

## Set up

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- 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

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- Log into the session: At least 30 minutes prior to the start of each event (eg log in no later than 12pm for events starting at 12.30pm). Set up the classroom with equipment required and open the Zoom hyperlink in your Outlook Calendar invite to ensuring everything is working.
- Once logged 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 – recommended) 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 event, open the link to the evaluation form provided in the chat box so you can complete the survey in real time to provide important feedback to the Beacon team.

## During the session

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- 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. There will be opportunities for students to ask questions of mentors either verbally or via the chat box and you will be advised how to facilitate that.
  - Encourage your students to be mindful they can be seen onscreen by panellists, the facilitator and other schools. We encourage respectful behavior in this context.
  - If you have any technical or other issues on the day of your session or beforehand, please contact Beacon's Industry Live team at [industrylive@beaconfoundation.net](mailto:industrylive@beaconfoundation.net) or call Sophie on 0409 948 822 or Lisa on 0408 582 903.
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## Order of events

For example, if an event is scheduled to start at 12.30pm your time:

Time	Description	Who
12pm or earlier	Log-in to videoconference and set up room	Teacher
12.30pm	Welcome to schools and Acknowledgement of Country	Facilitator
12.33pm	<ul style="list-style-type: none"> <li>Key themes of the day and intro of panellists</li> <li>How to use the chat box for student questions and evaluation</li> </ul>	Facilitator
12.35pm	<ul style="list-style-type: none"> <li>Panellist 1 story and insights</li> </ul>	Panellist and facilitator
	<ul style="list-style-type: none"> <li>2-minute interactive poll</li> </ul>	Facilitator, teacher and students
12.48pm	<ul style="list-style-type: none"> <li>Panellist 2 story and insights</li> </ul>	Panellist and facilitator
	<ul style="list-style-type: none"> <li>2-minute interactive poll</li> </ul>	Facilitator, teacher and students
1.01pm	<ul style="list-style-type: none"> <li>Panellist 3 story and insights</li> </ul>	Panellist and facilitator
	<ul style="list-style-type: none"> <li>2-minute interactive poll</li> </ul>	Facilitator, teacher and students
1.14pm	<ul style="list-style-type: none"> <li>Wrap-up and final messages</li> </ul>	Panellists and facilitator
1.15pm	<ul style="list-style-type: none"> <li>Close of formal event</li> <li>Online evaluation survey</li> </ul>	Facilitator, teacher and students