

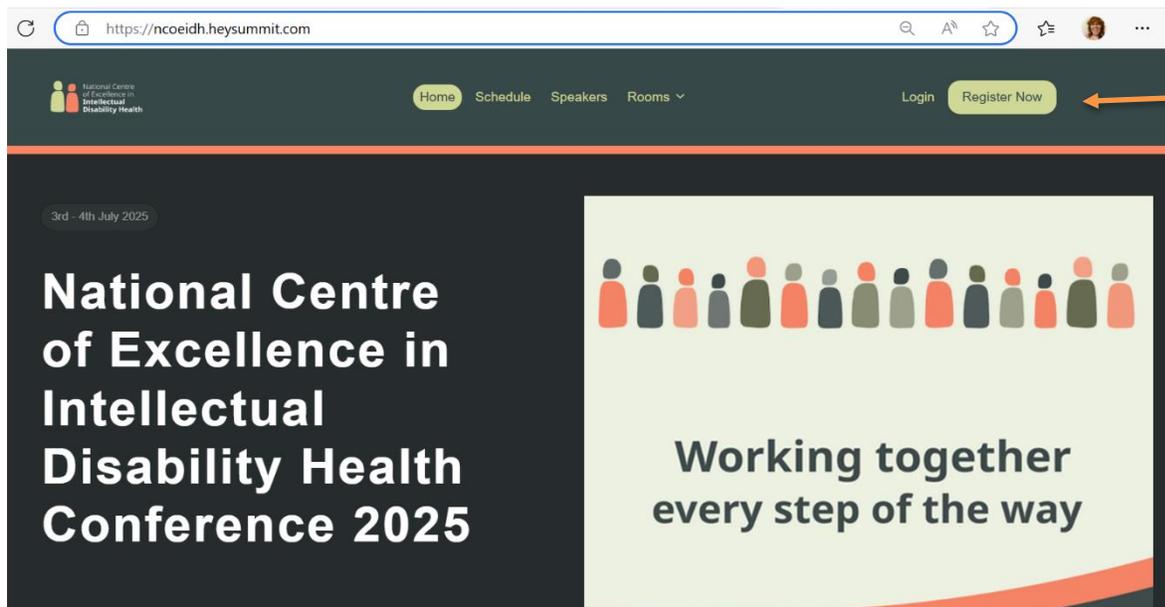
How to join the 2025 Conference online

Hello! Thank you for buying an online ticket to the 2025 National Centre of Excellence in Intellectual Disability Health Conference.

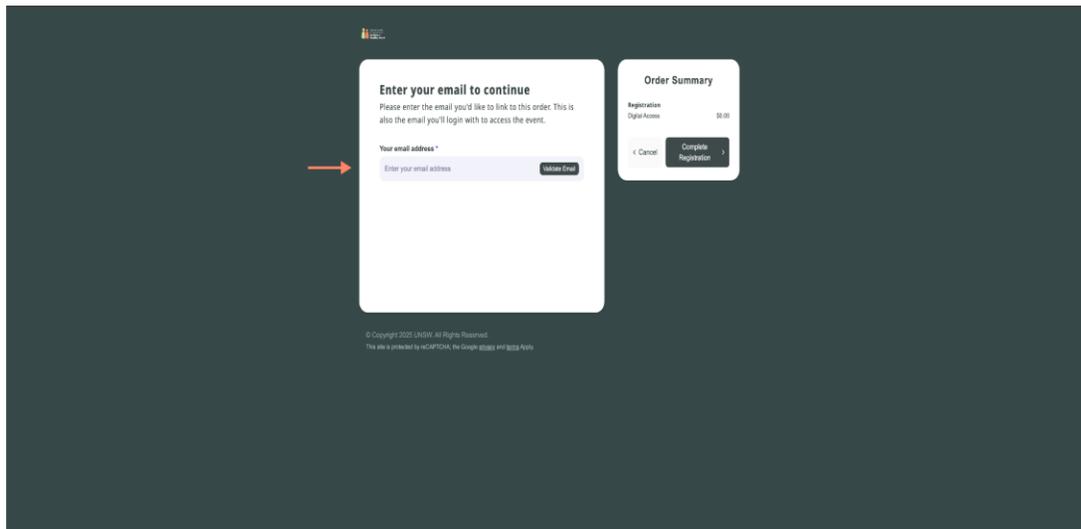
To join the conference, you will need to log into the platform and register. Then you can get into the online conference rooms.

This document has instructions for how to do this.

How to join the online conference

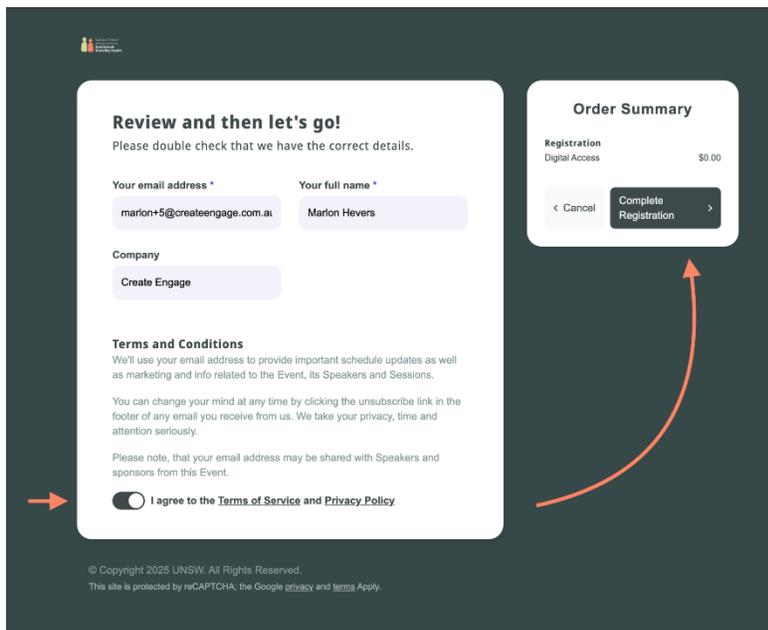


1. Type in this website: <https://ncoeidh.heysummit.com>
2. Click on the **'Register Now'** button. This is in the top right corner.



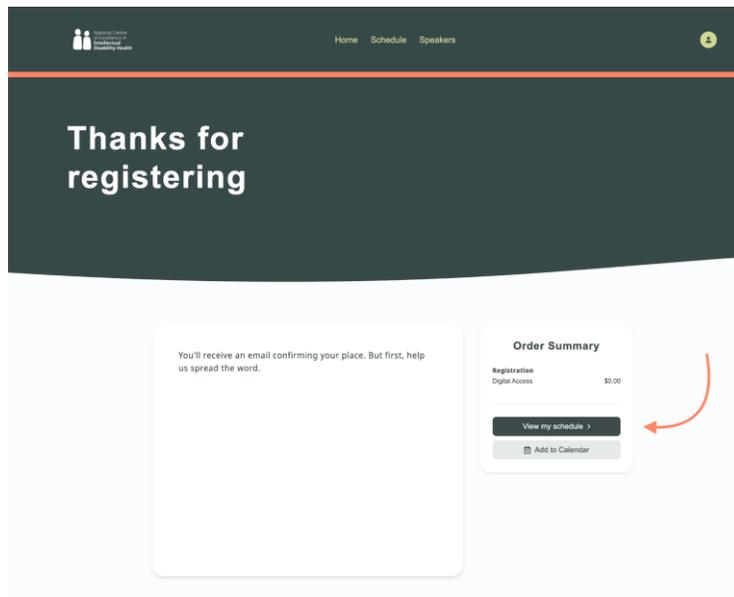
3. Type your email address in the box

4. Click **'Validate Email'**



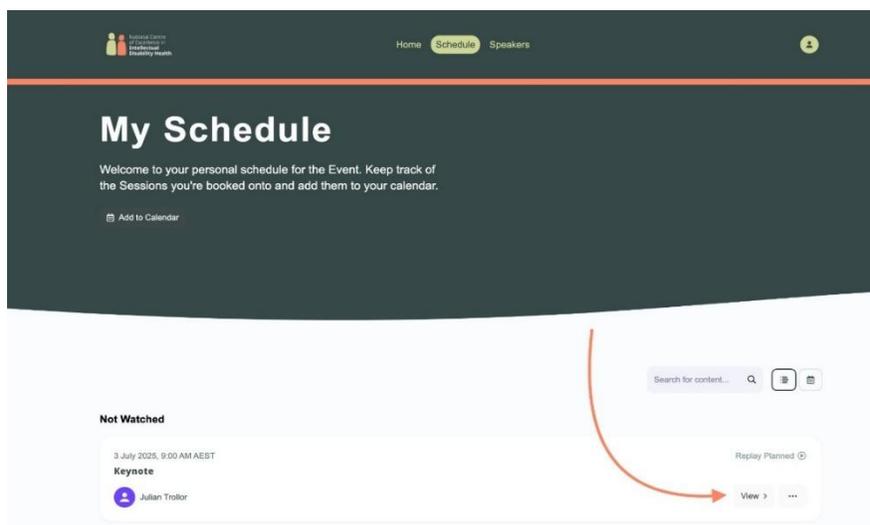
5. Click on the **I agree to the Terms of Service and Privacy Policy** toggle

6. Click on **Complete Registration** button

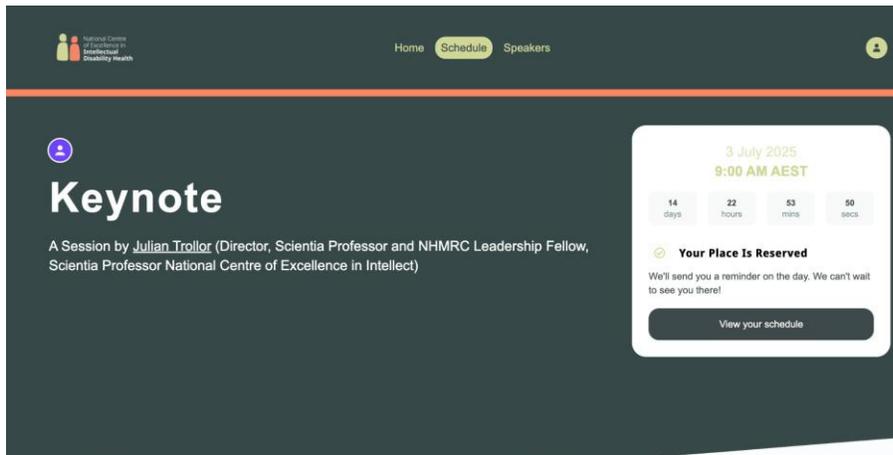


7. You are now registered and can go into the conference. Click on **“View my schedule”** to continue.

How to view your schedule

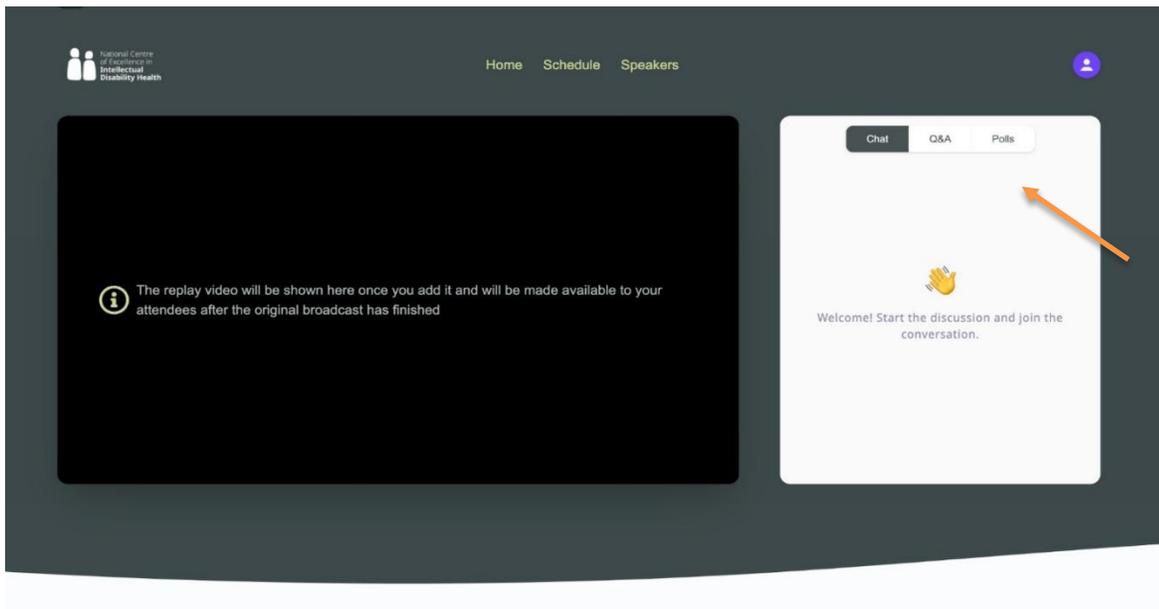


1. The **“My Schedule”** page will show the sessions.
2. To learn more about any session, click the **“View”** button next to it.



3. To go back, click on **“View your schedule”**.

What the sessions will look like

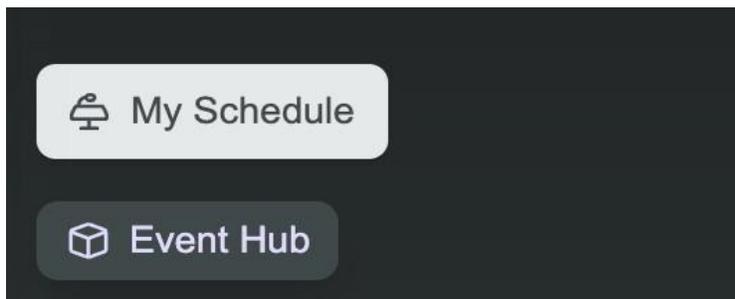


This is an example of what the sessions will look like.

- The video will be on the left side of the screen.
- On the right side, there are **“Chat,”** and **“Q&A”** tabs. You can click on these during the session.

- **Chat** is for any general comments you might like share. It is also a way to feel connected with other people who are going to the conference online.
- **Q&A** is for any questions you might want to ask the presenters or the panel.

In each room, there will be an online **moderator**. A moderator is some who looks at the comments and questions to help people to connect or to have their questions answered.



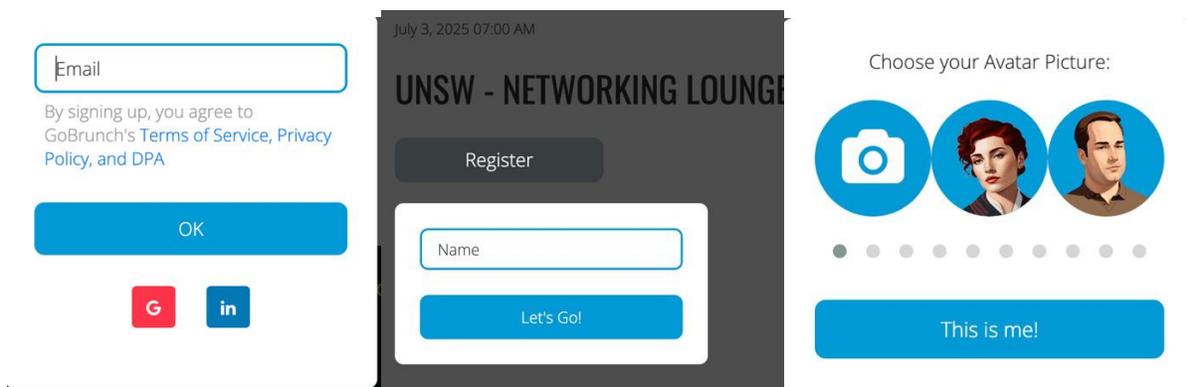
- You can check your schedule by clicking on **My Schedule** in the bottom left corner.

How to join the Networking Lounges and Take a Break Room

The **Networking Lounges** are online rooms where you can go to meet other people. You can go to the **Take a Break Room** if you become upset with anything you hear at the conference. There will be information in the Room about how to get support if you need it.

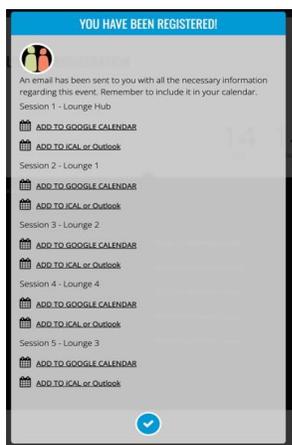


1. Click on “**Networking Lounge**” at the top of the page.



2. Type your name and choose an avatar picture.

You can add your own photo. Or you can choose a picture from the platform.



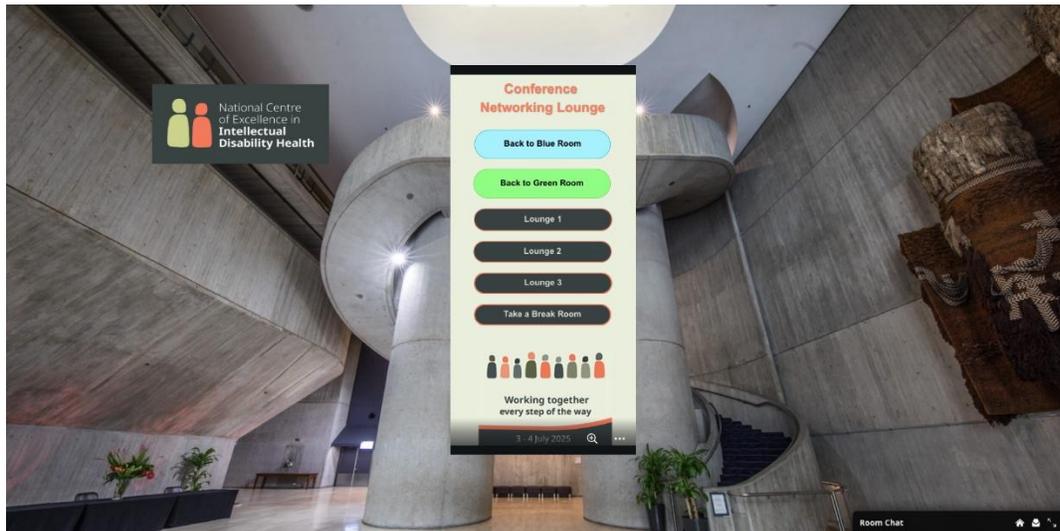
3. You can save spaces in your calendar before the conference starts.

July 3, 2025 07:00 AM

UNSW - NETWORKING LOUNGE REGISTRATION



4. You can join the Networking Hub by clicking **“Enter Now”**.



5. This will take you to the Conference Networking Lounge.

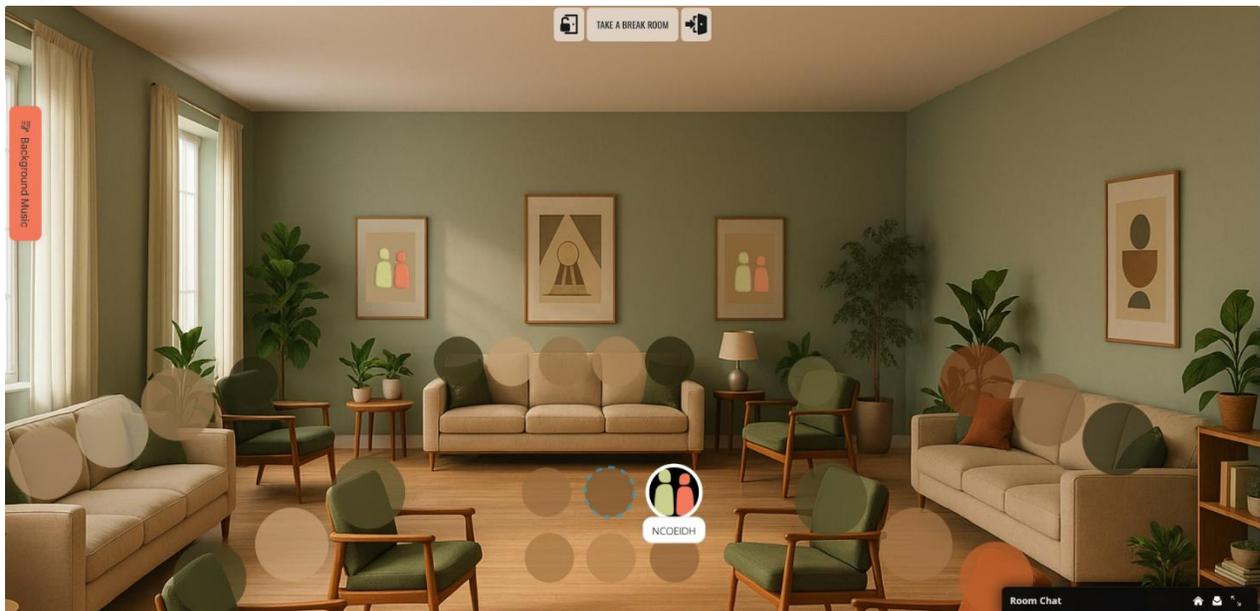
You can click on a Lounge to join. Or you can go back to the Green Room or Blue Room. You can also go to the Take a Break Room.



This is an example of what the Networking Lounges will look like.

Each lounge can have up to 30 people in it.

There are 3 lounges in total.



This is what the Take a Break Room will look like. There is a music player on the side if you would like to listen to music.