Hopin Guide for Attendees
Rural Women’s Studies Association Conference

Before the RWSA Conference:

Register for the Conference:
You can do this at the conference website: https://www.rwsa2021.uoguelph.ca/.
The program is available on the conference website and will be updated closer to the event to reflect
any changes. Note that all times in the program are Eastern Daylight Time or UTC-4.

Creating an Account, Setting a Password, and Logging In:
--After you’ve registered for the RWSA conference you will receive an email from Hopin confirming your
registration.
--A few days before the conference, you will receive an invitation email from “University of Guelph
Virtual Events” “Create Account & Join Event.”
--You must click on the link to complete your registration process.
--Hopin will assign you a random password which you will need to change to access the event. Go to
Hopin.com and click on “Log In” followed by “Forgot your password?” located in the bottom right
corner of the screen.
--From there you will be encouraged to enter your email address (this should be the same email you
received your registration confirmation email from.)
--Hopin will email you further instructions to change your password to a password of your own
choosing.

Double Check that your Technology is Ready to Go:
- Reboot your computer before the event or plug it in during the event.
- Make sure you join from a compatible browser. Hopin works best on Chrome and Firefox. Make sure
your browser is up to date. Make sure to close all other tabs on your browser for the best viewing
experience of the conference.
- Check your internet speed and network. We recommend a minimum of 5mbps (megabits per second)
download speed and 2mbps upload speed. However, your experience will be best if you have a
download speed of closer to 30mbps download speed and 10mbps upload speed.
  - Test your internet speed at https://www.speedtest.net/ or by googling “internet speed test”
and using the test provided by Google on your internet browser.
- It’s best to open Hopin in an Incognito tab. Sometimes, third-party extensions can affect the
experience of Hopin. You can bypass this by opening a private window.
  - To open a private window on Chrome press command+shift+n if you are using a macOS
computer, or ctrl+shift+n if you are using Windows.
To open a private window on Firefox press `command+shift+p` if you are using a macOS computer, or `ctrl+shift+p` if you are using Windows.

**Navigating the RWSA Conference:**

**Entering the Conference:**
-On the days of the event, log-in to Hopin using your email address and Hopin password. You will be able to access the RWSA conference on Hopin five minutes before the official start time of 8:30 am.
-Press the “Enter Event” button to join and enter the Reception area. In the reception area, you will be able to see Polls, check out other attendees in the People tab and Chat with other attendees.

**The Five Areas of the Conference:**
-You can access all areas of the conference by clicking on the labelled icons on the left-hand side of the screen.

-**The Reception Area** is the welcome page or “lobby” of the event. Here you can find out what’s happening at the event currently, and can see the full program. Here you will find announcements, important links, sponsor messages, and event updates.
-Your camera and microphone are OFF in the reception room.

-**The Stage** is where you’ll watch some performances. Unless you are the speaker/performer, your camera and microphone will be OFF on the stage, but you can post your questions and comments in the Chat.

-**The Sessions** are where you will attend the concurrent conference panels, the keynote speaker, and plenary sessions. You can hop back and forth between concurrent sessions. Panelists will present and Q&A will follow. You can double-click on a panelist or their slide-show to enlarge the image. Your camera and microphone will be OFF in the sessions unless you request to Ask to Share Video and Audio during the Q&A. You can post questions in the Chat or ask the moderator to approve you for video and audio access.

-**The Networking Area** is where you have the chance to chat with fellow attendees, presenters, and moderators. When you join the Networking area your camera and microphone will be turned ON, and you will be randomly matched with another attendee from the event.

-**The Expo** is the virtual exhibitor hall with exhibit booths. Here you will find fun activities, exhibitor videos, and some live events. This is a great place to visit during the breaks. Your
camera and microphone will be OFF in the Expo. In a live event booth, you can post questions in the Chat or ask to Share Video and Audio, and the moderator will give you video and audio access. A Technical Support booth can be found in the Expo Hall as well.

**Chatting During the Conference:**
On the right-hand side of the screen, at the top, you will see Chat and People. Clicking on Chat allows you to send out a message to the entire conference. Clicking on People allows you to identify a particular attendee you would like to message, and you can arrange a video call with them. This is a useful networking tool and allows you to reach out to a panelist or presenter privately after their presentation if you have further questions.

**Still confused about the Hopin Conference Environment? Visit some of these helpful websites:**
- [https://www.youtube.com/watch?v=J7SLe17ADlo&ab_channel=MotownDigital](https://www.youtube.com/watch?v=J7SLe17ADlo&ab_channel=MotownDigital)
- [https://www.youtube.com/watch?v=t1HUIWRyU6M&ab_channel=HopinCommunity](https://www.youtube.com/watch?v=t1HUIWRyU6M&ab_channel=HopinCommunity)

**Can’t make the whole event? Arriving late? Don’t worry. If you visit the Expo area you will find a booth with a playlist of all the recorded sessions.**