

# Virtual Events FAQ

## General

### What is a virtual event?

A virtual event allows you to attend from the comfort and convenience of your home or office through your personal computer or mobile device. The event takes place completely on-line. A virtual environment allows attendees to view keynote sessions, exhibitors and technical sessions.

### When does the workshop start?

All events will be held in Pacific Standard Time. Pre-Workshop tutorials will be held on Tuesday, 11 May 2021 and Keynotes/Panel Discussions/Technical Breakouts/Exhibits will be held from 12 – 13 May.

### Do I have to be an ITEA member to attend?

No. If you are not a member you would simply pay the non-member rate. However, we strongly encourage you to become a member. For only \$45 more sign up to become a member and receive all membership benefits such as 1) access to ITEA monthly lunch and learns for free 2) access to the ITEA Journal of T&E 3) discounts for other ITEA conferences and much more.

### How do I register if I am not a member?

If you have never been a member you will need to create an account. Click "Register" on the ITEA website and select "create an account" on the left hand side. Once you have completed the account you will be provided a user ID and password and can register for the virtual event and/or the pre-workshop tutorials.

### What do I need to know about the virtual pre-workshop tutorials?

The pre-workshop tutorials will be held on Tuesday, 11 May. The fee to attend each 4-hour tutorial is \$205. Each tutorial provides 4 contact hours of instruction (4 CPEs). A certificate of completion will be provided upon request. Visit the Workshop [website](#) to register. After you register you will then receive a confirmation email with instructions on how to access the live tutorial on the GoTo Webinar platform.

### How to use [GoToWebinar?](#)

### How much does it cost to attend the virtual Workshop?

ITEA Members pay \$150 and non-Members pay \$200. Cost includes access to on-demand content until 30 June. View the website for a complete list of registration rates.

### What is cancellation policy?

Substitutions are permitted. Full refunds are not available within two (2) days prior to the start of the event. A request to cancel after 2 days prior to the event, will be subject to a 50% cancellation fee. All cancellations must be made in writing and submitted to [info@itea.org](mailto:info@itea.org).

### How do I register for the virtual workshop?

Register by clicking the "Register Now" link on the workshop [website](#). You will be prompted to log-in to your account. Once logged-in, you will be prompted to choose a registration category. You will receive a confirmation email with a link to the virtual conference site. Once on the virtual conference site click the blue "REGISTER" button to *set-up* your account. This will allow you access into the virtual site the day of the event and allow you access to the On-Demand content until 30 June.

### **What do I need to do on the day of the virtual event?**

If you have already registered on the ITEA website and completed the initial login for the virtual event, you will receive a reminder email from “Accelevents” the day before the event that will contain a link that will automatically login to your account, and access the event page. Please review this quick video on instructions on attending the event. [Accelevents Participation Overview](#)

### **How do I log into the virtual event on the day of the event?**

Simply open the email from “Accelevents” with the subject “ITEATIW2021 is live tomorrow!” and click **Join Event**. **\*\* You will not be allowed to enter the site until 30 minutes before the first session starts\*\***

### **Do I have to attend the entire event?**

Virtual events bring the experience of an in-person conference to your personal computer, so just like an in-person conference, you have the freedom to pick the sessions you attend. But many say that attending the event in its entirety—the keynote, panel discussions, technical tracks and closing sessions—will help you to get the most out of the experience.

### **Can I pick breakout sessions to attend?**

Yes. You can choose any session you would like to attend in each breakout session time block.

### **Will I be able to see the presenters for each session?**

Yes. You will be able to see Keynote Speakers, Panelists, and Technical Track Presenters along with their presentations.

### **How do I ask questions during the track sessions?**

We encourage you to ask questions at any time during the session. Option 1. Use the Q&A area, located on the upper right-hand side of the screen. Option 2. Type your questions in the chat box located on the lower right-hand side of the screen. These questions are then displayed to the session presenters for response during the session or afterwards, as a follow-up.

### **How do I ask questions during the live Keynotes or Panel Discussions?**

See above. The only difference will be that a moderator will collect the questions and pose them to the speaker who will then answer live.

### **Can I access and view recordings of any presentations from the conference?**

Your virtual conference registration includes access to all recordings after the event concludes. You can view any sessions you missed as soon as the recordings for those sessions are made available. All recorded sessions will be available for you to access at no additional charge until 30 June.

### **What if I am not available during the virtual conference dates?**

The content will be available on-demand until 30 June for all registered participants. If you are unable to attend 12 – 13 May, we suggest you still register in advance and view all the content at your own pace.

### **How can I see what sessions are streaming live or recorded?**

Keynote speakers and panels will be streamed live on “Stage”. Technical track sessions will be pre-recorded and can be found on the “sessions” tab. From the virtual symposium main page click “Agenda” to view the schedule. Plan ahead, review the schedule and decide on the sessions you want to attend.

## Technology

### **What technology do I need to attend the workshop?**

For the best experience, we suggest a good Internet connection and using a desktop or laptop computer. **Chrome** Internet browser is strongly recommended to be able access all the features (Internet explorer is NOT supported.) You can also access the event on your mobile device such as an iPad. If you don't already have Chrome, you can download it for free [here](#).

### **Can I access this event with a government computer?**

Different agencies have different security measures. Most can access via their government computer on a non-government network. Depending on your firewall you may not be able to access thru a government network. Thus, we recommend viewing the event on a non-government network.

### **Do I need to have a webcam for the event?**

Although you do not need a webcam to attend virtual events, you are encouraged to use your webcam during the networking sessions to allow for a face-to-face experience with other attendees.

## Troubleshooting

### **What if a session has already started but the streaming isn't working?**

If for any reason, you are experiencing technical difficulties with the streaming of a presentation, please know that it is still being recorded. If the interruption continues longer than a couple of minutes, we recommend switching to watch a different session and watch the recorded version later at your convenience.

### **I am on the conference platform and my screen is frozen, what do I do?**

Try refreshing your browser.

### **I am still having issues with the platform, who can I contact?**

If you are continuing to experience difficulties, please text 951-219-4817 for assistance.