

Attendee Tip Sheet

Remember to register

Please note that you must register in advance for all open events you wish to attend. Please visit the [Register](#) page on our website.

Use headphones

Consider using a headset or headphones if you have them, as they prevent acoustic feedback and allow you to filter out disturbances.

Ask questions!

Engage with your colleagues; ask questions! You can do this efficiently by posting your comment(s) within YouTube or another virtual conference platform prior to the last 15 minutes of the session to give your question(s) a chance to be answered. Please be mindful of keeping your questions topic-specific. It is always important to remain respectful of all session participants. Though the Federation supports free speech and academic freedom, please note we reserve the right to delete comments submitted under aliases, or that contain spam, harassment, or attacks on an individual.

Platform logins

We are using multiple options for virtual conference rooms and you may be directed to log in to YouTube as part of your association sessions. Please ensure you have your own Google or Gmail account so that you can access YouTube easily when sessions begin. A Google account is a username/password that you can use across Google Drive, which includes Docs, Photos, Maps, YouTube, etc. All existing Gmail accounts are considered Google accounts, but not all Google accounts are considered Gmail accounts.

Time zone check

Double check the time zone the presentation is taking place in, as sessions may be listed in a range of time zones (EST, PST, AST).



Keep meeting links private

In support of your fellow association attendees and presenters, please **do not** share the virtual conference room links via email or social media for security reasons.

Character limits

There is a 200-300 character limit per comment on conference-wide chat tools. To allow more attendees to have their questions answered, we may not be able to relay multiple questions from the same attendee.

Keep your schedule close

Keep your association agenda handy. Links to the virtual sessions will be provided closer to the event. Watch for those links in your email.

Code of conduct

The Federation strives to ensure that all participants in Federation activities enjoy an environment free from discrimination, harassment and bullying. Further, the Federation is committed to providing an atmosphere through all of its activities, which encourages free expression and the exchange of ideas - in a respectful manner - as well as open, critically engaged and sometimes challenging discourse. This expected behaviour, included in our [Code of Conduct](#), extends to any format of the conference, including virtual forms and online tools. This includes conference-wide chat tools, Q&A tools, live stream interactions and any other forms of virtual interaction. Any breach of the [Code of Conduct](#) during a virtual conference yields the same consequences as an in-person violation.

Enjoy the conference!

Thank you for choosing to participate in your association's virtual sessions! Your commitment to supporting your community is appreciated.

