Virtual Event
2020 ANNUAL MEETING
16-18 SEPT | aegannualmeeting.org

Attendee Guidelines/Instructions

Here's a step-by-step guide on how to join and engage in the AEG 2020 Annual Meeting

Crowdcast Platform

We will be using Crowdcast for the AEG 2020 Virtual Annual Meeting. Crowdcast is a live video platform for conferences.

Crowdcast Setup Checklist

Go through this checklist before going live to make sure your system is setup properly. Each session will have a greenroom for you to enter and prepare for your presentation to allow for smooth transition. Included in your allotted time is a very brief introduction by your moderator, your presentation, Q&A and exit from the online stage.

System Check

1. Join from a compatible browser (Chrome, Firefox, or Safari) and device (full list here)
2. Make sure your browser is up to date. If you are using chrome, click here.
3. Make make sure you have a strong internet connection with an upload speed of at least 5Mbps (test here)
4. Pass the Crowdcast setup checklist. This will test your network firewall and ensure your mic & camera are connected.
5. **Hearing an Echo?** If you hear an echo, you likely have two browser tabs or windows open. Please close the duplicate browser tabs.

Joining from my mobile phone

Android: Crowdcast is supported on the latest Android devices right in the browser, no download required.
Apple iOS Devices (iPhone & iPad): Download our iOS app to attend Crowdcast events. Events can also be viewed directly in mobile browsers on iOS, with some limitations.

Will the event replay be available?

Yes, the recording will be available on the event page just a few minutes after the live stream ends.

Interact in an Event

- **Polls** are located in a tab just below the video feed. Your host may add a poll prior to the event or during a live session, so be sure to check this area periodically.
- **Questions & Answers** are located in a tab just below the video feed. This is where you can submit any questions or leave a comment on a question. Once the host has answered the question, you will be able to view it in the answered tab. You can also up-vote questions that others have submitted.
- **Chat** is located to the right of the video feed. This is a great place to say hello and introduce yourself before the event goes live. Chat lets you directly communicate with the host and other attendees before, during, and after an event.
- **Invite on screen** lets the host invite you or other participants up on screen to join them as a guest. When you're invited on screen, you can stream your audio and video and even share your screen! Here's a quick checklist to make sure you are ready to go live. Once you have completed these steps, you're ready to appear on screen. You will receive an invite from the host and be prompted to check your mic and camera.
- **Missed the Event?** Don't worry! You can still watch the replay.

VIRTUAL MEETING CODE OF CONDUCT

The Association of Environmental & Engineering Geologists (AEG) is committed to providing a professional, friendly, safe and welcoming environment for all participants at its meetings, regardless of gender, sexual orientation, disability, race, ethnicity, religion, national origin or other protected classes of people. We expect all participants and speakers in AEG virtual meetings and events to help ensure a safe and positive experience for everyone. Unacceptable behavior will not be tolerated during any portion of a meeting or event.

At the sole discretion of AEG, unacceptable behavior includes:

- Intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech or actions.
- Harmful or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability, or other personal characteristics, including those protected by law.
- Inappropriate use of nudity and/or sexual images.
- Real or implied threat of professional or financial damage or harm.
- Disruption of meetings or events deemed to be inappropriate by the organizer.
- Photographing, video or audio recording of slides, oral or poster presentations
- without permission from the presenter, author's, or where relevant, the AEG.
- Violating the rules and regulations of the online platform.

At the sole discretion of AEG and the event organizers the consequences of misconduct may include:

- Immediate removal from a meeting or an event without warning.

In addition, at the sole discretion of the Board of Directors of AEG, the consequences of misconduct may include:

- Restrictions from future AEG meetings and events.
- Termination of AEG membership or positions in accordance with AEG's Operational Policies.