

Your 6 Step Guide to GAP Summit Participation

8:15AM - 8:30AM

- STEP ONE** Open your personal link to the Summit in **Google Chrome***) and follow browser prompts:
- ✓ Allow mic access
 - ✓ Set mic selection
 - ✓ Allow camera access
 - ✓ Allow camera selection and press 'set'
- You will now be in the Virtual Lobby – **keep it open at all times**
You are welcome to watch our slideshow while you are waiting for an 8:30am start

8:30AM

- STEP TWO** Click on **'Welcome and Setting the Scene'**
The session starts at 8:30am sharp

9:00AM

- STEP THREE** Click on **'BACK TO VIRTUAL LOBBY'** in the top-left corner of the screen
Once in the Virtual Lobby, click on **'Session One – LEADERSHIP'**

9:30AM

- STEP FOUR** Go **'BACK TO VIRTUAL LOBBY'** and click on the **'Zoom Discussion'** red button at the top of the screen to enter Zoom discussion
(NB: Keep the Virtual Lobby page open)

10:15AM

- STEP FIVE** Close Zoom, stretch your legs, get a cup of tea

10:30AM

- STEP SIX** Go to the Virtual Lobby page, which should be open, and click on **'Session Two – GOVERNANCE'**

Follow the same procedure (steps 3 to 6) for each subsequent session.
If you have any technical questions, click on LIVE SUPPORT in the Virtual Lobby.

**) To maximise your user experience, we recommend Google Chrome. Mozilla Firefox is the next best option.*