

Attendee's Guide to the *VIRTUAL* WCET Annual Meeting



Welcome to the WCET 33rd Annual Meeting!

We have created this guide to help you navigate our [PheedLoop virtual meeting 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](#),
 - [Speakers](#),
 - [Networking and Chat](#),
 - [Updating account preferences](#),
 - [Notifications](#).


Helpful Tips

Computer and Browser Information

- For the optimal virtual event experience, we recommend attending via your computer web browser using Chrome or Firefox and 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

We will be using Zoom transcript for closed captioning during live sessions. PheedLoop has

accessibility adjustments built into the platform; click the  icon at the top right once you log in. If you need to use these features, we recommend taking some time before the sessions start so you are not rushed to set it up properly.

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.

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. 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

Features and Session Formats

- When it is time for a session to start, navigate to the session in the schedule. You can use the “live now” filter to jump to sessions. The live video stream will be embedded in the session room. Recordings will be posted as soon as possible for asynchronous viewers. Asynchronous viewing is available through the end of December 2021.
- Should you have difficulties with streaming in PheedLoop, use the link provided to view the session in Zoom.
- Audience engagement for session formats:
 - *General Sessions* will use the Zoom Webinar Q&A feature. Attendees are invited to comment in the session chat as well.
 - *Breakout Presentations and Lightning Talks* will use the Zoom Meeting chat feature for Q&A as well as comments. Attendees are invited to comment in the session chat as well.
 - *Roundtable Discussions* are intended to be engaging, and attendees are invited to share their thoughts via Zoom and session chats. Some discussions will use Zoom breakout rooms where attendees will be invited to share their thoughts via audio/video; if you have difficulty sharing your audio/video in PheedLoop, we suggest using the link provided to join Zoom directly.
 - *Networking Events* will encourage attendees to share their audio/video. If you have difficulty sharing your audio/video in PheedLoop, we suggest using the link provided to join Zoom directly. Attendee comments in the Zoom and session chats are also welcome.

Asynchronous viewers are invited to post questions and comments in the session chat; we will do our best to have your questions answered by speakers or post a response for you.

- Speakers appreciate your feedback! Feedback forms automatically pop up on each session after a set amount of time.

Schedule and Schedule Features

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

The schedule has multiple options to help you find the session you want:

- Search for a session or speaker,
- Use one of the many filters such as personal schedule, live now (to jump to active sessions), session format, date, or speaker, or
- Click the calendar icon to view it in different calendar layouts.



To 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.

You can use the “Hide All” button option to hide the schedule view and expand the live session or recorded video area. To bring back the schedule view, click the “Show All” button.

Speakers

The speakers area provides brief bios of our many amazing speakers and links to the session(s) they are presenting. If they have not opted out of the directory, you can send a chat to them from their bio page or by finding them in the networking area.

Networking and Chat

The lobby and each session room have their own public chat. 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. Active DMs can be accessed in the “private chat” window at the bottom of the screen.

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, but you can turn this on in settings.

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.

Additional Information

If you have any questions this guide doesn't answer or run into technical issues, reach out to us at wcetinfo@wiche.edu.

