



NAPPC

**North American Pollinator
Protection Campaign**

www.nappc.org
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Instructions for NAPPC Conference Participants

WELCOME

Thank you for your vital role as a NAPPC Conference Participant! Your input is an invaluable component to various discussions occurring throughout this Conference.

To ensure that together we meet Conference 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

It is critical that every participant is familiar with the Zoom platform, and has a basic understanding of how it operates. If you aren't already familiarized with Zoom, you can access quick tutorials by clicking [here](#).

AGENDA

To download the full agenda, please click [here](#).

PARTICIPATION TIPS

- Hear from everyone – call on someone for an idea if they're not speaking up
- Increase solidarity and camaraderie of the group – make this a friendly and rewarding experience
- To encourage smooth engagement, fully utilize the Zoom features (chat, reactions, screen sharing, etc.)

PARTICIPATION GUIDELINES

Your participation is a key factor in the success of the Conference. Opportunities to participate include the Q and A sessions, the Task Force Breakout Sessions on Day 2 and 3; and via the Conference Evaluation. In order to ensure effective participation, the following ground rules 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

ZOOM FEATURES



There are several useful Zoom attendee [controls](#) that may help you facilitate a smoother and more authentic Task Force session:

- **Participants:** Click this icon to see a list of participants in your breakout room. This will allow you to see if you are missing anyone from your Task Force. If your displayed name is not as desired, you may change it here under 'more', then 'rename'.
- **Chat:** The chat function in the breakout session only displays to those also in the

breakout sessions, and will *not* display to the entire Conference. You may use this function to share links, answer simple questions, etc. Upon returning to the larger group, the chat is no longer solely with your task force group.

- **Share Screen:** Any participant may share their screen to the breakout room. This is useful when taking notes, looking at graphics, or working on the work plan.
- **Reactions:** Meeting reactions, nonverbal feedback, and Raise Hand allow you to communicate issues or feedback to the host or presenter without disrupting the meeting. These reactions are shown on your video panel and next to your name on the participants panel.

ZOOM PROTOCOL: 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
- Refrain from side conversations in the chat window

HOW WILL TASK FORCE SESSIONS WORK ON ZOOM?

Task Force Sessions will be occurring on Day 2 (10/20) and 3 (10/21) of the Conference through the Zoom “[Breakout Room](#)” function. Conference facilitators will pre-assign “breakout rooms” according to Task Forces, which allows the meeting host to split the participants of the conference into sub-sessions. Conference facilitators will be able to switch between breakout rooms to ensure that every Task Force member is in the correct room.

CONFIDENTIALITY PROTOCOL

Participants may characterize breakout discussions but may not attribute comments to an individual or organization.

FOR FURTHER INFORMATION

If assistance or any accommodations are needed, please contact Savannah Autran at savannah@pollinator.org.