



Industry Live

Set up

- Ensure you have a quiet space where students won't be interrupted during the session.
- Set-up a data projector and screen as instructed in your tech check so that students can watch the session on a big screen as a group.
- Ensure you have access to the mouse and computer controls to manage the polls or any pop up instructions on the screen.
- Please change your name in Zoom to the school's name by right clicking on the name box and selecting 'rename' –e.g. Top Hill High School VIC.

Login

- Log in to the session: At 11:00am, set up the classroom with equipment required and at 11:20am, open the Zoom hyperlink in your Outlook Calendar invite to ensure everything is working.
- Once signed in and when not speaking please place yourself on mute using the microphone icon at the bottom left of the Zoom screen. There is also a 'Stop Video' button next to this if you need to turn your webcam off.
- In Zoom you can select either 'Speaker view' (a large, clearer picture of the person speaking) or 'Gallery view' (which allows you to see every participant in the Zoom session) by clicking on the button labelled with your current setting in the top right corner.
- At the conclusion of the presentation open the link to the evaluation form that will be sent to you so you can lead the evaluation with the students

During the Session

- Ensure you are on mute if not speaking, using the microphone icon at the bottom left of the Zoom screen. This is also useful if students are moving around/making noise to cut down background noise.
- Encourage your students to be mindful that they can be seen on-screen by panellists, the facilitator and schools alike. We encourage respectful behaviour in this context.
- If you have any technical or other issues on the day of your session or beforehand, please contact the Industry Live team on 1300 935 627 or at industrylive@beaconfoundation.net

Order of events

Time	Description	Who
11.30	Welcome to schools & Acknowledgment of Country	Facilitator
11.33	<ul style="list-style-type: none">• Key themes of the day and intro of panellists• Evaluation link reminder	Facilitator
11.37	Zoom poll intro (teacher to read out to students if unclear)	Teacher to select answer on screen here and in the next polls.
11.42	Panellist story and insights 1	Panellists and facilitator
11.52 - 1 min poll		
11.53	Panellist story and insights 2	Panellists and facilitator
12.03 - 1 min poll		
12.04	Panellist story and insights 3	Panellists and facilitator
12.14 - 1 min poll		
12.15	Plenary + evaluation	Facilitator and teacher
12.30 - Close of session		