2020 Virtual Summit:
## Ensuring Equitable Involvement in Regional Water Planning
Tech Instructions - October 13 & 14

*This guiding document is intended to assist you across Day 2 and Day 3 of the Virtual Summit, which will be utilizing a platform called **HopIn**. We highly recommend that you join the Summit via computer (laptop or desktop.) HopIn is a web-based event platform that does not require download.* **On the mornings of October 13th & 14th, you will receive unique links to join the Summit, via the HopIn platform.**

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HopIn Basic Information

The welcome page will look like the page below. On the right hand side, select **Enter event** to go to the reception page.
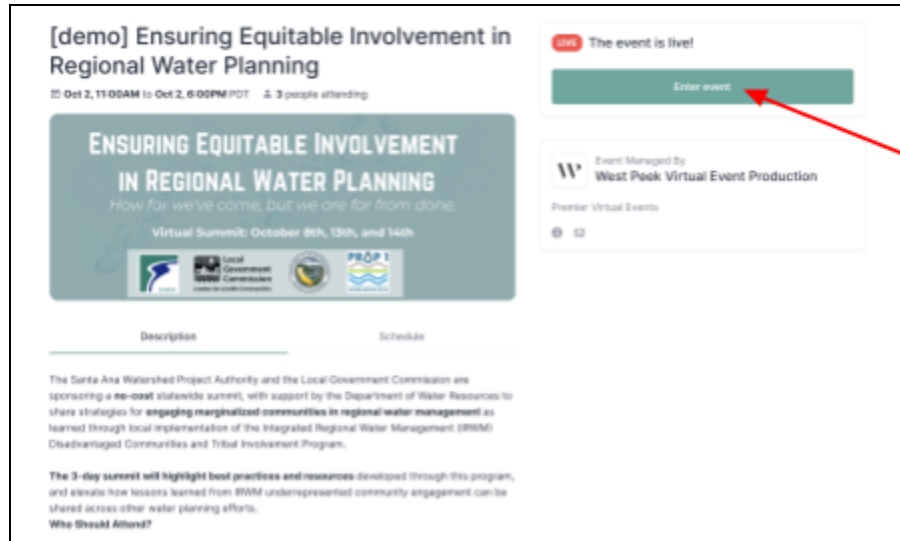
Attendee Experience

Joining the event

Follow the link emailed to you the morning of each Summit day from **Local Government Commission**. Please note, you will not have audio/video capabilities unless you enter into a **Moderated Session** that allows it (Day 2, Session 3 and Day 3, Session 3).

> - **VPN:** Try to avoid **VPN** connections. If you are using a VPN (network) or device provided by your employer, ensure your device can access and share your camera and microphone.
> - **Settings/permissions:** Ensure you can access the following website domains to use Hopin. You may have to check with your IT department if using a device or network provided by your employer.
>   *.hopin.to *.tokbox.com *.pusher.com *.herokuapp.com *.mux.com *.twilio.com

When you are logged into HopIn, you may click on "Profile" and customize your information. Please include your full name, email, company/organization affiliation, and feel free to upload a profile picture.

Moving around the event

Once you're in Hopin, there are three main areas you can visit: **Reception, Stage,** and **Session.**
The red **Now** or **Live** button denotes which segment is occurring at the time. Below is what the
reception page will look like.

|	
Reception	The **Reception** area is the welcome page or "lobby" of the event. Here you can quickly find out what's happening at the event currently and the day's schedule. You can also view past segments of the event in the reception area.
Stage	The **Stage** will be used for the plenary sessions (keynotes, welcome, and large group panels).
Sessions	**Sessions** are where breakouts and simultaneous panel discussions and presentations will be held. Sessions will automatically appear on schedule and automatically hide once the Session closes. In sessions with multiple people, you can double-click any screen to enlarge it. Click for further session guidance.

Chat

In the right-hand panel, you will see three options: "Chat," "Polls," and "People."

Select "Chat" to view the event chat, comment on presentations, and ask questions to presenters, and share links to resources. Select "Polls" to view event polls.

Within a Session, you can also chat with just the attendees of that session, see below.
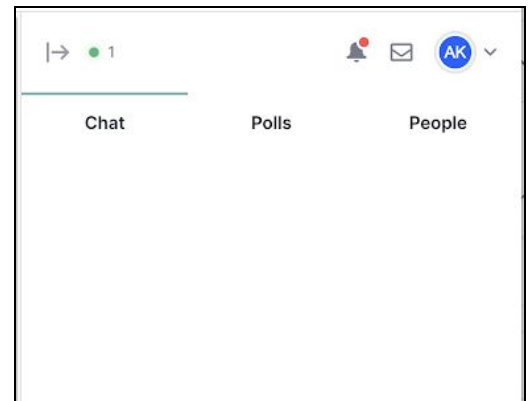
Select "People" to see the list of attendees. You may select an individual's name in the Attendee list and send them a direct message.

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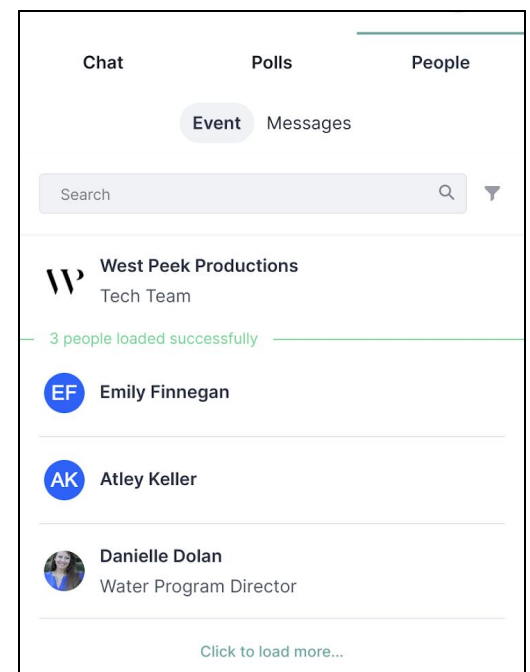
Sessions Guidance

There will be 2 types of sessions during this summit: Concurrent Sessions & Breakout Sessions.

Concurrent Sessions

- **October 13 - Session 2 - From Outreach to Implementation**
- **October 14 - Session 2 - Integrated Thinking to Advance Marginalized Community Engagement Across State Programs**

Choose which concurrent session you would like to attend. In these concurrent sessions, only the panelists & presenters will be on video. Attendees can chat questions in the "session" chat (as opposed to the "event" chat .
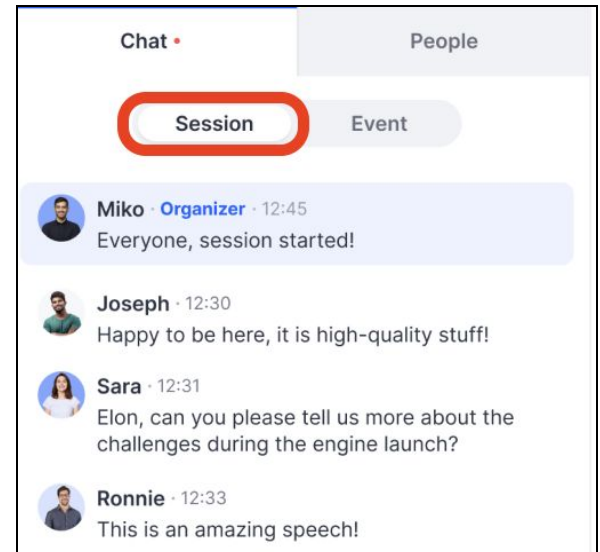
Breakout Group Sessions

- **October 13 - Session 3 - Address Needs in your Region: Applying the Strategies and Tools**
- **October 14 - Session 3 - Translating Collaborative Planning**

For these sessions, you will be assigned to a group.

Within the breakout group sessions, you will have the option to request that your microphone and video be turned out. Do this by clicking Share Audio and Video at the top right hand corner of the session screen, when you want to respond to a question or add to the conversation. The tech moderator will move people on and off screen while the facilitator will guide the discussion. While you are not on screen, you can still participate by chatting in the "Session" chat box.
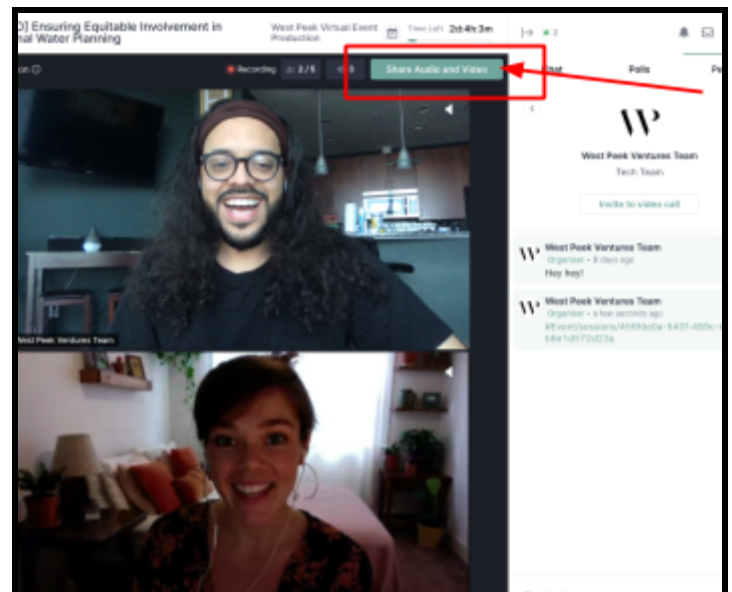
If you are sharing your audio/video, you can mute/mute yourself by clicking the microphone icon.
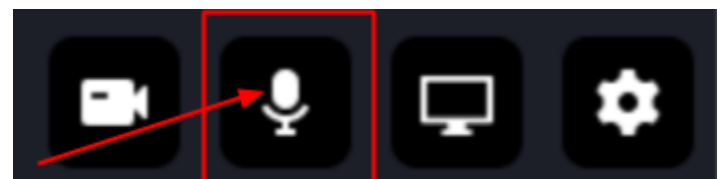
Additional Troubleshooting

- [Demo video](#)
- [Using HopIn as an attendee](#)