
The following are directions for participating in the WPUPC Virtual Conference via gather.town

Purpose: The following guidelines establish the expectations for presenter and attendee behavior in the WPUPC virtual conference environment. Because of the virtual nature of the conference, a substantial burden is placed on those attending to ensure that the conference environment is noise-free and otherwise conducive to a productive scholarly atmosphere.

Virtual Conference via gather.town requirements:

1. Be in a quiet, secure/safe area where you are unlikely to be interrupted.
2. Keep the space around your computer area clutter-free.
3. Before coming into the conference, look at the video you will be sending.
 - a. Is the lighting acceptable (no direct sunlight behind you or in too dark a setting)?
 - b. Is anyone else in the room? If so, can you/they be somewhere else? If not, are they aware that those attending the conference will be able to see/hear them?
 - c. Is there anything in the environment around you that could be distracting, embarrassing, or offensive? If so, remove/cover it or change locations.
4. Be seated at a desk/table/counter (you should not be sitting on a couch or bed).
5. A computer with a video camera and microphone attached/integrated (**you may not use a phone or tablet to attend**).
6. Reliable internet access
7. The Chrome internet browser is recommended by gather.town
8. Turn off ALL other electronic devices (i.e., phones, tablets, music players, televisions...).

Virtual Classroom Expectations:

1. Be on time!
2. Be dress appropriately.
 - a. Others at the conference will see you.
 - b. The general dress code for the WPUPC is business attire.
3. Be seated in a chair or on a stool with your computer on a hard surface (i.e., desk, table, or counter)
 - a. DO NOT attend while sitting in bed or on the couch!
4. DO NOT pick up your computer and move around with it!
 - a. If you need to step away, do so, then come back.
5. Mute your microphone unless you are speaking.
6. Keep your video on for the entire session.
7. Keep eating and drinking during the session to a minimum
8. Even on mute, do not hold conversations with others.
9. Remember, even though you are on your computer, you are at a scholarly conference.
 - a. Be respectful of all, comments and questions are encouraged but follow the “Golden Rule” – treat others as you would want to be treated!
10. Do not record, in any way, the conference or conversations at the conference.
11. Do not surf the internet, Facebook, or email while attending the conference.
12. Presenters must not leave early.

Students failing to adhere to these guidelines will be asked to conform their behavior. Those who persist, are disruptive, or violate University policy will be blocked from the conference.

Virtual Conference FAQ:

What if I lose internet connection?

A quickly as possible, re-establish a connection to the gather.town link.

What if I need to get up or move?

If at all possible, do not move the computer. If you need to use the restroom or address an issue in the environment, do so, then return to the computer.

What if I get a call or text?

Unless there is a necessary reason, your phone should be OFF during the conference