



Participating in the LARAEC Conference



We are close to GO TIME! We wanted to take a few minutes to let you know some of details for Friday.

Registration

You should have already registered through Eventbrite. If you did not register yet, please visit <https://tinyurl.com/LARAECROCSregister> Registration allows us to keep track of attendance for each district and puts you on the invitation list for future events.

Conference Schedule

The schedule of events, presentation write-ups, and presenter profiles are located on <https://laraecrocs2020.sched.com> Take some time before the conference starts to map out your game plan for the day. I have also attached a quick list of presentations and their scheduled rooms. The room names will be important when you go to the zoom links on conference day.

Conference Website

We are putting the final touches on the conference website right now. It will be officially open Friday morning. On Friday, the conference website can be found by going to <http://laraec.org/> We will have a link on our home page, conference page, and on our sched.com website. You will be able to find us. We promise. :)

Zoom

I think by now we all have been to a zoom session or two. If you have never used zoom, you can check out this video for instructions <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting> For everyone else, our conference webpage will have zoom links to enter the ballroom, exhibitor hall, networking lounge, and breakout sessions. Just like any conference, you just need to know which room you want to go to (use your schedule).

Attendance - IMPORTANT

All of the zoom rooms will log attendance for each session. If you need an attendance certificate for your district it is important that your zoom name matches your registration name. For example, if your zoom name is "mike's laptop" or "player246" then you will not have recorded attendance. Make sure you have your first and last name showing in your zoom window. Also make sure that you registered on Eventbrite. If you are not registered, no attendance will be reported.

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Zoom Webinar

The Ballroom will be using “Zoom Webinar.” In order to hold the number of participants scheduled, we will be using the webinar version of zoom. This means you will not see your video tile in the webinar or other attendees. You will only be able to see panelists and the shared screen. The chat room will be open. If you have questions for the conference team, you can post in the Q&A box.

Help

If you need help on conference day, we will have a help desk set up. Here you can find FAQs and a link to request live help. We have a team of fabulous tech support people ready to assist. You just fill out some basic information and someone will call you. The help desk link is on our conference page.

Netiquette

As with any zoom room, please follow general rules of etiquette. Keep yourself muted during the presentations. If you have a question, raise your hand or use the chat box. If solicited by the presenter you can unmute yourself for interactive activities. As a presenter, it is always nice to see live videos of those I am talking to, but that is your preference. Be mindful of your background and who may be walking by (zoom backgrounds are nice).

Inappropriate Conduct

All of the session rooms will have a designated room host to monitor the room. This person will watch for anyone who has entered the room to cause disruption. If you are in a room and someone is acting inappropriately you can message the room host in the chat box or you can report the conduct here <https://tinyurl.com/LARAECSconduct> We will have someone monitoring this link and will remove the perpetrator. This link is also at the help desk.

Networking Lounge

One of the best parts of a conference is the opportunity to talk and share with others. We wanted to find a way to create that in our online space. We have created a networking lounge. From 9:15 – 9:30 AM we will have fabulous networking facilitators in our lounge area. You can visit and participate in any of the conversations you would like. Each room has a focus area. For the rest of the day, these rooms will be open for open networking. If you want to continue a conversation from one of our sessions, just tell someone to meet you in the Garden View Room, or on the Pool Deck, or at the Patio Café. Use these rooms as you would like.

Exhibitors

We found 8 adventurous exhibitors who were willing to try out participation in a virtual conference. PLEASE visit the exhibitor area. Some of the exhibitors have set up zoom links so that you can still interact like you would at their booth. Our premiere sponsor, Cambridge University Press, has set up a ***Virtual Book Fair*** and is sponsoring our new ***Cambridge Collaboration Awards*** (at lunch time). To encourage participation of exhibitors in this conference and those to come, please spend some time visiting their booths.

Lastly, we hope that you enjoy the conference and find value from the day. Our presenters have worked hard to make sure that their presentations are relevant and assist you in making remote learning successful on your campuses. We look forward to seeing you at LARAE ROCS!!!

Michele Stiehl and Justin Gorence
LARAE Conference Co-Chairs