A COMPLETE GUIDE TO VIRTUAL CONFERENCE
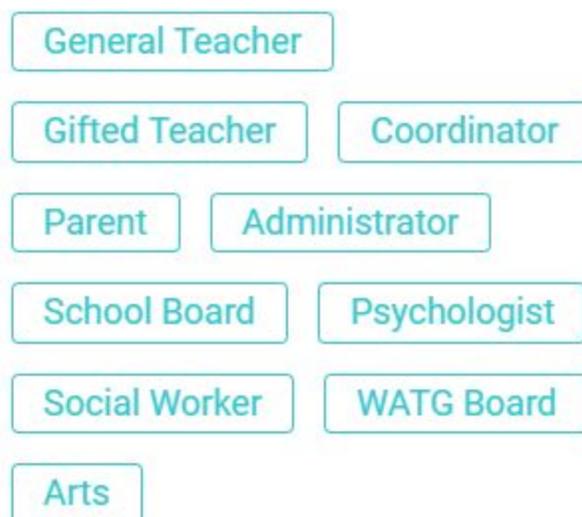

GETTING STARTED

JOINING

Your first step is to join the conference platform by clicking on Register! You may join the platform directly, or you may receive an email from the conference organizers inviting you to join the platform. If you do not see an email in your inbox, be sure to check your spam folder.

SIGNING UP

Once you have clicked "**Create Your Account**" from your email, the platform will open. Create a username and password. These will be your login credentials for your personal profile on the platform. You will then have to confirm your email in order to continue. Both the username and password are case sensitive.

After you have created your login credentials, you will need to update your profile and fill out the required fields. The tags selected during profile set up is how other participants will identify you on the platform. Tags available:

General Teacher

Gifted Teacher   Coordinator

Parent   Administrator

School Board   Psychologist

Social Worker   WATG Board

Arts

UPDATING YOUR PROFILE

After you have created your login credentials, you will need to update your profile and fill out the required fields. The tags selected during profile set up is how other participants will identify you on the platform.

NAVIGATING THE HOME PAGE

Once your profile is created, it's time to learn how to navigate the platform. The homepage will consist of important information about the event, feature tracks, resources, partners/sponsors, and much more. Be sure to scroll through the homepage to get you prepared, answer any FAQs, and get you pumped for the event!

Agenda   Talks   Networking   Resources   Speakers

The picture above highlights the navigation bar for the platform. This is where you will be able to explore the specific features of the event/conference. Toggle between each tab as you please, and be sure to take advantage of all the features the platform has to offer.

Additionally, you will see the letter of your name appear in a circle in the right-hand corner. This is where you will access your personal profile. You can change information, add a photo, change your password, etc.

The resources section on the home page can be a great place to find key information that you will need for the event. This may include information about WATG, important docs, how-to guides, etc. It is always important to check the resources section before asking Q&A questions since it may have already been outlined here.

The next two sections of the home page layout featured talks. These are the big talks for the event that you will not want to miss. Below the featured talks is a list of speakers. This includes only a few speakers for the event.

Finally, you will see a list of the sponsors for the event and how to get in contact with the event organizers. If you ever need to reach out to the event organizers, simply send an email to watg@watg.org. They will do their best to answer your questions or concerns.

THE CHAT FUNCTION
1:1 CHAT FUNCTION

By clicking on the sidebar labeled "**chat**" you have the ability to search and connect with mentors, speakers, and participants. This is a great way to ask questions and engage in conversation with others during your virtual conference experience. Please remember to be respectful and courteous of others while using the chat function. The admin does have the ability to monitor chats.

GROUP CHAT FUNCTION

Besides connecting 1:1, you have the ability to engage in group discussions too. Once you have created a 1:1 chat you can invite additional people by simply clicking the "**person**" icon with the "**+**" symbol in the top right-hand corner of the chat and searching their name in the search bar. Once their account appears, select the "**circle**" to the right of the name. Then click "**Add [#] person to the chat**" to create a new group chat. Repeat this step if you have more than one person you would like to add.

Q&A THREAD

In the navigation in the top right corner of the platform, you will find a "**Q&A**" tab. This section allows attendees, speakers, and mentors to engage in a forum style Q&A before, during, and after the event. To get started, click "ask a question". You will then write your question and attach optional files. Make sure to select the panel you are directing the question to. Once submitted, the speakers and/or mentors that are assigned to that panel will receive an email notifying them that someone has asked a question on the platform. You are also able to send questions to a specific person.

TALKS

On the day of the conference, you will click the "**Talks**" tab in the navigation bar. This will show you info about each track, name of the talk, talk time, and speaker info. You can even select your favorites by selecting the "star" icon in the right-hand corner of the talk description. To attend a talk, you will simply click on the "go to this conference room" to join.

WATCHING TALKS

During the talk, you will be able to engage in the session using the chat function. Please abide by the code of conduct, and be respectful of the speakers and other attendees.

ACCESSING THE REPLAYS

Missed the talk or want a refresher? No worries! Talks are available for replay for up to 60 days after the conference ends. Click on the talk you wish to watch and the recorded session will appear. Click the "play" icon and enjoy the recording as many times as you would like.

VIEWING THE AGENDA

To help you organize scheduled talks, access talk links, save your favorite talks, and access speaker information, you can click on the "Agenda" tab on the left-hand side.

The agenda can be accessed at the top of the platform page labeled "**Agenda**". See a talk you are interested in watching? Click the star with the circle around it to add it to your favorites. The star appears on the top right corner of every conference session. Scroll through and toggle between all the conference tracks and sessions.

Sessions can vary in time. Some sessions are only 30 minutes, while others are 60-90 minutes. This includes the time that speakers take to answer questions at the end. Most speakers will usually leave the last 5 or so minutes for questions. Depending on the amount of time it will take to answer some questions, they typically will answer up to about 3-5.

NAVIGATING TRACKS WHEN THERE ARE MORE THAN 3

TRACKS <	ALL	CREATIVITY/STRATEGIES	CURRICULUM AND INSTRUCTI…	EQUITY	>

Once you open the agenda tab be sure to use the arrow buttons on the far right to navigate to all the tracks. The agenda will only display 3 tracks at a time so to see the additional tracks, click the arrow that points to the right-hand side of the screen. Each track represents a different topic; the title of the topic will appear in the white boxes at the top of the page under the date of the conference. In addition to the tracks, you will also need to make sure you select the correct day of the event.

FREQUENTLY ASKED QUESTIONS:

1. Which browser should I use?

For optimal user experience, use Google Chrome. We also support Firefox. Other navigators such as Safari and IE do not guarantee a good user experience, and some features may not work either.

2. Can we video chat as a group on the platform?

No, unfortunately, the platform does not have the capability to group video chat at this time.

3. I lost my password, what should I do?

If you have lost your password, you can click the forgot password on the sign-in page. You will receive an email to reset your password.

4. I can't log in. I am certain I have the correct password and username. What am I doing wrong?

The sign-in feature is case sensitive for both the username and password; make sure you have the correct letters capitalized or not.

5. Is the time on the platform local?

Yes, the platform displays the time of the events in your local time zone!

6. I found a bug in the platform, who do I tell?

We love bug reports, as they help us to strengthen the platform. If you have any technical problem, you can either check with the admin or fill in the bug report here http://bit.ly/ideation-bug-report

7. How does conference work?

Conferences are webinars lasting from 15 to 90 minutes. Only the speaker can be heard; the audience interacts with the speaker via the chat. The speaker can alternate between the webcam, presentation, and screencast. The recording starts at the time of the conference and the replay is published on the platform a few hours later.

8. I cannot get the conference page to load!

First, ensure you're using the most up-to-date version of Chrome or Firefox and have a decent internet connection. If you are using a proxy or internal network, it may also be responsible; try with a regular connection. One last move is to restart your browser or even your computer. If it is still not working, please report the bug to the admin or fill out the bug report: bit.ly/ideation-bug-report

9. I am getting a "problem with your connection" incessant popup even if my connection works. What should I do?

This problem usually appears when AdBlock or a similar intrusive extension is activated (or the connection is bad). Please deactivate the extension and refresh the page or change the browser. If it is still appearing, please fill in the bug report: bit.ly/ideation-bug-report