



FAQ – Viewing events for the National Awards for Disability Leadership.

What technology do I need to host a viewing event?

To view the National Awards for Disability Leadership you will need a smart device (so laptop, computer, smart screen, tablet or your smart phone). Its that simple. Essentially, you will be watching a YouTube video, so you can watch the Awards webcast on any device that you would normally use for watching videos on YouTube.

The webcast will be seen via the DLI YouTube channel at <https://www.youtube.com/channel/UCDOaNO7IOhyymA6gqiOJggg>

Your device will need an internet connection, preferably hard wired or wifi so that you don't end up with a huge data download.

If you are hosting a viewing event and want to present the Awards on a big screen, then you need a way of projecting your device onto the bigger screen, or you can use a screen that is already connected to the internet.

You will need speakers to be able to hear the webcast. Some projector systems have these built in, others don't, check your venue beforehand.

The captioning will automatically be across the bottom of the webcast screen, but you can also access the stream text directly. Please contact the DLI for details on the URL required. We will email it directly to all [registered](#) events on the day of the webcast.

I am hosting Awards presenters, how do I fit them into the webcast?

Presenters will be briefed separately prior to the webcast so they should know what they need. Listen to them.

If you have presenters in the same room as the webcast you will need to keep them separate to avoid visual or audio feedback. This is easy to do.

Use a separate device for the presenter, not the one that is showing the webcast, and make sure its connected to the internet and power to avoid drop outs.

Place the presenter away to one side of the big screen, not in front of it. This makes sure you avoid visual feedback. Place the presenter's device on a lectern or small table so that it is directed towards their face.

The presenter should use headphones or earbuds to speak to the webcast. You can microphone them separately for your room, but they will need to speak directly to the device for presenters via a direct connection like earbuds.

Turn off the sound on the main screen while the presenter is speaking. This will make sure you avoid feedback or time lapse problems.

I will have a finalist at my viewing event, what should I do?

Treat this the same as having a presenter. Your finalist/s will also be briefed beforehand and should know what to do, however, make sure you have a separate device for them to speak directly to the webcast on, including with earbuds. Make sure that device is connect to power and the internet.

Make sure they are not placed in front of the big viewing screen to avoid visual feedback. Make sure they use earbuds to speak to the device directly to avoid sound feedback. Make sure you turn the sound off on the big screen when your finalist is talking.

Can I do other things at my viewing event?

Yes!

You can have other speakers before or after the webcast.
You can have a welcome to country.
You can have an auslan interpreter.
Your crowd can cheer or make noise.
You can party as hard as you like.

Please feel free to make it your own event. None of these things will interfere with the webcast.

Will I need captioning?

No. We will be live captioning the webcast and it will appear across the bottom of your webcast screen.

The recorded version of the Awards will also be captioned.

Naturally if you have other speakers before or after the webcast then you will need to caption those yourself. That is your decision.

Will you organise a venue for me?

No, we are unable to do this. Your viewing party is yours. Where it happens, who comes along, how you run the event, is entirely up to you.

The cost of your viewing party is also your responsibility, if there is any cost involved. It is possible to view the Awards webcast without cost simply by using a device that is connected to the internet from wherever you are.

How do I join the national party?

Use #DisabilityAwards2018 across your social media networks to connect with, discuss, share your viewing event, or your finalists, or your presenters' stories. Let's get this trending!

Please [contact](#) the Disability Leadership Institute if we haven't answered your questions here, or you are still unsure about your viewing event.

