Dear AAC&U Conference Participant:

The conference will commence with the AAC&U Newcomers Welcome session on **Thursday, October 8 from 11:45 a.m. until 12:30 p.m. ET.** The Welcome and Keynote Address will start promptly at 1:00 p.m. ET. Sessions will begin on **Thursday, October 8**, at 2:15 p.m. ET, and the virtual Poster Session will be held from 5:00-6:00 p.m. ET. Please be sure to make appropriate arrangements if you are attending from a different time zone. You can view the full preliminary program and schedule at a glance [here](#).

Login Credentials
You will receive your login credentials from our partners at The Forum on Education Abroad on Monday, October 5. Please email conference@forumea.org if you have not received this information by the next day. Don't forget to check your spam/junk folder.

**Navigating the vConference Online Platform**

On the day of the conference, you should go to the link sent to you on October 5 and click on "Enter Event" in the top righthand corner. Sometimes people have to scroll down once to show the menu of the landing page. For others, cookies will automatically send the participant into the Conference Lobby (Figure #1). You can navigate from the lobby to different event venues by clicking on a sandwich-board or the menu bar options located at the top of the page. Sandwich-board options include Session Lobby, Poster Session, Chat Lounge, and Help Center.

FIGURE #1 CONFERENCE LOBBY:
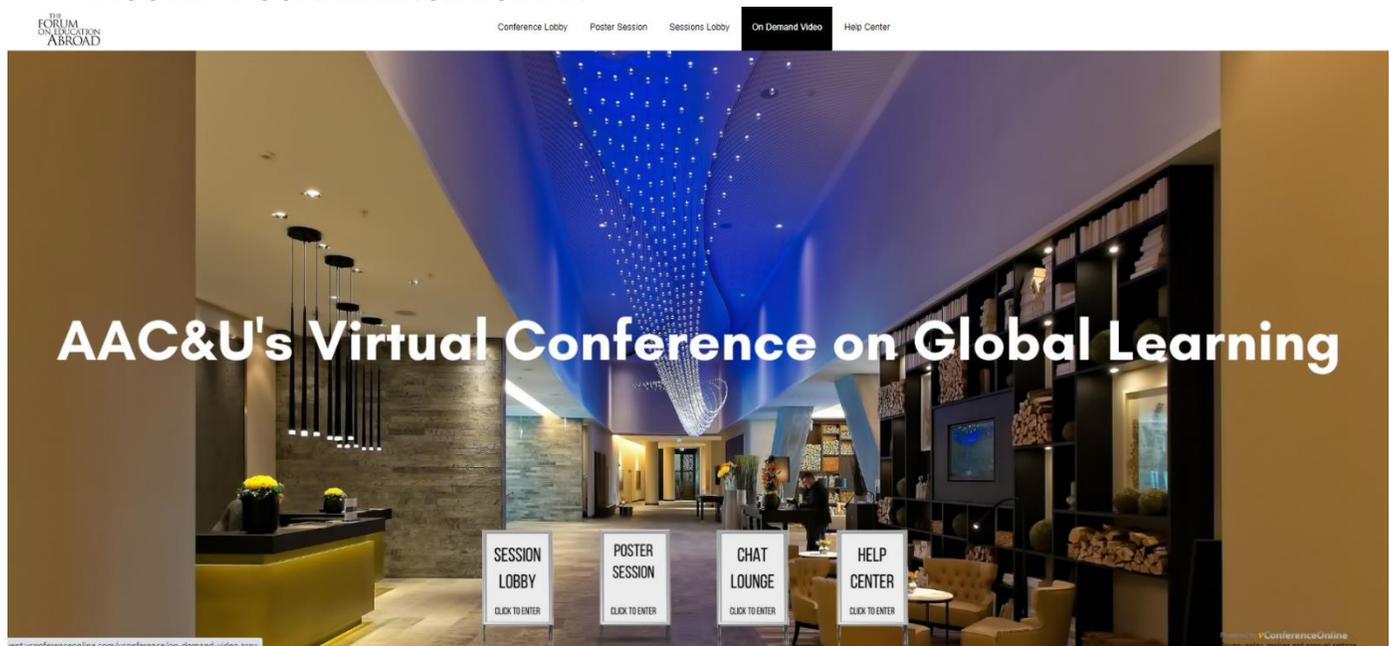
In the Session Lobby (Figure #2), you will see 11 different rooms and a list of sessions. Find the session you would like to attend and click "Enter Now". **You will not be able to enter a session room until the session is scheduled to begin.**

FIGURE #2 SESSION LOBBY:
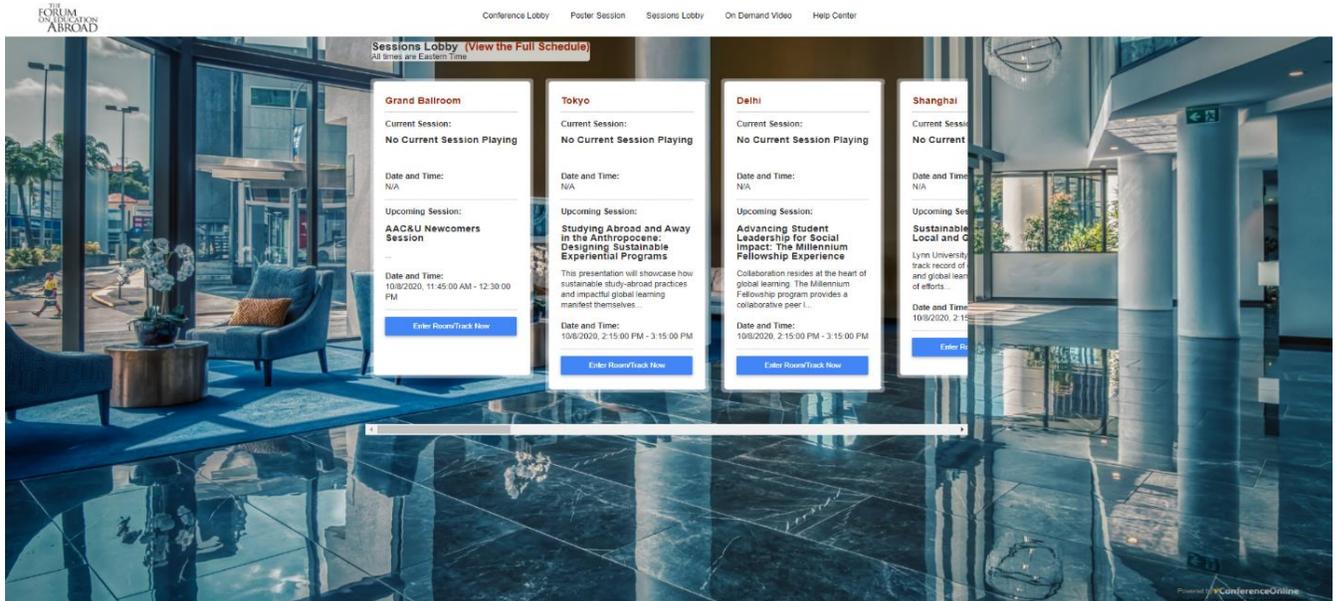
Attending A Session

All sessions will begin promptly at the session start time. You should enter the session room and look for the Zoom button located at the top of the session room. There, you will find the presenters and their sessions in a dedicated Zoom meeting, allowing for interactive discussions, breakout rooms, and live Q&A. Each Zoom room will have a session tech producer to help the session run smoothly. If you do not see the session or zoom button appear, and the time for the session to begin has been reached, try refreshing your browser.

Tips for Using ZOOM

Before you can use Zoom, you will need to install Zoom software for your computer. ==Please make sure that Zoom is installed before the conference begins.==

1.   Go to https://zoom.us/download
2.   Click on the **Zoom Client for Meetings Download** button.
3.   Select **OK** to open the installer and follow setup instructions.
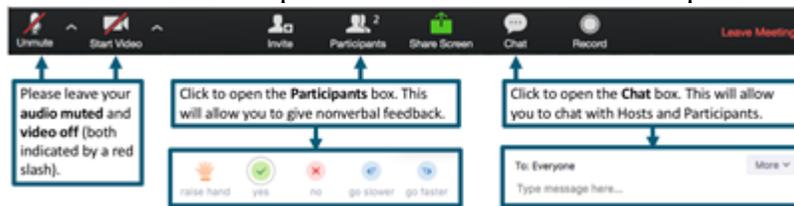
<u>Tips for Getting the Most Out of the Virtual Conference</u>

- Session recordings **will be available for 90 days** after the conference to all registered attendees and presenters via the Session Lobby **On Demand** menu item. Please allow a week for session recordings to be uploaded.

- Use **Chrome or Firefox** browsers. For optimal performance, **shut down all other programs** not in use and close other browser tabs. If you're having trouble accessing the event, try a different browser. It is also helpful to exit out of all other applications except for your Internet browser.

- If you are having trouble with your audio or video while in Zoom, first check your computer settings. If that doesn't help, **restart** your computer and log back into vConference and Zoom.

- Audio and video for the event will be live-streamed, so **check your speakers or headphones** to make sure you'll be able to hear it. To double-check that everything is working, we recommend signing into the **AAC&U Newcomers Welcome session** on Thursday, October 8 from 11:45 a.m. until 12:30 p.m. ET.

- If you are comfortable using video, ==**please turn your video on**==. We want to make this event as interactive as possible. Please sign into Zoom using your real name.

- You will be muted upon entry to both session and Zoom Rooms. In vConference session rooms, you will communicate via Chat. When in Zoom, remember to unmute your microphone before speaking. ==Please leave audio muted when you are not speaking.== This will significantly reduce the chance of echoing and audio distortion.

- If you encounter any technical difficulties during the conference, please use the vConference Online Help Center, accessible via the Conference Lobby and navigation menu bar. You can also email info@vconferenceonline.com to request help.

Lastly, to help us learn more about the concerns and perspectives of conference attendees, please complete this brief pre-conference survey:
https://docs.google.com/forms/d/e/1FAIpQLSeMbuEwJ1uql8bk4IFzhFOd1F3LlW6TD_xvpMd NvLm-6Ywprg/alreadyresponded

Please don't hesitate to reach out to us with any questions you may have by emailing conference@forumea.org. We look forward to seeing you soon!

Best wishes,
Jacqueline

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