

National Resilience

Friday, 6th November 2020

8:30am-1:00pm AEDT

Rules of Proceedings

General

- The 2020 GAP Summit will convene on a bespoke videoconferencing platform tailored to suit its unique format. It combines the best elements of *OnAir* and *Zoom*. Access to all parts of the proceedings and all the Summit information is available through one meeting place – the Summit’s **Virtual Lobby**.
- Each participant will receive their own **personal link** to the Virtual Lobby one day before the Summit. Please save the link on your calendar for easy reference, as this is your only gateway to the Summit’s virtual platform.
- Participation must be via a **desktop/laptop computer** or a **tablet/iPad**. The Summit cannot be accessed via mobile phones.
- To maximise your user experience, we recommend **Google Chrome** as your browser ([download here](#)). Mozilla Firefox is the next best option.
- The Summit will be held under **the Chatham House Rule** of non-attribution. Tweeting or messaging via social media during the Summit can refer only to *what* was said at the event, but not identify – directly or indirectly – *who* said it.
- The Summit will have three Plenary Sessions and two short breaks.
- Each Plenary Session is divided in two segments – 1) Thought Leader Panel, 2) Zoom Discussion. All the relevant links are accessible through the Virtual Lobby.
 - **Thought Leader Panel**
 - Each Session will open with short, thought-provoking addresses from several thought leaders chosen for their expertise and insight. The time allocated for each thought leader is approximately 7-10 minutes.
 - The Session Chair will set the scene and introduce each thought leader.
 - This part of the Session runs as a webinar. Participants can put forward their questions through the Chat function.
 - **Zoom Discussion**
 - The discussion is an integral part of the GAP Summit.
 - All participants will be able to share their views, following the standard principles of parliamentary procedure (3 minutes per participant)
 - A facilitator will oversee the order of speakers and ensure the discussion maintains its focus on the Session’s stated objectives.
- The proceedings of the Summit will be recorded for the purposes of producing a final report.

Ahead of the Summit

- Save your personal link to the Summit’s Virtual Lobby on your calendar for easy reference.
- Decide which device you are going to use on the day and, if possible, choose a quiet location with neutral background. Download Google Chrome on your computer.
- Once you are part of the Summit and click on the relevant link, you may be asked to download the Zoom software (or create an account if you don’t have one already), but this is not necessary to participate.
- If you are a regular Zoom user, we recommend downloading the latest Zoom version.

Logging In

- Registration time opens at 8:15am AEDT on Friday, 6 November 2020 so if you are ready early, please log in and watch our slide show.
- Open your personal link to the Summit in Google Chrome and follow your browser prompt on the Welcome (Event Check-in) page:
 - Allow mic access
 - Set mic selection
 - Allow camera access
 - Allow camera selection and press 'Set'
- Once logged in, you will enter the Summit's Virtual Lobby. **Please keep it open at all times** during the proceedings. **If you have accidentally closed the browser, you can find your way back through your personal link.**
- **The Virtual Lobby has access to the Summit's timeline, individual Plenary Sessions, Zoom discussion (red button at the top), and all the Summit information, including though leader profiles and sponsor material (on the right).**
- The "Welcome and Setting the Scene" session officially starts at 8:30am AEDT.

Thought Leader Presentations

- Sessions are run as webinars featuring short addresses from thought leaders. You are welcome to offer thoughts in the Chat area while thought leaders present. **If you have technical issues, click on 'Live Support' in the top right corner.**

Zoom Discussion

- Once the thought leader panel ends, you will be invited to take part in a Zoom discussion where you can respond to the thought leaders, ask questions, and contribute your own ideas. To get there, please:
 - Click on 'Back to the Virtual Lobby' link in the top left corner
 - Click on the Zoom Discussion red button at the top
 - Zoom will open in a new browser window. Do not close your Virtual Lobby page (although you can minimise it if you like).
- During the Zoom session, please follow these simple rules:
 - Stay on mute unless invited to speak.
 - Switch off your mobile and disable any ring alerts on your computer.
 - Keep your video on at all times during discussion.
 - Indicate your desire to speak by typing **'request to speak'** in the Chat window.
 - When you are called upon by the facilitator, unmute and briefly introduce yourself. Please keep your comment for **under 3 minutes**. Try to look at the webcam not the screen when speaking.
 - Keep the Chat open at all times. You can write your comments in the Chat area throughout discussion time.
 - When messaging on social media, observe the Chatham House rule of non-attribution. Twitter hashtags for this Summit are #resilience and #gapsummit @GlobalAccessAu
 - Flag any technical issues to Benjamin Blackshaw through the private Chat function.
- When the Zoom discussion ends, close Zoom and take a short break, before logging into **Session Two** through a relevant button in the Virtual Lobby.
- Follow the same instructions for each subsequent Session.