

Zoom Guidelines and Etiquette

Thank you for following the netiquette guidelines to make our first-ever virtual conference a smooth experience for everyone.

Make sure your Zoom client is up to date. We are using the “self-select” breakout room feature which only works with Zoom version 5.3. For more information on making sure your Zoom is up to date, [use this link](#).

We will email you (via your email address on file in ConfTool) two Zoom links that will allow you to attend events:

1. A link to the main Zoom room which will be used for panel sessions. Basically, if something on the program is happening in the Buffy, Wynonna, Sunset, High Tide, Beach Umbrella, or Mandalorian rooms use this link! This link is password protected and you can find it on the agenda in ConfTool.
2. A separate link to our Zoom Webinar events. This will be emailed to you and you can find it on the agenda in ConfTool.

Attending regular panel sessions:

To access the regular panel sessions, use the link to the main Zoom room. This will be emailed to you and will also be posted on the ConfTool Conference Agenda.

The main Zoom room is password protected. **Do not share the link or the password with anyone else** — we do not want to have any zoom-bombing and we are also a paid attendance event.

When attending regular panel sessions,¹ you will join our main Zoom room. You will then be able to toggle to the breakout room of your choice. The breakout room names correspond to the “room names” on the conference Agenda in ConfTool. This is called a “self-select breakout,” which gives you the flexibility to “panel hop” during concurrent sessions.

When you enter the main Zoom room your camera will be “off”, and your microphone muted. It is very important that you mute your microphone and turn your camera off when toggling into a breakout room. If your mic and/or camera are on when you join a breakout room that has a session in progress, it will be disruptive as you are going to pop up on the screen as an active speaker.

Please remember that turning your camera and microphone off is the virtual equivalent of walking as quietly as possible into a session that has already started.

In general, anyone not presenting should have their cameras off and microphone muted. If you are “on screen” but not talking please have your microphone muted when you are not speaking. We want to reduce feedback noise or background distractions. A meowing cat or dishwasher may sound like low-level noise in your house, but your computer mic may be distorting and amplifying that sound for your colleagues who are trying to listen to presentations.

¹ This also applies to the following events: the Executive Council Meeting, the Past Presidents’ Address, Past Presidents’ Business Discussion, and the WLA Business Meeting.

Presenting during a regular panel session:

Panelists should arrive to the assigned virtual room approximately 10 minutes before the scheduled start time. Presenters should have their cameras on, and microphones unmuted when presenting. You “screen share” during your presentation time if you have a slide show or other audio/visual materials as part of your talk.

You can find information about how to use the screen share and audio share functions in Zoom via Zoom’s quick guides. [Use this link for basics](#) that will be of interest to presenters who are planning to screen share any material.

At the start of a panel session the moderator and all panelists should have their cameras on for the introductions. For sessions where panelists take turns giving their presentations, only the presenter should have their camera on to reduce visual distractions for attendees. For Q/A at the end of a session or sessions that are conversationally focused, all panelists and the moderator should have their cameras turned back on.

It’s totally fine if speakers have pets join their camera frame during their talks, but we cannot list them as co-presenters on our program. Break the news to your dogs and cats in advance that they’ll be uncredited extras in your WLA 2020 performance.

Attending Plenary Sessions and the Awards Event:

Our special guest speakers will be using Zoom Webinar. This format helps prevent zoom-bombing and will allow the audience to submit questions using the “q/a” feature in a manner that does not create distractions for the other attendees.

A link to attend the plenary sessions will be sent to your email address on file via ConfTool. The first time you use your Webinar link you will be asked to register by inputting your first name, last name, and email address. You will reuse the Webinar link for all plenary events and the awards ceremony.

The following will require the Zoom Webinar link emailed to you:

- Wednesday Opening Keynote with Juan Felipe Herrera
- Thursday Plenary with Stephen Graham Jones
- Friday Plenary with Natalie Diaz
- Friday Awards and Dance
- Saturday Plenary with Arigon Starr

General Info:

WLA Virtual edition is still a professional event and we expect all attendees and participants to follow the association’s [code of conduct](#).

A virtual context can make it hard to read “tone” so for text-based communications (such as those in the chat section for breakout rooms) please make sure what you are sharing in chat could not be misunderstood as dismissive, rude, etc.

Enjoy!