WAGISA Conference 2022 Zoom Events & Webinars Guide

First and Foremost:

1. Please ensure that you downloaded the latest Zoom software and have a login/account (free or paid), that is associated with the email address with which you registered.
   a. *You must have Zoom software installed on your computer.*
2. Check your inbox for an email from noreply-zoomevents@zoom.us; it will contain the information you need to complete your registration for the Conference..
   a. *You're registered via our WAGISA website, but must **complete** the registration on Zoom with the same email address.*
   b. *If you registered for the conference on WAGISA's website with an email that's different from the email you use to login to Zoom, you will need to contact technology@wagisa.org to have your invite sent to Zoom associated email.*

Zoom Events:

The Washington GIS Conference 2022 is utilizing Zoom **Events** this year! It allows for a centralized lobby that contains session previews, sponsor booths, speaker bios, customizable itineraries, and the ability to have all conference content to be self-contained in one interface.

Watch this short one minute video to become more familiar with Events: https://youtu.be/LJr-DE4ktb4

Lobby:
Remember the physical Lobby from previous in-person conferences, where people hung out and chatted between sessions? We've got one for you VIRTUALLY. It is from here that everyone (Hosts, Panelists and Attendees) navigate to their assigned or desired sessions, as well as our sponsor booths and expos.

Expo:
Remember the Vendors from in person conferences, where you were able to speak with Sponsor representatives and get SWAG? We've got one for you VIRTUALLY, *(minus the SWAG, because the technology isn't quite there yet).*

Webinars: Each of our sessions will use the Webinar format (instead of a Zoom Meeting) Webinars provide a more structured and formalized way to attend large meetings, with designated roles for each participant.

Event Webinars have three types of participants:
1. **Hosts** (Gregory & Taylor)
2. **Panelists** (Speakers and Moderators, including Vendors that are speaking)
3. **Attendees**

Hosts: Initiate the Webinar, manage the recording, promote/demote participants between Panelist and Attendee, remove unwanted guests, initiate polls, turn off microphones/cameras.

Panelist (Moderators): Welcome attendees, cue the host to record, introduce yourself and then speakers. During the session: assist with Q&A, give time cues to Speakers, keep an eye on the chat/Q&A.

Speakers: Present, answer Q&A in coordination with the Moderator (Panelist)

Attendees: Watch presentations, ask questions in Q&A

If you are scheduled to be a speaker or moderator, you will be added to the Zoom Webinar as a 'Panelist' automatically, which will allow you to use your camera and microphone, share your screen, and answer Q&A.

Technical Difficulties:
If you have any trouble joining the Event or the Webinars, please contact our Hosts:
Gregory Lund - gwlgis@uw.edu - 360.402.3550 *(text is quickest)*
Taylor Dixon - taylorjohndixon@gmail.com - 509.599.0059