

2020 Alaska Food Festival & Conference

Conference Presenter Guide



For technical questions or assistance

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Welcome to the Alaska Food Festival and Conference presenter community!
We're delighted to have you and thanks for sharing your knowledge with conference attendees. This resource will help you ease into our digital platforms Zoom and Whova, presenting, and set you up for success on presentation day.

Here's how our virtual conference works. Just like an in-person conference, we needed a place to put all the information, a place to welcome people, and a place to host each presentation. Imagine walking into a hotel lobby, and being greeted by conference staff... this is Whova.

Whova - Just like at a hotel, we have our main space for vendors, information tables, and a stack of agendas. We are using a digital platform for this space called [Whova](#). This is where you will see our vendors, conference schedule, and be able to chat with the conference support team. It's your one stop shop for information.

Now imagine you've received your conference program and selected your first session, you walk down the hall to conference room A... this is where Zoom comes in.

Zoom - Think of Zoom as our separate presentation rooms. Imagine walking down the hall to Conference Room A,B,C, & D. This conference works the same way, except Rooms A-D are virtual, with separate Zoom links to access each room.

Both Whova and Zoom have very effective mobile apps. The Whova app particularly may come in handy for messaging the conference support team. To experience the conference in full, we recommend accessing both Whova and Zoom from your computer. More on this below.

We know that our presenters are on a BROAD spectrum of comfort and experience with digital presentations. We've scheduled several test sessions for presenters to log in, test their Zoom functionality, and ask questions about this platform.

Monday 11/2 @ 4:00pm

Tuesday 11/3 @ 12:00pm and 6:00pm

Wednesday 11/4 @ 6:00pm

If none of these times work and you would still like a tech run through, just email the test session moderator Rachael Miller, rmiller100@gmail.com

Test session login information

Zoom room: <https://us02web.zoom.us/j/6295561033>

Click this link to join a test session. You may join as many times as you like to become more comfortable.

NOTE: Before you can begin this epic journey, you MUST register.

Below you'll find information on

[Registration](#)

[Logging in Daily](#)

[All about Zoom](#)

[Etiquette & Best Practices](#)

Registration

While you did register with Eventbrite to receive a ticket, you must register with Whova to access the conference. We know, we know, it's a lot. But you're doing great so far! Click [here](#) to register, using the same email you used to purchase your ticket. You'll see a screen like this after your registration with Whova is done.

https://whova.com/portal/webapp/affac_202008/

The screenshot shows the Whova event page for the 2020 Alaska Food Festival and Conference. The page features a dark red header with the Whova logo and the event title. Below the header is a main navigation menu with options like Home, Agenda, Attendees, Community, Exhibitors, Messages, Resources, Session Q&A, Video Gallery, Polls, Surveys, Documents, Speakers, Twitter, and Whova Guides. The main content area displays a large graphic for the 2020 Alaska Food Festival & Conference, which is online from November 6-7, 2020. The graphic shows a group of people holding a large fish, symbolizing local food. Below the graphic, there is text describing the event's goals and a link to download the Whova mobile app.

Alaska Food Festival and Conference
Nov 6 - 7, 2020

2020 Alaska Food Festival & Conference
Online: November 6 - 7, 2020

The Alaska Food Policy Council & Alaska Village Initiatives, FRESH, and Alaska Pacific University are partnering for the 5th semi-annual Alaska Food Festival & Conference.

The goals of the event are to:

- (1) increase awareness of Alaska food issues among the general population;
- (2) provide training, resources, and networking opportunities to increase involvement in local food issues by community members and decision-makers; and
- (3) increase connections and build community between the public, Alaska food businesses, NGOs, governmental entities, Tribal entities, and others to support local economic development and innovative solutions.

This event is also available on the Whova Mobile App: [Download Link](#).
You can interact with others on your phone in the app more conveniently wherever you go.

Logging in each day

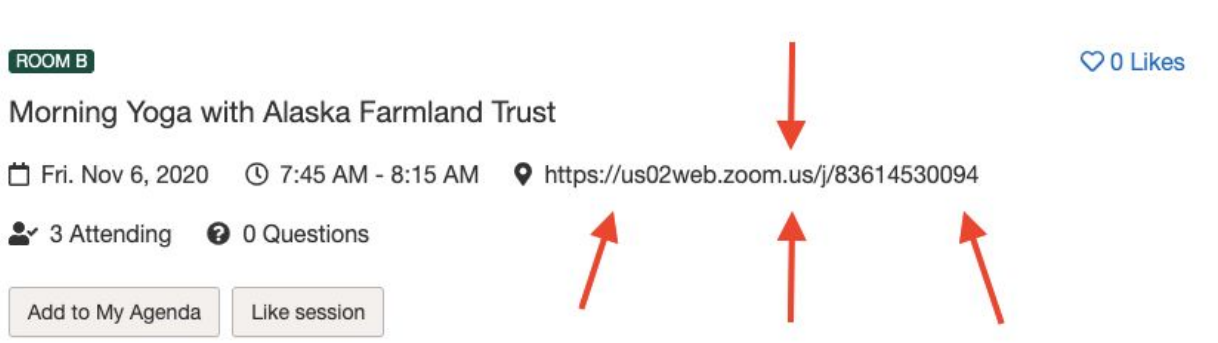
Log in to Whova using this link: https://whova.com/portal/webapp/affac_202008/

You can also find the gateway to our virtual venue on our website, along with other conference information, like our Online Auction, and a few user guides (periodically updated): <https://www.akfoodpolicycouncil.org/2020-festival-conference>

Go to the agenda to see the full selection of sessions.



Each session listed in Whova will have a Zoom link, which you will click to go to that specific room. This will open up a new browser tab or open Zoom directly on your computer, if you've downloaded the app. More on that in the [next section](#).



If you are just attending as a spectator, nothing else needs to happen. Show up, watch the presentation, and check Whova for the next session you would like to attend. BUT this is the Presenter's Guide - so here's what happens when you join the Zoom room in which you are presenting.

1. Please join your Zoom room at least 15 minutes before you are scheduled to present. Schedule can be found on Whova, [here](#).
2. Have your PowerPoint or Google Slides open on your computer and ready to share.
3. Each room has a different moderator. They will reach out to you before the conference and be there for support day-of. They have a list of names of attendees and will see when you join. They have access to much more information and controls than you do so don't panic if you don't see all the controls.
4. At some point before you present, the moderator will find your name and give you "presenter permissions".
5. Once you are given these permissions, you will be ready to turn on your microphone and share your screen. The moderator will prompt you to do everything. Just be ready! More details on how to screen share and use your microphone below.

All About Zoom

If you're a Zoom pro and don't want to read this guide (hey, some folks are really busy right now) but are still a little nervous, check out [Zoom's video tutorial page](#). They explain everything and have a nifty help chat feature if you have additional questions. Zoom is where the magic happens and the presentations actually take place.

If these instructions don't help - we recommend visiting Duke University's [Pro-tips for Presenters guide](#) or [Zoom's screen sharing page](#).

Different strokes for different folks, we get it.

We recommend people download the Zoom app to their computers, rather than use the web browser, as it usually results in a better connection. To do that and join us on conference day:

1. Go to zoom.us
2. Create a FREE account
3. Proceed to enter each conference Zoom session via the links provided in [Whova's agenda](#).

FAQs

1. Where's the conference schedule?

- a. Right here! [Click here to see the draft agenda](#).
- b. Also see [Logging in each day](#).

2. What if I can't sit still for the entire 2-days? I'm worried I'll miss something!

- a. You're not alone! This is a lot of content and it will be hard to look away. We've scheduled a daily morning yoga session with Amy Pettit, yoga teacher and Executive Director of the Alaska Farmland Trust. She will guide us through movements to relax our shoulders and prompt us to take breaks, stretch, and hydrate!

3. Where are the bathroom breaks and lunches in the schedule?

- a. No one is going to the bathroom for 2 days.
- b. Just kidding! Get up, walk around, stretch, cook, eat, any time you like during this conference. We're adults.
- c. You will see breaks scheduled in the agenda. Use them to MOVE around and keep your brain fresh.

4. What if I just can't figure out how to log on?

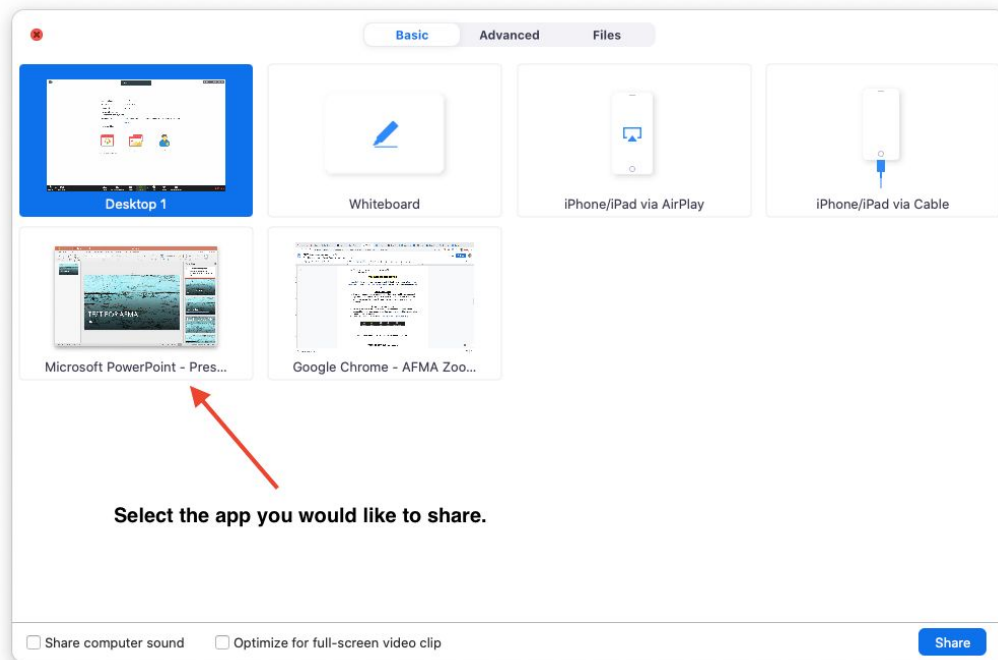
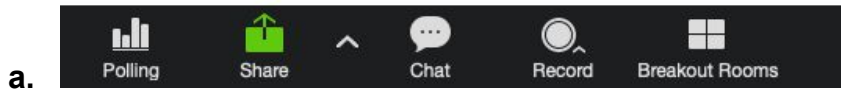
- a. Attend a test session, detailed above.
- b. Call your kid or grandkid.
- c. Ask for tech support from the conference planners!
 - i. Rachael Miller rmiller100@gmail.com

5. How to share your screen

NOTE: We recommend cleaning up your desktop and closing any sensitive material or NSFW content. Opening your screen up to the world is like turning on your video. You just don't know what people will focus on - your new quarantine bangs, the tasteful yet psychedelic background drapery, or your actual content. Help them focus. We can't help you with the bangs.

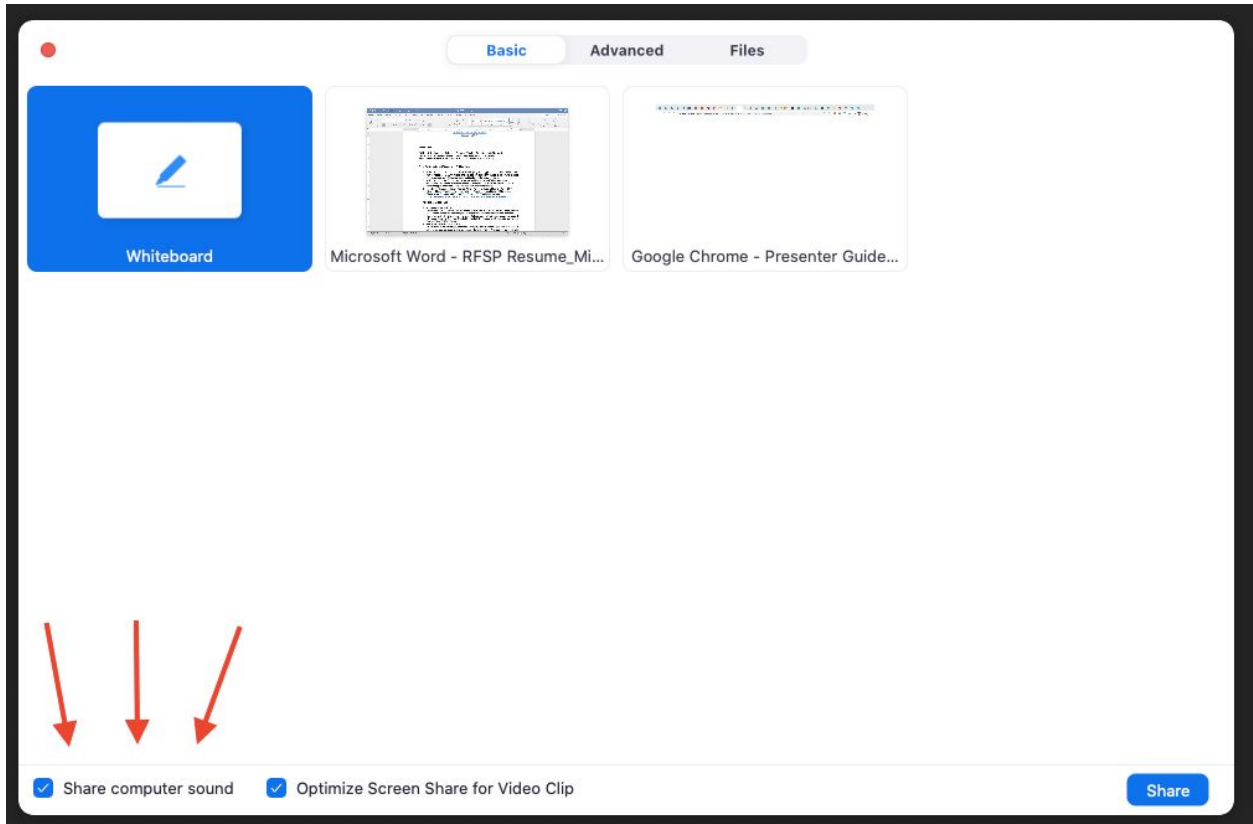
1. Hover your mouse at the bottom of the Zoom screen and you'll see "Share". You're able to share your screen at any time so please wait until you're prompted by the conference administrators.
2. Select your slide deck then hit "share" in the bottom right of your screen.
3. For more on this, check out Zoom's ["How to share a PowerPoint"](#) blog.

4. You will see your slide deck pop up with a control panel at the top.
 - a. Go full screen with your PPT by going into presenter mode. All attendees
 - b. You may stop sharing at any time.
5. Admins will have controls to help you stop sharing as well, if you get overwhelmed. Simply say so when you're done and we'll take care of it.



6. I'm sharing a video with sound - how does that work?

- a. Once you are a presenter, in the lower left part of your screen, you'll see a small ^ next to the microphone. Click that and make sure you're using built-in or your computer speaker, so there isn't an echo.
- b. ALSO make sure you select "Share Computer Sound" after you open the share screen window.



7. Multiple presenters

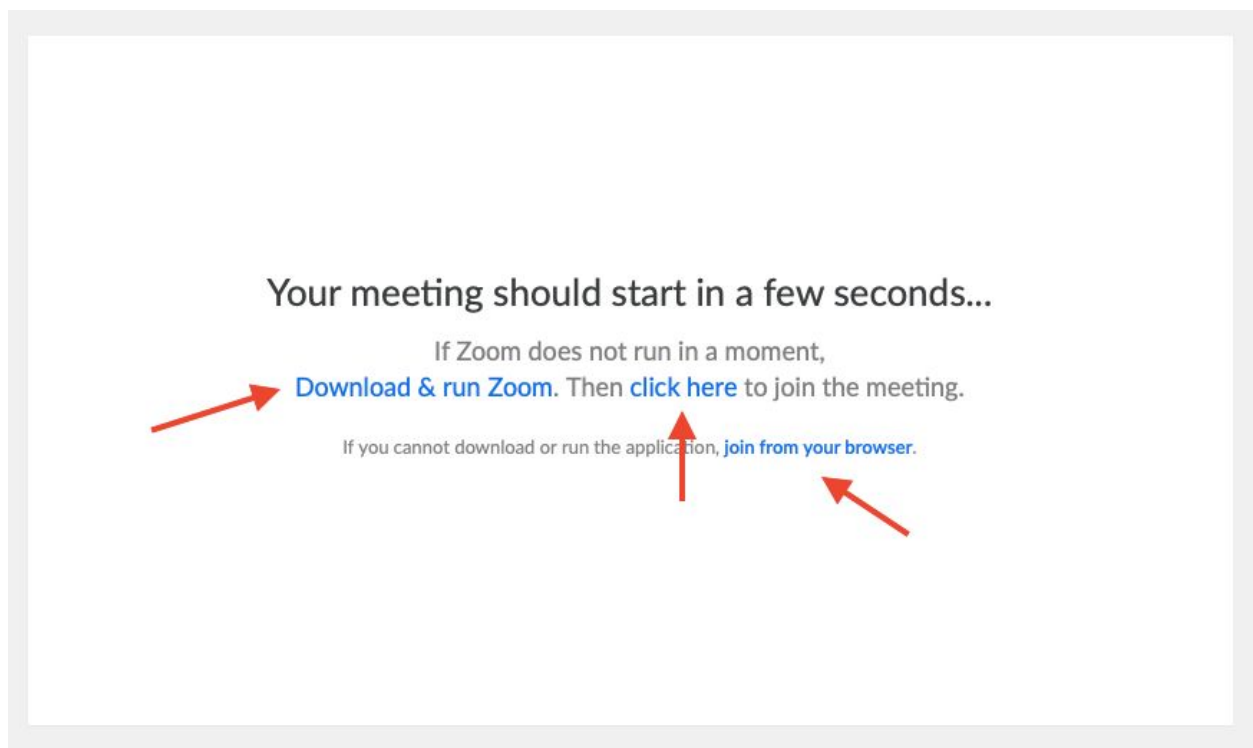
- a. If you're in separate rooms, on separate devices (which we highly recommend right now!) only 1 person will be able to share their screen. Please make a plan on who will control the slides. All presenters can speak, as long as they are unmuted.

- b. The moderator needs everyone's names who are presenting, to ensure they're given microphone permissions. If you're worried, just confirm with us.

8. How to join a meeting from your computer

- a. Click the meeting link, found in the Whova session.
- b. You will see the image below, choose whether you want to join via your app or a web browser tab. Again, we recommend downloading the app, if you're able.

[Click here for Zoom's tutorial on how to join a meeting](#)



9. How to join a meeting from your computer AND phone

Sometimes audio gets scrambled so people join Zoom on their computer to see the screen, presenters and chat, and get the audio from their phones. Here's how:

1. Join from your computer (see instructions above).
2. MUTE yourself on Zoom then mute your computer's audio.
3. Call in using the information in your registration email. See FAQ #1.

10. How to join a meeting from your smartphone or tablet

While we don't recommend this option as you won't get the full user experience and we'll all look reeeeeeeally tiny, this may be your only option.

1. Go to your app store.
2. Download the Zoom app
3. Use the same meeting link in your registration email and Zoom away!
4. [Click here for more on how to use Zoom on mobile](#)

Mobile app icon and login screen



ZOOM Cloud Meetings

Meet Happy
Zoom

#1 in Business
★★★★★ 4.6, 153.3K Ratings

Free

Cancel Join a Meeting

629 556 1033

Join with a personal link name

YOUR NAME HERE

Join

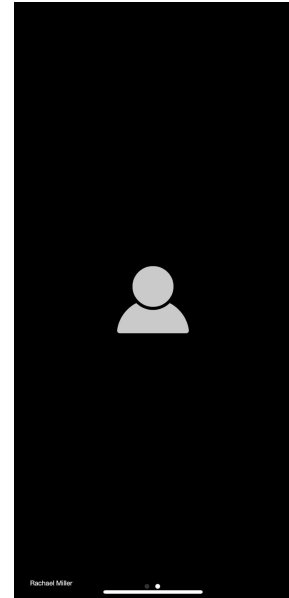
If you received an invitation link, tap on the link again to join the meeting

JOIN OPTIONS

Don't Connect To Audio

Turn Off My Video

You'll likely see something like this when you get into the room on mobile.

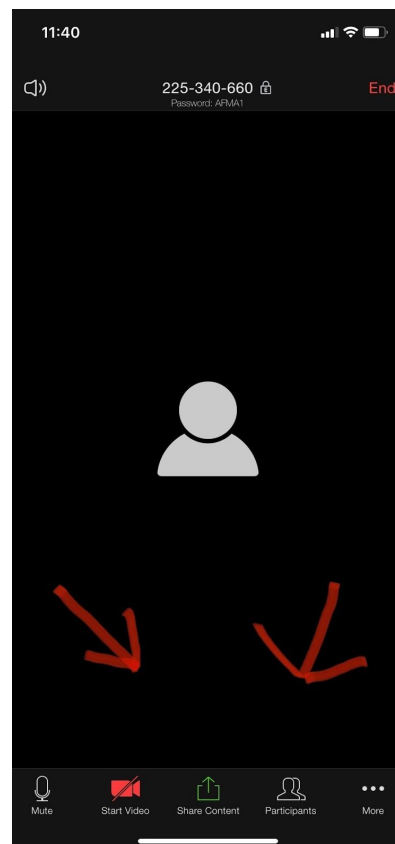
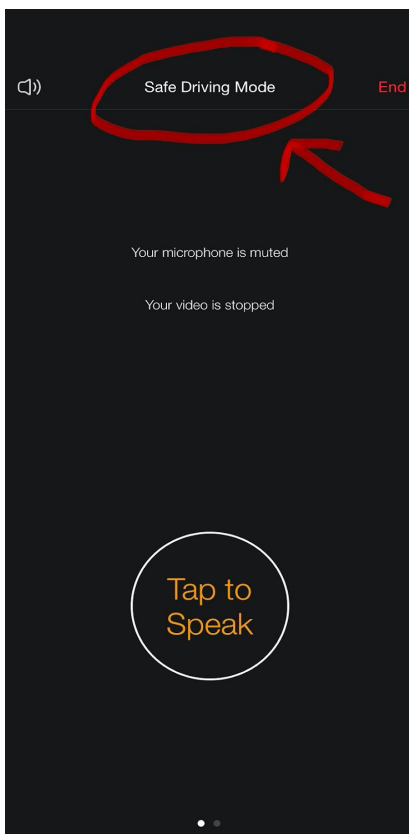


There is a Safe Driving Mode

DO NOT DRIVE AND ZOOM.

Swipe right or left for this “tap to speak” screen.

Tap your screen once to see the bottom toolbar



Etiquette & Best Practices

Here's a blog on [Zoom etiquette](#), but this is what we're REALLY focused on:

1. Set a timer - If your session is 30 minutes long, set a timer for 25 minutes to give yourself a 5 minute warning. If you go over time, your moderator will mute you and move on to the next session.
2. Be kind. Patience and flexibility is the name of the game. If another attendee is annoying, harassing, or inconveniencing you, please reach out to the meeting administrators via the chat feature in Zoom or via email (director@alaskafoodpolicycouncil.org) We're here for you and want to ensure everyone has a positive experience.
3. Raise your hand. Rather than verbally jumping over someone.
4. Be mindful. We all have a lot to share. And most of us haven't interacted with humans in awhile. Which means some of us may be more long-winded than usual during discussions. If a comment from an attendee goes too long, admins will mute you and graciously redirect you to the chat box to finish your thoughts.
5. DO ask questions.
6. DON'T forget your camera is on and go to the bathroom.
7. DO mute yourself when you're not talking.
8. DON'T be backlit. If you have a window or light behind you, your face will be difficult to see.
9. DO encourage your pets to join you. That's adorable. We love that.
10. DO have a good time!

Thanks for reading and being a part of this conference!

Please feel free to reach out with any questions.

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