



# NAPPC

## North American Pollinator Protection Campaign

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### Instructions for NAPPC 2020 Conference Participants

#### WELCOME

As a registered participant, your input is an invaluable component to various discussions that occur throughout this Conference. This year's Conference will include invited presenters, participants, and facilitators. All attendees are participating to ensure adequate discussion of and to capture participant's perspectives on the priorities for NAPPC for the coming year.

**To ensure that together we meet this Conference's objectives and to enable you to get the most out of this experience, please familiarize yourself with this guide several days prior to the Conference.**

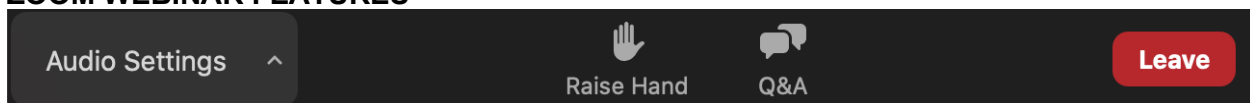
#### PREPARATION

Because this is the first year NAPPC has gone virtual, it is critical that every participant is familiar with the ZOOM platform, and has a basic understanding of how it operates. These quick tutorials are an easy way to get familiar, if you aren't already:

- Day 1 of the Conference will be held on Zoom Webinar, whereas Day 2 and 3 will be held on Zoom Meeting. To better understand this comparison, visit this [web page](#).
- To learn how to attend a Zoom webinar, visit this [web page](#).
- To learn how to join a Zoom meeting, watch this [tutorial](#).
- To learn about the various meeting controls (some of which you'll have, others you won't), watch this [tutorial](#).
- Breakout sessions will take place in Zoom Breakout Rooms. To learn about how breakout rooms work, from the participant's point of view, visit this [web page](#).

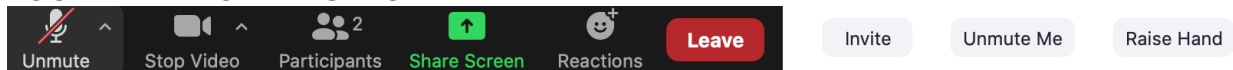
There are several useful Zoom attendee [features](#) that may help enrich your participant experience. Note: that not all Zoom features will be enabled.

#### ZOOM WEBINAR FEATURES



- Q&A: The main feature you will use as an attendee in webinar mode (Tuesday, Oct 20th) will be the Q&A function. Located at the bottom of your screen you can click on Q&A and type a question to a presenter. Conference moderators will read your question aloud during Q&A portions (time providing).

#### ZOOM MEETING FEATURES



- Participants: Click this icon to see a list of participants in the meeting. If your displayed name is not as desired, you may change it here under 'more', then 'rename'. In breakout sessions, this will allow you to see if you are missing anyone from your Task Force.
- Raise Hand: The raise hand function will be useful during the breakout sessions when someone else is speaking and you would like to ask a question or get in the queue to speak. It is found under the participant sidebar options.



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- **Share Screen:** Participants will not be able to share screens, however facilitators may share their screen to the breakout room. This is useful when taking notes, looking at graphics, or completing the work plan.
- **Reactions:** Several emoji-style reactions are available for use during your breakout session. These features prevent an unnecessary break in conversation, and allow for more engaging dialogue.

#### ZOOM VIRTUAL ETIQUETTE

- Join on time, or a few minutes early if new to the Zoom platform
- Name yourself with name and organization upon joining
- Merge your phone and video if joining with both
- Mute your microphone when not speaking
- Engage via video during the breakouts; be present

#### PARTICIPATION GUIDELINES

Please review the NAPPC [Ground Rules](#) carefully. Your participation is a key factor in the success of the Conference. Opportunities to participate include the Q and A sessions, the Breakout Sessions on Day 2 and 3; and via the Conference Evaluation. In order to ensure effective participation, the following guidelines have been established:

1. Engage – Inquire and share
2. Create common understanding – Clarify technical terms and acronyms
3. Be empathetic – Assume good intent
4. Be curious – Listen
5. Disagree respectfully
6. Share screen/air time – Be mindful of question/comment length

#### FOR FURTHER INFORMATION

If assistance or any accommodations are needed, please contact Savannah Autran at [savannah@pollinator.org](mailto:savannah@pollinator.org).