



Virtual Conference on
General Education, Pedagogy, and Assessment (GEPA)
February 11–13, 2021

ATTENDEE GUIDE

Thank you for registering for the 2021 AAC&U GEPA Conference! This guide is designed to help you make the most of your conference experience.

BEFORE THE CONFERENCE

On February 5, all registrants will receive an email from conferences@aacu.org containing a personalized access key and a link to the conference platform.

We encourage you to log in the conference platform before the conference begins and to “favorite” the sessions that you would like to attend by clicking the star next to the session titles. Favorited sessions will appear in “My Schedule” on the left-side navigation.

[Click here](#) to preview the conference platform without logging in. (Please note that you must be logged in to attend sessions.)

Logging in to the conference platform

1. Open the email with your access key, click “Log in to your account now,” and your access key will auto-populate on the login page of the conference platform.
2. Click “Login.”
3. The first time you log in, you will be required to sign a privacy notice and complete your profile. You will also have the option to upload a photo.

Networking

If you opt to share your profile with other attendees, you will have access to the chat function on the attendee list page. Please note that if you opt to share your profile, only your photo, name, title, institution, city, and state will be shared with other attendees.

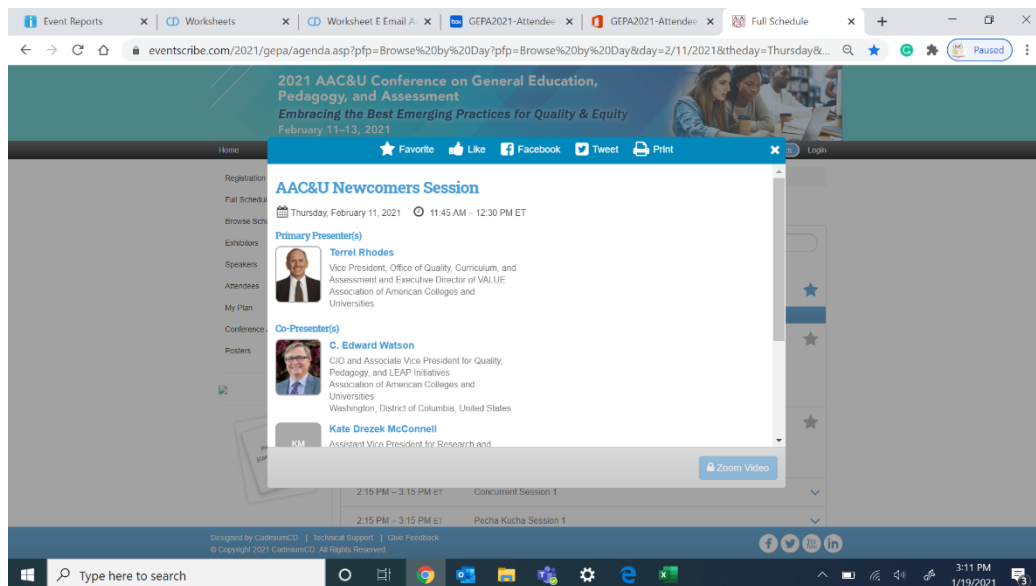
ATTENDING SESSIONS

Technical requirements and general tips

- For the best conference experience, use either the Google Chrome or the Mozilla Firefox web browsers.
- Because most sessions will be conducted on Zoom, we urge you to download the latest version of Zoom by visiting <https://zoom.us/support/download>.
- Unless otherwise directed by the presenter(s), all sessions will be recorded and made available for viewing on the platform after the conference ends. To access the recordings, use the same login credentials as for the live conference.
- If any technical issues arise during livestream and concurrent sessions, please use the “Technical Support” function in the footer of the conference platform. For Zoom-related questions, please contact us at support@aacu.org.
- Please be mindful of session start and end times, which are in Eastern time.

Joining a session

- Find the session you would like to attend, and click on the title to see the session pop-up window (as depicted below).



- Any handouts or presentation slides shared by the presenter(s) will be linked in the session pop-up window on the day of the presentation and will remain available after the session ends.
- The button to join a session will be inactive (greyed-out) until 5 minutes before the session begins.
- If the session requires special registration, that will be indicated in the session description in the pop-up window.
- To provide feedback on a session, simply complete the evaluation that will appear in the session pop-up window approximately 15-minutes before the session ends.

SESSION FORMATS

Zoom meetings and webinars

Most conference sessions will be conducted on Zoom.

- To interact with the presenter(s) and other attendees on Zoom, unmute your audio, enable video, and use the chat function.
- There will be a tech producer in each session; if you are experiencing technical difficulties, please send the tech producer a message in the chat box.
- Waiting rooms are enabled for all sessions conducted on Zoom, and the presenter(s) will admit you when they are ready to begin the session.

Livestream

Livestream will be used for the keynote address and for all plenary sessions. Question and a discussion board will be available so that you can interact with the presenter(s) and other attendees. Below is a image of the features available on Livestream sessions.



CONFERENCE APP

Please download the AAC&U Events app to enhance your conference experience. Through the app, you will receive push notifications with important conference updates. You can also use the app to take notes during sessions, add favorite sessions, enable notifications to get session reminders, and plan your agenda.

Download the app from the [App-Store](#) for iOS or [Google Play](#) for Android.

If you do not see the GEPA event within the “AAC&U Events” app, please try restarting your phone and/or uninstalling and reinstalling the app.

QUESTIONS?

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