



AAC&U Virtual Annual Meeting

January 20-23, 2021

ATTENDEE GUIDE

Welcome to the 2021 AAC&U Virtual Annual Meeting! We hope this guide is useful as you familiarize yourself with the virtual platform and build your personal schedule.

BEFORE THE ANNUAL MEETING

All registrants will receive their personalized access key with a link to the virtual platform via email from am@aacu.org. The personalized access key is all you will need to attend the virtual conference. If you register in advance but do not receive the email by January 18 please check your spam folder and then contact support@aacu.org.

Logging in with your Access Key

1. When you receive the email with your personalized link to the platform click “Log in to your account now” and your access key will pre-populate in the login page of the virtual conference website.
2. Click “Login”
3. The first time you log in you will be required to sign the privacy notice and have the option to complete the following:
 - a. Profile
 - b. Upload Your Photo (optional)
 - c. Networking
 - i. Note that only your photo, name, title, institution, city, and state will be shared if you opt in to share your profile with other attendees

- ii. If you opt to share your profile with other attendees, you will have access to the chat function within the Virtual Annual Meeting website on the attendee page
4. Before the conference begins you are encouraged to log into the virtual conference site and favorite the sessions that you would like to attend. Those sessions will appear in “My Schedule” on the left-side navigation.

You may preview the virtual [conference website](#) without logging in but you **must be logged in to attend any sessions.**

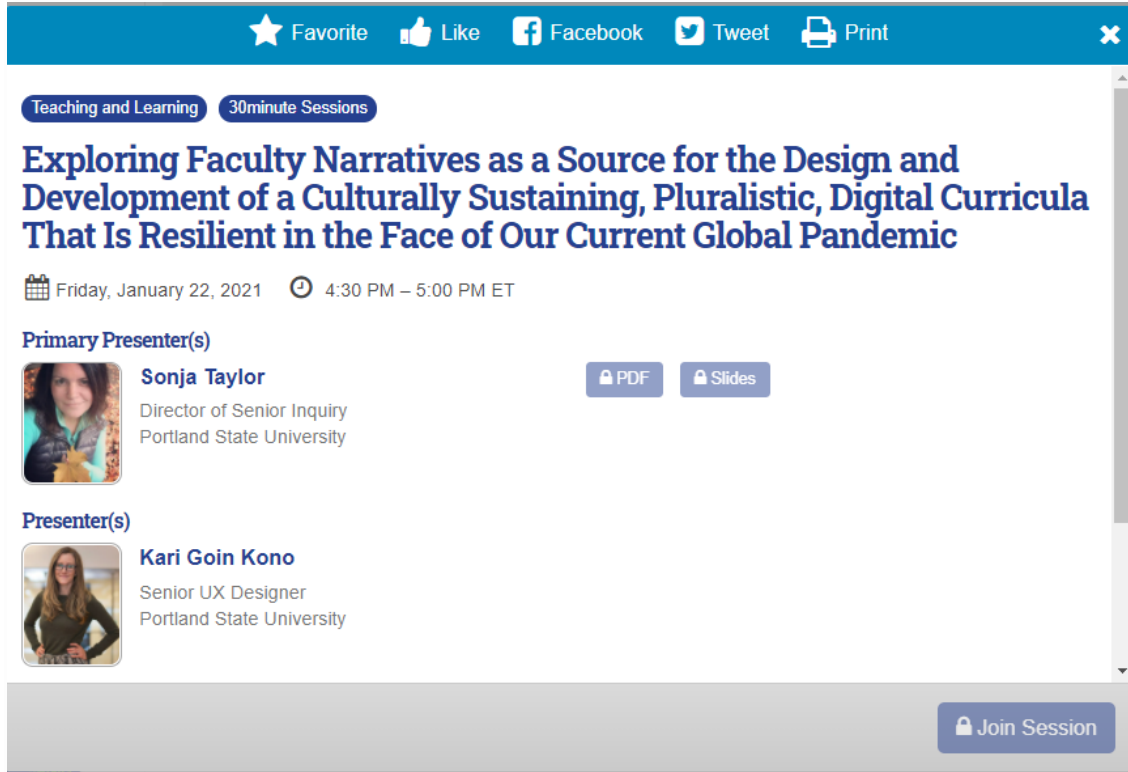
ATTENDING SESSIONS

Technical requirements and General Tips

- Please use Google Chrome or Mozilla Firefox as browsers for the best experience and make sure you the current version.
- Most sessions will be conducted in Zoom. We suggest that all attendees download the latest version (<https://zoom.us/support/download>.) With a couple of clicks, you should have the latest version of the zoom client installed.
- Sessions will be recorded (unless otherwise directed by the presenter) and available after the conference on the virtual conference website.
- If any issues arise on the website including during livestream, video chat, or prerecorded sessions, please utilize “Technical Support” in the footer of the Virtual meeting website.
- Contact support@aacu.org with any Zoom related questions
- Be mindful of meeting start/end times of your session.

To Join a Session

- Find the session that you would like to attend and click on it to see the session popup window.



The screenshot shows a session popup window with a blue header bar containing navigation icons: Favorite (star), Like (thumbs up), Facebook (f), Tweet (bird), and Print (printer). Below the header, there are two category tags: 'Teaching and Learning' and '30minute Sessions'. The main title of the session is 'Exploring Faculty Narratives as a Source for the Design and Development of a Culturally Sustaining, Pluralistic, Digital Curricula That Is Resilient in the Face of Our Current Global Pandemic'. Below the title, the date and time are listed: 'Friday, January 22, 2021' and '4:30 PM – 5:00 PM ET'. The 'Primary Presenter(s)' section features a profile picture of Sonja Taylor, Director of Senior Inquiry at Portland State University, with links for 'PDF' and 'Slides'. The 'Presenter(s)' section features a profile picture of Kari Goin Kono, Senior UX Designer at Portland State University. At the bottom right of the popup, there is a 'Join Session' button.

- If the presenter(s) have shared a handout or presentation slides they will be linked in the session popup on the day of the presentation and onward.
- The button to join the session will active 5 minutes before the session begins. Prior to that, you will not be able to access the session.
- If the session requires pre-registration it will be indicated in the session description on the popup.
- Please provide any session feedback by filling out the evaluation that will show in the session popup.

Session Formats

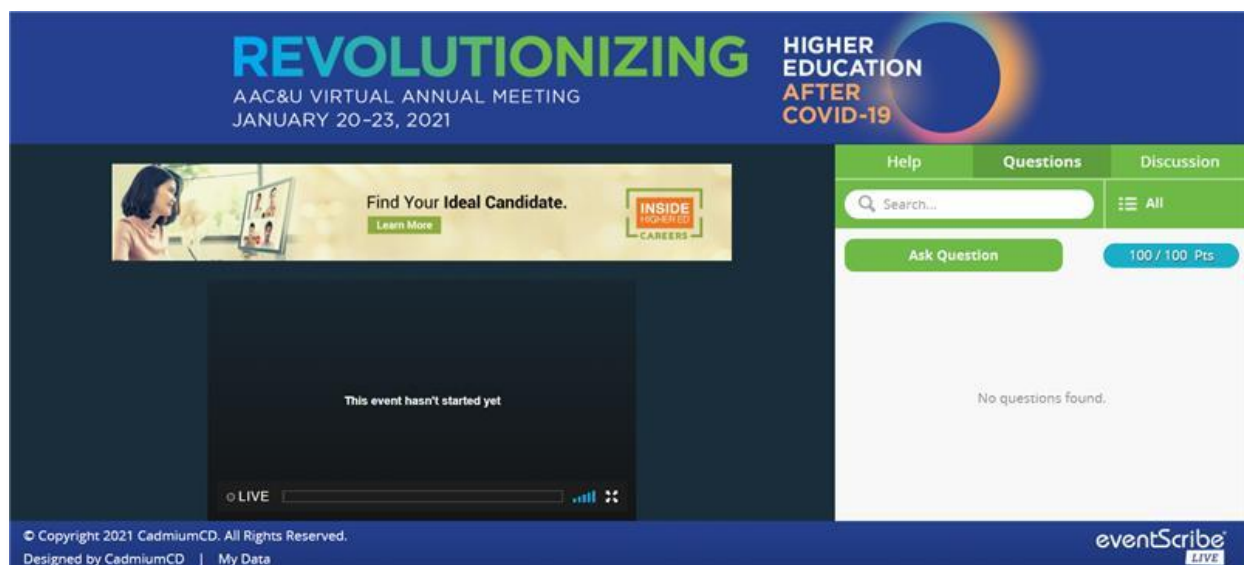
Zoom Meetings and Webinars

Most of the sessions will be conducted on Zoom

- In Zoom meetings you will be able to unmute your audio and video and use the chat function to interact with the presenter(s) and other attendees.
- In Zoom webinars you will be able to use the chat and Q&A function to interact with the presenter(s) and other attendees.
- There will be a tech producer in each session, please send them a chat if you are experiencing any technical difficulties.
- Waiting rooms are enabled for the sessions conducted in Zoom and the presenter(s) will let you in when they are ready to begin.

Livestream

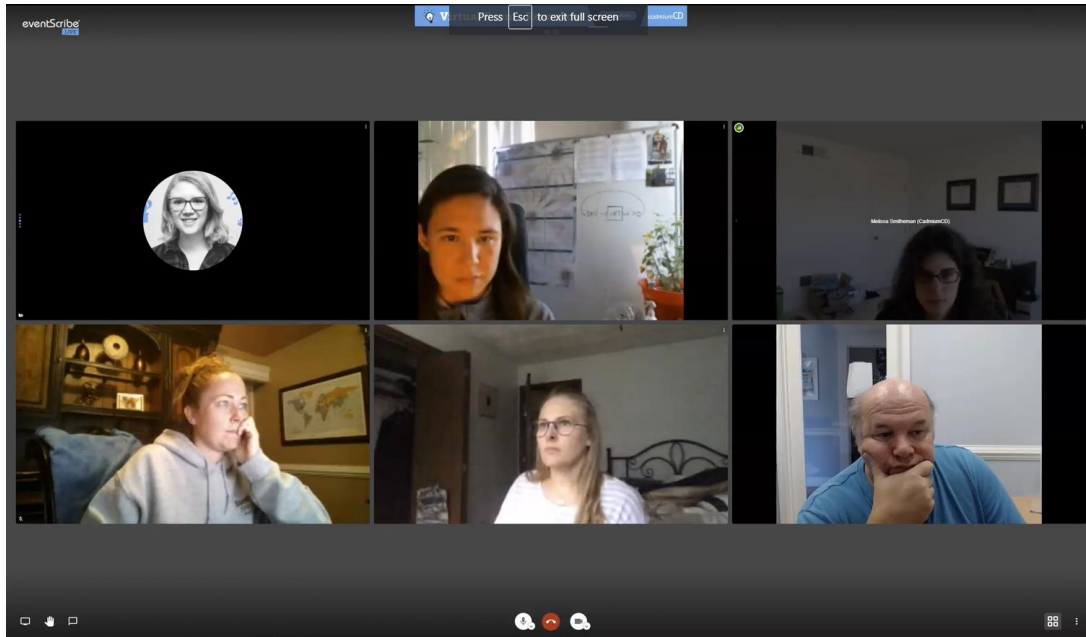
Livestream will be used for large sessions such as plenaries.



- Please use Google Chrome or Mozilla Firefox as browsers for the best experience.
- During Livestream sessions, you can interact with the presenter(s) and/or other attendees with the option to type in Questions and comments in the right side panel.

Video Chat

Morning Roundtables and Seminar Sessions will be on Video Chat.



- Please use Google Chrome or Mozilla Firefox as browsers for the best experience.
- Format is used to encourage attendee interaction
- Sessions are limited to 20-25 attendees.
- Attendees are encouraged to unmute audio and video.

Prerecorded Sessions

A few of the concurrent sessions have been prerecorded. You can view them at their designated session time and afterwards.

CONFERENCE APP

Please download the conference app to enhance your conference experience. With the app you can:

- Get push notifications with important conference updates
- Take notes during sessions
- Participate in the Scan & Win

- And more!

The app is available in the Apple [App Store](#) and the [Google Play Store](#).

Laptop users and other mobile device users:
Use your device camera to scan the QR code below.



<https://cdmcd.co/DYk6w3>

QUESTIONS?

Please contact us at suport@aacu.org with any questions.