

Attendee Guide + FAQ

GET STARTED

- All event participants must abide by our Code of Conduct.
- The event opens to attendees starting on Thursday, October 15 at 7:00 AM PDT. Take advantage of this early access to watch the <u>5 minute attendee orientation videos</u>, become familiar with the platform, and update your profile.
- The event is held on Pacific Daylight Time (PDT) and all times listed in the platform and on <u>Sched</u> will default to PDT. Event timeframe and schedule in the Hopin platform will automatically default to your location; there is nothing to do on your end!

ACCESS THE EVENT

- You must be <u>registered</u> to attend EnvoyCon 2020 Virtual.
- You may access the event platform by clicking on the "magic link" that was emailed to you separately. The magic link is the ONLY way for you to gain access to the platform. Please check your junk, spam, and inbox folders to confirm receipt!
- If you registered before 7:00 AM PDT on Wednesday, October 14, you will receive a "magic link" email on Wednesday, October 14. If you registered after this date, please continue to monitor your inbox for the "magic link" email!
- Ensure your computer is **properly configured** for the virtual event platform and all system requirements are met.
- Take 5 minutes to watch the <u>attendee orientation</u> <u>videos</u> and learn how to navigate the platform!
- If you encounter any issues, please refer to Hopin's <u>troubleshooting tips</u>.

EVENT + TECH SUPPORT

For technical support or general event questions, head to the "EnvoyCon Help Desk" under Sessions. A member of the CNCF Events Team will be standing by to assist from 7:00 AM - 2:00 PM PDT on event day. If you need to email us, please send to <u>events@cncf.io</u>.

UPDATE YOUR PROFILE

Within the Hopin platform, click the icon with your initials in the upper right-hand corner of the screen and select "Edit Profile".

- Update your personal information + add a photo
- Select your preferred display language: Change the language of headlines, buttons, and other text from Hopin. (Note: This does not change the language of the content created by the organizer and other attendees.)

NETWORKING

- View private messages or initiate a private 1:1 video call by clicking the envelope icon in the upper right-hand corner.
- Access the event-wide chat by clicking the message icon in the right-hand menu (or "Chat" in the expanded version).
- View EnvoyCon attendees by clicking the people icon in the right-hand menu (or "People" in the expanded version).

SESSIONS PAGE NAVIGATION









PRE-EVENT

What are the system requirements to access the Hopin platform?

We are using the Hopin virtual event platform for EnvoyCon 2020. You do not need to download any application to participate. We recommend accessing the platform via Google Chrome or Firefox (Internet Explorer and Safari are not supported). A minimum 5mbps download speed and 2mbps upload speed are recommended. Ideally, we like to see 30mbps download and 10mbps upload or higher for the best quality. <u>View system requirements +</u> troubleshooting tips here. Live technical assistance will be available within the event platform during the event to help you troubleshoot any issues.

If you are experiencing technical issues within the platform, we recommend checking your WiFi connection, reloading the page and clearing your cache as these tend to fix most problems.

I am using Safari / Internet Explorer but cannot gain access to the platform. What can I do?

The Hopin platform does not support Safari or Internet Explorer. Please download Google Chrome or Firefox to join the event.

DURING EVENT

How do I find a session? I don't see it.

Please click the "Sessions" icon in the navigation bar on the left side of your screen. You may scroll down to browse all sessions, or search a session by name or tag in the search bar at the top of the screen.

I missed a talk. Where can I find it?

Talks run at their scheduled times within the relevant track session; content will not be available again until postevent. All video content from the event will be available on the **CNCF YouTube channel** by early November!

How do I chat with others event-wide?

The event-wide chat is accessible via the "Message" icon in the navigation bar on the right side of your screen. If you already have this menu expanded, you can click "Chat" to access.

What is the difference between the event-wide chat and Live Q+A?

The event-wide chat is public, viewable by all, and not talk or topic specific. Live Q+A occurs after each full-length talk within the chat menu that lives inside the session itself (see screenshot at right). (Full-length talks are 30 minutes long in the schedule.) Live Q+A is not available after sponsored or lightning talks. To ask a question for Live Q+A:

- 1. Navigate to the menu on the right side of the screen
- 2. Click the message icon or "Chat" if menu is expanded
- 3. Select "Session"
- 4. Enter your question!



DURING EVENT CONT'D

How do I chat/video with others 1:1?

Click the envelope icon in the navigation bar on the right side of your screen. Select "People" and then "Event". Select the person you wish to initiate a 1:1 chat/video with and start typing or click "Invite to Video Call"!

I want to try speed networking! Where can I find that in the platform?

Click the "Networking" icon in the navigation bar on the left side of your screen, and then click "Ready". Note: There must be 2+ people in the Networking Room for it to pair!

Session audio and video quality are low. What can I do?

We recommend checking your WiFi connection/speed against the **system requirements**, emptying your cache, and restarting your browser. If none of these tips solves the problem, it's possible that the audio/video of the presenter simply is not great. However, speakers may choose to upload slides from their respective session to **Sched** post-event and video content will be available on the **CNCF YouTube channel** in late fall.

My computer will not load a session and I cannot see any of the presenters. Help!

This is likely a WiFi connection/speed issue. We recommend reviewing the platform <u>system requirements</u> again, emptying your cache, and restarting your browser.

I need tech support or have an event-related question. Where can I go?

Please visit the "EnvoyCon Help Desk" under the "Sessions" page. A CNCF Events Team member will be happy to assist you!

How long will the platform be open?

The EnvoyCon virtual event platform will remain open through the closing session of the event.

Will all sessions be recorded?

Yes, all session content will be available on the **<u>CNCF YouTube channel</u>** by early November.

How will the Event Code of Conduct be enforced in a virtual environment?

All participants must abide by the CNCF <u>Code of Conduct</u> in a virtual environment just as they would at a physical one. We will be monitoring language and images throughout the platform to ensure there are no violations of the CoC, and quickly handle any that we might find. If you are being harassed, notice that someone else is being harassed, or have any other concerns relating to harassment, please contact a member of the conference staff immediately through the staff section in the event platform, or email:

Vanessa Heric, Associate Director of CNCF Events (+1 949-415-4442; vheric@linuxfoundation.org)

POST-EVENT

Where can I find speaker slides?

It is up to the discretion of each speaker as to whether or not they wish to share their slides. Available slides may be found in the relevant talk on **Sched** underneath speaker bios.

Can I access session content post-event?

Session recordings will be posted to the **<u>CNCF YouTube channel</u>** in late fall.