



NEW METRICS FOR SUCCESS:

TRANSFORMING WHAT WE VALUE IN SCHOOLS

INTERACTIVE EVENT PLATFORM INSTRUCTIONS

KEY PROGRAM INFORMATION

Event platform	app.inevent.com/JTProduction-Management/NewMetricsProgram/live.php
University of Melbourne website	education.unimelb.edu.au/community/new-metrics-for-success
Events Team - Technical Support	truongj@unimelb.edu.au

The New Metrics for Success events for our partner schools will be held on a web-based interactive event platform. Each of the four participants from each partner school will need to register to access the live events, interactive workshops and networking functions. You will only need to register once to access all the events.

INTERACTIVE EVENT PLATFORM

BEFORE YOU LOG ON

1. ACCESS REQUIREMENTS

IMPORTANT ACCESS INFORMATION

For the best platform experience, use [Google Chrome](https://www.google.com/chrome/) on a desktop device. Please note that tablets (including iPads and Surface Pros) as well as phones will have reduced functionality. You will only be able to access the event on one device at a time.

Bandwidth requirements:

- I5 Quad Core Processor or higher to use camera (you can still join as a viewer without these requirements)
- Minimum connection of 1.8Mbps
- You can also reduce your video quality when watching sessions if you're experiencing low bandwidth.

If you are having trouble accessing the platform:

- **Check that [inevent.com](https://www.inevent.com/) is not blocked by your company server. If it is, you will need to submit the website to your IT team to unblock it. You can also log on using your phone's hotspot or personal wifi as an alternative.**
- Check your WiFi connection. You may need to use your phone's hotspot for a stronger connection, use ethernet instead of WiFi or move closer to your modem.
- Close other programs or tabs on your device that are using your camera, such as Zoom, as well as any other applications not in use.
- Disable cloud-based servers if you are using any, such as company specific servers, Citrix etc.
- Use a personal device rather than work device.

Reach out to the Events Team for support at truongj@unimelb.edu.au, and include any relevant screen shots of error messages. Please ensure that you are using the correct browser and device first.



NEW METRICS FOR SUCCESS:

TRANSFORMING WHAT WE VALUE IN SCHOOLS

USING THE EVENT PLATFORM

2. create an account

Create an account for the platform by filling out your details here: go.unimelb.edu.au/7iii. Please use your school email as only emails matching the program's participant records will be able to make an account.

Once you have set up your account you can enter and familiarise yourself with the platform. Please go into your 'school group room' in the virtual lobby and test sharing your video and audio to ensure this works prior to the event you are attending.

LOGGING IN

Use your email and newly created password to log in. Please save the event link, as all interactive New Metrics for Success events will be held here:

app.inevent.com/JTProduction-Management/NewMetricsProgram/live.php

3. NAVIGATION

Navigate around the platform using the vertical menu bar on your left, or by clicking on your profile icon in the top right-hand corner. This will give you access to:

- **Event Lobby:** view and enter all sessions here. Each presentation and workshop are accessible in the respective date tab and optional events are held on the right-hand side.
- **Agenda:** the agenda and speaker biographies for the next upcoming event.
- **Partnership info:** more information on upcoming events.
- **Event FAQ**
- **My Account:** update your profile information here by clicking "edit" in the top right corner and "end" when you are done to save changes.

4. ATTENDING SESSIONS

Head to the **Virtual Lobby**. Here you will see the different tabs for each event date, and the sessions for each day. There will be a red "live" button that will appear once a session is live so you can see what is currently happening.

There are different room types:

- **Broadcasts:** keynote presentations that you attend as a viewer only (like watching a video).
- **Breakout rooms:** join with your camera on (similar to Zoom) and interact with other schools on screen. Alternatively, you can 'join as a viewer' and just use the chat function.



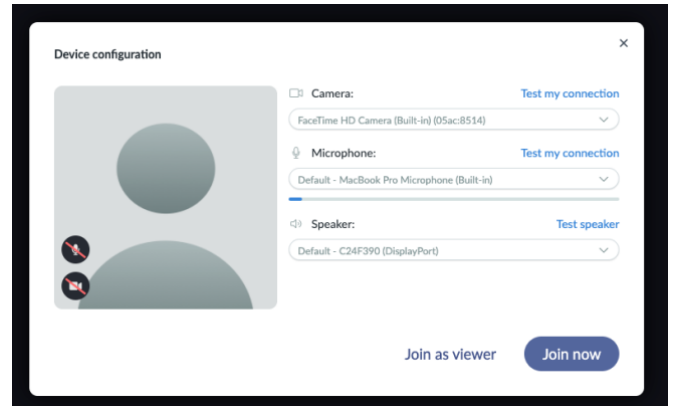
NEW METRICS FOR SUCCESS:

TRANSFORMING WHAT WE VALUE IN SCHOOLS

USING YOUR CAMERA

Click 'join now' when you enter a breakout room. You may also see a popup from your browser requesting access to your camera and microphone. Click "allow" on this first. Then select the correct camera and microphone option if you are using external equipment and click "join now".

If you accidentally join without your camera but would like to turn it on, simply leave the room and come back in with the correct setting.



4. NETWORKING

Attendees can network with one another any time they are in the platform.

In the virtual lobby, you will be able to see a list of attendees who are currently online. Click on an attendee's name to send them a message or start a video chat.

To video chat:

1. Click on the video camera button under the guest's name you would like to speak to.
2. Select whether you would like the call to be public or private.
 - A public room will appear in "group rooms" in the virtual lobby, and anyone will be able to join.
3. Click "join" on the pop-up screen. As with the interactive sessions, you will need to select the correct microphone and camera.
4. A notification will be sent to the guest you want to chat with; they can choose to accept or decline your invitation.
5. To add more people in your room, copy the link in your browser bar and send it to anyone else you would like to join.

Group rooms: create a new group, name it and select whether it should be public or private.

- **Public rooms:** anyone can see and join your room.
- **Private rooms:** you will need to copy the url address and send it to those who you would like to join your room (via inbox, email or any other messaging service) as your room will be hidden from the event lobby.

Inbox: this will appear at the top of the screen no matter where you are in the event. Click on the inbox to see your messages, or "find people to chat" to start a new message chain. You will be able to send messages to guests who are offline; they will see the message once they log in.

5. EVENT SUPPORT



NEW METRICS FOR SUCCESS:

TRANSFORMING WHAT WE VALUE IN SCHOOLS

DURING AN EVENT

Head to your inbox, search for “Events Team” and start a chat with anyone from the events team for help. Please ensure you are following the steps in [Access Instructions](#) first.

OUTSIDE OF EVENT HOURS

Email the Events Team at truongj@unimelb.edu.au, adding screenshots of error messages where necessary.