



It is with great pleasure that we welcome you to the 35th World Conference of the International Society of Music Education 2022. To access the sessions, please take the time to read these guidelines and if you require further assistance, please contact the Conference Managers at enquiries@ismeworldconference.org

BEFORE THE EVENT

- We recommend that you log into the platform at least as soon as you receive your login details or at least **20 minutes prior** to the start of the event to gain familiarity with the system. If you are having any issues, then this gives us more time to assist you and ensure you do not miss out on any valuable program session content.
- Ensure you have a **stable internet connection**.
- **We recommend using the latest version of Google Chrome to access the platform.** For Google Chrome download and install instructions, please [click here](#). To use the platform in a different browser, please [click here](#) to review how to confirm or configure the correct audio and video settings. Please see the instructions for using the platform on Mac further below.

CONFERENCE DELEGATE VIDEO INSTRUCTIONS FOR THE PLATFORM

- Please click on the image below or the following link to view instructions on how to participate in the virtual Conference as a delegate: <https://vimeo.com/manage/videos/726870904>
- **SPEAKERS:** a reminder you will need to follow extra steps to enter the green room for your speaking slot as per the speaker rehearsals.



LOGGING IN TO THE VIRTUAL PLATFORM

You may use the virtual platform on either **desktop** or **tablet**, however if you are a **speaker**, do not login via your tablet for your speaker slot.

1. Access the virtual platform here:
<https://portalapp.arinex.eventsair.com/VirtualAttendeePortal/isme2022/isme2022-virtual-portal/login>
2. Sign in, via the direct link or use your email address and the PIN sent to you via email.
3. Review and update your details, privacy settings and time zone.
4. The program will automatically update to your time zone.

Event Checkin

Welcome Gemma. Please review your privacy settings below

About You
 Your contact details were provided as part of your registration

First Name: Gemma
 Last Name: Weltman
 Position: Project Manager
 Organization: Arinex
 Email: gweltman@arinex.com.au

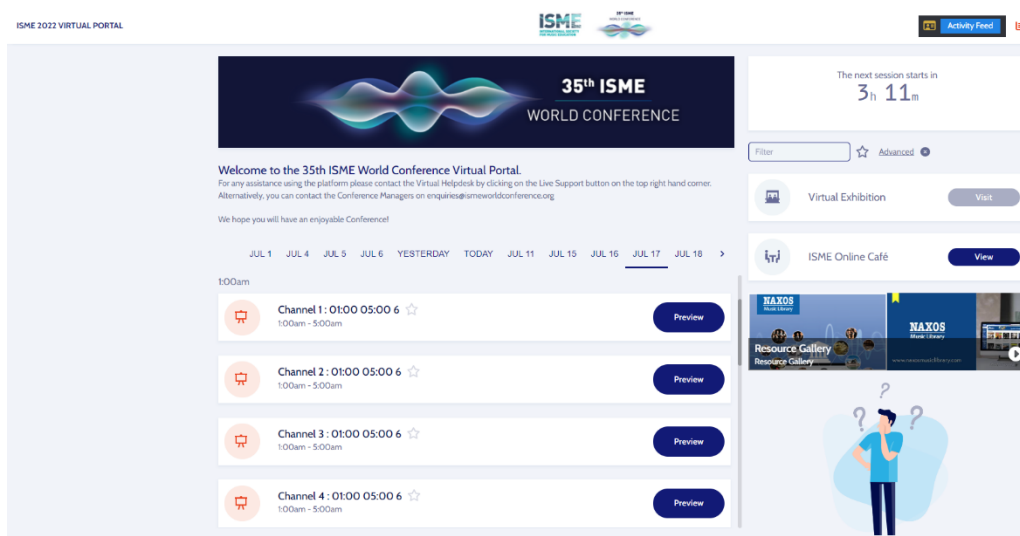
Profile
 Update your photo, bio and social media here

Profile Picture: [User Icon] [Upload] [Capture] [Delete]

About me: Tell us a bit about yourself

TIPS FOR USING THE VIRTUAL PLATFORM

- Click on a session name to learn more about it. This session information will appear on the right-hand side.
- Click **join** to access the session. Please note, sessions will be made accessible at the designated session time. If the session time has commenced and no speaker is active, please be patient as the session will start shortly.
- Click **back to timeline** to return to the main screen. Do not click on the back arrow of your browser.
- Edit your details at any time by clicking on your initials in the top right-hand corner.



ISME 2022 VIRTUAL PORTAL

35th ISME WORLD CONFERENCE

Welcome to the 35th ISME World Conference Virtual Portal. For any assistance using the platform please contact the Virtual Helpdesk by clicking on the Live Support button on the top right hand corner. Alternatively, you can contact the Conference Managers on enquiries@ismeworldconference.org

We hope you will have an enjoyable Conference!

JUL 1 JUL 4 JUL 5 JUL 6 YESTERDAY TODAY JUL 11 JUL 15 JUL 16 JUL 17 JUL 18

1:00am

- Channel 1: 01:00 05:00 6 1:00am - 5:00am [Preview]
- Channel 2: 01:00 05:00 6 1:00am - 5:00am [Preview]
- Channel 3: 01:00 05:00 6 1:00am - 5:00am [Preview]
- Channel 4: 01:00 05:00 6 1:00am - 5:00am [Preview]

The next session starts in 3h 11m

Virtual Exhibition [Visit]

ISME Online Café [View]

NAXOS Resource Gallery [View]

SESSION FEATURES

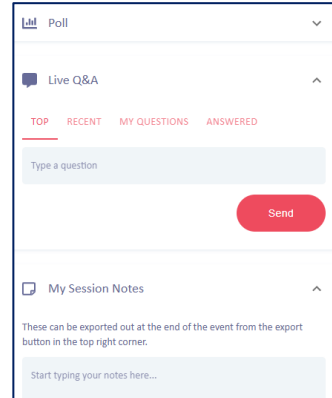
Once you have entered a session, the following features appear on the right-hand side.

Live Q&A

Submit a question to the presenter. **Questions are moderated.** **Note:** not all questions submitted may be asked due to time restraints.

My Session Notes

Make notes and export these as required.



POSTER GALLERY

- View the ePosters by clicking on the rotating banner at the top of the screen in the timeline page:

ISME 2022 VIRTUAL PORTAL



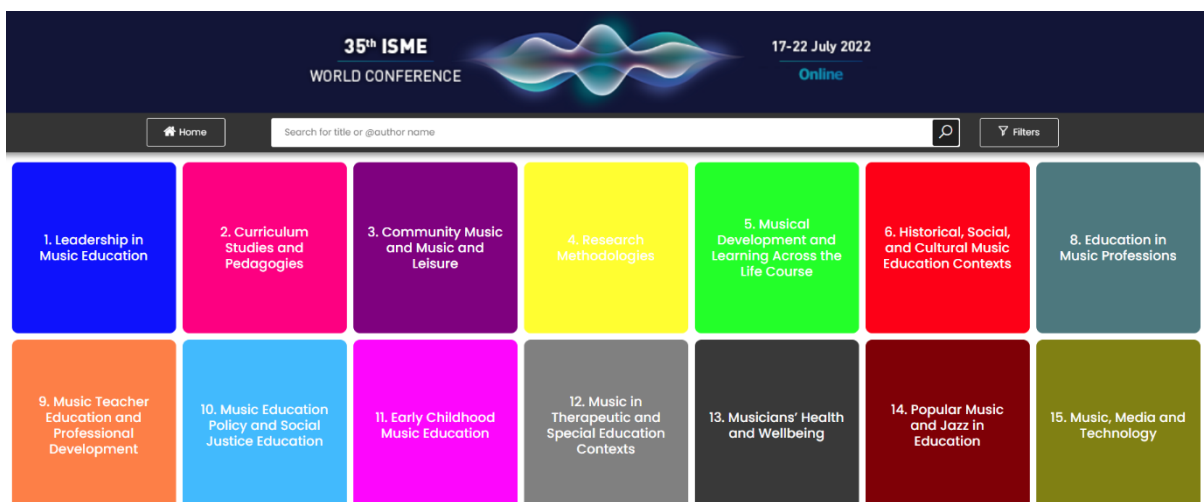

CLICK TO VIEW POSTER PRESENTATIONS

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- Once you have selected to view the poster presentations, you will be able to see all posters listed under their themes.
- You will be able to view and download the poster as well as enter your notes about the poster that you can export at a later date.
- Please note that this is not a live session.



35th ISME WORLD CONFERENCE 17-22 July 2022 Online

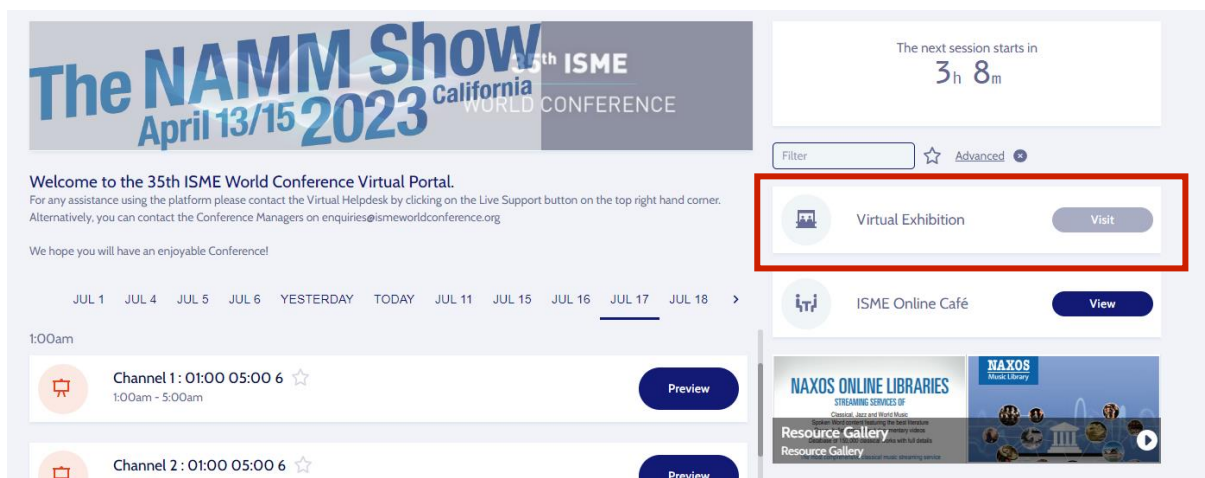
Home Search for title or @author name Filters

1. Leadership in Music Education	2. Curriculum Studies and Pedagogies	3. Community Music and Music and Leisure	4. Research Methodologies	5. Musical Development and Learning Across the Life Course	6. Historical, Social, and Cultural Music Education Contexts	8. Education in Music Professions
9. Music Teacher Education and Professional Development	10. Music Education Policy and Social Justice Education	11. Early Childhood Music Education	12. Music in Therapeutic and Special Education Contexts	13. Musicians' Health and Wellbeing	14. Popular Music and Jazz in Education	15. Music, Media and Technology

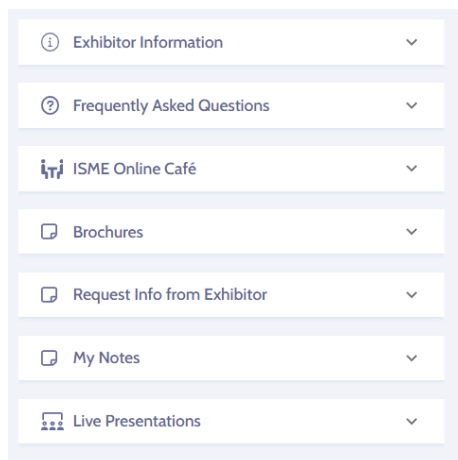
VIRTUAL EXHIBITION

Our Sponsors and Exhibitors are an integral part to the success of the ISME 2022. Please be sure to visit them in our Virtual Exhibition.

To visit the Virtual Exhibition during the opening hours, please click on the **“Meet with Exhibitor”** button. As this Conference is open across 24h during the 7 days, exhibitors will reply to your queries when they are back online in their time zone.



To view their “booth”, please click on **“View”** at the bottom of their profile. Within their “booth” you will be able to not only view their electronic brochures and videos, but also request to meet with the exhibitor via the ISME Online Café.



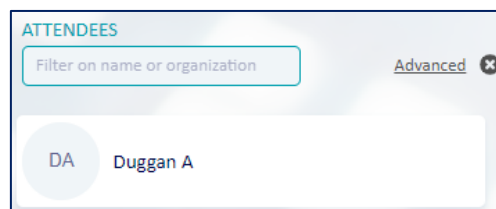
Please note, that if you are in a Live Meeting, Live Chat with an Exhibitor or are in a Queue waiting for an Exhibitor, this will finish at the exact time the Virtual Exhibition closes.

ISME Café

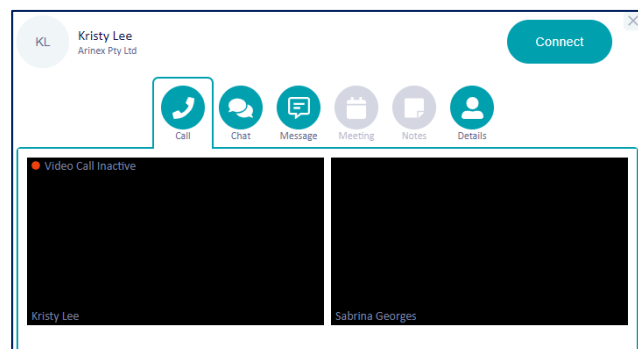
Use the ISME Café to connect with other attendees by messaging, live chat, live video call or organising a meeting during the event. You must **connect** with a fellow attendee prior to engaging with them via the ISME Café.

Connect with fellow attendees

1. You will see a list of all participants in alphabetical order on the left-hand side. You have two options how to search for other attendees.
 - a. **Basic Filter** – allows you to filter attendees by name or organisation.
 - b. **Advanced Filter** - allows you to filter attendees by more than two attributes.



2. Click on the profile of the attendee you want to connect with. A large window will open on the right side with the name and profile of the person.
3. Click the **Connect** button next to their profile information. The name of the person will appear in the middle in the “**Pending**” connections and the person will receive a notification.



In the middle of the page, you may see:

- **Connections** – here you may find all connections which you already made.
- **Pending** – here you may find all your requested connections.
- **Invitations** – there are all invitations from other attendees.

Once the person accepts your invitation, you may start interacting with each other. In the right-hand side window, you have several options how to do that:


- **Live Chat** – live chat with other attendees.
- **Call** - call to each other. Simply click on “Call” below the person’s name to open the video-call window. Click on following button at the bottom of the page to video call the person.




- **Meeting** – schedule a meeting with each other. Once your Meeting is set, it will appear in the timeline in the main page.
- **Messages** – if the other attendee is not available at the moment, you may leave a message.
- **Notes** – take notes during your meeting and export them afterwards.

TECHNICAL SUPPORT

Need help?

Click  the button at the top right-hand corner for general information.

Need additional help?

Click the  in the top right-hand corner of your screen during event hours.

A text box will appear for you to submit your question to the Conference Managers.

The Conference Managers will be available each Conference day at the below times:

Session 1: 0100 – 0500 AEST

Session 2: 0900 – 1300 AEST

Session 3: 1800 – 2200 AEST

ACCESSING THE VIRTUAL PLATFORM WITH MAC

The instructions below were tested on OS X 10.14 (Mojave), 10.15 (Catalina) and OS X 11 (Big Sur).

1. Navigate to **'System Preferences'** then **'Security & Privacy'**.
2. Under the **'Security & Privacy'**,
 - Choose **'Screen Recording'** then click on **'Click the lock to make changes'**.
 - Enter the password.
 - Click on the **'+'** button.
 - Browse through **'Applications'**, locate **'Google Chrome'** then click **'Open'**.
 - The pop-up screen appears to warn you that Google Chrome will restart. Simply click on the **'Quit & Reopen'** button (please note, this will briefly drop you out from the platform).

Thank you for your help in making ISME 2022 a success! We look forward to you joining us virtually for the Conference.

Virtual ISME 2022

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