

# 2020 Alaska Food Festival & Conference

## **Conference Attendee Guide**



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For technical questions or assistance

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**Welcome to the Alaska Food Festival and Conference presenter community!**  
**We're delighted to have you and thanks for supporting our amazing food system and the people who make it work. This resource will help you ease into our digital conference platforms, Zoom and Whova, and set you up for success.**

Here's how our virtual conference works. Just like an in-person conference, we needed a place to put all the information, a place to welcome people, and a place to host each presentation. Imagine walking into a hotel lobby, and being greeted by conference staff... this is Whova.

**Whova** - Just like at a hotel, we have our main space for vendors, information tables, and a stack of agendas. We are using a digital platform for this space called [Whova](#). This is where you will see our vendors, conference schedule, and be able to chat with the conference support team. It's your one stop shop for information.

Now imagine you've received your conference program and selected your first session, you walk down the hall to conference room A... this is where Zoom comes in.

**Zoom** - Think of Zoom as our separate presentation rooms. Imagine walking down the hall to Conference Room A,B,C, & D. This conference works the same way, except Rooms A-D are virtual, with separate Zoom links to access each room.

Both Whova and Zoom have very effective mobile apps. The Whova app particularly may come in handy for messaging the conference support team. To experience the conference in full, we recommend accessing both Whova and Zoom from your computer. More on this below.

**NOTE: Before you can begin this epic journey, you MUST register.**

Below you'll find information on

[Registration](#)

[Logging Each Day](#)

[How to Get Zoom](#)

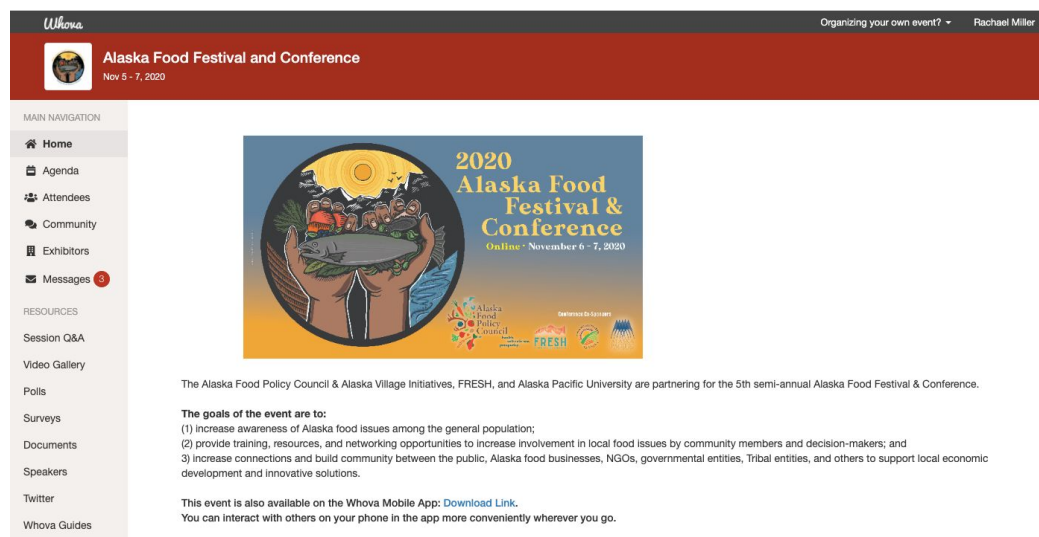
[FAQs](#)

[Etiquette & Best Practices](#)

## Registration

While you did register with Eventbrite to receive a ticket, you must register with Whova to access the conference. We know, we know, it's a lot. But you're doing great so far! Click [here](#) to register, using the same email you used to purchase your ticket. You'll see a screen like this after your registration with Whova is done.

[https://whova.com/portal/webapp/affac\\_202008/](https://whova.com/portal/webapp/affac_202008/)



The screenshot shows the Whova event page for the 2020 Alaska Food Festival and Conference. The page features a red header with the Whova logo and the event title. Below the header is a main navigation menu with options like Home, Agenda, Attendees, Community, Exhibitors, and Messages. The main content area displays a large graphic for the 2020 Alaska Food Festival & Conference, which is online from November 6-7, 2020. The graphic shows a person holding a bowl of food, surrounded by various food items and logos. Below the graphic, there is text describing the event's goals and a link to download the Whova mobile app.

**Alaska Food Festival and Conference**  
Nov 6 - 7, 2020

**2020 Alaska Food Festival & Conference**  
Online - November 6 - 7, 2020

The Alaska Food Policy Council & Alaska Village Initiatives, FRESH, and Alaska Pacific University are partnering for the 5th semi-annual Alaska Food Festival & Conference.

**The goals of the event are to:**

- (1) increase awareness of Alaska food issues among the general population;
- (2) provide training, resources, and networking opportunities to increase involvement in local food issues by community members and decision-makers; and
- (3) increase connections and build community between the public, Alaska food businesses, NGOs, governmental entities, Tribal entities, and others to support local economic development and innovative solutions.

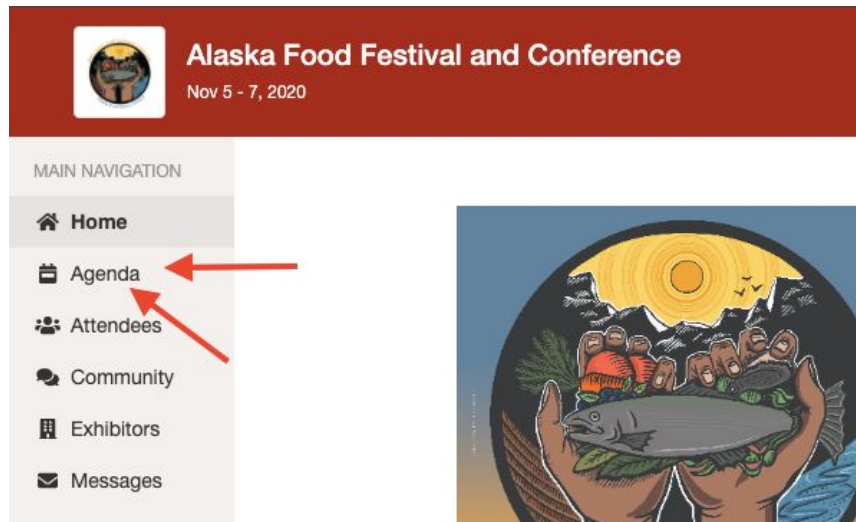
This event is also available on the Whova Mobile App: [Download Link](#).  
You can interact with others on your phone in the app more conveniently wherever you go.

## Logging in each day

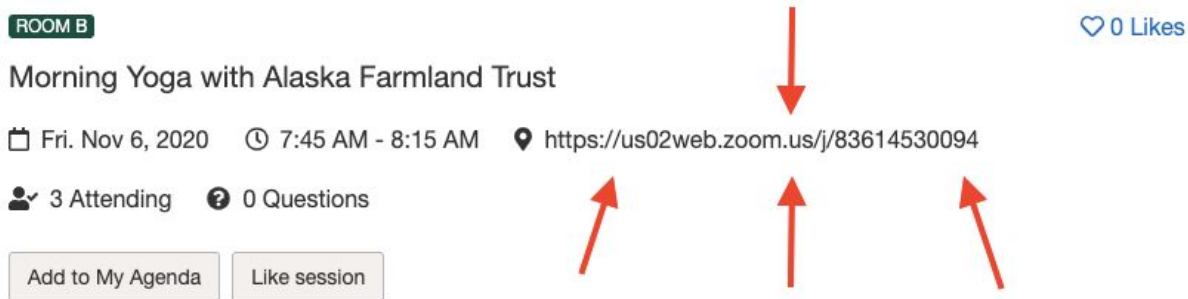
Log in to Whova using this link: [https://whova.com/portal/webapp/affac\\_202008/](https://whova.com/portal/webapp/affac_202008/)

You can also find the gateway to our virtual venue on our website, along with other conference information, like our Online Auction, and a few user guides (periodically updated): <https://www.akfoodpolicycouncil.org/2020-festival-conference>

Go to the agenda to see the full selection of sessions.



Each session listed in Whova will have a Zoom link, which you will click to go to that specific room. This will open up a new browser tab or open Zoom directly on your computer, if you've downloaded the app. More on that in the [next section](#).



## How to Get Zoom

If you're a Zoom pro and don't want to read this guide (hey, some folks are really busy right now) but are still a little nervous, check out [Zoom's video tutorial page](#). They explain everything and have a nifty help chat feature if you have additional questions. Zoom is where the magic happens and the presentations actually take place.

We recommend people download the Zoom app to their computers, rather than use it from a web browser, as it usually results in a better connection. To do that and join us on conference day:

1. Go to [zoom.us](https://zoom.us)
2. Create a FREE account
3. Proceed to enter each conference Zoom session via the links provided in [Whova's agenda](#).

If you DO navigate to the Zoom conference rooms on a web browser, it's not a problem and you should still be able to connect and view the presentations.

## FAQs

### 1. Where's the conference schedule?

- a. Right here! [Click here to see the draft agenda](#).
- b. Also see [Logging in each day](#).

### 2. What if I can't sit still for the entire 2-days? I'm worried I'll miss something!

- a. You're not alone! This is a lot of content and it will be hard to look away. We've scheduled a daily morning yoga session with Amy Pettit, yoga teacher and Executive Director of the Alaska Farmland Trust. She will guide us through movements to relax our shoulders and prompt us to take breaks, stretch, and hydrate!

### 3. Where are the bathroom breaks and lunches in the schedule?

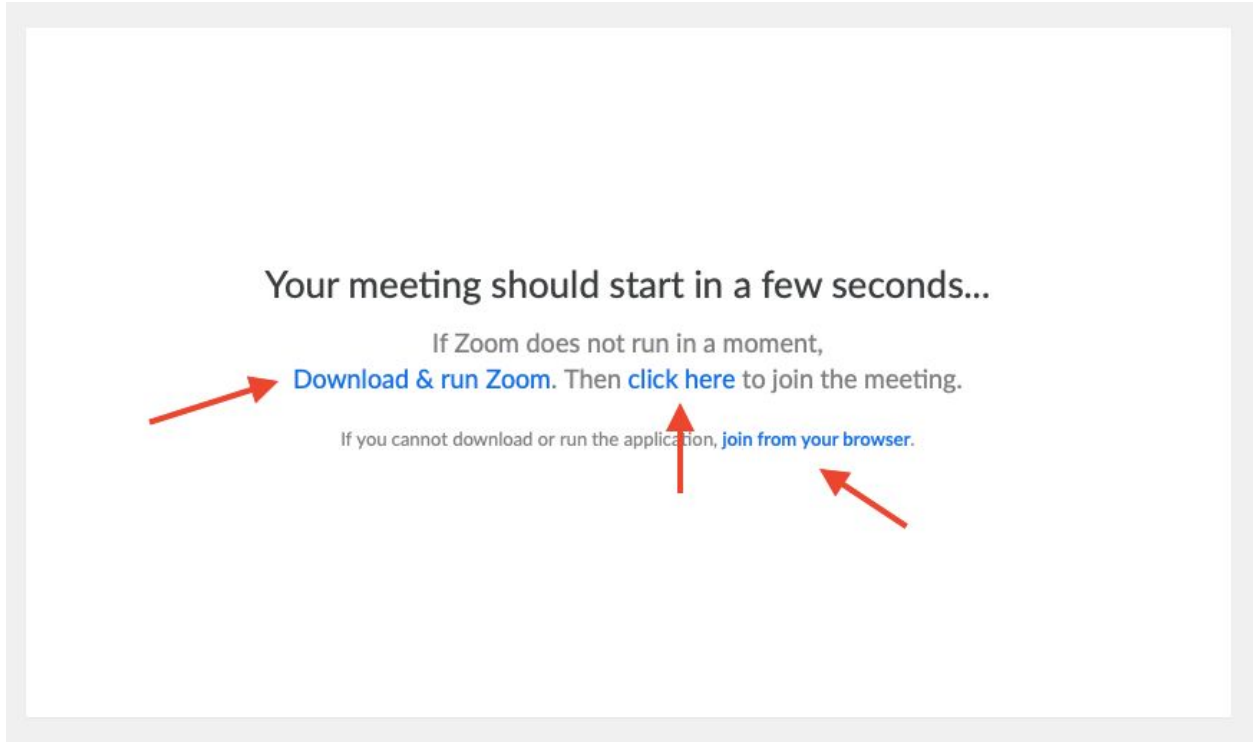
- a. No one is going to the bathroom for 2 days.
- b. Just kidding! Get up, walk around, stretch, cook, eat, any time you like during this conference. We're adults.
- c. You will see breaks scheduled in the agenda. Use them to MOVE around and keep your brain fresh.

### 4. What if I just can't figure out how to log on?

- a. Ask us!
  - i. Email Rachael [rmiller100@gmail.com](mailto:rmiller100@gmail.com) OR Robbi [director@alaskafoodpolicycouncil.org](mailto:director@alaskafoodpolicycouncil.org) for support
- b. Call your kid or grandkid.
- c. Check out [Zoom's troubleshooting guide](#).

### 5. How to join a meeting from your computer

- a. Click the meeting link, found in the Whova session.
- b. You will see the image below, choose whether you want to join via your app or a web browser tab. Again, we recommend downloading the app, if you're able.
- c. [Click here for Zoom's tutorial on how to join a meeting](#)



## 6. How to join a meeting from your computer AND phone

Sometimes audio gets scrambled so people join Zoom on their computer to see the screen, presenters and chat, and get the audio from their phones. Here's how:

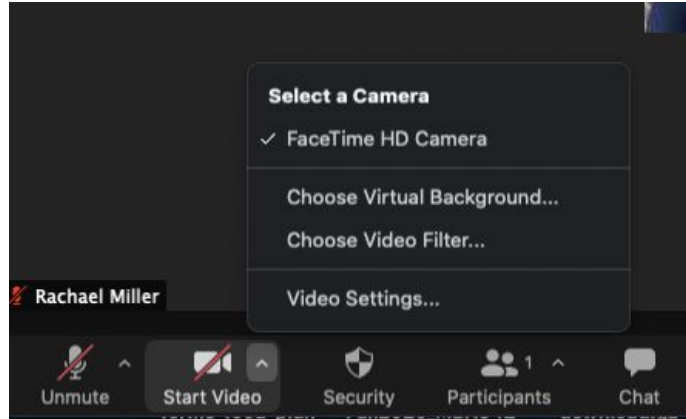
1. Join from your computer (see instructions above).
2. MUTE yourself on Zoom then mute your computer's audio.
3. Call in using the information in your registration email. See FAQ #1.

## 7. How to see other people who are on camera

- a. You may either choose to see all participants with their cameras on, in "gallery view" or just the speaker in "speaker" view.
- b. [Learn more about how to do this here.](#)

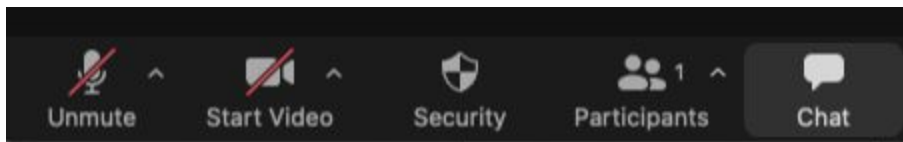
## 8. How to turn on your camera

- a. Click the camera icon on the bottom left part of your Zoom screen. To ensure you're using the correct camera and to check your settings, select the ^ sign, by the camera icon.



## 9. How to use the chat box

- Move your mouse to the bottom of your Zoom screen and you will see the toolbar.
- Click "chat" and you will see the box pop up on the right hand side of the screen.
- Chat your questions or comments.



## 10. How to join a meeting from your smartphone or tablet

While we don't recommend this option as you won't get the full user experience and we'll all look reeeeeeeally tiny, this may be your only option.

- Go to your app store.
- Download the Zoom app
- Use the same meeting link in your registration email and Zoom away!
- [Click here for more on how to use Zoom on mobile](#)

### Mobile app icon and login screen

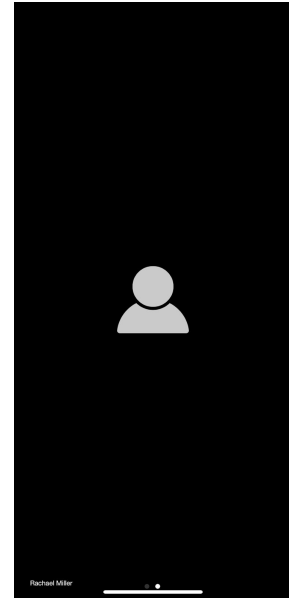


#### ZOOM Cloud Meetings

Meet Happy  
Zoom  
#1 in Business  
★★★★★ 4.6, 153.3K Ratings  
Free

A screenshot of the Zoom mobile app's login screen. At the top, there are two buttons: 'Cancel' and 'Join a Meeting'. Below them is a text input field containing the meeting ID '629 556 1033' with a dropdown arrow on the right. Underneath is a button labeled 'Join with a personal link name'. Below that is another text input field containing 'YOUR NAME HERE' with a close button on the right. At the bottom is a large blue button labeled 'Join'.

You'll likely see something like this when you get into the room on mobile.

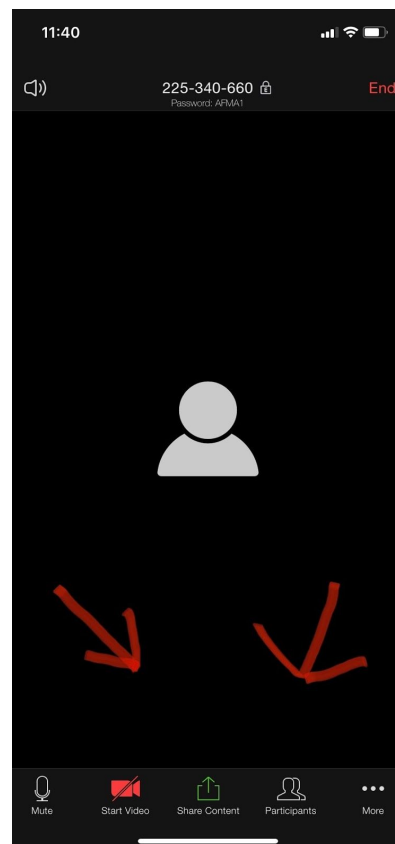
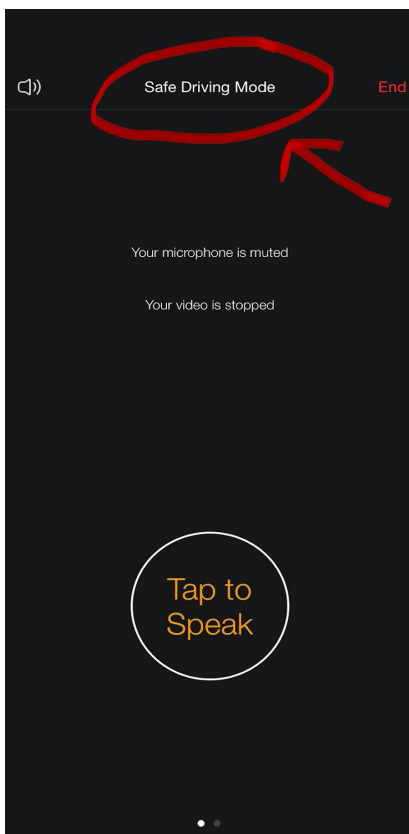


**There is a Safe Driving Mode**

**DO NOT DRIVE AND ZOOM.**

Swipe right or left for this "tap to speak" screen.

**Tap your screen once to see the bottom toolbar**





## Etiquette & Best Practices

Here's a blog on [Zoom etiquette](#), but this is what we're REALLY focused on:

1. Be kind. Patience and flexibility is the name of the game. If another attendee is annoying, harassing, or inconveniencing you, please reach out to the meeting administrators via the chat feature in Zoom or via email [director@alaskafoodpolicycouncil.org](mailto:director@alaskafoodpolicycouncil.org). We're here for you and want to ensure everyone has a positive experience.
2. Raise your hand. Rather than verbally jumping over someone.
3. Use the chat box to ask questions.
4. Be mindful. We all have a lot to share. And most of us haven't interacted with this many humans in awhile. Which means some of us may be more long-winded than usual during discussions. If a comment from an attendee goes too long, admins will mute you and graciously redirect you to the chat box to finish your thoughts.
5. DO ask questions.
6. DON'T forget your camera is on and go to the bathroom.
7. DO mute yourself when you're not talking.
8. DON'T be backlit. If you have a window or light behind you, your face will be difficult to see.
9. DO encourage your pets to join you. That's adorable. We love that.
10. DO have a good time!

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Thanks for reading and being a part of this conference!

Please feel free to reach out with any questions.

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