VIRTUAL COMMITTEE & CONVENTION 
VIEWING
OPTIMIZING THE USER experience

This document will provide you with some technical data and base guidelines applicable to how to best view and participate in the virtual convention experience.

• Best devices to view/participate
  o Minimum technology
• Connect to the convention platform
  o Speaking before the body
  o Voting
  o Schedule and other data
• Technical Assistance

This document is an overview and not intended as a comprehensive step-by-step manual. It would be impossible to cover all the specific scenarios and address all technical questions within this scope. **AFT event Help Desk will be available July 20-22nd for committees and 27-30th for convention to assist with specific consultations on any and all issues relating to connecting to the convention platform and experiencing the convention. We are here to help!**

**Best devices to view/participate:**

1) Delegates will be viewing the convention in a webpage window. Like watching tv, the larger the screen the better the experience will be for you the viewer. The best scenario is a computer with a large monitor or additional monitor.

2) Having a device with a microphone and video camera will enable you to enter rooms to speak on resolutions, just as you would line up at a convention center for an on-site discussion.

3) The convention can be viewed equally well on a phone or tablet BUT IT IS BEST TO USE THE SAME DEVICE (computer, phone or tablet) FOR THE DURATION OF CONVENTION. The access code you will use to enter the convention is a single use code assigned to you. Access codes were provided via email. Contact AFT staff or the Help Desk if you cannot find your access codes or if you find you need to switch to a different device during the convention.
4) The viewing platform can be viewed on virtually every newer web browser.
   - Google Chrome (preferred)
   - Microsoft Edge
   - Safari
   - FireFox
   - All mobile/tablet browsers
   - Internet Explorer is NOT supported and you will not be able to view the convention using this browser

5) Internet speed
   One of the great challenges with virtual conventions and gatherings is the control of the viewers internet speed. It does not require a lot of bandwidth to enable a good user experience, but best viewing is with secured WIFI or hard line internet connection. If you do not have these, the convention will still be viewable, but interaction into the system may be problematic.

How to connect:

1) Delegates will be sent a link to access the private platform web page. This will include a unique access code that is assigned for your use during the committees and a different access code for use during convention.

2) Click on the link or enter the link address in a new browser window. Click Log In

![Log In to access](image.png)

3) Fill in the sign up information
   - Enter the email address that you registered with
   - Enter a password of your choosing. You could continue to use your 4 digit badge ID.
   - Enter your FIRST and LAST name on the name space and leave a space in between.
You are now in the viewing page.

4) **Enter the site:**

You can now navigate around the page. If you accidentally close the page, simply re-enter the link which will take you back to the page, you will already be logged in if you are on the same device that you originally logged in with.

5) **Select the Committee that you are pre-assigned to:**

The committee options are in center of the page. Click on your assigned committee.
When prompted enter the six character access code that you have been provided into the box on the left. Your code will only work in your assigned committee. It will not grant you access to any other committee. Please note that this is NOT the General Convention Code.

6) Day of the convention
Select link from your web browser history or click on link from the invite. If prompted, enter the email and password that you used to sign in during the committee meetings.

Select the voting delegates General Session button. You will be prompted to enter a six character access code that is different than your previous committee code. You are now in the convention viewing platform. Feel free to browse the panel on the right while you wait for the general sessions to begin.

Speaking on a resolution
1. When discussion opens on a resolution, you will notice there will be three buttons that appear on the top of your screen that you may select from:
   a. Speak in Favor
   b. Speak Against
   c. Procedural Issues
2. If you wish to speak to a resolution, click on the appropriate button/link above the viewing window. Clicking on the button/link will open a Zoom room specific for speaking on this topic. If you have never signed into Zoom before you may be asked to enter as a guest or click on ACCEPT. While in the room, you will be listening to the convention discussion with a return feed. You will be guided by a moderator who will prompt you if you are in line to speak next. At the end of discussion on each topic, the Zoom room will close and you will be back in the regular viewing platform.

**Voting**

1. Voting will be a “voice” vote type where instead of a voice, you will be requested to click on a YES or NO button that will appear on the Convention platform within the video window when voting opens. You will have a time of one minute to vote and you may not change your vote once the button is clicked.

**Technical Assistance**

Technical support will be available July 20-22\textsuperscript{nd} for committees and July 27-30\textsuperscript{th} for convention during the pre-event check and event hours.

Viewers will have 2 ways to gain support.

1) Hotline - 888-252-5937
2) Chat window in a browser – a weblink will be available on the viewing platform page. Click the link to join a chat with the help desk team. We are here to help!