



2021 Massachusetts & Rhode Island Land Conservation Conference

Friday, March 19th & Saturday, March 20th, 2021 Virtual Conference

Attendee Tips

[I'm an attendee. What do I do?](#) (link)

To enter the conference, you must use the same email you used to sign up for the conference. Your email is your unique identifier, and is how the system recognizes you.

If it asks you to provide a password but you haven't yet made one, click the "Forgot password?" link and follow the instructions.

[I forgot my password](#) (link)

[General computer set-up requirements](#) to access the conference (link)

Please be aware that pages may load slowly. When entering the conference it may take up to a minute or more before the full site is accessible. You may see "No Sessions Available" when entering the conference; this should go away in a few seconds as the content fills in.

Some latency is likely to occur throughout the event due to the large scope of this conference. We appreciate your understanding.

Q. Where should I turn for help if I am having trouble with the platform or any features?

- If you're having trouble **getting into** the conference or a session, email admin@massland.org
- If you're having trouble when you're **in a session**, enter your questions into the session's chat window.
- The **Info Desk** tab of the conference lobby will have some help links available, and a FAQ section
- We will also monitor the **Lobby chat**. (The Lobby is the page you arrive at when you first enter the conference.)

Q. When and how should I log onto the platform? Is it the same place I bought my ticket? What will I see once the conference begins that is different from what I see now?

A. The link to access the conference is in the confirmation email from Accelevents that you received when you registered. Find that email. In there is a blue button "Join the Event". Click it.

Video: [How to get onto the platform](#)

To log onto the platform you **must use the email and password you registered with.**

You can only enter the conference after 8:00 AM on the first day of the conference, Friday March 19. At that time you may adjust your profile, bookmark sessions, visit sponsors and exhibitors.

Access to sessions is 15 minutes before they're scheduled to start (or 2 minutes before for a Networking or First Timers session).

The video and link below show you how enter the conference event once you have registered. They also give you an overview of how to navigate around the Conference Hub, which looks a bit different than website you reviewed when registering.

Video: [Intro to Virtual Events for Attendees](#)

Text: [I'm an Attendee. What do I do?](#)

Note that it may take up to a minute for the entire conference site to load. Please be patient.

Q. How do I update my attendee profile (contact info., picture), and why might I want to do that? Who would that information be visible to?

A. The video and link above includes information on how to update your profile, which you can do after 8:00 AM on the first day of the conference. This may be useful if you would like to facilitate connection and interaction with other attendees, and may help speakers recognize you during sessions where you will not appear on camera.

Q. What are some tips for best results?

A. Ideally use a wired internet connection (i.e., ethernet cable to your router). If that isn't possible, ensure you have a strong, consistent WiFi signal. Accelevents' minimum [system requirements are here](#). To test your bandwidth: go to www.speedtest.net or similar website. Close other apps running on your computer, and if possible minimize or stop other's activity on a shared connection, particularly if they require significant bandwidth. (i.e. videos, gaming, large downloads, etc.)

Q. Will I be on mic and on camera? How do I mute myself?

A. Attendees are automatically muted and do not appear on camera, except for during the interactive Networking sessions at the end of each day, and the First-timers session at the beginning of Day 1.

Q. I don't see all the sessions I was expecting (use the arrow key to page over)

A. A limited number of concurrent workshops or Networking sessions appear on screen at a time. See the white circle with an arrow in it and click on that to page over to see the other sessions.

Q. Do I have to register for specific sessions?

A. You are not required to register for sessions. You can simply click the "Join" button to enter a session you are ready to attend. You can also click on the "Bookmark" button to save sessions to your schedule, which gives you the benefit of using the "My Sessions" tab to view just those sessions that most interest you. However, your bookmarked choices are not binding. You may move between sessions if you wish.

Q. What about Networking Sessions at the end of the day.

A. The Networking sessions are the only ones that have capacity limits. Only the first 16 people to enter a Networking session will be admitted, as capacity is limited to 16. (The one exception is the Rhode Island Land Trust Council Annual Meeting, for which there is no capacity limit – but only the first 16 participants will appear on camera.)

Important Note: Bookmarking a session doesn't reserve your space, so if interested please join the session right when it is scheduled to begin – or even a couple minutes early. If you absolutely want to attend a Networking session, please Bookmark it so we can monitor the need to make another session. If there is strong interest in certain Networking sessions, organizers may be able to add duplicate rooms.

Q. How do I join a session, and what happens when I do?

A. To join a session, click the Join button on the session description in the Lobby. (The Join button replaces the Bookmark button.)

For normal sessions, attendees are let in 15 minutes ahead of the start time.

For Networking sessions, attendees are let in 2 minutes ahead of the start time.

For the plenary panel and keynote, you may enter anytime, but will see a countdown clock until the sessions begins, then it will populate with the video of the presentation.

When you enter a normal session, you'll be asked to allow certain notifications. Allow. You'll see a box Set up your Devices. You may or may not have a choice. Once set, click Join Call (even though it is not a call). You'll see a screen similar to - but not exactly like - this:



The Chat and Q&A buttons are at the top of the right bar. The moderator of each session may have a preference of where to place questions. We are recommending technical questions and general comments about the talk be put in the chat. Questions directed about content of the talk go into the Q&A.

Q. How do I leave a session? Can I jump from one to another?

A. To leave a session, simply close the browser or use the back arrow in your browser. You can leave a session when you like, and move to another session freely, except for Networking sessions that are at full capacity. If you leave a Networking session, you will not be able to re-join unless someone else has dropped out.

Q. How do I ask a question or make a comment? Will there be break-out rooms in any of the sessions? What are my interaction options once I'm in a session?

A. We are advising people to use the Chat window for posting requests for technical help with the platform or technical difficulties. You may also use it to share relevant links or resources. For substantive questions or comments related to the session topic, use the Q&A tab, which you should find easy to use. **However, the moderator of each session may state a preference for that session.** If your question is for one specific speaker, note that in your question. See [Q&A in a Virtual Event Session](#)

There won't be breakout rooms in any of the Conference sessions. Some sessions may include a poll inviting your participating. In most sessions, you will have access to a Chat window and a Q&A window.

Q. Where do I find handouts for the sessions? Will copies of the slides be available?

A. Some speakers have provided handouts and resources for their sessions. These are available for download in the Documents and Links section beneath the description of the session in the Lobby. (Click on the session from the Schedule tab, and it will expand. Documents & Links are at the bottom.) Some speakers have included a PDF version of their presentations among those handouts. Slides may not be available for every talk, but keep in mind that recordings of talks are available to registered participants for 90 days after the conference ends.

If the speaker(s) posted documents *within* the session, they will be viewable in the session from the Details tab.

Q. When will recordings be available and how do I access them?

A. Recordings will be available shortly after the session, accessible from the blue View Recording button in the session description in the Lobby of the conference. The View Recording button replaces the Bookmark button.

Q. How do I join a Networking session and what should I expect there?

A. Join a Networking session like all other sessions. Attendees are let into a Networking session 2 minutes before the start time. There is space for only 16 people. If you want to ensure you are one of them, we suggest getting there early; people are let in in the order in which they arrived. When you enter the session, your image will appear in one of the 16 squares (like a Zoom meeting or the Brady Bunch squares).

You'll be able to interact with the other attendees by talking, chatting, and asking questions in the Q&A or via the Raise Hand function. Each session has a facilitator, who may state his / her preference on interaction. You also have the option to mute yourself and stop your video, as does the facilitator.

You'll also be able to access any documents from the Details tab, then scroll to Documents & Links. (It's unlikely that there will be any based on the way we are using Networking, but check anyway.)

Note that once you leave a Networking session, you lose your spot, and if there is anyone waiting, they will take your place in the grid.

Q. What happens if I try to join a networking session and it's already full?

A. You'll receive a message saying the session is full, and you will not be let in. If a person drops out of the session, that will free up a spot. If you are persistent and catch it right, you may have an opportunity. However, there is no guarantee of this, and you will not receive a notice that a spot has opened.

Q. Can I attend the RILTC Annual Meeting, even if I'm not a member? How will it be different from other Networking sessions?

A. The RILTC Annual Meeting is open to all, not only RILTC members. It has capacity for up to 250 people (vs. 16 for regular Networking sessions), though with only 16 cameras on screen. By default the others will be heard but not seen. However, the facilitator has the option to mute all attendees.

Q. How do I visit Exhibitor booths and what should I expect there? How do I chat one-on-one with an Exhibitor? Can I make an appointment to talk to them later?

A. You can visit an Exhibitor at any time to look around and leave a chat message, or - if a booth has it - click the "Have questions?" button.

Most booths will be staffed Friday and Saturday, 12:15 - 1:45 p.m. for live chat.

To visit Exhibitors, click "Exhibitors" In the left green bar of the conference platform. Click on the image of the exhibitor you're interested in. Depending on the level of exhibitor, you'll next see the company description, Documents & Links, and Organization / Business Rep. Or you may see a promotional video, with a tabs to Company Details and Video. Some booths may also have a "Have questions?" button. If you click it, your name and email are automatically sent to the Exhibitor, who will contact you later.

Exhibitor booths have a Chat function in the right bar. This is where you can interact with the Exhibitor during staffed hours. During un-attended hours you may leave a message there with your name.

On Saturday, 2 Premium Exhibitors will be available for Live Streaming chat (SWCA and MDAR).

Q. How can I make follow-up contact with a speaker or another attendee?

A. See this wiki about [How to Connect with Other Attendees](#). Note that attendees may have selected to hide their information, so connecting with them may not be available.