

**Can I attend without registering?**

No, registration is required for anyone wanting to attend the online event. An individual link will be emailed upon completion of the registration form. You cannot share this link.

**I need help registering**

If you need assistance with registering your attendance, we're here to help:

Call/text: Paige: 0499 599 141 OR Belinda: 0429 999 217

Email: [community@melair.com.au](mailto:community@melair.com.au)

**What do I need to know before registering?**

- We will be using Microsoft Teams. You can join the event even if you do not have a Microsoft Teams account – you can view the [TEAMS How to access the online event](#) document
- You will need to mute your microphone during the event to eliminate background noise, however you will be visible via your camera unless you manually turn it off.
- You will be able to see everyone online who has opted to have their camera on, whether they are an attendee, Melbourne Airport employee, or presenter.
- There is a chat function available to use throughout the event. Please remember that all questions and comments submitted here, will be visible to everyone in the event.
- We will be recording the entire event and uploading it along with the slide presentation to the Health & Social page. It will be available to access by 5pm, Friday 27 November.
- A document including all Q&As relating to this event will be uploaded to the Health & Social page by 5pm, Wednesday 2 December.
- You will be required to read and agree to the [rules of entry](#) of the event when registering.
- You will need to register your attendance to gain access to the event, via the **Register for event** tab at the bottom of the page.

**How do I join the online event on the day?**

- For the best viewing experience, we recommend you use a desktop device and Google Chrome or Microsoft Edge as your browser.
- Use the link that was emailed to your nominated email address after registering online. If you need help accessing the event you can find Microsoft Teams support [here](#) or view the document on this page [TEAMS How to access the online event.](#)