Participants guide to the CHEAD Annual Conference 2021

The CHEAD Annual Conference 2021 is online this year.

For the best experience, we recommend using a laptop or stationary computer and the Google Chrome browser (download).

We are using a bespoke conference platform with three main areas:

- **Conference session timetable** – located on the main page with three dates identified. A red line will indicate where you are in the session timetable.
- **Resources Gallery 'Always On'** – located on the right hand side menu, this area includes virtual tours, exhibition highlights and messages from key partners.
- **Partners Area** – explore this area to find more about our featured partners – APDIG, AA2A, ArtsThread and FACE and to access the 'Always On' content.

How to access the conference platform:

- Search for an email from with Subject 'CHEAD Annual Conference' in your inbox which was sent at 5pm on Wednesday 10th March. Please check your SPAM folder if you can't locate it.
- Follow the link supplied and enter you email and app pin:
- Proceed with setting up your profile and accessing the CHEAD Annual Conference 2021 session timeline.
- On the main timeline you will see all the sessions available during the CHEAD Annual Conference 2021. You can star particular sessions you wish to attend.

S.H.E.D. Breakout Space
Please note that in joining this breakout space, you will be prompted to connect using your camera and microphone to interact.

Partners Area
If the partner is available, they can be contacted via the conference platform using a call or chat function.

Help and support
Live support for those experiencing any technical issues is available on the conference platform via the red Live Support icon in the top right of the conference platform.

Session formats
Sessions are streamed to our conference platform. A chat box will be available for all sessions for you to interact with other attendees. For those sessions where there will be questions taken by the panel or presenters, a Q&A box will also be available.

Live transcription
A speech to text interpreter will be providing live transcription of all conference sessions. We regret that this function cannot be turned off.

Speaker biographies
Find out more about our presenters and panellists on our conference webpage: https://www.chead.ac.uk/conference

Conference feedback and evaluation
Our friends at S.H.E.D. will be available in the S.H.E.D. breakout space located at the top of the timeline all day on the 17th March and are looking forward to welcoming you and starting a conversation!

Recording
All sessions will be recorded and available to conference delegates on the conference platform for thirty days post conference.

Any non-technical queries or questions relating to the programme can be directed to Anna Maloney, Director of Membership and Operations via anna@chead.ac.uk