

It Takes a Spark!

STEM Conference

A graphic of a spark with multiple colored lines radiating from a central point, positioned to the right of the main title.

Venue: Peter Carnley Anglican Community School, Wednesday 18 Sept 2024

Arrive from 7.45am

Presenter Parking and Drop Off Points – Enter via Abingdon Crescent.

- **EXPO presenters:** If you need to drop off materials for your Expo session - park near Moortang Mia and enter through the rear doors to set up. THEN park your vehicle behind Keith Lindbeck Centre (KLC) in the overflow (see map).
- **All other presenters:** park vehicle behind KLC or in the overflow (see map) THEN make your way to Moortang Mia to sign-in.

NOTE: Attendee parking information

- Parental and large bus drop offs via Abingdon Crescent – there will be people managing traffic and guiding the movement of attendees towards the Keith Lindbeck Centre (KLC)
- Conference parking will be available
 - **Big Buses** to park on Abingdon Crescent in marked areas – **DO NOT ENTER SCHOOL**
 - Minibuses on the bitumen area next to the KLC
 - Cars in the parking area behind the KLC
 - Overflow parking area (particularly for people arriving later) will be in the parking spaces in the arc running behind the Tech block and S block

Sign-in first

- **All Non-school workshop and STEM Expo presenters:** Sign-in is ground floor of Moortang Mia (see map: where the Expo will be held). You must sign in and get your nametags and conference booklets before setting up.
- **School-based presenters (inc. attendees):** Sign-in at the Keith Lindbeck Centre (KLC). Collect nametags and registration folders.
- **STEM Expo and First Rotation Workshop presenters:** after signing in go and set up in the assigned rooms before returning for the conference opening and first keynote speaker in KLC.
- All non-presenting attendees should enter the KLC for the start of the conference.
- If you are arriving later in the day to present then please make your way to Moortang Mia where there will be a presenter table with your name tags and conference booklet, etc.

Presenting Information

- **STEM Expo presenters:** bring your own trestle cloths, power boards, and extension cords for your table(s)
- **Workshop presenters:** Peter Carnley Anglican Community School uses **Vivi software** to connect to the TVs in each room. USE the guide to download and access the TVs when you present.

NOTE: Make sure you have the software on your device **prior to the day**. We will have IT support available in the morning to sort out last minute issues.

Guest SSID: PCACS-Event Password: (none)

The Vivi App

<https://vivi.atlassian.net/wiki/spaces/SHUB/pages/1492877313/1.+How+to+Get+Vivi>

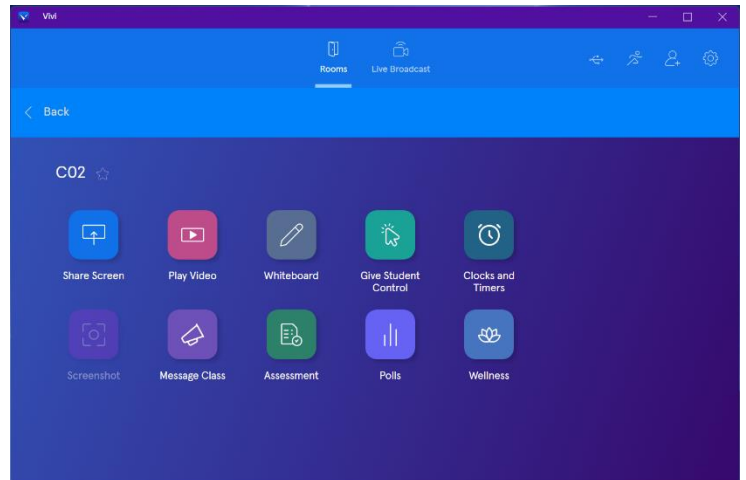
Before you start working with Vivi, you will need to download the Vivi app.

There are two ways of getting the Vivi app:

1. **Self-install** - If you manage your own device, install the appropriate software from <https://get.vivi.io> or from your device's app store.
2. **Enterprise Installation** - If your organisation manages the applications on your device, please consult your IT Administrator.

Visiting <https://get.vivi.io> in a web browser on your device will automatically download the appropriate Vivi App for your device. You may need to open or run the Vivi software after the download is complete to complete the installation. Alternatively, download Vivi from your device's App Store or Google Play store.

The Vivi app will work on most devices - Windows, Mac, iOS (including iPads and iPhones), Android, and Linux.

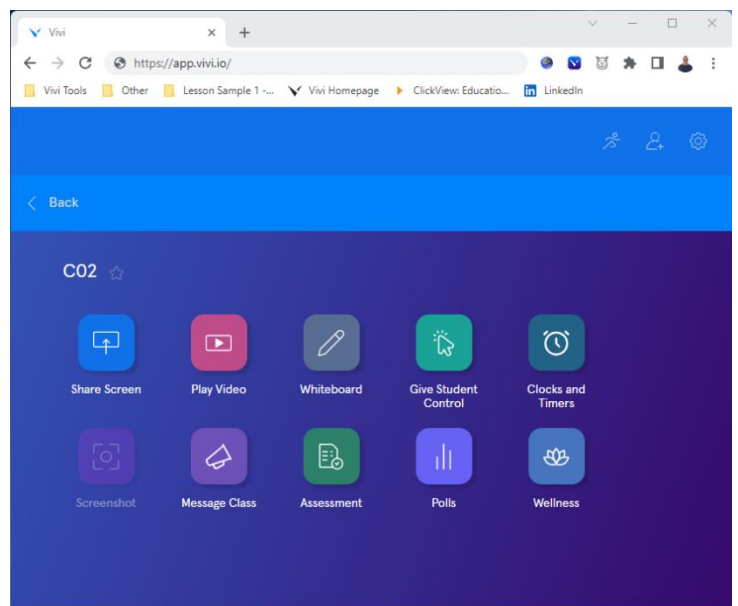


The Vivi Web App

If using a device where apps are unable to be installed (including Chromebooks), the Vivi Web App can be used instead. To access, visit <https://app.vivi.io/>.

Most functionality is available however there are some limitations including the inability to use Live Broadcast, USB Passthrough the Floating Toolbar. For a full list, please visit: [Vivi Web App](#)

Screenshots used throughout this user guide are based on the app version of Vivi.



Connecting to Vivi

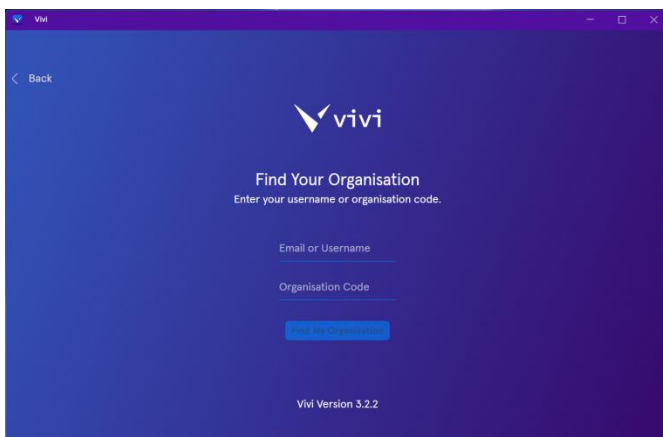
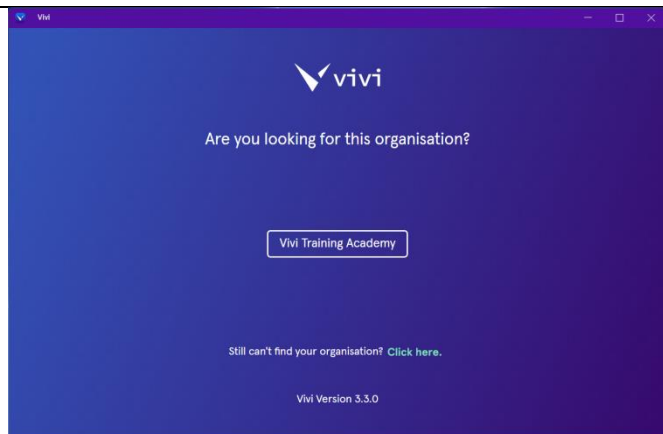
<https://vivi.atlassian.net/wiki/spaces/SHUB/pages/1492877320/2.+Connecting+to+Vivi>

Organisation Selection

Upon opening the Vivi app you will need to select your organisation – this is usually the name of your school or district. If you are connected to your school network, your organisation should appear automatically.

If your organisation is not shown, select the Find My Organisation button.

If searching for your organisation, you will need to enter either your email or your organisation code which you can obtain from your IT Administrator, then select Search.



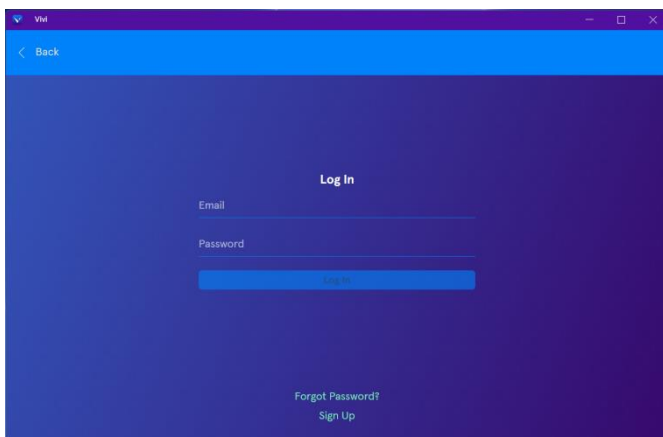
Login

After selecting your organisation, you will be prompted to log in or sign up.

Organisations are able to integrate Vivi with their single sign on service, which means you are able to use your existing organisation email/username and password to log into Vivi.

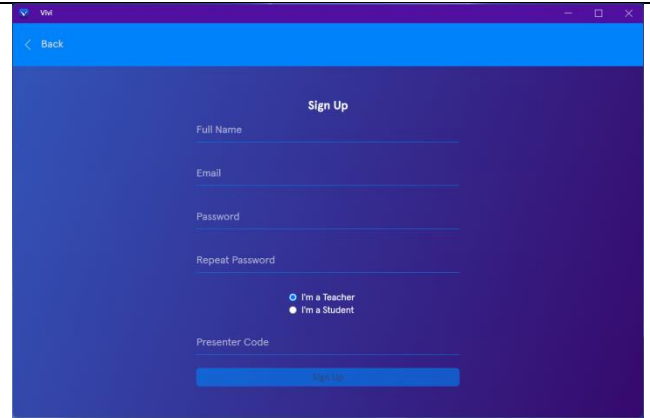
If this has been enabled for your organisation, you will not see the Sign Up button, so instead, select Log In and enter your existing organisation email/username and password.

If you have previously used Vivi, select Log In then enter the email address and password you set up to log into Vivi. If you have forgotten your password, use the Forgot Password? link to reset.



Sign Up

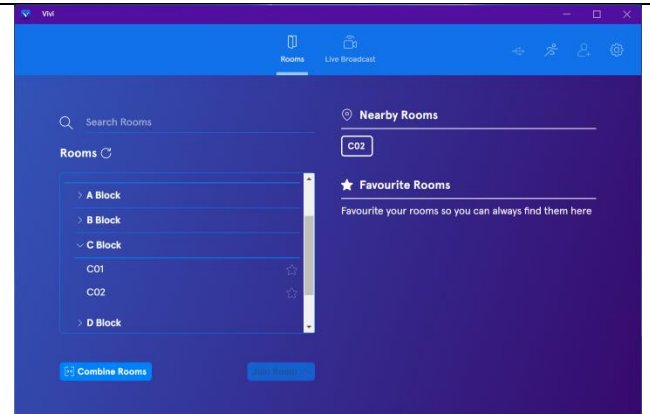
If this is your first time using Vivi, you will need to sign up. To sign up, enter your full name and email address then create a password. Select I'm a Teacher and enter the Presenter Code which you can obtain from you IT Administrator. Once entered, select Sign Up.



Rooms

Upon logging in, you will be taken to the rooms list. On the left-hand side, you can search for a room, or browse through any locations your organisation has set up. On the right-hand side you will see a list of any favourite rooms.

To connect to a room, either double click on the room name, or click on the room name and select Join Room



Onboarding

When a teacher connects to Vivi for the first time and then joins a room, they will be presented with a short series of slides on how they can use Vivi in their classroom. Use the Next button to move through, or select Remind Me Later to view at another time.

