Technology Guide

Gender, Women’s Suffrage, and Political Power Conference

**Navigating the Virtual Conference**

Although we all would have liked to be able to attend the conference in person, we are pleased to offer the GWSPP Conference virtually! This technology guide provides information on how we plan to operate the conference online and provides details on how to engage with conversation around the conference online, some tips and tricks to using Zoom, and the responsibilities of our technology volunteers. Our technology policies are influenced by our [Code of Conduct](https://docs.google.com/document/d/1R1-JQ0WDR1kHRHOcad07xqHz7a5EmbVamsKR7FEsykQ/edit?usp=sharing), which should be followed by all conference participants.

**Social Media**

While the GWSPP Conference does not have its own social media page, you can follow the conference via Michigan State University’s Center for Gender in Global Context (@MSUGenCen) or through the hashtag **#GWSPP2020**. In addition to using this hashtag to post updates and promote the conference, we hope that participants will use this hashtag to keep discussion going throughout the event.

**Statement on Recording Presentations**

Prior to the conference, we ask that all presenters sign the Copyright Permission Form. This will allow us to share conference proceedings on our YouTube channel. Only presentations will be shared--question and answer sessions will not be posted online.

**A Note on Zoom**

This conference will utilize both Zoom Meetings and Zoom Webinars. More information on both of these can be found below. For the best functionality of Zoom, download the Zoom application to your desktop or mobile device and check for any updates before the day of the event.

For more information on Zoom, please check [Zoom Support’s Frequently Asked Questions](https://support.zoom.us/hc/en-us/articles/206175806-Top-Questions?_ga=2.63665263.1793854876.1603675310-685388955.1565893709).

**Zoom Etiquette**

With our conference being on Zoom, some etiquette will be specific to the virtual format and may differ from an in-person event. We’d like to offer a few friendly tips and reminders:

* Please make sure that your display name matches the name you used to register for the conference and how you would like to be addressed.
* Add your preferred pronouns to the end of your display name by clicking “More” next to your name in the participant list and then “Rename.”
* Unless you are presenting or asking a question, please keep your microphone muted at all times.
* Please make sure there is nothing in frame that you wouldn’t want anyone to see. Likewise, please make sure that if your camera is off your profile picture is appropriate.

**Meetings vs. Webinars**

Most conference events will take place in a Zoom Meeting. This is the more interactive form of Zoom and will allow presenters to have more control over their presentations and allow attendees to be more involved in discussion. Features of a Zoom meeting include:

* *Chat*. To ask a question or share a resource, please feel free to use Zoom’s chat function. You can send a message to everyone or select an individual to message. If posing a question following a presentation, please be sure that you’re messaging the whole group.
* *Raise hand*. To raise your hand and let a moderator know you’d like to ask a question, select “participants” in the menu bar then click the “raise hand” button at the bottom of the list.
* *Reactions*. While most of the time you will be muted, you can still show your enthusiasm for a presentation through the reaction button on the menu bar and clicking the applause emoticon. Please try to only use this function when someone is done speaking as it can be distracting.

A few conference events will take place in a Zoom Webinar format. This is due to an anticipated greater number of attendees for keynotes and a need for increased security. While a webinar is less interactive than a traditional Zoom Meeting, participants will still have the opportunity to engage with speakers via the Q&A function. To use the Q&A function, open the Q&A window by clicking the button in the Zoom navigation bar at the bottom of your screen. Type your question into the Q&A box, then click send. The host will either reply via Q&A window or live.

**Backup Plan**

Although we do our best to be prepared for everything, technology sometimes fails in ways that are out of our control. In the case that any of the Zoom events tied to the conference malfunction, please visit the conference’s webpage at [gencen.msu.edu/gwspp](http://gencen.msu.edu/gwspp). As we attempt to rectify the problem, we will post all updates at the top of the page. We will do our best to resume the conference on Zoom as soon as possible, so please continue to check back for the latest news.

**Contact Us**

If you have any questions regarding the technology plan, please contact us at gwsppconference@gmail.com and we will answer your question to the best of our ability. If you are having problems with the Zoom software itself, contact Zoom Support or the IT department at your institution.