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ET SUMMIT ATTENDEE GUIDE

Thank you for attending the ET Summit 2020! Here, you'll find information to enhance your virtual experience. **Questions?** Contact the ETCC Facilitation Staff at info@etsummit.com.

USING WHOVA

With Whova, you may use the mobile app and web app at the same time during the summit, and features such as networking and community boards will be available to you before and after the summit. Almost all of the features are available on both apps, but we have two tips for you:
- We've found it's best to use the mobile app for connecting with others, and it's the only way to join and vote on your favorite photos in the Photo Contest.
- The web app will provide a better experience for the speed-networking sessions.

JOINING THE WORKSHOPS

You will receive an email from GoToWebinar (sender: ETCC CA) with the link for all ET Summit workshops. The first email will be sent on Friday, October 23, with a reminder sent an hour before the summit on Tuesday, October 27.

Some practical advice:
- Close applications that you won't need.
- Join online with a hard-wired/ethernet connection to get your best and fastest connection.

Security and Privacy

It's important to remember these security basics:
- Do not accept any unsolicited chat requests from people with a suspicious profile during the event.
- Don't give out your email addresses to attendees you don't trust.
- Check your computer or mobile device for the latest security update before joining the event.
- To hide your profile on Whova, go to **Settings** on the mobile app and uncheck **Profile Visibility**. You won't be able to see the attendees or connect with them anymore, but you'll still be able to join the workshops and speed-networking sessions. The name you use upon entering a workshop will be visible during the sessions, but no other information will be available to other attendees.

GoToWebinar Functions

You'll be muted when you enter the workshop, but you may use **Chat** and **Questions**. If you would like to speak, please use the hand icon to raise your hand, and event staff will unmute you.

Hide/show your control panel.

Mute/unmute.

Expand view to full screen.

Raise/lower your hand.

SOME TIPS TO SOUND YOUR BEST

You will be automatically muted when you enter the workshops. You can use the hand icon to raise your hand, and event staff will unmute your microphone. You will then be able to mute and unmute yourself, but note that unnecessary noise will be muted by event staff.

- **After you're unmuted, please pause** for 2 to 3 seconds before speaking.
- Use a headset with a microphone for better sound quality.
- If you use earbuds with a hanging microphone, pin your cord down to avoid clothing noises, especially if you're an animated talker.

CODE OF CONDUCT

The ETCC values the participation of all those who attend the ET Summit 2020. The ETCC is dedicated to providing a safe, hospitable, and productive environment for everyone attending the summit, regardless of ethnicity, religion, disability, physical appearance, gender, or sexual orientation. Accordingly, the ETCC prohibits intimidating, threatening, or harassing conduct during the summit and all other ETCC-sponsored activities. This policy applies to speakers, staff, service providers, volunteers, and attendees. Summit participants, in whatever capacity, violating these rules may be expelled from the event, at the sole discretion of the ETCC facilitation staff.

Harassment of ET Summit participants will not be tolerated. Examples of harassment include offensive gestures or verbal comments related to ethnicity, religion, disability, physical appearance, gender, or sexual orientation in public spaces, deliberate intimidation, stalking, harassing photography or recording, inappropriate use of nudity and/or sexual images in public spaces or in presentations, sustained disruption of talks or other events and inappropriate physical contact. Participants asked to stop any harassing or unwanted behavior are expected to comply immediately.

If a participant or exhibitor engages in harassing behavior, the ETCC facilitation staff, in their sole discretion, reserves the right to take appropriate action, ranging from a simple warning to the offender to expulsion from the event without warning or refund. The ETCC further reserves the right to prohibit attendance at any future events and conferences. If you are being harassed or notice that someone else is being harassed, please do not hesitate to contact the ETCC facilitation staff for assistance.

RESPONSIBILITY FOR STATEMENTS, ADVICE, AND/OR OPINIONS

The ETCC is not responsible for any statements, advice, or opinions given by event participants, including content and images posted to any chat or forum, and/or contained in session materials. Any such statements, advice, or opinions solely represent the views of the authors, program speakers, or the persons to whom they are credited; are not statements, advice, or opinions of the ETCC; and are not in any way binding on the ETCC. Each author and/or speaker is solely liable and responsible for any such statements, advice, or opinions.

If you have questions or need to file a complaint, please contact ETCC facilitation staff at info@etsummit.com.

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ET SUMMIT NETWORKING GUIDE

BEFORE THE SUMMIT BEGINS, PLEASE...

Join an Open House. We're using Samba Live videoconferencing software in conjunction with Whova for the two speed-networking sessions. If you haven't used Samba Live yet, please use this casual hangout time to check your settings while networking with the ET Summit community.

How to join: After you've registered, log in on [Whova](https://whova.com), click on **Community**, and then select **Meet-ups and Virtual Meets** to find an Open House at a time that works for you. Grab your drink and join us! For troubleshooting tips, read "I Can't Hear Anything!" below.

JOINING THE SPEED-NETWORKING SESSIONS

Please use the Google Chrome browser. When you join the session, you'll be prompted to choose your audio and video sources. **Important**: Joining by phone will not work for these special sessions.
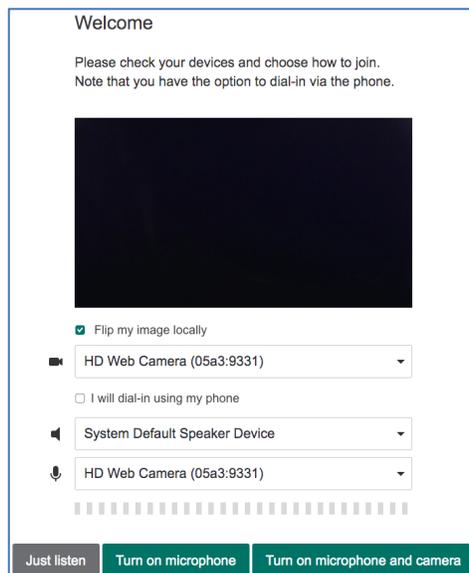
I Can't Hear Anything!

1. **Is your tab muted?** Right-click the tab and select "Unmute Site."
2. **Is your volume on and turned up?** Click on your computer's speaker icon to check the volume.
3. **Need help troubleshooting?** Go to https://samba.live/systemcheck to perform a systems check.
4. **Are your browser settings preventing access?** Go to chrome://settings/content to check your site settings in Chrome.

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SAMBA MENU TIPS

You'll be muted when you enter the speed-networking sessions, but you may use **Conversations** to chat and **Q&A** to ask questions (see below). The menu appears on the left side of your screen in Samba Live. If you don't see the entire menu, find the three dots and click on them to expand the menu. (Your browser's zoom level is too high to display them all.) You will be automatically unmuted when you enter the breakout rooms.

Camera. Turn your camera off/on. The green dot means your camera is on.

Microphone. Mute/unmute your mic. The green dot means your mic is on.

Leave. Leave the breakout room.

Invite Speakers to Join Breakout. Summon event staff if you need help.

Participants. View participants.

Conversations. View or join the chat.

Q&A. View or participate in the Q&A.

Screen Share. Share your screen. If you don't see the button, click on the three dots.

Whiteboard. Use for sharing quick notes or brainstorming. Anyone can write and erase content.

Content Library. Create a quick poll or upload files for your personal use.

Workspace

Video and audio

Embed code

Technical information

Help and support
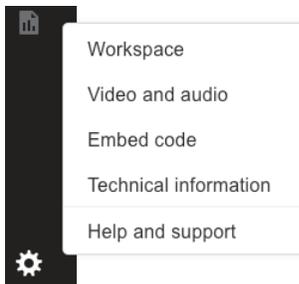
Settings. Use the cog at the bottom of the menu to make changes to your video and audio settings.