The Australian Advocacy Institute and Office of Director of Public Prosecutions, A.C.T.

Advanced Trial Skills Workshop

WORKSHOP INFORMATION, TIMETABLE AND TASK ALLOCATIONS

Wednesday 28 October 2026 - 5.00pm to 6.30pm – ONLINE
Thursday 29 October 2026 - 5.00pm to 6.00pm – ONLINE
Zoom meeting will open for connection from 4.30pm

Saturday 7 November 2026 - 8.45am to 3.45pm – IN-PERSON
VENUE: Family Court, Canberra

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Advanced Trial Skills Workshop
28, 29 October, 7 November 2026

Please read the information below immediately and thoroughly as it is important to your preparation and contribution to learning at the workshop.

Dear Workshop Advocates,

The AAI is pleased to be able to provide this advocacy workshop for you and we are sure that you will find this course helpful in improving your advocacy skills.

The purpose of this workshop is to help you with how to structure a case, how to prepare, how to ask purposive relevant questions, how to argue, how to be persuasive in court.

Workshop Program

Part 1: Introductory Session 1. **ONLINE** – Wednesday 28 October 2026
Time: 5.00pm* to 6.30pm
Part 2: Introductory Session 2. **ONLINE** – Thursday 29 October 2026
Time: 5.00pm* to 6.00pm
Part 3: Advocacy Performance Skills Workshop **IN-PERSON**
Saturday 7 November 2026, VENUE: Family Court, Canberra
Time: 8.45am to 3.45pm.

*Wed/Thurs Workshop Zoom will open 30 minutes early each day for online connection.

Workshop Format

Introductory sessions ONLINE Wednesday and Thursday:

The Wednesday and Thursday sessions will be held ONLINE, with all advocates joining using the AAI ZOOM platform through their own computer connection. These sessions will be moderated by an AAI Trainer, with all workshop advocates together on screen.

If you are not familiar with using or connecting to ZOOM, further details on using and connecting are in the "Connecting to Zoom" section at the end of this document.

Click on this link for automatic ZOOM log-on:

https://us02web.zoom.us/j/2716263497?pwd=cjZmOXRXOUp0dUVpaTdaWEM2TEwyQT09

(ID = 2716263497 Password = Advocacy)

If you wish to test your connection, the AAI Coordinator will be available to do a quick test in the week before the workshop. Email: aai@advocacy.com.au.

Workshop IN-PERSON Saturday:

The following **"Timetable and Task Allocation"** details the format for Saturday. In the Timetable below you will find a table that allocates a GROUP and ADVOCATE TASK NUMBER for each advocate.

Group Performance Sessions and General Sessions have been scheduled through Saturday.
In the Group Sessions, you will break into smaller groups to individually **present your allocated advocacy tasks** before a Judge/Trainer in the same manner that you would present in court. You will find your allocated advocacy tasks set out within each session of the timetable below. **The case studies and materials are available for download on the workshop webpage** [www.advocacy.com.au … link top left, password in workshop email.]

Once you have finished each performance you will be given a review by the AAI Trainer. This review is designed to be positive, not critical. You will be given advice on ways that your individual performance can be improved using various advocacy skills, including an explanation and demonstration of the particular skills relevant to your performance.

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The Workshop Case Studies

We acknowledge that for some of you, the case studies we will use may not be of the type you generally deal with, or perhaps rarely, if ever, encounter. We use these case studies deliberately as we believe them to be very good for the teaching of advocacy, demonstrating skills that can be applied in any jurisdiction. You may also find that you have been allocated a Defence task when your daily role is for the Prosecution. The advocacy skills you will learn will be of universal application – the same skills apply regardless of the type of case, the jurisdiction you appear in or the side you appear on. These are all skills that will serve you well throughout your career as an advocate. This has been proven over three decades of advocacy instruction by the AAI.

Preparation before the workshop

Your preparation of your allocated tasks is essential to this performance-based workshop. You are required to prepare each of your set tasks between now and the commencement of the workshop. Please **allow yourself time to prepare properly** – it is anticipated that you should allocate 6 hours + for this preparation.

If you are not totally familiar with the requirements of any particular advocacy task, you may find it helpful to refer to the "Specific Advocacy Tasks" summary at the end of this document.

Please don't get bogged down in your preparation with any legal technicalities within the case studies. **Don't research or bring statutes or precedents.** Do not be distracted with the law or with jurisdictional procedure. Evidence is restricted to **only** that contained within each case study so you do not need to look outside the immediate information provided.

I recommend you consult the "AAI Advocacy Manual" provided as a pdf as part of your materials, which has detailed chapters on all the aspects of advocacy you will be using at this workshop. Use this Manual in your preparation and for future reference. As this publication is AAI Copyright, there is no ability to print, nor do you need to bring to the workshop.

You will be asked to act as a witness for other advocates.

When a task requires a witness in Evidence-in-Chief or Cross-Examination, the AAI Trainer will nominate an advocate from your group to act the witness role. **THIS MAY BE YOU**, so a thorough knowledge and understanding of the facts of each case study will help both you and your colleagues get the most out of the workshop. Know the witness statements to the same degree you would expect of the witness when it is your turn to present.

Task Performances

You will see in the timetable task allocations that a time limit has been set for each task performance. Please prepare as if you were to present the whole of the task. The time allocation means you may not be able to present all the task and you are not expected to be able to finish your performance. Do not rush and try and fit it all into the allocated time. Your review will be on that part of the task you present, not the parts you may not have reached.

Dress for the workshop is casual. Morning tea and a light lunch will be provided.

I look forward to seeing you both online and at the Saturday workshop.

Regards



Scott Wallace
General Manager, Australian Advocacy Institute.
Email: aai@advocacy.com.au Mobile & Text: 0418 473 303

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Wednesday 28 October 2026 - ONLINE

4.30 to 5.00pm	
Advocates log-on to Zoom Workshop. Click on this link for automatic log-on: https://us02web.zoom.us/j/2716263497?pwd=cjZmOXRXOUp0dUVpaTdaWEM2TEwyQT09 (ID = 2716263497 Password = Advocacy)	
SESSION 1	**5.00 to 6.30pm (90 mins)**
General Session	Introduction to Advocacy. Case Theory and Argument.

Thursday 29 October 2026 - ONLINE

4.30 to 5.00pm	
Advocates log-on to Zoom Workshop. Click on this link for automatic log-on: https://us02web.zoom.us/j/2716263497?pwd=cjZmOXRXOUp0dUVpaTdaWEM2TEwyQT09 (ID = 2716263497 Password = Advocacy)	
SESSION 2	**5.00 to 6.00pm (60 mins)**
General Session	Techniques in Cross Examination. Communication in court.

ADVOCATE TASK NUMBER

This is your advocate number and is used to determine which **TASKS** you will be performing in the timetable that follows.

	RED GROUP	BLUE GROUP
1	Emma Bayliss	Sam McLaughlin
2	Paul Edmonds	Morgan Howe
3	Andrew Chatterton	Sally Ozolins
4	Nathan Deakes	Tamzin Lee
5	Mel Graczol	Marcus Dyason
6	Mirna Zeini	Amanda Mifsud

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Saturday 07 November 2026 – IN-PERSON

SESSION 3	8.45 to 9.00am (15 mins)
General Session	**Introduction to the AAI trainers.** **Introduction to the workshop.**

SESSION 4	9.00 to 10.00am (60 mins)
Group Session Advocate Performances in Group: **4 minutes per task** AAI Trainer Review in Group**:** **5 minutes per task**	**APPLICATIONS** **Task presentation order:** **Case Study 1: Porcine v Royal Bridgewater Golf Club - Application** ADVOCATE: **1** **TASK:** Apply for an ex-parte injunction ADVOCATE: **2** **TASK:** Apply for an ex-parte injunction **Case Study 2: Philip Ball - Plea** ADVOCATE: **3** **TASK:** Make submission on sentence for Ball ADVOCATE: **4** **TASK:** Make submission on sentence for the Crown **Case Study 3: Peter Partridge – Bail Application** ADVOCATE: **5** **TASK:** Make application for bail for Partridge ADVOCATE: **6** **TASK:** Oppose the application for the Crown

MORNING TEA BREAK 10.00 to 10.15am (15 mins) – provided.

SESSION 5	10.15 to 11.30am (75 mins)
General Session	**10.15 to 10.45 - CASE THEORY (30 mins)** **10.45 to 11.15 - Techniques in Questioning (30 mins)** **11.15 to 11.30 - Private Revision (15 mins)**

SESSION 6	11.30 to 12.45pm (75 mins)
Group Session Advocate Performance in Group: **6 minutes per task** AAI Trainer Review in Group**:** **6 minutes per task**	**EVIDENCE-IN-CHIEF and CROSS EXAMINATION** **Case Study: DPP v Nigel Bland** **Task presentation order:** ADVOCATE **1**. **TASK:** For Prosecution: Lead Evidence-in-Chief from witness Mr. Goldburg ADVOCATE **2**. **TASK:** For Defence: Cross Examine witness Mr. Goldburg ADVOCATE **3**. **TASK:** For Prosecution: Lead Evidence-in-Chief from witness Snr. Sgt. Bruce ADVOCATE **4**. **TASK:** For Defence: Cross Examine witness Snr. Sgt. Bruce ADVOCATE **6**. **TASK:** For Defence: Lead Evidence-in-Chief from witness Mr. Nigel Bland ADVOCATE **5**. **TASK:** For Prosecution: Cross Examine witness Mr. Nigel Bland *Please be completely familiar with all witness statements.* *The AAI Trainer will nominate another advocate to act as the witness.*

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LUNCH BREAK 12.45 to 1.15pm (30 min) – Light lunch provided.

SESSION 7	1.15 to 2.20pm (65 mins)
Group Session Advocate Performance in Group: **5 minutes per task** AAI Trainer Review in Group**:** **5 minutes per task**	**<u>EVIDENCE-IN-CHIEF and CROSS EXAMINATION</u>** **Case Study: DPP v Nigel Bland** **Task presentation order:** ADVOCATE **5**. **TASK:** For Prosecution: Lead Evidence-in-Chief from witness Mr Goldburg ADVOCATE **6**. **TASK:** For Defence: Cross Examine witness Mr Goldburg ADVOCATE **2.** **TASK:** For Defence: Lead Evidence-in-Chief from witness Mrs Mabel Bland ADVOCATE **1**. **TASK:** For Prosecution: Cross Examine witness Mrs Mabel Bland ADVOCATE **4**. **TASK:** For Defence: Lead Evidence-in-Chief from witness Mr. Nigel Bland ADVOCATE **3**. **TASK:** For Prosecution: Cross Examine witness Mr. Nigel Bland *Please be completely familiar with all witness statements.* *The AAI Trainer will nominate another advocate to act as the witness.*

SHORT BREAK 2.20 to 2.25 (5 mins)

SESSION 8	2.25 to 3.30pm (65 mins)
Group Session Advocate Performance in Group: **5 minutes per task** AAI Trainer Review in Group**:** **5 minutes per task**	**<u>CLOSING ARGUMENT</u>** **Case Study: DPP v Nigel Bland** **Task presentation order:** ADVOCATE **3.** **TASK:** Present Closing Argument for the Prosecution ADVOCATE **4.** **TASK:** Present Closing Argument for the Defence ADVOCATE **5.** **TASK:** Present Closing Argument for the Prosecution ADVOCATE **6.** **TASK:** Present Closing Argument for the Defence ADVOCATE **1.** **TASK:** Present Closing Argument for the Prosecution ADVOCATE **2.** **TASK:** Present Closing Argument for the Defence

SESSION 9	3.30 to 3.45pm (15 mins)
General Session	**CLOSING SESSION**

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The Australian Advocacy Institute

AAI Trainers for this workshop.

His Honour Judge Grant Brady SC – District Court of NSW

His Honour Judge Craig Smith SC – District Court of NSW

Her Honour Judge Kara Shead SC – District Court of NSW

Contact the AAI:

General Manager: **Scott Wallace**
0418 473 303
aai@advocacy.com.au

On Saturday 7 November:
AAI Workshop Co-Ordinator
0418 473 303

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SUMMARIES OF ADVOCACY FUNDAMENTALS

The following are summaries only. For an in-depth analysis of the skills involved in each, please refer to the AAI publication "The AAI Advocacy Manual".

The following material has been designed primarily to assist those who regularly practice in Australian courts or tribunals. The basic principles apply to any advocate who appears on behalf of a client before a decision maker, be they an Assessor, Magistrate, Judge or Jury.

Good advocacy, in any jurisdiction, is a skill that can be learnt and these principles are as relevant to junior advocates as they are to counsel in the highest courts.

The Australian Advocacy Institute's materials and workshops are designed to enable advocates to achieve a level of competence and develop their skills in the pursuit of professional excellence.

Underlying these skills and techniques are three fundamentals:

1. The approach to preparation.
2. The approach to the trial process.
3. The ability to communicate effectively.

The specific skills that the advocate performs in court:

1. Opening.
2. Examination in Chief.
3. Cross Examination.
4. Re-Examination.
5. Argument.

The Approach to Preparation

Preparation is in 3 parts …

1. Knowledge of

- all factual materials (on both sides) in detail
- current relevant law
- relevant evidence law and procedure.

2. Analysis of

- the factual material (on both sides);
- the legal result to be achieved.

… to develop a consistent **Case Theory** which is:

- the central construct, "A theory from various conceptual elements" (Oxford);
- the central pathway through the facts and law leading to the desired result.

… and is:

- realistic and credible;
- consistent with as much evidence as possible.

Case Theory for the prosecution/plaintiff is:

- a positive factual construct;
- supporting the factual and legal basis for the case;
- anticipating the defence case.

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Case Theory for the Defence is:

- a **R**ival **A**lternative **T**heory (RAT)
- rational and credible
- sufficiently undermining of the opposing theory.

3. Performance preparation

Knowledge and Analysis (above) – tell us **what** to do.
Preparation for performance – tells us **how** to do it.

It involves:

- organising all materials
- structuring all tasks
- preparing summaries of submissions
- preparing speaking notes
- preparing to perform each task.

The Approach to the Trial Process

A trial is not an inquiry or an investigation. It is a purposive exercise by each side to achieve its desired result, based on its case theory.

In **performance preparation** of each task:

- The **final address** (Argument) must be prepared **first** based on the case theory and the arguments to support it.
- **Examination-in-chief** (Leading examination-in-chief) must be prepared **next** because it is usually the foundation for the Case Theory.
- **Cross-examination** is prepared **next** to discredit, accredit or emphasise.
- **Re-examination** is **next** to the extent to which it is possible to anticipate cross-examination.
- The **Opening** Address is prepared **last** when all above steps have been prepared and the course of the trial is set.

Communication as an essential part of persuasion

This involves building a relationship with the decision maker by:

1. Involving the decision maker.
2. Speaking with apparent conviction and commitment.
3. Using a conversational style.
4. Using simple, expressive language – avoiding jargon and legalese.
5. Speaking in an audible, varied voice.
6. Keeping a slow/punctuated pace.
7. Maintaining good eye contact.
8. Minimising or avoiding the use of notes.
9. Using appropriate body language.
10. Avoiding distracting mannerisms and verbal habits.
11. Applying the principle of Primacy.
12. Being tactful and empathetic with witnesses and the decision maker.

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SUMMARIES OF SPECIFIC ADVOCACY TASKS

The following are summaries only. For an in-depth analysis of the skills involved in each task, please refer to the AAI publication "The AAI Advocacy Manual".

Opening

An Opening is:

1. a short outline of the case
2. told as a simple persuasive story
3. in narrative not argumentative form
4. painting pictures of places, people and events
5. well structured
6. not over detailed
7. presented with the use of visual aids
8. related to the charges.

A **Defence Opening** should:

1. identify the issues
2. outline the Defence story in relation to the contested issues
3. be in narrative not argumentative form
4. be positive, not defensive
5. avoid repetition of the prosecution/plaintiff story.

Examination-in-Chief and Re-Examination

Examination-in-Chief:

1. develops in detail of the story as opened
2. is organised and structured
3. sets the scenes before the action
4. is controlled by the advocate
5. is told by the witness in answer to **non-leading questions** on contested issues
6. establishes facts not conclusions
7. is assisted by visual aids (and tendering exhibits)
8. involves the tribunal
9. with **expert witnesses -** qualifies the witness and leads the opinion.

Re-Examination is:

1. limited to that which arises in cross examination
2. elicited by non-leading questions
3. used sparingly and only when necessary.

Cross-Examination

Cross-Examination is:

1. a foundation for the final argument
2. organised, structured and controlled by the advocate
3. designed to discredit or accredit the evidence and/or the witness
4. consistent with the case theory
5. conducted by a **series of leading propositions**
6. not argumentative
7. conducted without repetition of evidence-in-chief
8. not unnecessarily aggressive or confrontational
9. compliant with Prof. Younger's *"10 Commandments of Cross Examination"*
10. compliant with the rule in Browne v Dunn.

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Argument

Argument is:

1. logical, credible, empathetic
2. a series of structured arguments
3. presented as a series of conclusions supported by facts or inferences
4. designed to persuade the decision maker
5. directed towards the desired result
6. consistent with the case theory
7. consistent with the onus of proof
8. balanced – deals with weaknesses
9. presented in a conversational style
10. prepared to be ready with answers to anticipated questions from the decision maker
11. as **appellate argument** – is based on the grounds of appeal and in compliance with appellate principles.

GENERAL DO'S AND DON'TS IN ADVOCACY

Hints for advocates to avoid giving the impression that they have learned advocacy from North American TV shows rather than from the Australian Advocacy Institute ...

DO NOT ...

- Greet the judge, opposing counsel or witness.
- Call the opposing counsel "counsellor".
- Approach the bench or the witness box without permission.
- Move from behind the bar table during the hearing without leave.
- Leave the bar table unattended while the judge is in court.
- Address adult witnesses by their first name.
- Stand when the opponent is objecting or arguing.
- Stay seated when addressed by the judge.

DO SAY		DO NOT SAY
(in) evidence-in-chief	...	(on) direct
At the end of evidence-in-chief *"I have no further questions."*	...	*"your witness"*
(in) cross-examination	...	(on) cross
At the end of cross-examination *"I have no further questions."*	...	*"your witness"*
Evidence	...	Testimony
(in the) witness box	...	(on the) stand
"What is your name and address?"	...	*"State your name and address for the record"*
"That is the case for the prosecution." (or *defence)*	...	*"The State (*or *Defence) rests"*
"I tender (a plan or *a document)"*	...	*"I seek to tender"*
"I submit"	...	*"I believe"* or *"I think"*
"I" (if you are appearing alone)	...	*"We"* (unless you are one of two counsel)

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ADVOCACY AND THE AUSTRALIAN ADVOCACY INSTITUTE

THE CRUCIAL ROLE OF THE ADVOCATE

In the adversary system, the parties are responsible for the conduct of the litigation, subject to the court's procedural rules and case management.

The independent judge or jury has no investigative role and no position on the merits of the case until the evidence and submissions are presented by the parties.

The court's role is to decide the case on what it finds to be the facts established by the evidence and the legal consequences which flow from such facts. Ultimately, after evaluating the evidence and argument, the court makes its decision by asking the question, whether or not the party making the allegation or claim has proved their case to the required standard.

The system depends on each party presenting its best case on the understanding that "truth is best discovered by powerful statements on both sides of the question".

The advocates' role is crucial because they decide how to conduct their case, what evidence to present and what arguments to put. Their role is not to judge but to present and argue consistently with their clients' instructions, their ethical obligations and in their clients' best interests.

In the adversary system, where in contested cases there are often different versions of events, each side contends for its version of the true facts upon which the decision should be based.

The advocates' responsibility is to deal with the facts and submissions skilfully and ethically to persuade the court to accept the version of events and legal consequences which best suit their clients' cases.

ADVOCACY TRAINING

For centuries there was a wide-spread belief that advocacy could not be taught. Lawyers who wanted to practice as advocates relied on observation, trial and error, and experience to learn their art. All this was often done at the expense of the client and without any defined standards or assessment of even minimal competence in advocacy.

This was not a professional approach. Advocacy is a specialised activity for lawyers which requires developed disciplines and skills. A competent advocate must be more than someone performing "to the best of their skill and ability". A minimum standard of competence should be required.

The Australian Advocacy Institute (AAI) was established by the Law Council of Australia in 1991 in response to the ever-growing demand by the Australian legal profession for advocacy training. The AAI is now an independent, not-for-profit body that conducts Advocacy Training Workshops across Australia and in the UK, The Hague, Hong Kong, Papua New Guinea, Singapore and Malaysia.

The AAI training method is based on the combination of concepts and practical skills. Its application is comparable to 'coaching' rather than lecturing and is the accepted training method worldwide.

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THE AAI TRAINING PHILOSOPHY

The aims of the Institute are to:

- improve the standards of advocacy skills
- provide a forum in which ideas and experience in advocacy training can be shared and developed
- design and develop methods and materials for training lawyers in advocacy.

The AAI training philosophy is based on the following principles:

1. Competent advocacy is essential to serve the best interests of clients, the interests of the community, and the interest of justice.

2. Advocacy is characterised as the art of persuasion. All advocates must have the basic understanding of good advocacy and the ability to perform the essential advocacy skills.

3. The practice must be in accordance with professional ethics and etiquette.

4. Advocacy consists of identifiable disciplines, skills and techniques which can be taught, learned and developed.

5. Effective court room communication skills are essential to advocacy.

6. Advocacy skills are best taught and learned by the workshop method of training, demonstration, performance and review.

7. The focus of training is on methods of preparation, analysis and performance, enabling advocates to develop individual style and approach, free of fundamental error.
   The aim is to help pupils to improve, rather than find faults in their performance.

8. The disciplines, skills and techniques taught are generic and cross jurisdictional.

9. Experience alone does not ensure competence. The AAI approach to preparation, analysis and performance helps advocates to learn from their experience and develop their skills.

10. The emphasis in training is on:

    - complete familiarity with factual and legal materials
    - a method of analysis of those materials to produce a consistent case theory
    - a method of preparation for the performance of specific advocacy tasks
    - development of skills in:
        i. legal argument
        ii. opening and closing addresses
        iii. evidence-in-chief and re-examination
        iv. cross-examination
        v. written advocacy
        vi. communication skills.

11. The AAI trainers are experienced and competent advocates, trained in the skills method of teaching by the AAI in accordance with its philosophy.

12. The AAI is committed to the pursuit of excellence in advocacy by:

    - encouraging advocates at all levels to continue learning and developing their skills
    - equipping advocates to analyse their work and critically assess their performance
    - identifying and training members of the profession as potential trainers.

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EDUCATION, TRAINING AND RESEARCH BY THE AAI

The work of the Institute includes:

- Researching and developing advocacy techniques and advocacy training methods.
- Developing workshop materials.
- Providing advocacy skills workshops open to all lawyers who have a right of audience in courts and tribunals.
- Designing and conducting in-house workshops for law firms and Commonwealth and State government departments including Offices of the Director of Public Prosecutions, Government Solicitor, State Bar Associations, Law Societies and Legal Aid Services.
- Conducting advanced and specialised workshops in appellate advocacy, expert evidence, advanced cross-examination techniques, questioning of vulnerable witnesses and jury advocacy.
- Providing trainer training workshops for Australian, English, Scottish, Hong Kong, Malaysian, Singaporean and South African advocacy trainers according to the AAI method.
- Collaboration and instruction in advocacy training with the English Inns of Court College of Advocacy (ICCA) and the Scottish, Singaporean, Hong Kong, Malaysian, Papua New Guinean and South African professions.
- Structuring and providing workshops in conjunction with Monash, Melbourne and Bond Universities, ANU, The College of Law, University of Hong Kong and the Leo Cussen Institute.
- Training of war crimes prosecutors in The Hague and Tanzania.
- Supporting undergraduate and post graduate courses at universities.
- Supporting and training at the bar readers courses in Australia.
- Presenting seminars and demonstration sessions at national and international conferences.
- Conducting international conferences on advocacy and advocacy training.

The AAI's work would not be possible but for the contributions of the AAI board members and trainers whose ideas and teaching have enabled the philosophy of the Institute and the teaching of advocacy to develop.

ADVOCACY READING GUIDE

- **AAI Advocacy Manual** – 3rd Edition *The Complete Guide to Persuasive Advocacy*
  Australian Advocacy Institute - George Hampel AM QC, The Hon Justice Ann Ainslie-Wallace, Elizabeth Brimer, Randall Kune
- **Hampel on Advocacy** *A practical guide to basics.*
  Max Perry - Leo Cussen Institute
- **Hampel on Ethics & Etiquette for Advocates**
  George Hampel QC, Elizabeth Brimer - Leo Cussen Institute
- **An Introduction to Advocacy**
  Lee Stuesser - Law Book Company
- **Fundamentals of Trial Techniques**
  Mauet & McCrimmon

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The ZOOM Online Platform and a guide to connecting online

There are multiple ways to join a Zoom meeting. You can join a meeting through an email link, through a link in a Word or pdf document, from a web browser, or from the Zoom desktop and mobile application.

1. How to join a meeting on the Zoom desktop or mobile app.

If you are not already a Zoom user and wish to download the free Zoom program beforehand, visit www.zoom.us. You do not have to be a registered member of Zoom to use this platform.

1. Open the Zoom desktop app.
2. Join a meeting using one of these methods:
   - If you want to join a meeting without signing in, click **Join a Meeting**.
   - If you want to join a meeting by signing in first:
     1. Sign in to the desktop app.
     2. Click the **Home** tab.
     3. Click **Join** .
     4. Enter the meeting ID provided by AAI and your display name.
   - Change your name if you don't want your default name to appear.
   - If you're not signed in, enter a display name.
3. Select if you would like to connect audio and/or video.
4. Click **Join**.

2. Join a meeting from a browser and launch the Zoom app.

1. Open your web browser.
2. Go to join.zoom.us.
3. Enter the Meeting ID provided by the AAI.
4. Click **Join**.
   - If this is your first time joining from Google Chrome, you will be asked to open the Zoom desktop app to join the meeting.
     - (Optional) Select the **Always open these types of links in the associated app** check box to skip this step in the future.
     - In the pop-up window, click **Open Zoom Meetings** (PC) or **Open zoom.us** (Mac).

3. How to join a meeting WITHOUT a Zoom account, downloading or using the Zoom app.

Join a meeting from a web browser without downloading any plugins or software.

1. Locate the meeting invite link provided by AAI.
2. Click 'join link' to join the meeting.
   On your web browser, a pop-up window will prompt you to open or download the application.
3. In the pop-up window, click **Cancel**.
4. At the bottom of the page, click '**join from your browser**'
   You will be directed to a new page.
5. Click **Allow** to allow Zoom permission for your microphone and camera.

Continued over ...

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6. Sign in with your name to join the meeting.
7. (Optional) Select the **Remember my name for future meetings** check box.
8. Click **Join**.

Test your technology

Test your technology and layout ahead of time (viewing, speaking and hearing). You can also join a test meeting to familiarise yourself with using Zoom.

To help participants check their technology is working correctly, the workshop will open 30 minutes before the start-time. This will ensure everything runs smoothly during the workshop. You will be in the in the general session room until the workshop starts at the scheduled time.

If you lose connection during the session

An AAI Coordinator will be monitoring the workshop constantly. If for any reason you drop-out of the workshop, re-join with the original meeting ID and password and the AAI Coordinator will readmit you to the session.

If you do not get a response, please text to 0418 473 303.

A short guide to on-line etiquette

- To avoid any issues with latency such as screen freezing and poor audio quality, ensure your device has a suitable internet connection. This cannot be overstated – remember, you cannot communicate if you cannot be heard or seen.
- Be mindful that sensitive microphones will pick up sounds of keyboard tapping, paper shuffling, sneezing and coughing.
- Mute the microphone when not speaking to avoid distracting other participants.
- Reduce environmental (background) noises – close windows and doors and mute your phone.
- For best results, consider investing in a headset with a microphone instead of the inbuilt microphone and speakers in your device (this will help reduce background noise and unnecessary feedback).
- It is not necessary to shout; however, speaking softly and mumbling should also be avoided – speak in your normal voice.
- DO NOT TALK OVER OR INTERRUPT WHEN ANOTHER PARTICIPANT IS SPEAKING.
- Instead, use the "raise your hand" feature when you want to speak. This will avoid participants speaking over one another and the need to repeat questions.
- Position your camera so it sits at eye level and in a way that feels natural and allows you to look directly at the camera when speaking.
- If you are using a laptop, simply place a couple of books underneath so it is raised to eye level ... your presence and eye-contact will be improved enormously.
- Adjust the lighting - close your blinds to reduce glare (particularly if they are behind you) and doors to reduce noise.
- Ensure you have a clean, neutral background – consider applying one of the offered virtual backgrounds.

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