

INSTRUCTIONS FOR ATTENDEES

Welcome to the all-virtual [SoTL Summit](#) conference!

This document contains all the information you will need for a great conference experience.

BEFORE THE CONFERENCE**WATCH THE ORIENTATION VIDEO**

In the [orientation video](#) from conference chair Hillary Steiner, you'll learn more about conference sessions and how to navigate the conference program in Oxford Abstracts.

PLAN AHEAD

To the fullest extent possible, consider clearing your schedule as if you were attending an in-person conference. This will allow you to take full advantage of the many sessions offered.

CREATE YOUR NAME BADGE

When you log in to the program, click on the profile picture in the upper right corner, then click "edit badge." Creating a name badge allows you to interact with other Summit participants. If your interest area is not listed, email sotlsummit@kennesaw.edu and we'll add it! When you create your name badge, be sure to select "Yes" in the "Chat" section to turn on the ability to engage with colleagues across the event or in smaller groups.

REVIEW THE PROGRAM

Spend some time bookmarking your schedule of sessions you'd like to attend from the [program](#). Links to enter each virtual session will appear in the session details shortly before the conference begins.

ENSURE YOUR ZOOM ACCOUNT IS ACTIVE

[Create a Zoom account](#) if you do not already have an existing account. Any type of Zoom account will suffice, as long as you are logged in at the time of the conference.

IF YOU ARE A PRESENTER

[Review your instructions here](#). Let us know if you have any questions about presenting your session.

SUMMIT

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DURING THE CONFERENCE

ATTEND SESSIONS

Peer-reviewed presentations are bundled in pairs and triads. Join the session by clicking the “Join Session” button in the program, which will be visible at the time of the conference. To avoid distracting the presenters, please plan to attend the entire session rather than moving in and out of sessions. If you miss a live session, you will be able to review the recording by revisiting the program a couple weeks after the conference ends.

CHAT WITH OTHER PARTICIPANTS

Once you’ve created your name badge, you will be able to use the chat function on the right side of the program page to chat with individuals or a group. This is a great way to extend the discussions from conference sessions. Consider reaching out to those with common interests listed on their name badges or fellow participants in a session. [Click here](#) for instructions on using the chat function.

PERUSE THE VIRTUAL POSTERS

Peer-reviewed virtual posters and their accompanying videos are available during the entirety of the conference. Please reach out to the authors through the chat function with comments or questions.

REFLECT ON WHAT YOU’VE LEARNED

When you learn something during a session, leave an expression of gratitude for the presenter on the [Gratitude Wall](#).

Again, welcome to the conference. We look forward to engaging with you!

Contact us with any questions:

Email: sotlsummit@kennesaw.edu

Phone: 470-578-6410



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