



## FAQ – Watch Parties for the National Awards for Disability Leadership.

### 1. What technology do I need to host a Watch Party?

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. Click the CC button at the bottom of the YouTube video window.

### 2. I am hosting Awards presenters / finalists, how do I fit them into the webcast?

**If you are hosting presenters or finalists let us know immediately!**

The best way to have a Watch Party with finalists or presenters in the room is to connect directly with the Awards Ceremony. [Contact us](#) and we'll send you the link to do this.

You need the same technology as listed above.

**DO NOT** run the YouTube webcast and the direct Awards Ceremony in the same room at the same time as it may cause visual or audio feedback. They are on slightly different times. Use the Awards Ceremony direct link onto the screen. It's the same process.

**DO NOT** put your presenters / finalists in front of the big screen, put them to one side to avoid visual feedback.

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. Plugging it in helps to stabilise the connection.

Place the presenter 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 table so that it is directed towards their face and is stable. Handheld will make all the viewers seasick.

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 / finalists via a direct connection like earbuds or headphones.

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

The presenter / finalist at your Watch Party will need to take up the whole screen so their head is big enough to join the webcast. So, its okay to have people behind them, but when their turn comes up they will need to be close to the device so we can see them.

**USE EARBUDS or HEADPHONES. DO NOT** allow your presenter / finalist to talk without earbuds, we will get horrible feedback and may have to mute them. If your presenter / finalist is unable to use earbuds or headphones for access reasons please contact us beforehand so we can work out a solution that suits everybody.

### **3. Can I do other things at my Watch Party?**

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.

### **4. 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.

### **5. Will you organise a venue for me?**

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

The cost of your Watch 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.

### **6. How do I join the national party?**

Use #DisabilityAwards2019 across your social media networks to connect with, discuss, share your Watch Party, 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 Watch Party.

