissions are granted to have access to your camera and microphone (in Chrome, type into the URL bar: chrome://settings/content).

- Restart your computer.

- Join the event in a different browser (e.g.: switch from Chrome to Firefox).

Help

If you have any questions or issues, please do get in touch with the AAC speaker team, **Victoria.boyle@lsect.com** and **philippa.barton@lsect.com**