

COAT



COUNCIL OF AUSTRALASIAN TRIBUNALS

23

COUNCIL OF  
AUSTRALASIAN  
TRIBUNALS

ONLINE ATTENDEE GUIDE

# Independence, integrity and impartiality in a changing world

2023 NATIONAL CONFERENCE

Wesley Conference Centre  
Sydney & Online  
8-9 June 2023



# Important Information

Below are the most important rules to follow, to ensure you have the best online conference experience as a delegate.



## USE A DESKTOP COMPUTER OR LAPTOP

The online conference platform is not designed to be accessed from mobile phone or tablet devices.

You will need to have access to a desktop computer or laptop to successfully log into the platform and watch sessions.



## USE GOOGLE CHROME

Please make sure you log into the platform using CHROME. Other internet browsers such as, Firefox, Microsoft Edge, Safari etc **DO NOT** support presenting within the OnAir platform. If you do not have Chrome installed, please download and install it prior to the start of the conference.

[Click Here to install Chrome](#)



## STABLE INTERNET CONNECTION

Make sure you have a stable internet connection (2Mbps upload, 4Mbps download or better). If possible, use a wired internet cable for stronger and more reliable connection.

You can test your Internet connection speed at [SpeedTest.net](https://www.speedtest.net)



## TEST YOUR CAMERA & MICROPHONE

Please ensure you have tested your microphone and webcam settings. We strongly encourage using a headset with an inbuilt microphone for the best audio.

# Accessing the Online Sessions

If you intend to experience and engage in the Online Conference platform from your **work computer/laptop** please ensure that your **workplace firewall** does not block access to the sessions and networking functions. You should check access with your IT department as early as possible as it may take a few days or weeks for your request to be processed.

Below are some links to test your access to the online conference platform.

AIRCAST - <https://tokbox.com/developer/tools/precall/>  
*This is a general test to see if the user will have trouble connecting to Vonage, which is used to stream the presenters content to aircast.*

If you are on a strict network/device, it is advised to follow the below guide to allow the connection.  
<https://tokbox.com/developer/guides/restricted-networks/>

**NOTE:** If you have issues with connecting to the platform and/or sessions during the conference. You may need to use your mobile data hotspot or participate from a private (home) network. You can always log a live support ticket to get help with any issues you may have.

Below is a list of all the streaming platforms that will be used during the Online Conference.

Your IT department will need to **allowlist** these programs to enable you to access the online events.

- cdesign.eventsair.com
- onairprod.queue.core.windows.net
- onairprod.azurewebsites.net
- opentok.com
- tokbox.com
- live.aircastcdn.com
- hls.aircastcdn.com
- studio.aircastcdn.com
- livefeed.aircastcdn.com
- cachefly.net
- twilio.com - <https://networktest.twilio.com/>
- vonage.com - <https://support.tokbox.com/hc/en-us/articles/360029733631-What-are-the-TokBox-network-connectivity-requirements>

# Logging In

When you first log in, you will be prompted to select your microphone and camera. Your microphone and camera will only be used, when you attend meetings in the Meeting Hub.



**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
- Mic Selection  
Great. Now let's make sure we're using the right mic. Select your preferred mic and click Set to continue.
- Camera Access
- Camera Selection
- Live Video Call Check

Microphone Array (Realtek High Definition Audio(SST))

Microphone (2- Logitech USB Headset H340) (046d:0a38)

Set

If you have multiple camera's and microphones plugged into your computer, you will have to select the correct one using the drop down option

**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
- Microphone (2- Logitech USB Headset H340) (046d:0a38)
- Camera Access
- Camera Selection  
Last question before you head into the event, what camera would you like to use?
- Live Video Call Check

Surface Camera Front (045e:0990)

Set

**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
- Microphone (2- Logitech USB Headset H340) (046d:0a38)
- Camera Access
- Surface Camera Front (045e:0990)
- Live Video Call Check  
Now we are testing your network quality and access to ensure you can participate in video calls in our virtual event portal. This will take about 10 seconds. Please stand by...

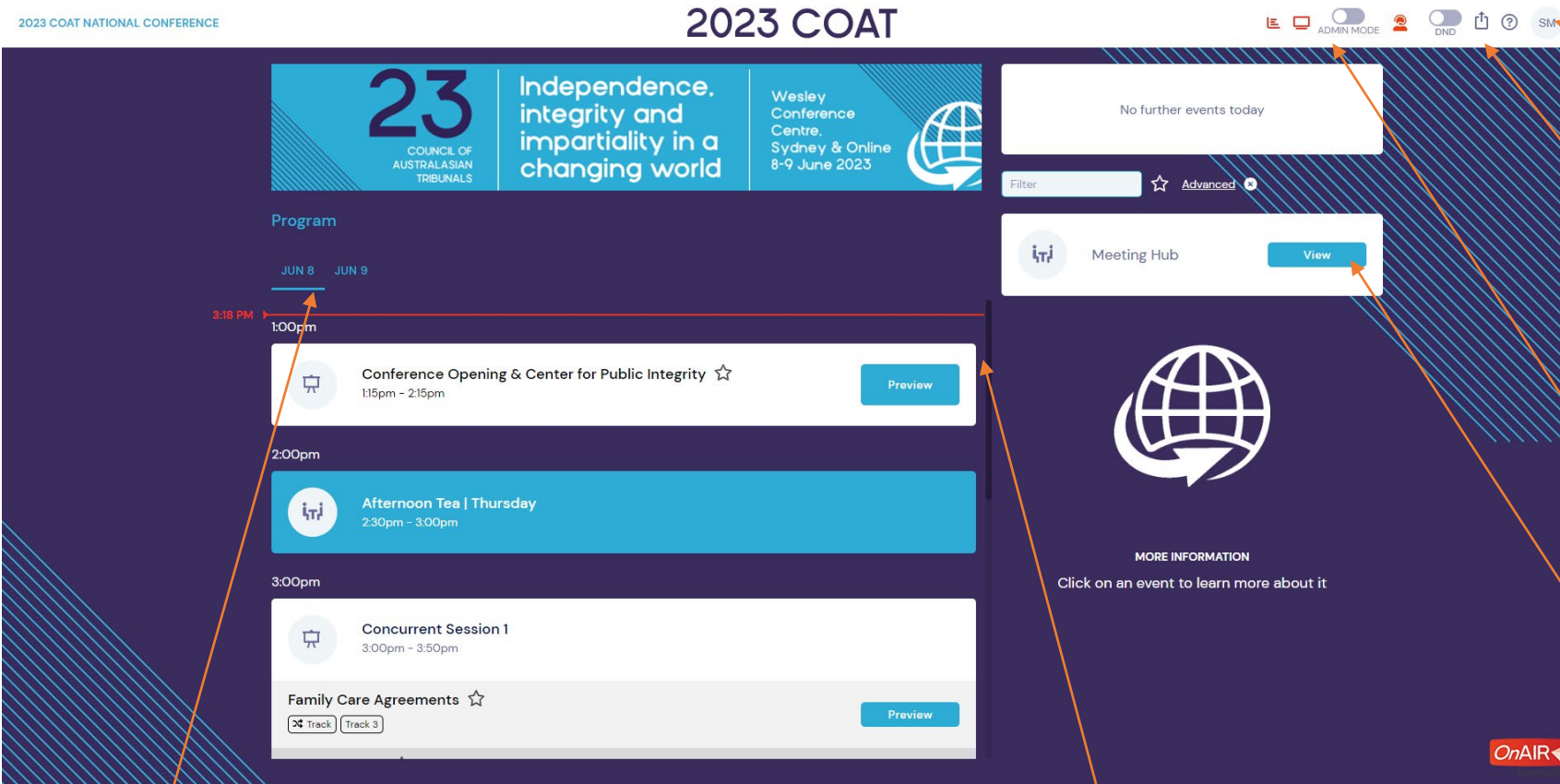
Skip Check

51%

The platform also performs a network quality test, which tests if you have access to participate in live video calls through the platform.

# COAT Conference Portal

When you've finished setting up, you will come to the Online Conference Portal.



## CONFERENCE DAYS

Click on each day to view the sessions happening on the selected day.

## TIMELINE

All conference sessions will appear here. To view a session overview and presenter biography, click on the preview button.

SM

## PROFILE

Click the circle in the top right hand corner to update your details, time zone and camera and microphone settings.

EXPORT

## EXPORT

If you make any notes during sessions, you will be able to export them here. Notes are exported and sent to your email.

LIVE SUPPORT

## LIVE SUPPORT

If you are experiencing any technical difficulties, you can log a ticket with live support and a member of the conference technical team will be able to assist.

## MEETING HUB

Connect with fellow delegates through the Meeting Hub. You can send chats, video call and schedule meetings.

# Welcome & Profile Settings

**About You**  
Your contact details were provided as part of your registration

First Name: Kerrie  
Last Name: Pursell  
Organization: Association Design  
Email: kerrie@associationdesign.com.au

**Profile**  
Update your photo, bio and social media here

Profile Picture: Upload, Capture, Delete

About me: Tell us a bit about yourself

My Social Media Channels:  
Facebook: Insert your Facebook account URL  
LinkedIn: Insert your LinkedIn profile account URL  
Twitter: Insert your Twitter account URL  
Instagram: Insert your Instagram account URL

Time Zone: Use browser time zone

**ABOUT YOU**  
Information listed here, is pulled directly from your registration and cannot be updated.

**PROFILE**  
You can upload a profile picture, add a biography and social media links that can be shared via the Meeting Hub

**TIME ZONE**  
You can change the time zone for your log in. This will change all sessions times to reflect your time zone.

**Password**  
Update your password here  
Update Password

**Privacy**  
How do you want to appear to other attendees

Virtual Name Badge:  
 KP Kerrie Pursell Association Design  
 KP Kerrie P

**Enhanced Accessibility**  
 Enable Enhanced Accessibility (keyboard navigation, focus highlight, screen reader compatibility and high contrast colors)

**Meeting Hub**  
When you connect with other attendees your contact details will be shared. You can decide what information you want to share.

Contact Information to Share:  
 Association Design  
 kerrie@associationdesign.com.au  
 Social Media Profiles

**Media Settings**  
You can check that your media settings are correct and update them if needed.

Microphone: Microphone Array (Realtek High Definition Audio)  
Camera: Surface Camera Front (045e:0990)  
Change Settings

Update and Close

**PASSWORD**  
If needed, you can update your password here.

**PRIVACY**  
You can choose how your name and information is displayed in the meeting hub.

**MEETING HUB**  
You can choose which information you would like made available to your connections in the meeting hub.

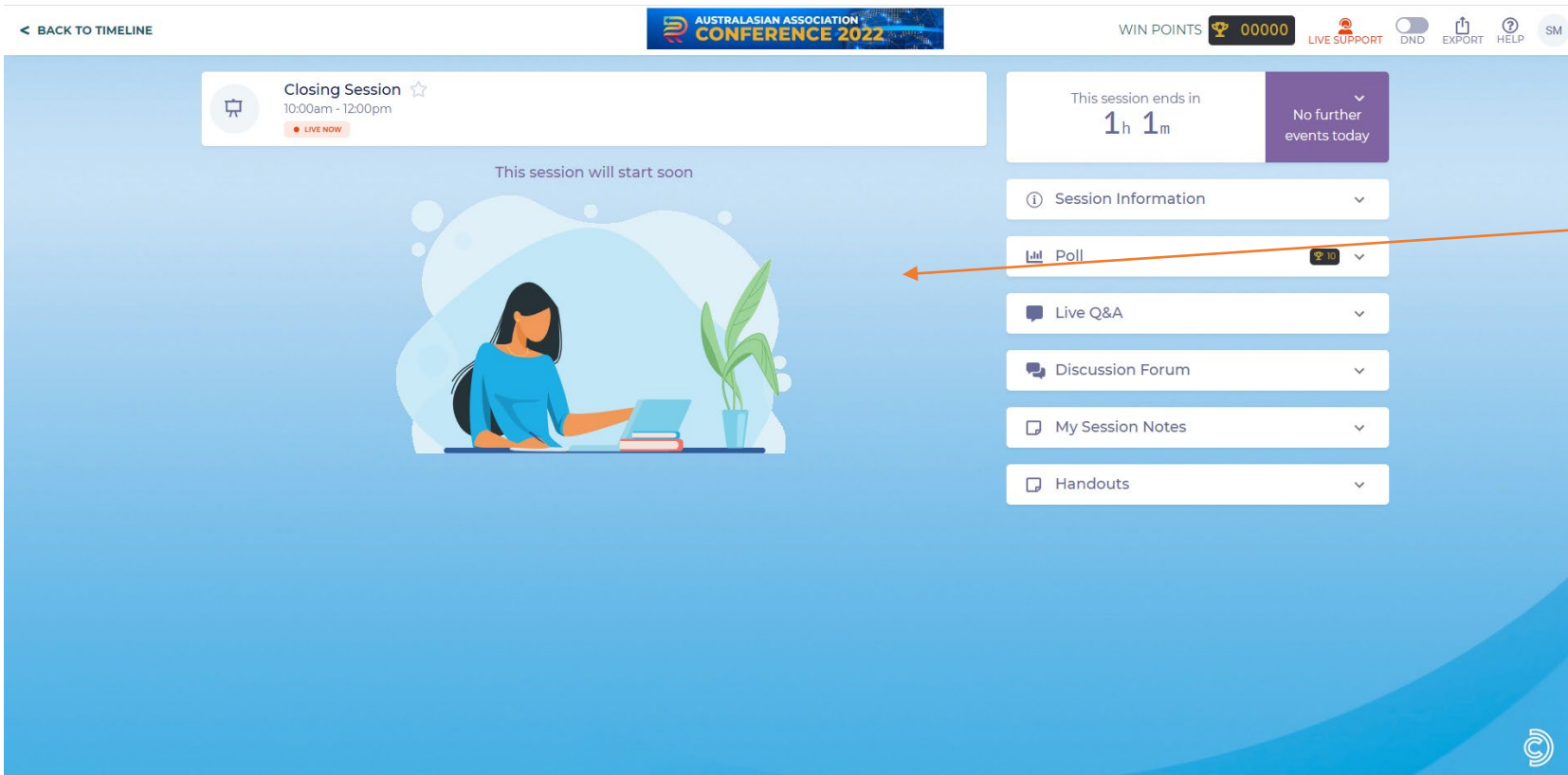
**MEDIA SETTINGS**  
If you need to update your media settings, such as choosing a new microphone or camera you can select them here.

# Joining a Session



When the session is live you can click the JOIN button to enter the session.

If you enter the session before the session is live the button will say PREVIEW instead.



If the session is not yet live, you will see this view.

As soon as the session begins, a video will automatically appear.

# Live Q&A, Polling

This session ends in  
**40m**  
No further events today

Session Information

Poll

Live Q&A

Discussion Forum

My Session Notes

Handouts

**Live Poll**

Are you enjoying the online platform? **LIVE**

Yes

No

## LIVE POLL

If enabled, Live Poll questions will appear here when made live by the session host.

**Live Q&A**

TOP RECENT MY QUESTIONS ANSWERED

How many conferences are you organising this year?  
Samantha Morley 3 seconds ago 1

Type a question

Send

## LIVE Q&A

Live Q&A is available throughout the session for you to ask presenters a question. Presenters will either answer your questions verbally or via text.

**Discussion Forum**

Me 11:26am  
Great point and stats given!

Type a message

## DISCUSSION FORUM

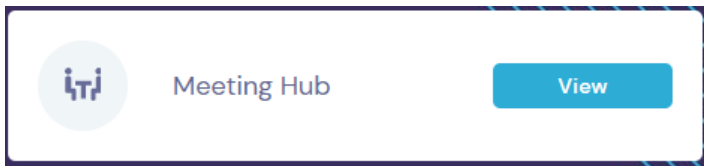
This is where you can post comments on the presentation and engage with other delegates. Any questions posted in the discussion forum will not be answered.



# Meeting Hub

You can connect with fellow conference attendees through the Meeting Hub

You can search by name, organisation, state or online status using the advanced filter option.



2023 COAT

MEETING HUB

Click on another attendee to connect with them.

Once you're connected, you can engage in live chat, calls, schedule meetings, send messages and make notes.

The contact details and your notes can be exported via the Export Tool next to your Profile button at the top right.



OnAIR

[< BACK TO TIMELINE](#)

ATTENDEES  ONLINE NOW [Advanced](#)

CONNECTIONS  
PENDING  
INVITATIONS

DA	<b>David Aitken</b> Senior Member State Administration Tribunal
MA	<b>Marie Alvino</b> SACAT
JA	<b>June Anstee</b> President Councillor Conduct Tribunal
	<b>Michael Antrum</b> Deputy President NSW Mental Health Review Tribunal
AA	<b>Amy Armstrong</b> Senior Lawyer Convenor Of Medical Panels
JA	<b>Justice Lea Armstrong</b> President NSW Civil and Administrative Tribunal
RA	<b>Ross Armstrong</b> Tenancy Tribunal
NA	<b>Ned Aughterson</b> Queensland Civil and Administrative Tribunal (QCAT)
MA	<b>Moana Avia</b> Immigration and Protection Tribunal
SB	<b>Sean Baker</b> Tribunal Member Administrative Appeals Tribunal

# Meeting Hub Connections

The screenshot displays the Meeting Hub interface for the Australasian Association Conference 2022. At the top, there is a navigation bar with a back button, the conference logo, and user information including 'WIN POINTS 00010', 'ADMIN MODE', 'DND', and 'AG'. The main content area is divided into 'ATTENDEES' and 'CONNECTIONS' sections. The 'ATTENDEES' section lists three participants: David C, Kylie Crawford (Conference Manager, Conference Design), and Ben G. The 'CONNECTIONS' section is currently empty, showing 'No further events today'. An 'Advanced Search' modal is open, allowing users to filter attendees by name or organization. The modal includes fields for First Name, Last Name, Position, Organization, State, Country, and Order By, along with a 'Search' button. A 'Call Lucy' button is visible at the bottom of the modal. On the right side, a 'Connect' button is highlighted, which is used to send connection requests to other attendees.

## ADVANCED SEARCH

You can search delegate names, or use the Advanced Filter option to filter by organisation, state, country etc.

## CONNECT

You can send a connection request to anyone in the Meeting Hub. They will receive a notification with the option to accept.

# Meeting Hub Calls, Live Chats & Meetings

The screenshot displays the Meeting Hub interface for the Australasian Association Conference 2022. At the top, there is a navigation bar with a 'BACK TO TIMELINE' button, the conference logo, and a 'WIN POINTS' section showing 00010. Below this, the interface is divided into several sections:

- ATTENDEES:** A list of attendees with a search filter and an 'ONLINE NOW' toggle. Attendees listed include David C, Kylie Crawford (Conference Manager), and Ben G.
- CONNECTIONS:** A section with a 'PENDING' status (1) and a list of connections. One connection is shown for Lucy Woodward (Conference Design) with a status of '4m 44s'.
- INVITATIONS:** A section with an 'INVITATIONS' status (1) and a list of invitations. One invitation is shown for Chelsea B with a status of '0m 21s'.
- Connection Detail View:** A detailed view of the connection with Chelsea B. It shows a 'Remove Connection' button and a set of communication options: Call, Chat, Message, Meeting, Notes, and Details. Below these options, there is a video call window showing 'Chelsea B' and 'Amelia Criggs' with a 'Video Call Inactive' status and a 'Video Call' toggle. A 'Call Chelsea' button is at the bottom.

Annotations with orange arrows point from text boxes on the right to the following elements:

- PENDING CONNECTIONS:** Points to the 'PENDING' status in the CONNECTIONS section.
- INVITATIONS:** Points to the 'INVITATIONS' status in the INVITATIONS section.
- CONNECTIONS:** Points to the connection with Chelsea B in the CONNECTIONS section.

**PENDING CONNECTIONS**  
Pending Connections are when you have sent someone a connection request

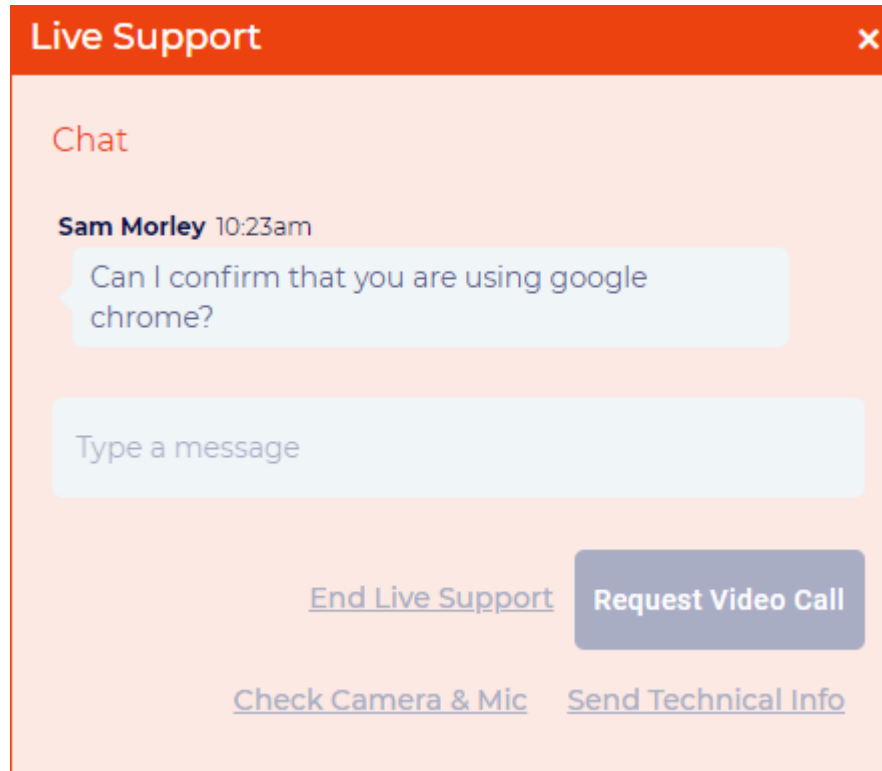
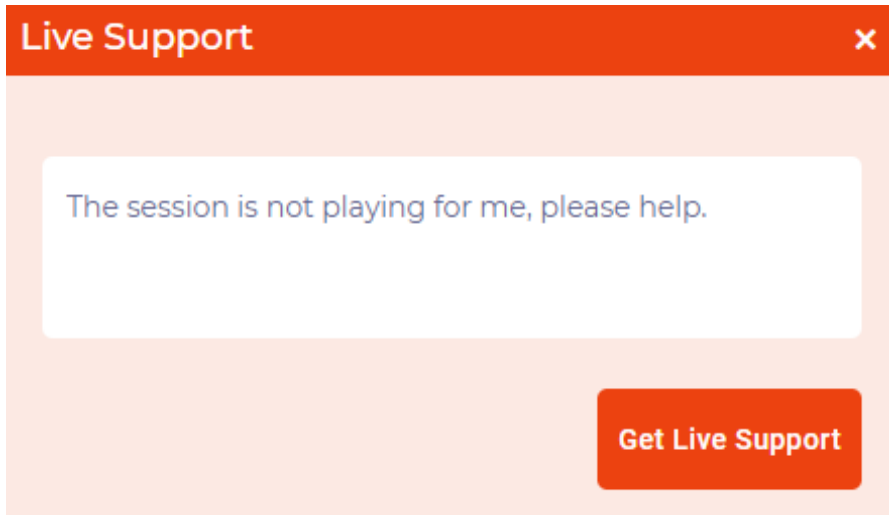
**INVITATIONS**  
Invitations is when someone has sent you a connection request.

**CONNECTIONS**  
Once you have accepted a request, or someone has requested yours, they will appear in the connections section.

You can call them, live chat, send messages and schedule a meeting through your connection.

# Live Support

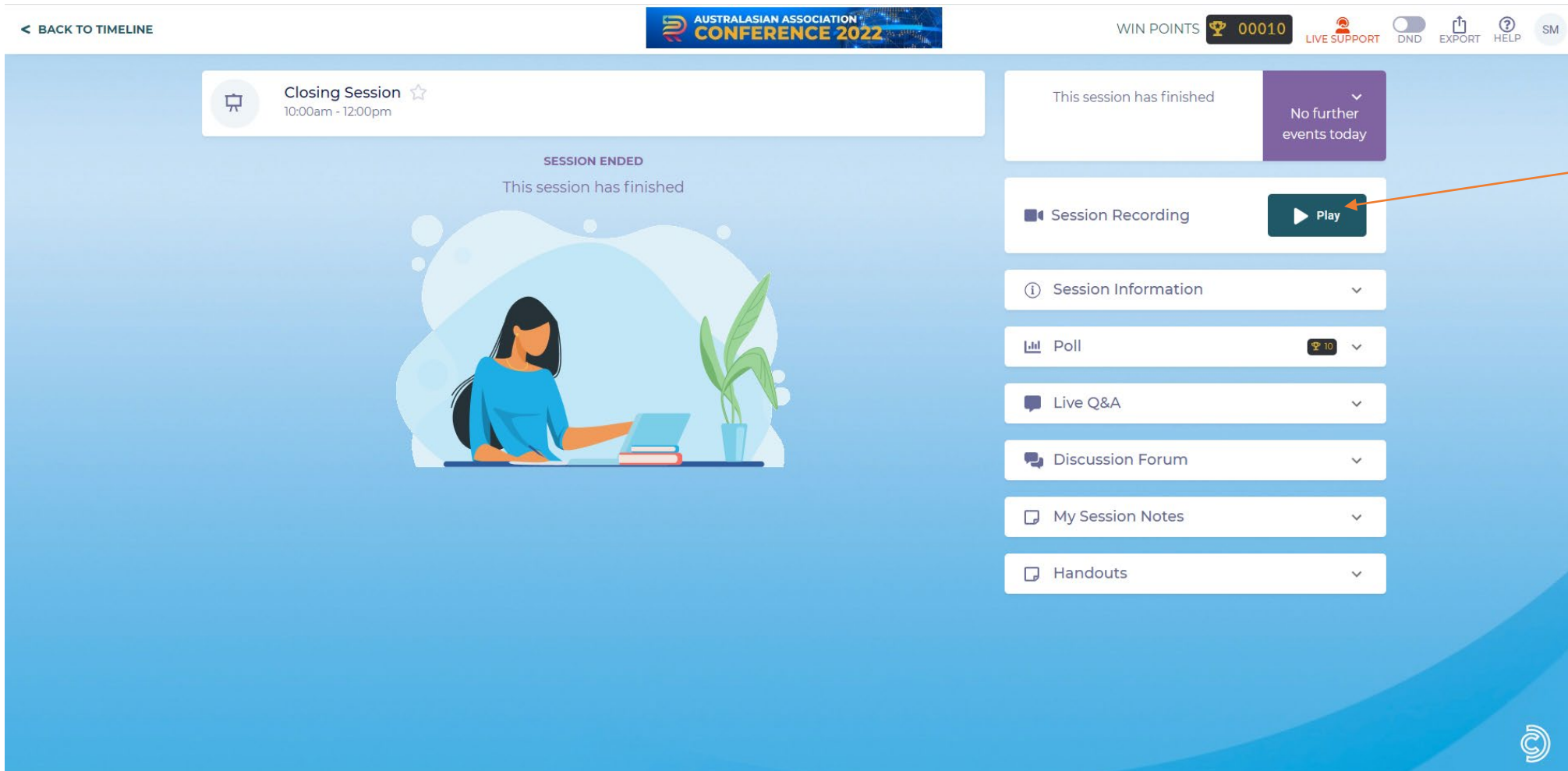
If you experience any technical difficulties or have questions about the conference, please log a ticket with Live Support by clicking the red icon in the top right hand corner.



**LIVE SUPPORT CHAT**  
A member of the conference team will respond to your ticket. You will be able to chat with them via text or video call.

# Session Recordings

Session recordings will be available to view after the conference. To view a session recording, click into the session and click the play button at the top of the right hand of the menu.



**SESSION RECORDINGS**  
Click on the play button to watch the recording in the platform.

**NOTE:** Check the conference website to confirm which session recordings will be available and for how long.