

2020 The Public and Democracy in the Americas

Virtual Conference

General Attendee User Guide

Thank you for registering for LAPOP's 2020 annual conference! This guide provides information on how to join conference panels, presentations, the AmericasBarometer workshop, and the poster session. This guide also provides some tips on Zoom etiquette and best practices.

We will be using Zoom to host conference events. The keynote presentation on Thursday evening, will also be broadcast live on the Instituto de Estudios Peruanos and LAPOP Facebook pages.

Zoom session links are listed in the conference program sent to you as a registered participant. If you would like access to the program with Zoom links to join conference events please register [here](#).

Setting Up Your Equipment

1. Download the [Zoom Client for Meetings](#) desktop app or update your current app to version 5.3.0 or higher.
If joining the conference through your mobile phone, download the Zoom mobile app for Android or iOS, or make sure your current app is updated.
2. Get a headset and microphone to reduce background noise.
3. Test your audio and video.

Attending a Panel or Friday's Special Presentation

1. Open the detailed conference program you received by email.
2. Click on the [Zoom Webinar](#) link corresponding to the panel or presentation you would like to attend.
3. Use Zoom's Q&A feature to ask questions to the LAPOP technical staff or the panelists. The LAPOP technical staff will label their profiles so they can be easily identified.

Clarifying questions are welcome during a presentation, but we ask that you please reserve more substantive questions for the Q&A.

Each panel is one hour and 15 minutes. Each of the three presenters on a panel will have 15 minutes to present, discussants will then have up to 15 minutes to give comments, and then there will be 15 minutes for Q&A. The LAPOP staff will moderate the Q&A session.

Attending the Workshop

1. Click on the [Zoom Meeting](#) link corresponding to the workshop.
2. Unmute yourself or use the chat feature to communicate with the workshop hosts. This is an interactive event!

This event is open to anyone interested in learning about the [AmericasBarometer](#) project—what it is, how to access the data, and how to use the data in your own research.

Attending the Virtual Poster Session

Visit [this website](#) to browse poster presentations. This link is also provided in the detailed conference program you received by email.

To chat with a presenter about their research:

1. Take note of the name and number of the poster presenter you would like to chat with. Then click on the “Chat with Presenter” button corresponding to that poster. This will open a Zoom Meeting.
2. Click the “Breakout Rooms” option in your meeting controls at the bottom of the Zoom Meeting window. This will display a list of breakout rooms, each labeled with a poster presenter’s name and number.
3. [Join the breakout room](#) corresponding to the poster presenter you want to chat with.

You can talk to as many poster presenters as you like by leaving a breakout room and joining a different one!

Note: Participants who do not join the Zoom Meeting with the desktop or mobile app (version 5.3.0 or higher) will not be able to self-select into breakout rooms.

Zoom Etiquette and Best Practices

- Mute your microphone when not speaking.
- Close unnecessary tabs in your web browser and turn off notifications such as email or messaging.
- Lighting should come from in front of you or from the side, in order to best light your face.
- Keep your background clear of distractions.
- Make sure your camera is on a steady surface to prevent shaking.

