PARTICIPATING IN THE 2021 WIDER DEVELOPMENT CONFERENCE 6-8 SEPTEMBER

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Welcome!

Before joining the virtual event be sure to use Chrome or Firefox browser that is up-to-date.

It is also a good idea to close other programs that use your video and audio (for example Teams and Zoom).

If you face any technical issues during the event, please check the last page of this guide. You can also always ask for help in event chat!

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WAITING LOBBY

If you log in to an event before it starts, you will end up in the waiting lobby.
You can create a profile for yourself to which you add a picture and basic information about yourself. This is recommended!

RECEPTION

This is what the event looks like when it has started.
In the Reception page you can find general information about the event and schedule when scrolling down.
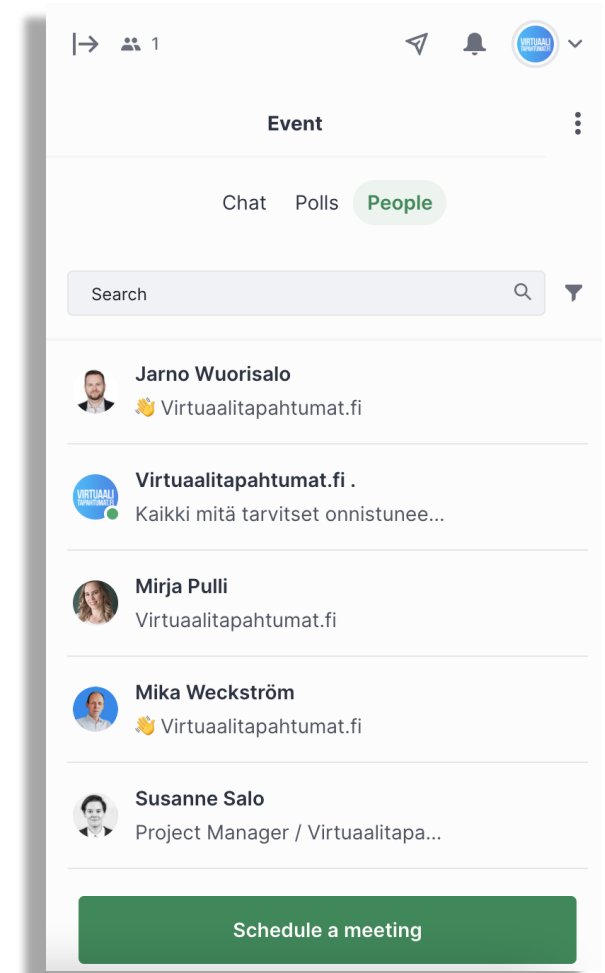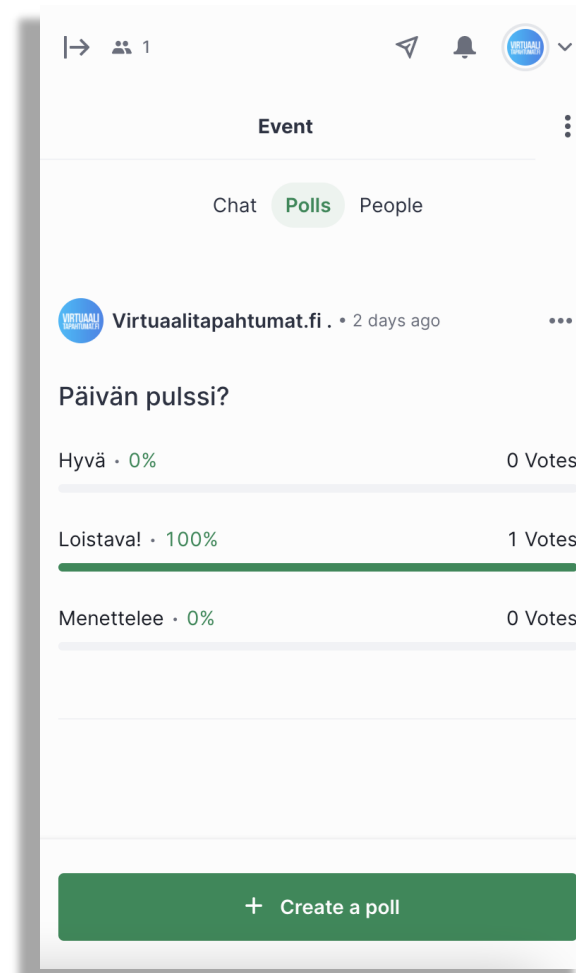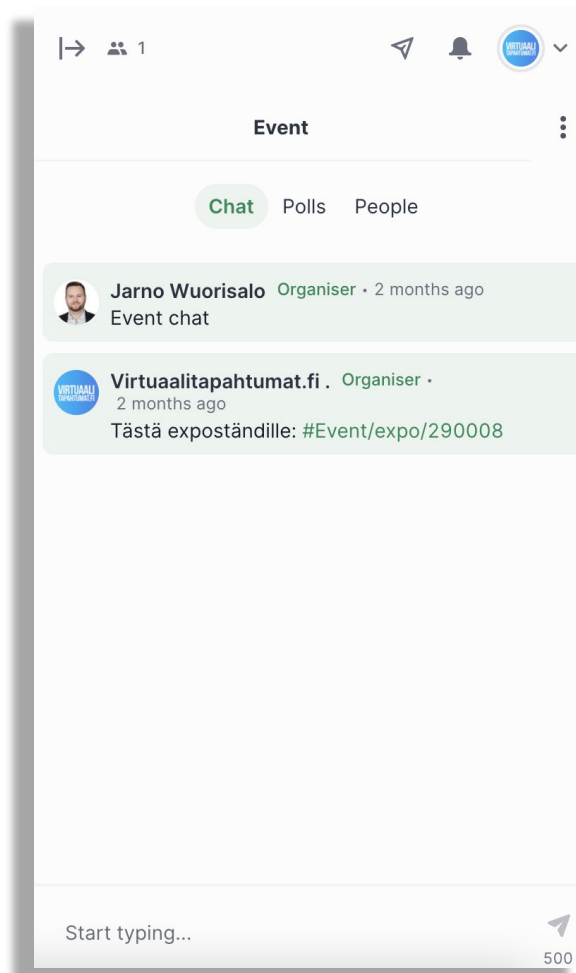
RIGHT PANEL

On the right panel of the event you can find **Chat**, **Polls** and **People** tabs.

Chat: Take part in conversations, ask questions and see important messages from event organizer.

Polls: If event organizer has created polls you can see them here.

**People:** Here you can find everyone who's attending the event.

RIGHT PANEL: Q&A

Q&A is a feature for letting attendees ask questions during the event.

Questions can also be asked in the chat, but sometimes the chat is so busy that all the questions will be lost in there.

With Q&A questions can also be asked anonymously and attendees can vote which questions they like the best.
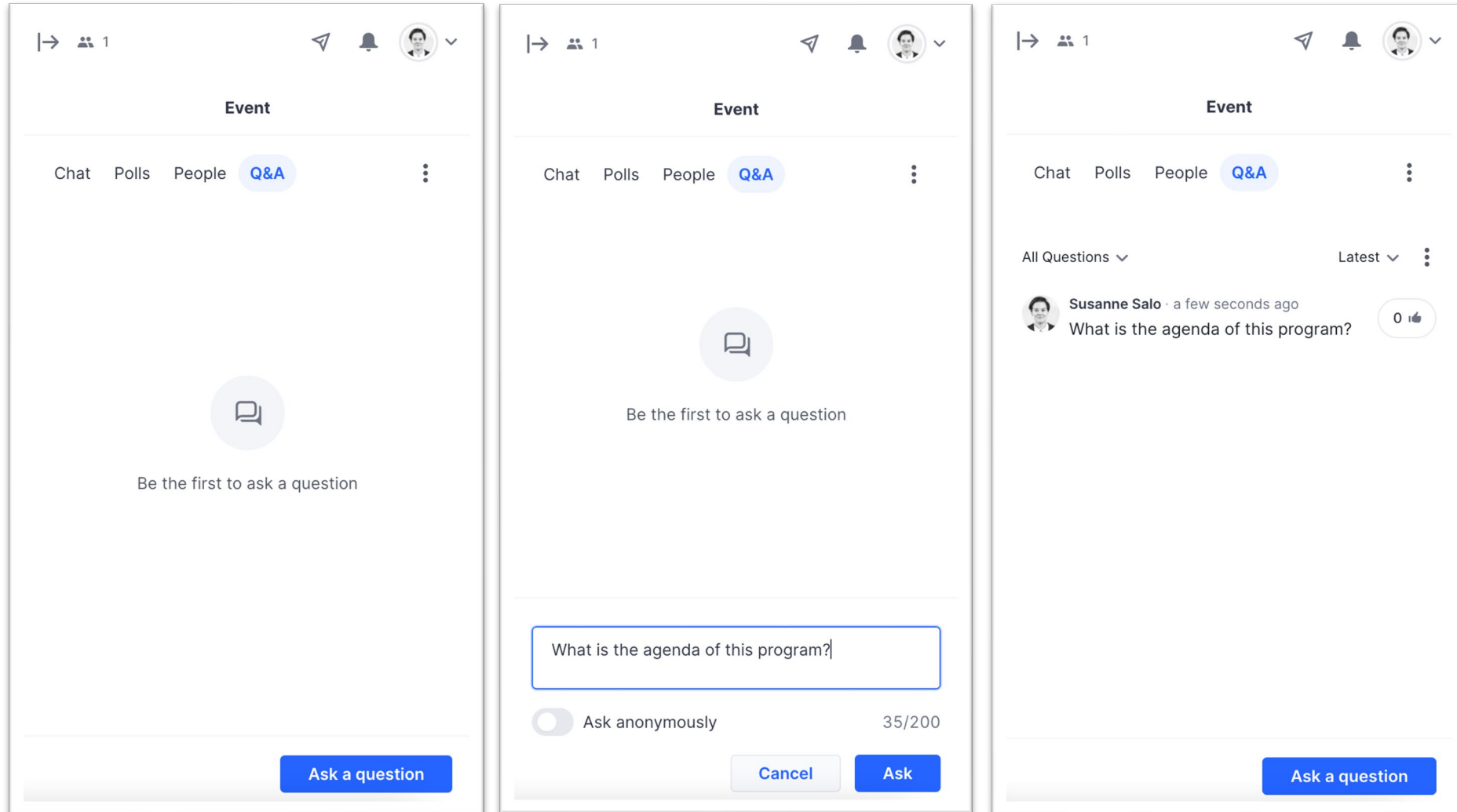
PRIVATE CHAT AND CALLS

If you wish to contact another attendee during the event: first open **People** tab, search the person you wish to contact and click their name.

1) **Private chats:** Just start typing! Only you and your chatting partner can see these messages.

1) **Invite to video call:** Click to send an invite. Call starts when your invitation has been accepted!

1) **Schedule a meeting:** Don't have time right now but want to do a video call later? Click here to schedule a meeting.
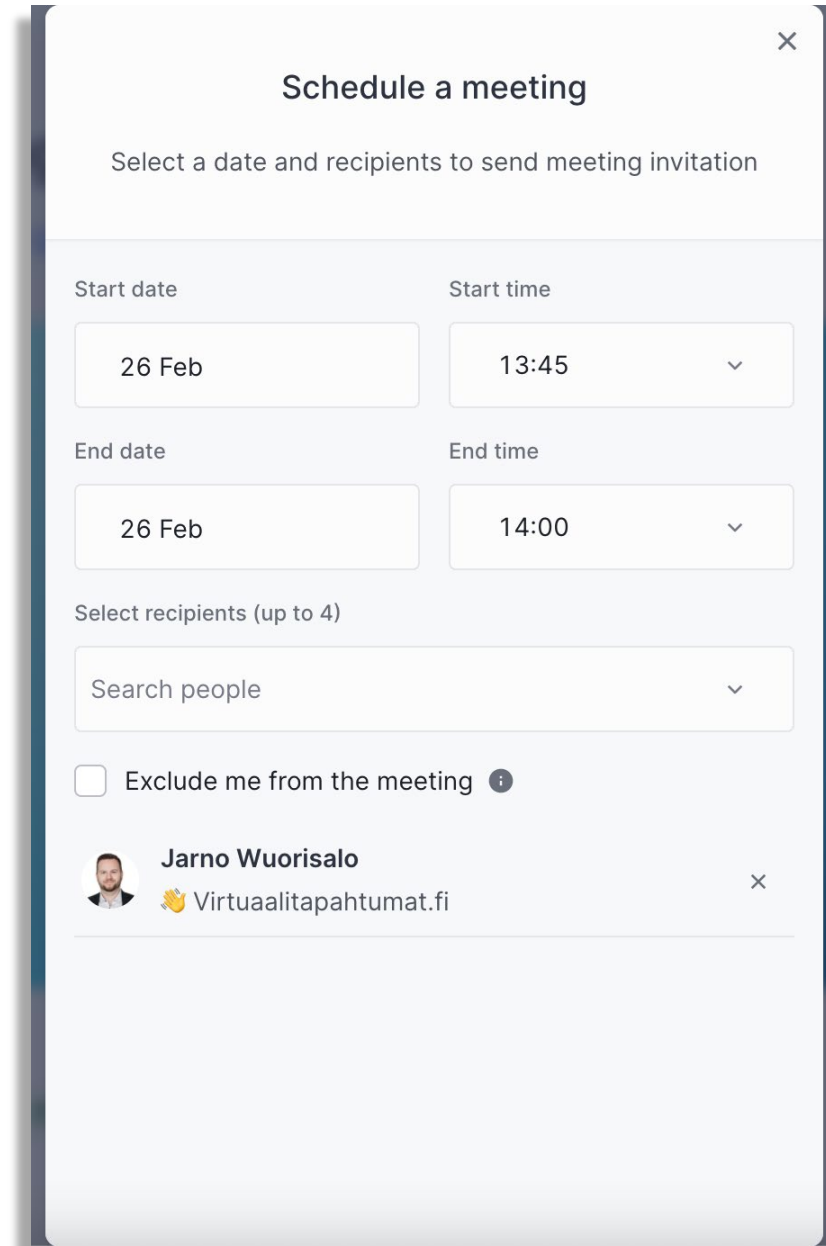
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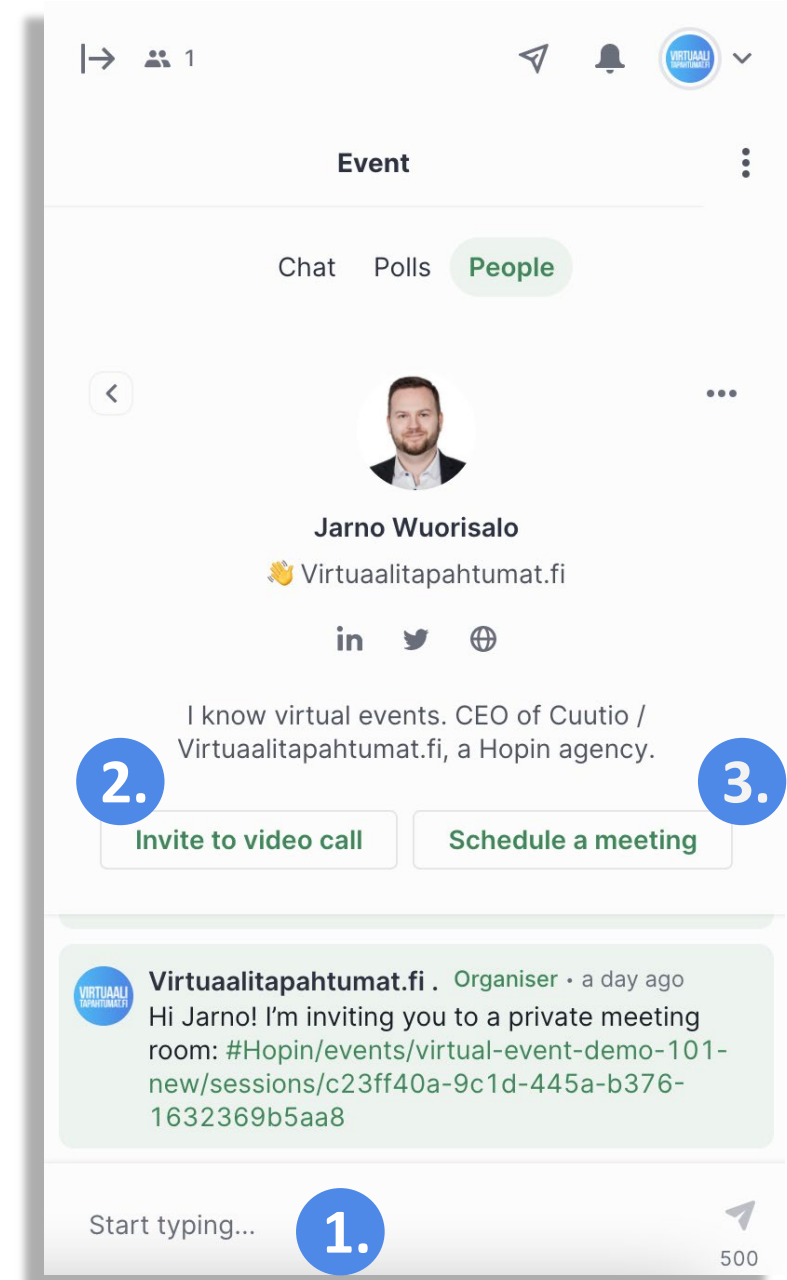
SCHEDULING A MEETING

Once you click on "**Schedule a meeting**" you'll be able to choose:
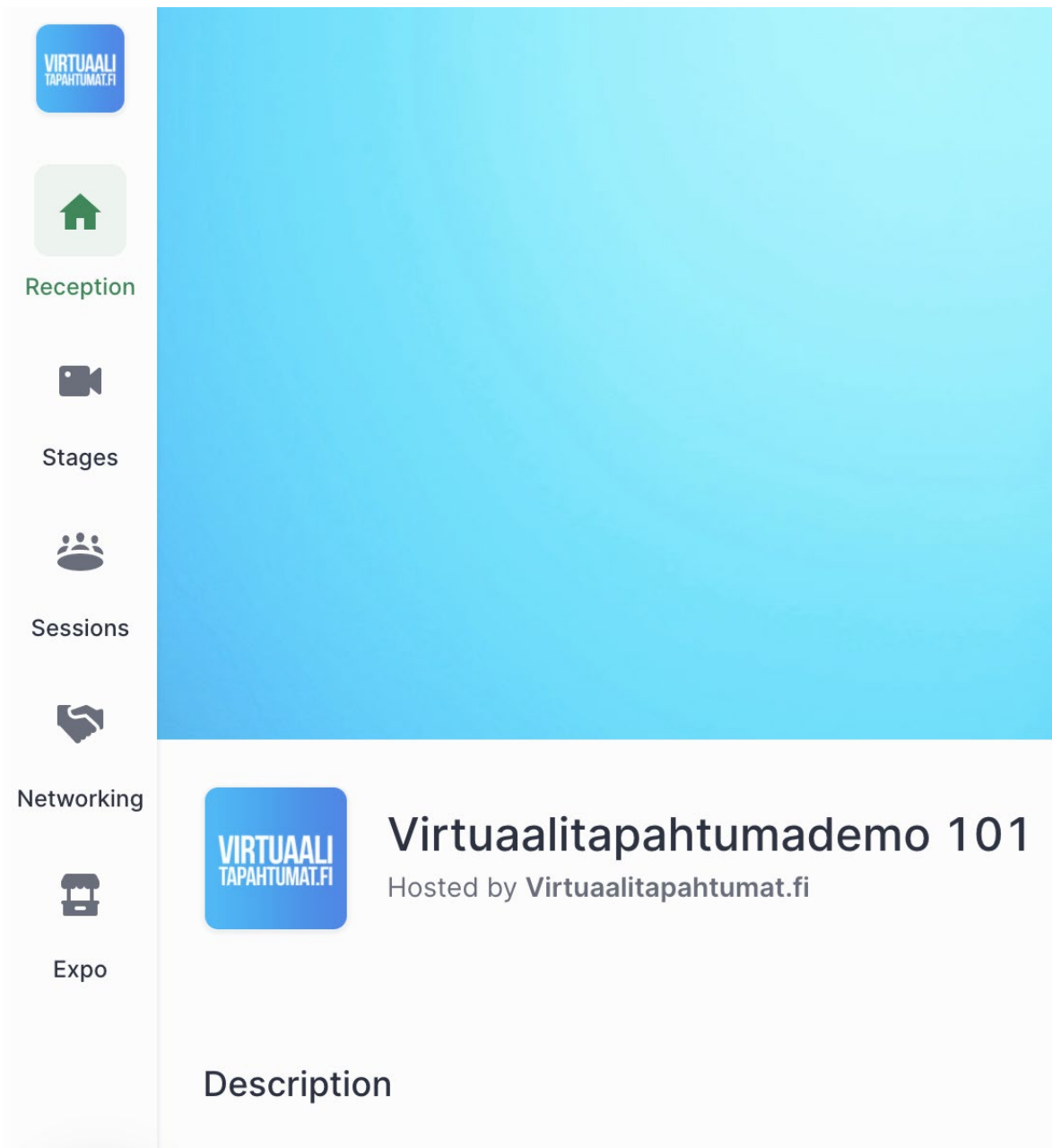
- **Time and date** of the meeting

- **Recipients**
  You can invite up to 4 people in a scheduled meeting

Schedule a meeting

Select a date and recipients to send meeting invitation

Start date	Start time
26 Feb	13:45

End date	End time
26 Feb	14:00

Select recipients (up to 4)

Search people

☐ Exclude me from the meeting ⓘ

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LEFT PANEL

On the left side of the event you can see the main navigation icons.

- You might see all or some of these icons, or they might be named differently – this depends on the event

- Check out next slides for **Stages**, **Sessions**, **Networking** and **Expo**

STAGES

On the **main stage** you can join the keynote and special sessions of the event.

When entering the stage you will see a video player. This will play when organizer starts the stream on stage.

Once the stream is on you can adjust volume level, video quality settings, size of the screen (full screen) and even activate a picture-in-picture setting.

On the right side of the video player you can also see the stage chat (more about this in next slide).
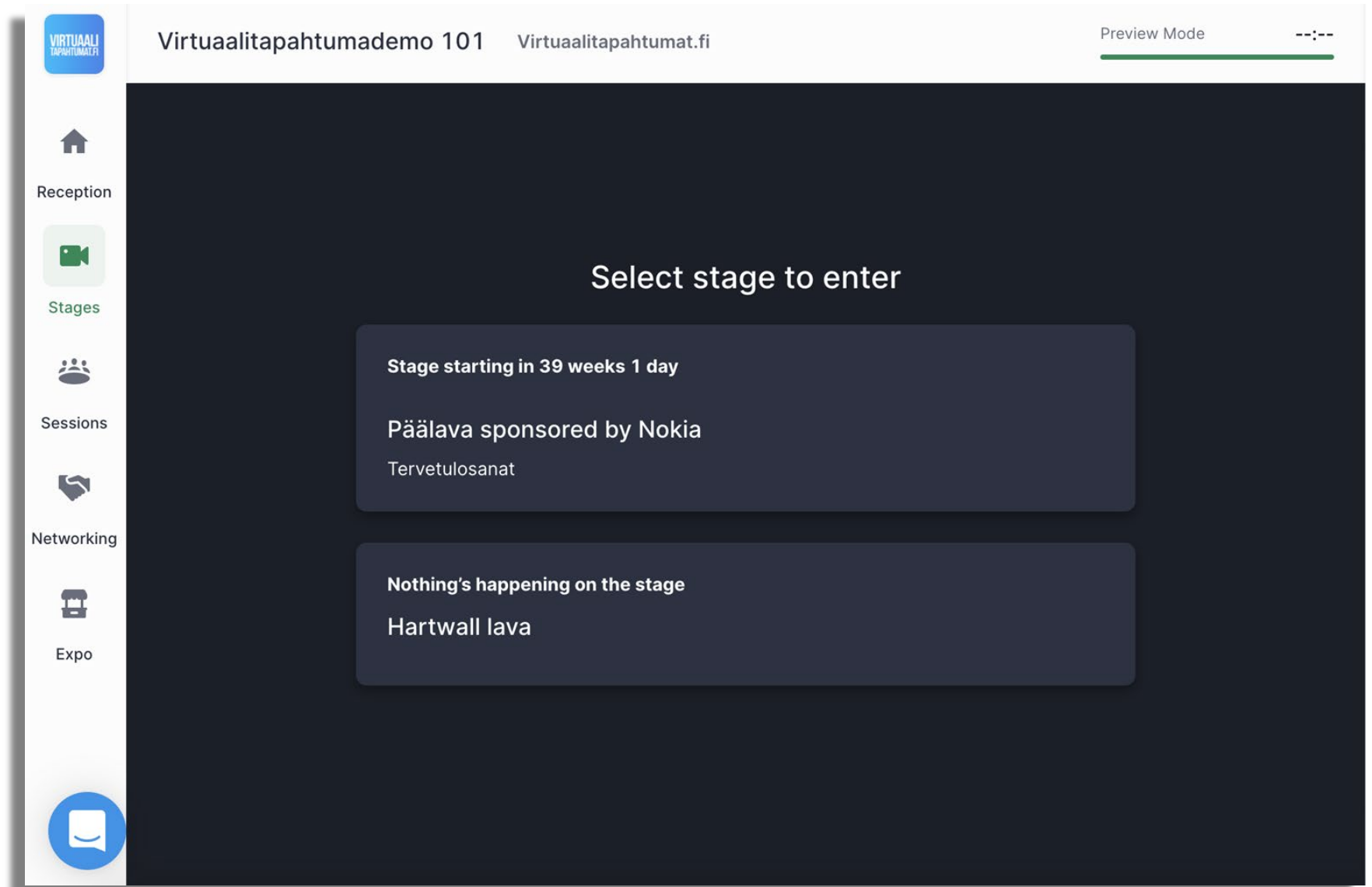
STAGES – Chat and Twitter

Chat: Every stage and session room has a chat. In the event is also the **Event chat**, that can be accessed from everywhere in the event. Make sure that you are following the right chat.

Twitter: Organizer can also activate a Twitter feed to be seen inside the event. Join the conversation with #WIDERDevConf2021

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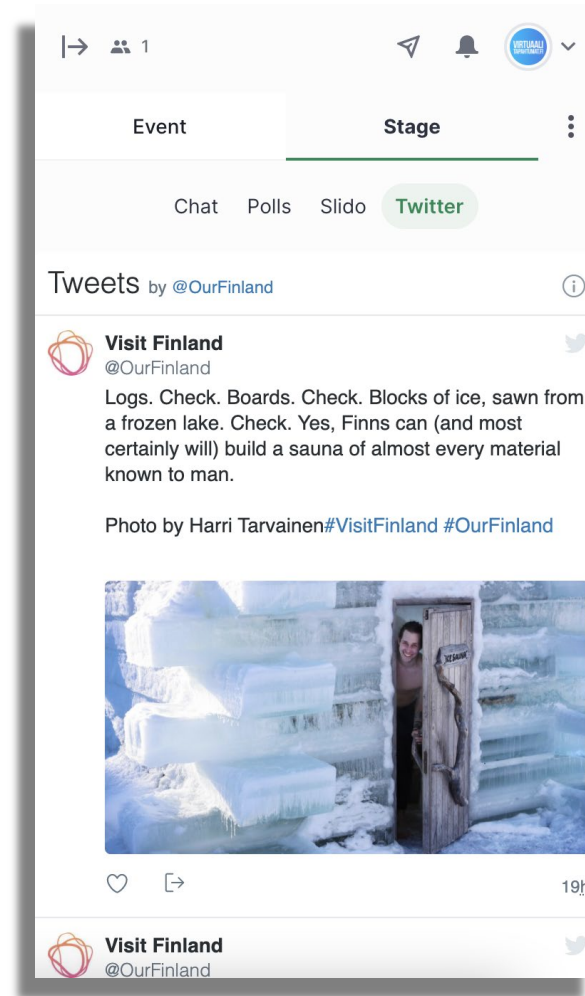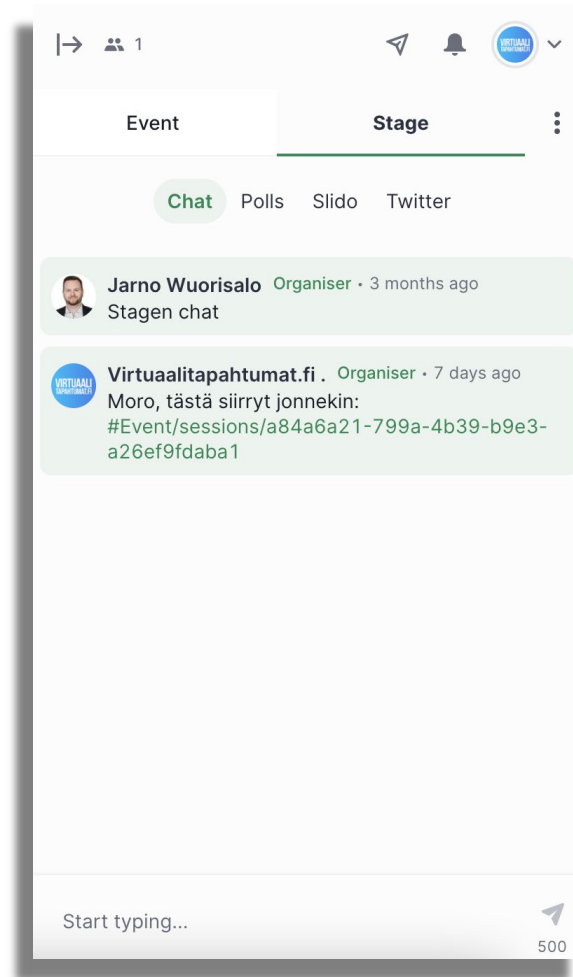
SESSIONS

The session rooms will be used for the parallels, fireside chats, poster presentations, coffee breaks, and capacity development sessions.

Each room can accommodate 500-1500 spectators at a time in addition to the video speakers.

SESSION ROOM

There are two different types of session rooms: **open** and **moderated**.

In an **open** session everyone can share their video and audio.

In **moderated** rooms moderators are only ones who can share their video and audio automatically. Attendees can also click "***Ask to share Audio and Video***" and moderators can this way let people "take the stage".

Please note that you don't have to share your audio or video at any point if you don't want to. Attendees can also just watch and communicate via chat.
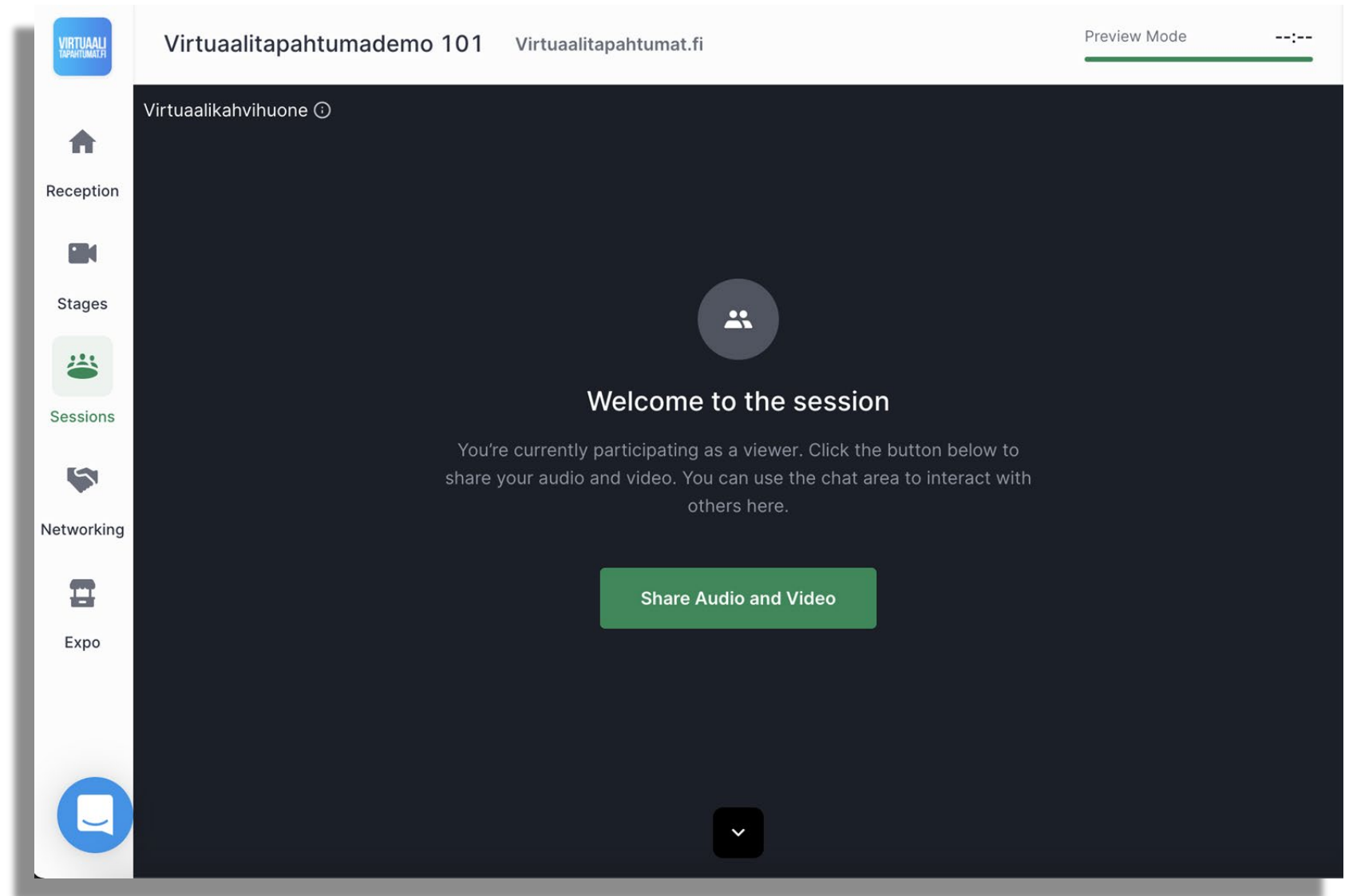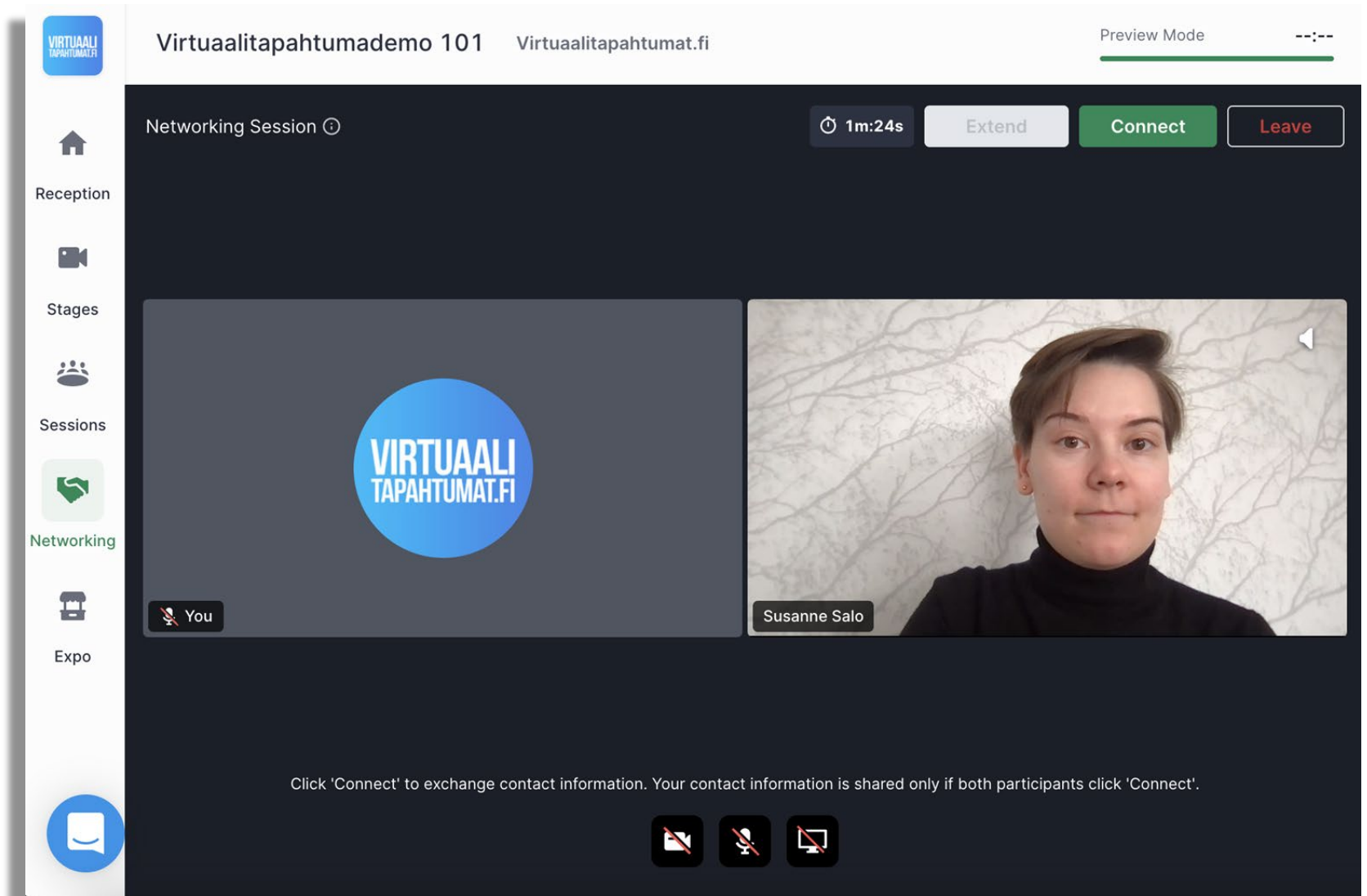
NETWORKING

Networking is like speed dating – short 1-to-1 conversations.

When you enter the **Networking page** you click "**Ready**", set up your audio and video settings and the event platform will give you someone to talk to by random.

During the talk you can share contact details by clicking the green "**Connect**" button on the top right corner. Both of you have to click the button in order to give your contact details to each other.

After the timer runs out you will be given another talking partner by random.

If you get tired of networking, just go to a different room in event.

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NETWORKING - connections

Connected with someone through networking?
You can find you connections: **click your profile picture from top right corner -> choose My account**. You will get to the page seen below, go to "**Connections**".

IF YOU HAVE TECHNICAL ISSUES

- Refresh your browser tab (F5, reload)
- Check you are using an up-to-date version of Chrome or Firefox
- Restart the browser
- Join the event from an incognito/private window
- Change the browser (chrome <> firefox)
- Close all other programs, especially Teams, Zoom and similar
- Disable VPN, Firewall, Adblocker, Virus protection
- Restart your computer

PRO TIPS

Want to use emojis during the event? 😎
Go to the chat and do this on your keyboard:

Windows: **Windows key** + **; (semicolon)** or **Windows key** + **.**
Mac: **control** + **cmd** + **space**

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