



PoCC Attendee Guide

Welcome!

We are so pleased that you will be joining us next week! This guide is designed to help you have the best experience at PoCC. Should you have any technical issues or questions, please contact NAISsupport@360livemedia.com at any time.

A brief video walkthrough of the platform is available here:

<https://www.loom.com/share/e3dbdd611733473090b09676cc5861ad>

Please note – the event is being broadcast in Eastern Time
[Use this recommended link to compare your time zone to the broadcast times](#)

Pre-Conference Preparation

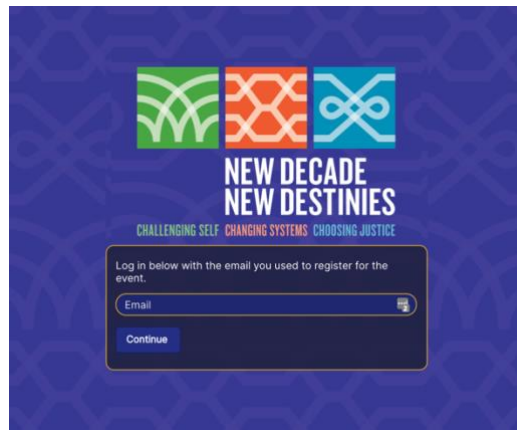
- We recommend you find a quiet and comfortable place to enjoy the conference.
- Headphones are recommended for the best audio experience.
- You can login to the platform beginning on Tuesday, November 24 at 12:00 noon to check your access and get familiar with the site. An email granting you access will be sent in the morning on November 24.
- There are no downloads required. Simply visit <https://eventmobi.com/pocc20/> and create a login using the same email address that you registered with.
- **IMPORTANT: Google Chrome is recommended for the best experience.** If you don't have Google Chrome, you can download it here: <https://www.google.com/chrome/>
- Our event platform uses Zoom for certain elements of programming. We are excited to be using a brand-new Zoom feature with you that was just released this past week. **In order for you to fully engage and use these new features, you will need to update to the latest version of Zoom, which is Version 5.4.4.**

[Check my version of Zoom](#)

[Update my version of Zoom](#)

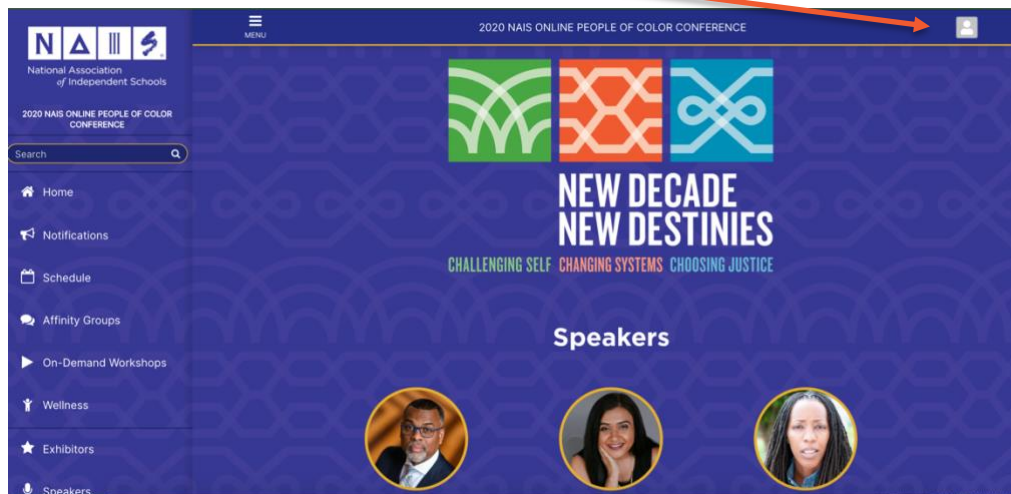
Using the Platform

Upon following the link, you will arrive at the login page. Enter the email address you used to register for the conference and create a password of your choosing.



Update Your Profile

The first thing you should do is select the Person Icon in the upper right corner to update your profile.



You have the option to add a picture, and any contact and bio information that you wish.



EDIT
Summont's avatar

Beth

Summont

beth@360livemedia.com

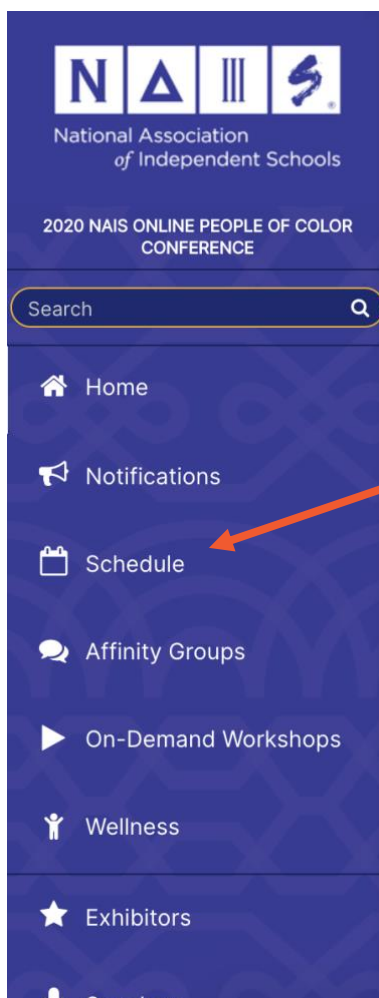
Job Title
Your Title

Company
Company Name

Bio
A little bit about you

Website

The Left Navigation



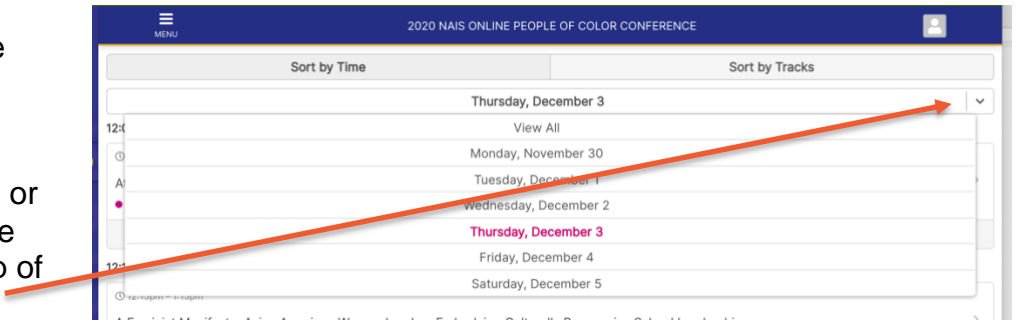
The Left Navigation Menu is your quick way to access all of the information for the event. Simply click to visit a section.

You will be able to see all the conference events, as well as any additional pre-registered events, if applicable.

Accessing Sessions, Workshops, and Events

To view a session, visit the schedule page in the left navigation.

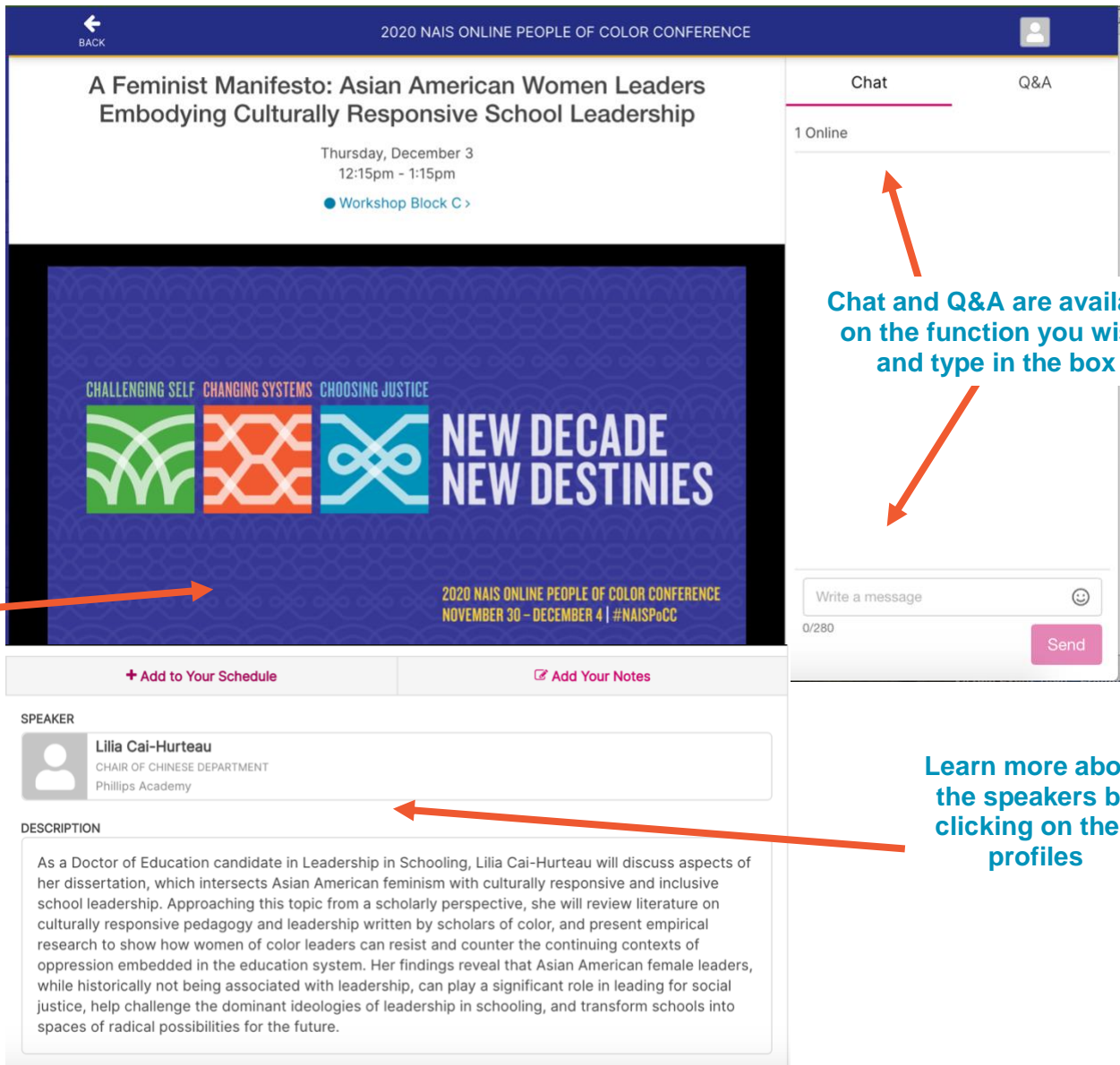
Choose to view everything or select day-by-day using the drop-down menu at the top of the page.



Click on the desired session to be taken to that session page. The sessions will be available at their scheduled times.

Session / Workshop / Event Pages

In many cases, content is being streamed directly into the platform. In this case you simply go to the page to view the content.



Session plays here

Chat and Q&A are available. Click on the function you wish to use and type in the box below

Learn more about the speakers by clicking on their profiles

If there are any handouts or downloads available, they will appear on this page, below the speaker bio.

Some sessions, workshops, and events are run as meetings and have a button directing you to join the session. In these cases, you will need to click the button, which will open a new window, and then you can join the session in Zoom.




2020 NAIS ONLINE PEOPLE OF COLOR CONFERENCE

Affinity Group Facilitator Training

Tuesday, December 1
10:00am - 1:00pm

● Affinity Training >

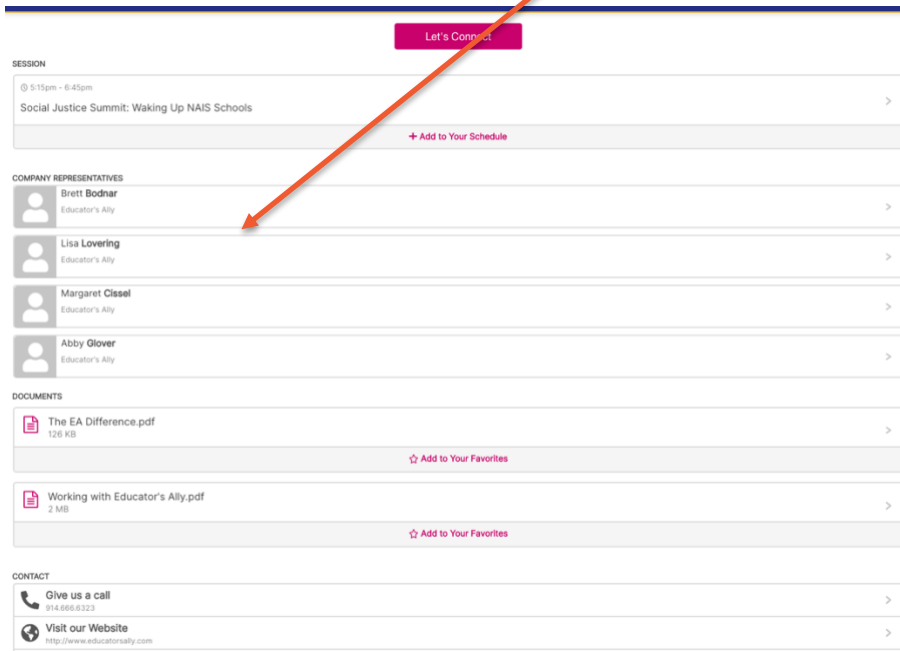
 Join Now

These types of sessions, workshops, and events are all run through the Zoom platform. If you have difficulty accessing Zoom, please contact NAISsupport@360livemedia.com for assistance.

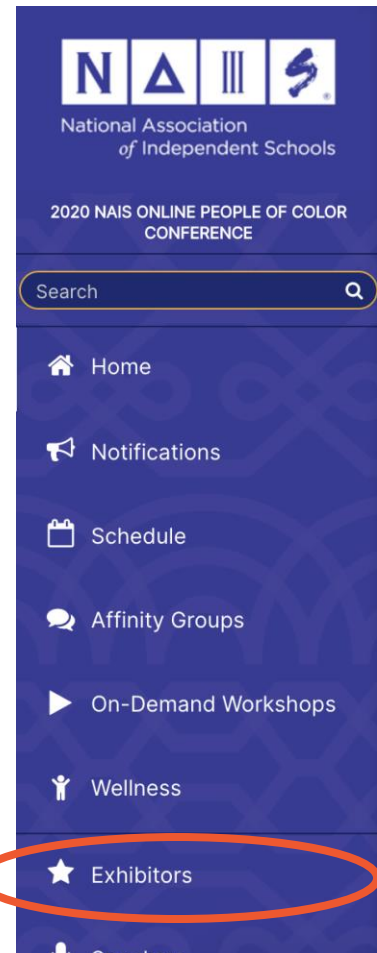
Visiting the Exhibitors

We are grateful for the support of our sponsors and exhibitors. Please be sure to visit the Exhibit tab to learn more about our sponsors and exhibitors and the services they can offer your school!

Exhibitors have different kinds of information posted in their booths, including handouts, videos, and links to websites. If you wish to connect with an exhibitor, you can visit their page and click on a Company Representative and send them a message.



The screenshot shows a mobile app interface for a conference. At the top, there is a pink button that says "Let's Connect". Below that, there is a "SESSION" section with a card for "Social Justice Summit: Waking Up NAIS Schools" from 5:15pm to 6:45pm, with a "+ Add to Your Schedule" button. The "COMPANY REPRESENTATIVES" section lists four individuals: Brett Bodnar, Lisa Lovering, Margaret Cissel, and Abby Glover, all identified as "Educator's Ally". An orange arrow points from the text above to the name "Lisa Lovering". Below this are "DOCUMENTS" and "CONTACT" sections.



The screenshot shows a vertical navigation menu for the "2020 NAIS ONLINE PEOPLE OF COLOR CONFERENCE". At the top is the NAIS logo and the text "National Association of Independent Schools". Below the logo is a search bar. The menu items are: Home, Notifications, Schedule, Affinity Groups, On-Demand Workshops, Wellness, and Exhibitors. The "Exhibitors" item is circled in orange.

Connecting with Other Attendees

We know connection is an important and valuable aspect of PoCC. We've made it very simple to meet up with old friends or connect with new people through chat and messaging.

Send Messages and Schedule Meetings

Visit the Attendees section to search for people. Click on their name to send them a message or request a [video meeting](#).

Rhonda Buford

Send a Message Schedule a Meeting

When scheduling the meeting you have the option to meet with video within the platform, or you can put in your preferred conferencing link to Zoom, Teams, Google Meet, etc.

2020 NAIS ONLINE PEOPLE OF COLOR CONFERENCE

Suggest a Meeting

Title
Meeting - Beth Surmont / Brooke Wilson - Eastern Time

Date
11/23/2020

Start Time
11:20 AM

End Time
11:35 AM

Video Meeting

Location
Suggest a location

Note
Add a message

Cancel Send Invite

Please Note: if you are scheduling a meeting, we recommend you put the time zone in the title of the meeting, so that all parties know when the meeting is set to begin.

If you have questions or need assistance, please contact NAISsupport@360livemedia.com.