

The following information is to help you prepare for the event

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Registration

- From **Wednesday 1 June** we'll start sending invites to our **virtual venue** - which is hosted on our website
 - You'll receive an email from: **info@ucdgathering.net** confirming your account is active and asking you to set your password
 - We advise adding this email to your address book to avoid it going to spam
 - If you don't receive this email by **midday** on **Monday 6 June** please contact us
 - We recommend you **activate** your login **before** the event starts
 - To ensure you can login before the event begins
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Ticket changes

- You need to be **registered via EventBrite** to attend the live event
 - If you booked a **one day ticket**, you'll have access to the venue on both days but **will not be able** to see any of the live or recorded content from the day your ticket doesn't cover
 - If you received this email, but have swapped your ticket with someone else, you need to:
 - update their details in **"manage my booking"**
 - and inform us to ensure they get an invite: allison@software-acumen.com
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Sessions

To find sessions:

- Login to the virtual venue
 - A menu item will soon be added to the far right of the website menu bar **"Live Event"**
 - Navigate to: **"Map"** then **"auditorium"**
 - you'll see all upcoming sessions in a list
 - live sessions will show **"join zoom"**
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Tracks

- Programme tracks run left to right as you look at the programme page
- First session on the left is **Track 1**, next **Track 2**, **Track 3** etc.

11:15	CASE STUDY	TALK	WORKSHOP
11:20	Creating safe spaces to research youth mental health needs	When do inclusive language guidelines become exclusive?	Running inclusive workshops
11:25			120 MINUTES
11:30	45 MINUTES	45 MINUTES	Flaminia Del Conte Sage
11:35	Bassam Jabry Chemistry Team	Laura Smith Unboxed	
11:40	John Chan Chemistry Team		
11:45			
11:50			
11:55			
12:00			
	1	2	3

Session types

- **Live:** will be live-streamed on the day (via Zoom)
 - **Pre-recorded:** will be delivered live on zoom but include the pre-recorded content
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Session start times

- Our programme runs in **London timezone (BST)**
- It won't detect your timezone, ensure you've calculated the difference when planning your day

- You can join a session link up to **5 minutes** before the programme start time
 - **Zoom webinar:** you'll be admitted straight into the webinar from the 5 minute mark
 - **Zoom meeting:** you'll join a waiting room and be let into the room at the 5 minute mark
 - If the "Join Zoom" link does not take you to a session - check the start time
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Session caps

- A small number of sessions may need to cap numbers, due to the nature of the session
 - If we're aware of this ahead of the event, then it'll be noted in the session description
 - Participants will be admitted on a first come, first served basis, we **don't take bookings** for sessions
 - If we reach the cap before you're admitted then you'll need to choose another session
 - Please don't join the waiting room unless you are present and available to attend the session
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Session catch-up/recorded sessions

- Go to **live event - map - auditorium - session catch-up**
 - If a session was permitted to be recorded, (see bottom of the session details [in the programme](#) under *"this session will be"*)
 - We'll be working to do this as fast as possible, it may take up to 1 day
 - Sessions will be available on catch-up, for ticket holders, for **the next 30 days**
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Speaker slides

- There's a channel in slack where speakers can provide (#_slides)
 - We'll also add them to the session catchup page at the end of each day - as a **resource** under the video
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Zoom

- We use Zoom to host the live content
 - We recommend you [download the Zoom client](#) before the event to ensure you get full interactivity
 - If you have the client ensure you have **the latest version installed**
 - *NB: if you're using a **ChromeBook** you may want to [read this article](#)*
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Captions

- Some speakers may have their presentation captions turned on automatically for everyone to see
- Alternatively we'll enable live captions in Zoom, to see these click on the **CC** button

- You can change your view settings for the captions after you have turned them on
 - At this time, we do not have a resolution for providing captions in breakout rooms
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Vimeo

- All recorded sessions for the conference are hosted on Vimeo
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Slack

- The event slack team is open and running,
 - If you've not received your invite, or need it sent to a different email address - you [can join directly here](#)
 - **Available channels to check out:**
 - **#_eventinfo** -we'll post updates and important information here, you can't post in this channel
 - **#_hello** - introduce yourself
 - **#_slides** - speaker slides will be posted here
 - **#crafty-corner** - want to share something you're working on? Knitting during the conference?
 - **#introduce_your_pet** - fancy a distraction? Share and meet the community pets!
 - **#on_location** - we'd love to see pictures from where you are
 - **#reflections** - reflections & takeaways on the conference. A space to share and connect
 - **#share-your-work** - if you have some work to share or discuss
 - **#skills_exchange** - if you've a job/opportunity to promote or you're looking for new opportunities
 - **#track(1-4)session-chat** - post questions/comments for speakers immediately after their session
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Q&A

- **Questions must be concise, relevant and a question**
 - We ask speakers to let participants know at the start of their session how they prefer to take questions
 - We ask you to understand that, as a speaker, they're putting themselves in a vulnerable position
 - We want them to feel safe and able to put their energy into their delivery without unwarranted distraction
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How we will communicate with you during the event

- on Slack via the **#_eventinfo**
 - At the top of the venue map, you'll see "**status updates**"
 - we'll use this to notify you if anything has changed that you need to be aware of
 - primarily for anyone who may not be able to access slack
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Need to contact us during the event?

- visit our **Welcome/Information Desk** (on the map) and you can join us live
 - It's a bit like our conference registration desk, without the badges!
 - We'll be online: Wednesday & Thursday from 09:00 (BST)
 - Use the **#ask-anything** channel in slack
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Want to carry on a conversation with other participants?

- You can ask for a **breakout room** to meet with other participants by dropping in on our **Welcome/Information Desk** (see above).
 - Join conversations in **slack**
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Code of Conduct

Our Code of Conduct is [available here](#)

Reading suggestions

Check out our **library** (on the map) for reading suggestions

Sponsors

We would like to take this opportunity to say **thank you** to our sponsors for their support:
Unboxed, Create/Change & QWAN

We look forward to seeing you online soon

Allison, Priscila, Emilie, Mark & our programme chair Jen Thomson