

# ATTENDEE'S GUIDE TO THE *VIRTUAL* WCET ANNUAL MEETING

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*Welcome to the 2020 Virtual WCET Annual Meeting!*

We are thrilled to welcome you to our virtual Seminar Series, and we can't wait to host this year's Annual Meeting through our virtual event platform. We have created this guide to help you navigate the platform and its features.

This guide will review:

1. Helpful Tips,
  - [Computer and browser information](#),
  - [Accessibility information](#),
  - [Attendee questions or technical issues](#),
2. [Virtual Event Spaces](#),
  - [Lobby](#),
  - [Sessions](#),
  - [Exhibit Hall](#),
  - [Work Groups](#),
  - [Networking and Chat](#),
  - [Updating account preferences](#),
  - [Notifications](#).
3. [Virtual Annual Meeting Programs and Features](#).

## Helpful Tips

### Computer and Browser Information

- For the optimal virtual event experience, we recommend attending via your computer web browser using Chrome or Firefox, be sure they are updated to the most current version.
- For a smoother experience within the platform, we suggest you enable pop-ups on your browser.

### Accessibility

Live captioning is available for all general sessions and is provided by our sponsor, VITAC. If you need live captioning during breakout sessions, please [contact us](#) as soon as possible.

### Attendee Questions

If you have any questions this guide doesn't answer or run into technical issues, reach out to us at [wcetinfo@wiche.edu](mailto:wcetinfo@wiche.edu) or 866.808.4236.

## Navigating the Virtual Event Platform

This year's Annual Meeting will be held in PheedLoop, our virtual event platform.

The platform is made up of several virtual areas that participants will use to attend sessions, access resources, and network.



Navigate to the different virtual spaces and features using the menu on the left-hand side.

## Lobby

The virtual lobby will greet you each time you log in or refresh your browser. Here, you can see the social media feed, welcome video, and any posted announcements. Type a quick greeting to your fellow attendees using the lobby chat!

## Sessions

The sessions area will host most of the Annual Meeting sessions and activities.

*Specific information for different session formats:*

- **General and Breakout Sessions:**
  - When it is time for a session to start, navigate to the session in the schedule. The live video stream will be embedded in the session. Recordings will be posted by the end of each day for asynchronous viewers.
  - Should you have difficulties with the virtual event platform, use the Zoom link provided to view the session outside the virtual event platform.
  - General sessions will use the Zoom webinar Q&A feature. Breakout sessions will use the session chat feature for Q&A.
  - We appreciate your feedback! To prove it, we've hidden gamification codes within the feedback form for each session. This will automatically display on each session after a set amount of time, or you can provide your feedback using the EventBuddy app.
- **Post to Discussion:** We have several sessions set up as discussion areas using Padlet boards. We encourage you to set up a Padlet account so your name shows on your posts, but anonymous posts are also welcome. Padlet boards are embedded in the session so you do not need to leave the virtual event platform to comment, although you can expand it into a new window if you wish to do so. Discussion board topics include:
  - *Crowdsourcing topics for work groups and small group discussions held on Day 4 of each Seminar.* We encourage you to post your ideas and like topics you find most relevant. Work groups will form later in the Seminar; see the [Work Groups section](#) for more details.
  - *Daily reflections and follow up questions.* Share your thoughts about the day's sessions with our community. We encourage you to post daily to keep the conversation robust and interactive.
- **Open Forum:** Facilitated small group discussions will be hosted in Zoom breakout rooms. Instead of viewing video in the virtual event platform, click the Zoom link in the session description. It will open a new browser tab and we will put you in a breakout room once you join.
- **Networking Activities:** Networking activities will be hosted in Zoom breakout rooms. Instead of viewing video in the virtual event platform, click the Zoom link in the session description. It will open a new browser tab and we will put you in a breakout room once you join.
- **Exhibit Hall:** This is part of the session calendar but will take place in our virtual Exhibit Hall. Navigate to the Exhibit Hall using the virtual platform menu and connect with our amazing sponsors and corporate member exhibitors. Visit each booth for their unique gamification code, worth 25 points per exhibitor!
- **Work Groups:** This is part of the session calendar but will take place in the Work Groups area. Navigate to the Work Groups feature in the menu and sign up for a group. More details are shared in the [Work Groups section](#).



## Schedule and Schedule Features

The event schedule is housed under the Sessions area on the left-hand menu.

*To search for topics or speakers*

1. Access the Sessions area.
2. Click the filter button near the top of the page. This will allow you to narrow the list by track, session format, dates, or speaker. Some sessions are designated for WCET members and can only be viewed by members and staff.

*Add a session to your personal schedule*

1. Click the small grey plus + sign to the left of the session title.
2. Access your personal schedule by clicking the filter button.

*View sessions/hide schedule view*

Use the “Hide All” button option to hide the schedule view and return to the main sessions area.

To bring back the schedule view, click the “Show All” button.

## Exhibit Hall

The Exhibit Hall hosts virtual booths for sponsors and corporate members. Stop by to chat with them – exhibitors will be giving out gamification codes!

Please be aware that contact information will be collected upon entering virtual exhibitor booths and will be available to exhibitors.

## Work Groups

Work groups will form cohorts based on topics and collaborate on developing timely resources for the community. Attendees will meet their groups in the Work Groups section of the virtual meeting platform.

*Selecting topics for Work Groups*

We will crowdsource work group topics on Days 1 and 2 of the Seminar. Attendees are encouraged to add their ideas for topics and outputs (i.e. YouTube video, webcast, resource guides, etc.) and vote on ideas from others. Voting will be closed at 5:00 MT on Day 2 of the Seminar and final work group topics will be identified.

*Signing up for a Work Group*

We will add a designated work group area for each topic in the Work Groups section of the virtual meeting platform.

On Day 3 of the Seminar, pick a topic and enter the work group area. Using the embedded Google form, sign up and introduce yourself to your group; the number of responses will be capped, so if a group is full please choose another!

*Guidelines for Work Groups*

Each group will have an identified group leader who will facilitate the group in producing their final output.

Group members are encouraged to participate synchronously and asynchronously; there are reserved times on the Seminar schedule to support synchronous work.



Each work group has a dedicated Padlet board embedded in their work area to facilitate collaboration. You will also have access to the work area chat. Feel free to use Zoom or other group conferencing tools to support your work; if you need WCET to set something up for you, please [contact us](#).

The outcome of your collaboration will be shared with WCET Annual Meeting attendees at a later date.

If you'd like to volunteer to be a group leader, email [knawrocki@wiche.edu](mailto:knawrocki@wiche.edu).

## Networking and Chat

Each space in the virtual event platform has its own public chat: the lobby, sessions, the exhibit hall, and work groups. You can see who is present in the room with you by toggling to the person icon at the top of the chat section.

To send a private chat to other attendees, click their name in the room presence or navigate to the networking tab in the menu and select their name. Once they accept your networking request you will have the option to start a 1:1 private video call. Your private chats are saved under the “chats” section in networking.

Please note: you will receive a notification when someone sends you a private chat message, but you can't reply from the notifications – you will need to navigate to the networking area to respond.

## Account

Here, you can update your personal details, add a brief bio and profile photo (square format recommended!), and modify your notification settings. You can also update your networking privacy settings if you choose; if you opted out of the attendee directory during registration, your profile will not be visible in the networking area.

## Notifications

When you first log on to the virtual event platform, you will be prompted to enable notifications. Enabling pop-up notifications will alert you to WCET announcements related to Annual Meeting sessions and new chats from other attendees through your browser.

If you choose not to enable notifications, you can still view notifications by clicking the bell in the top right corner of the platform. You can also modify this in your account settings.

Please note: in order to reply to private chat messages, you need to use the Networking menu item. You will receive a notification (either from the browser or using the notification bell icon) but you cannot reply from the notification message.

## Annual Meeting Programs and Features

### Participate and Win! - Gamification

Join us for a fun scavenger hunt – codes may be hidden in session feedback forms, descriptions, or chat. Exhibitors may provide their code as part of a live demo, and we may include extra codes in our daily announcements. Enter the codes you find into the Gamification tab on the left-hand menu in the virtual event platform. For example, since you read these instructions you can enter code WCETINTRO for 100 points!

You can also earn up to 125 points by posting in the event feed on the EventBuddy app.



Where to Find Codes	Number of Points
General sessions	100 per session
Breakout sessions	100 per session
Networking activities	100 per activity
Open forum discussions	100 per session
Visit exhibitors	25 per booth

Attendees who earn at least 2,500 points will be entered into a raffle for a prize! Points will reset for the second Seminar.

## Event App

For the optimal virtual event experience, we recommend attending via your computer web browser using Chrome or Firefox. The mobile event app is also available for your use but does not offer all features. It is not essential to use the app to participate in the Annual Meeting, but there are portions of the scavenger hunt that take place in the app.

Download the EventBuddy by PheedLoop app, search for wcetannual2020, and log in with your virtual event platform credentials. The app is available in Android or iOS.

### *Feature Availability App and Browser*

*Available on both the web browser and mobile app:*

- Attendee directory.
- Sponsor and exhibitor directories.
- Annual Meeting announcements.
- Gamification (text codes you earn can only be entered on the virtual platform).
- Session feedback varies between the two.
- Account management.

*Available on the web browser only:*

- Annual Meeting schedule. This is available in the app but works best on the full platform.
- Sessions, including live/recorded video and chat. The app currently has a “stream” option listed but it is not functional; the PheedLoop team is working to remove this.
- Exhibit Hall. Exhibitors display in the app, but you can’t visit their booth.
- Work Groups.
- Networking chat and 1:1 video.
- Daily discussion boards. While this displays on the schedule in the app, the embedded discussion board is only available on the desktop platform.

*Available on the mobile app only:*

- Event feed. We will use this as the WCET watercooler – post your pics and musings here!

## Additional Information

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