College of Central Florida

32nd Annual Early Childhood Conference

March 27, 2021 9 a.m. to 3 p.m.

What to Expect as an attendee.

PREPARING FOR THE CONFERENCE

All the conference information including registration, workshops, keynote presentation is currently available for you at the Early Childhood Conference page: https://www.cf.edu/academics/areas-of-study/teacher-education/early-childhood-conference/

Conference Technology

Your conference sessions will be delivered through the Zoom platform. The login information will be sent to you by **March 22nd.** Zoom offers a free download of their basic product, Zoom Client for Meetings: https://zoom.us/download

 Download Zoom ahead of time to ensure smooth entry into the virtual sessions on conference day.

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download   **Version 5.5.2 (12494.0204)**

Reliable Internet Access

In order to participate in your virtual conference, you will need reliable access to the internet. The quality in which you can see and hear the presentations is directly dependent on the speed of your internet connection. To view sessions without interruption, the recommended minimum internet speed is 10 mbps.

If the speed is around 10mbps, you will be fine. BUT, if the internet is shared with others in your household it can slow the speed down.

Zoom meetings can also be accessed directly via a supported web browser (Zoom **web client**). If you experience any issues while attending meetings via the **web client**, we recommend downloading and installing the Zoom Client for Meetings described above instead.

Zoom **web client** supported Browsers:

- Windows: Internet Explorer 11+, Edge 12+, Firefox 27+, Chrome 30+

- macOS: Safari 7+, Firefox 27+, Chrome 30+

- Linux: Firefox 27+, Chrome 30+

Block Off the Conference Time on Your Work Calendar

 Treat a virtual conference as you would an in-person conference with respect to your calendar and task load. Prioritizing your time allows you to be truly present in the experience, engage with the sessions and presenters, and use the chat and other networking tools regularly to connect with other attendees. However, if you have a scheduling conflict and cannot attend a session during the slotted time, please access the recording to see what you missed. These recordings will be available for **Full Conference** Attendees until **April 27th** following the presentation.

PARTICIPATING IN THE CONFERENCE

Get Familiar with the Keynote Presentations and the Workshops Ahead of Time.

 Information about the conference including descriptions of all workshops can be found on the Conference website. If speakers used PowerPoint slides in their presentations and they provided copies, they are also available on the website to download prior to the conference.

Be Engaged and Attentive Minimize distractions:

When you are watching alone, it is easy to "multi-task" and get distracted. Once the virtual conference is underway, tune in to the sessions and social aspects of the event, and tune out from the rest of your work… it will wait. Find a private place to participate. Focusing on the conference includes making notes, asking questions, and taking an active part. Enjoy yourself!

<u>ATTENDING THE CONFERENCE</u>

On conference day, log in to your virtual conference through Zoom and visit the schedule to click on the conference session you would like to attend. You can only attend one session at a time.

• Click on "Join Session" and you will be taken to the Zoom Session.

• Sessions start and end right on time. So please make sure you check the time on your cell phone or computer to make sure you do not miss a session!

• If the session requires a password, you will be prompted to enter it.

• If the session has not started yet, you will see a screen that says, "Please wait for the host to start."

Thank you and enjoy your virtual conference!