



Society for Applied Anthropology

Hybrid Annual Meeting Navigation Guide

2022

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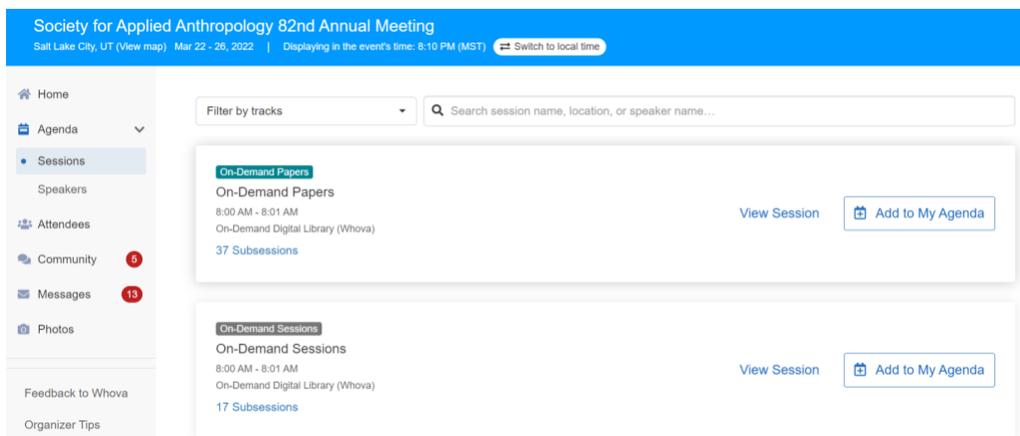
Hybrid Meeting Overview

The SfAA is pleased to offer a hybrid meeting format that allows opportunities for participation by a range of on-site and on-line attendees. Through the Whova meeting platform, you will be able to access the online program to find scheduled sessions and events (both online and in person), to connect with other meeting participants, set up virtual meetups, and access a digital content library of presentations and posters.

This document contains step-by-step guides for how to navigate Whova on a computer or on a mobile device as well as a meeting etiquette guide and points of contact. This hybrid meeting format includes a digital content library of pre-recorded, on-demand content, live-streamed content from both remote and onsite sessions, and onsite only sessions. This guide will help you to navigate the organization of the meeting in Whova. Below is an overview of the major modes of delivery for conference papers, posters, and sessions followed by guides for accessing and navigating the online program in Whova.

Pre-recorded Content

In the online program, you will find all pre-recorded, on-demand paper presentations, poster presentations, panel sessions, and videos entered into categorized lists. These lists sit at the beginning of the program schedule in the Tuesday, March 22, 8:00-8:01 AM time slot. You can click on each category (e.g., papers, sessions) to browse the available content or use the search function to search these and the rest of the program by author, theme, or TIG track.



Livestreaming Content

A number of sessions will be livestreamed during scheduled time slots beginning on Tuesday morning. In each session time slot, there will be three live-streamed sessions that are “Online Only.” In these sessions, all presenters are speaking from a remote location. In each session timeslot, there will also be two onsite sessions “Livestreamed from SLC.” All live-streamed sessions will be recorded and posted to Whova within 48 hours. These will then become part of the digital content library.

Onsite Only Content



SOCIETY FOR APPLIED ANTHROPOLOGY

A Worldwide Organization for the Applied Social Sciences



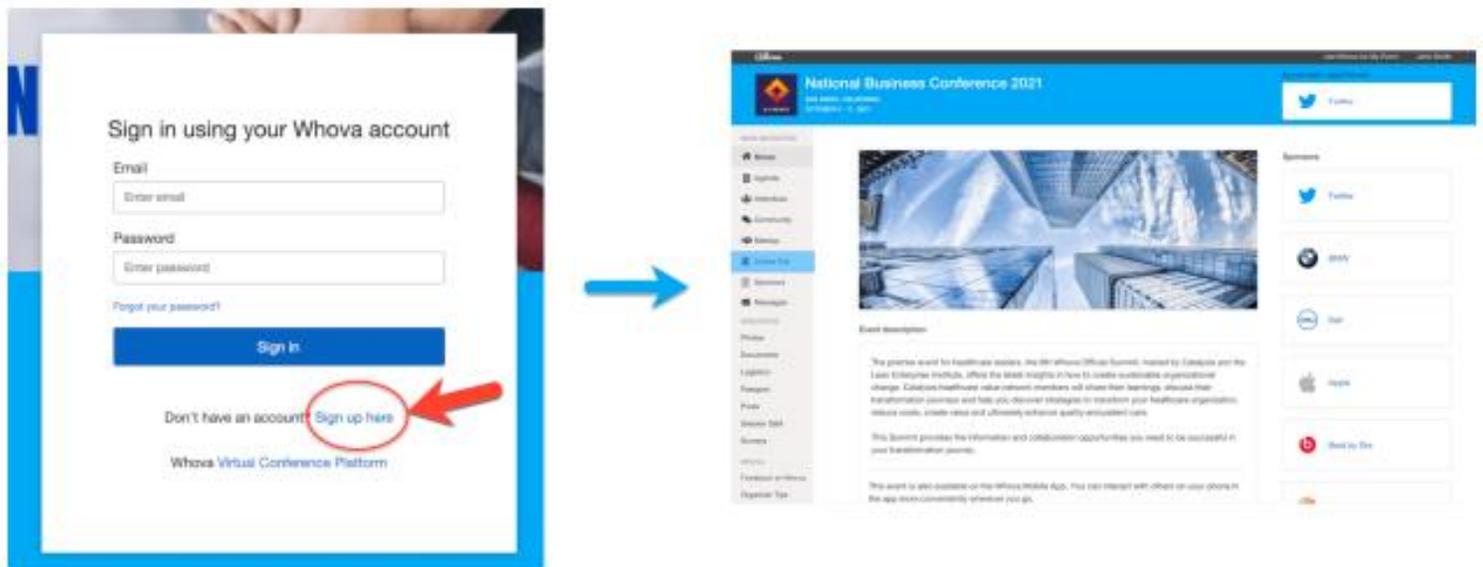
The 2022 Annual Meeting will include a number of traditional onsite sessions. These will be listed in the online program labeled “Onsite.” If you are onsite, you can attend these sessions. If you are online only, you will be able to access the abstracts and any materials the presenters submit. You will also be able to communicate with the presenters through the Q&A to request more information from them.

Whova Attendee Desktop User Guide

A guide for navigating the online program and session when using a computer.

Sign in to Whova

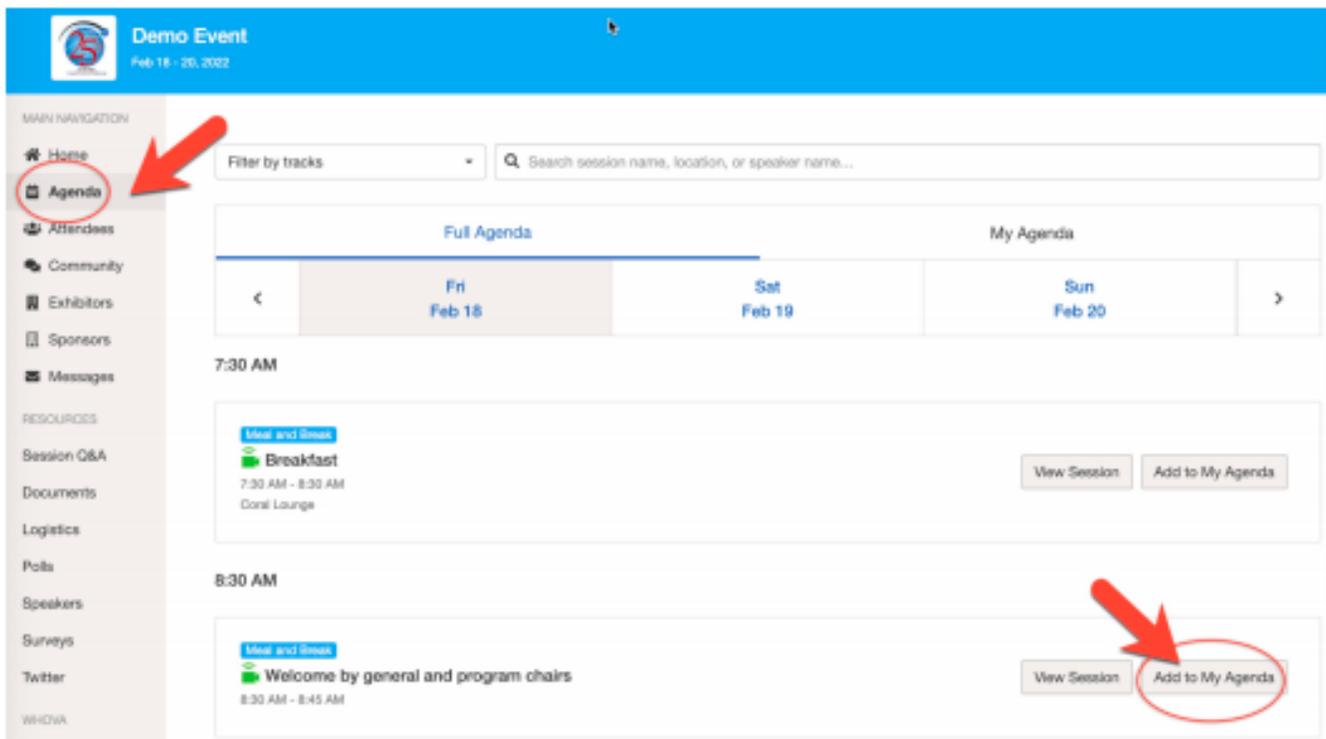
1. You will receive an email from Whova on with instructions for logging into the site. The link looks like <https://whova.com/portal/webapp/xxxx/>. Click “Sign up here” if you don’t have an account yet and fill in your email and password. Make sure to use the email address you used when registering for the event. You will not be asked to pay anything to sign in. When logging in, you will automatically be taken to the conference main page.
2. Edit your profile. Other attendees will use this to network with you if you choose to be included in the attendee list.





View the Agenda and Plan Your Schedule

1. Find the agenda tab on the side of the screen. You should see a list of sessions for that day.
2. You can move through different days by selecting the date you want to view on the calendar at the top of the agenda.
3. Browse or search for sessions on the top bar.
4. Once you find the session you want to access, click on it.
5. If the session is live, it will begin playing immediately upon entering. Otherwise, a message will indicate the scheduled start time.
6. If the session hasn't occurred yet, you can click "Add to My Agenda" to put the session on your own personal agenda.

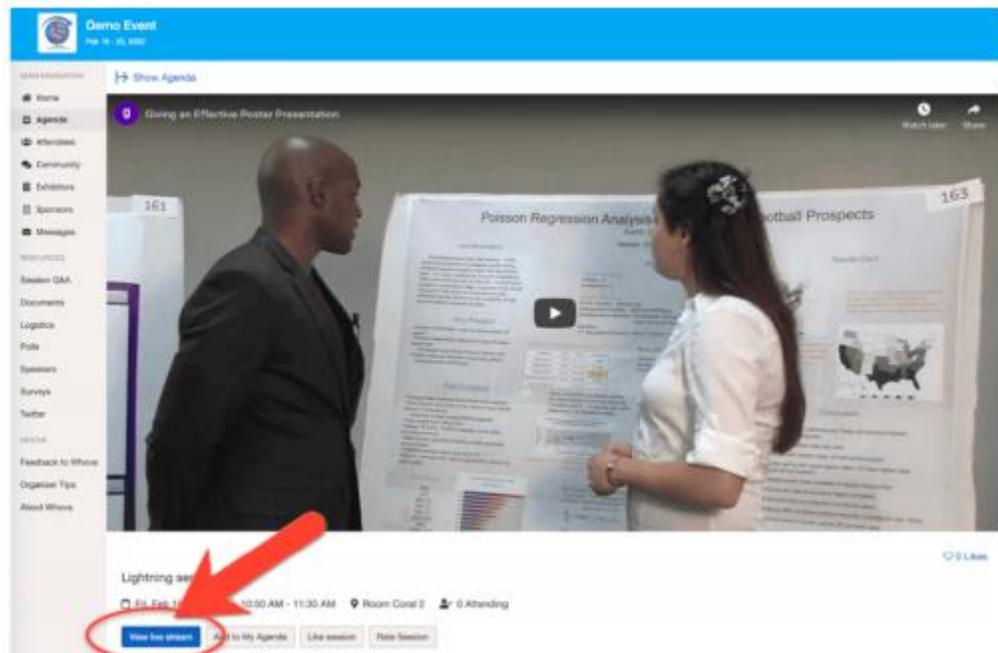
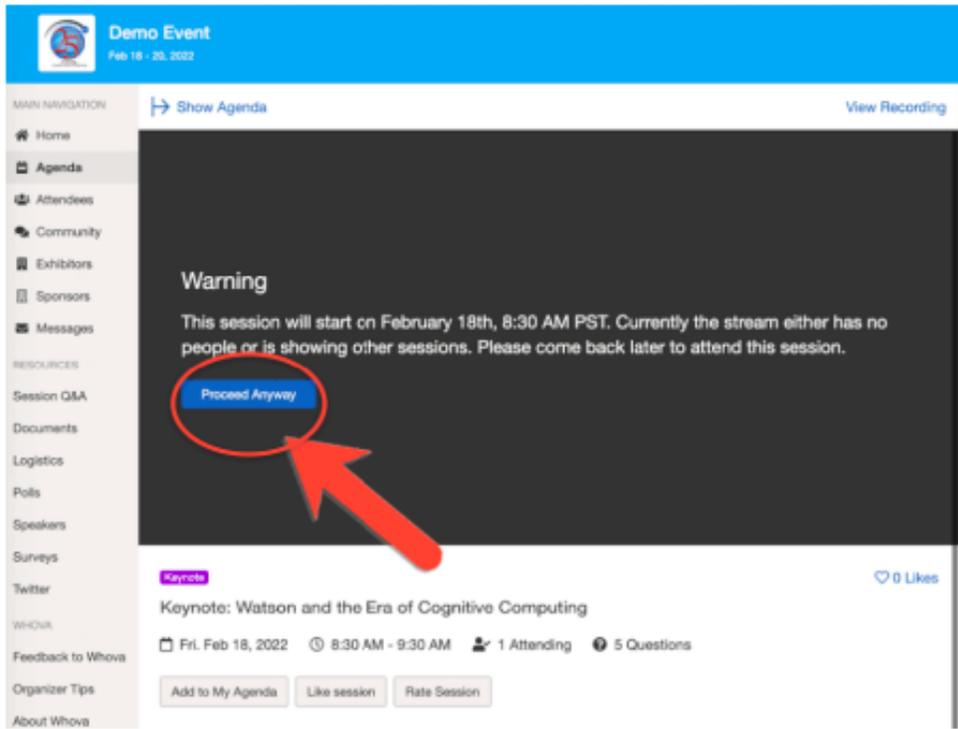


Access Live Streams and Session Videos

1. From the agenda list, click the session you want to watch.

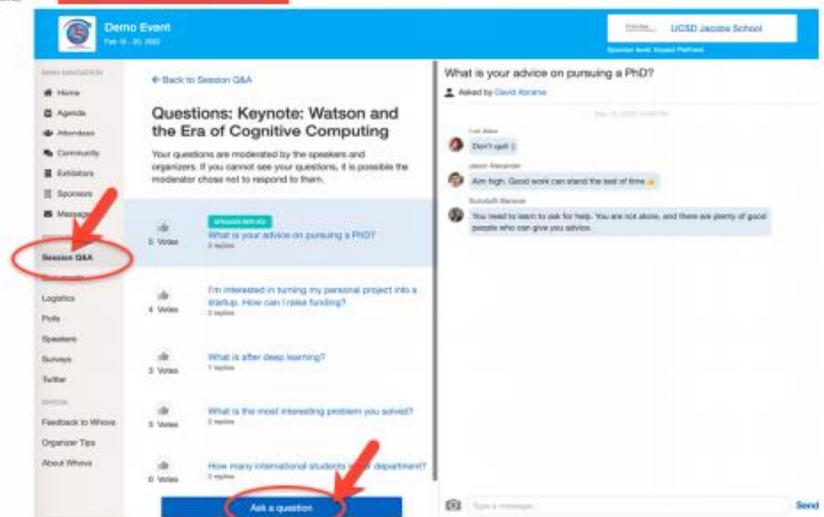
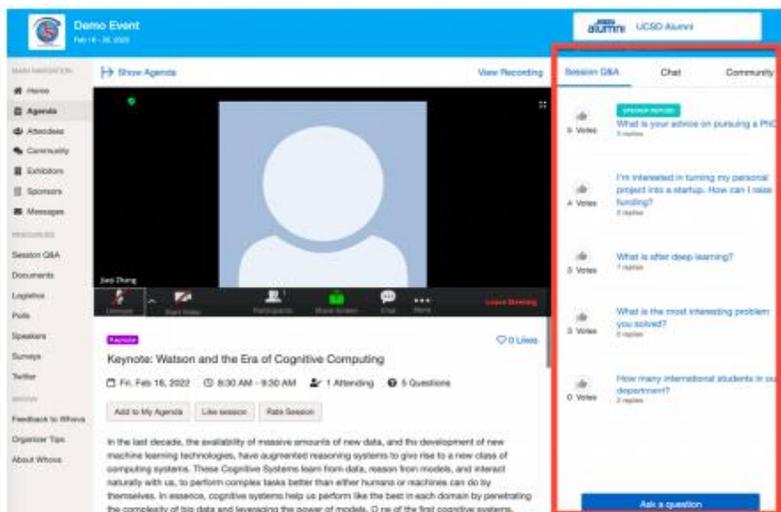


2. If the streaming screen directly shows up, click “Proceed” to start watching the stream.



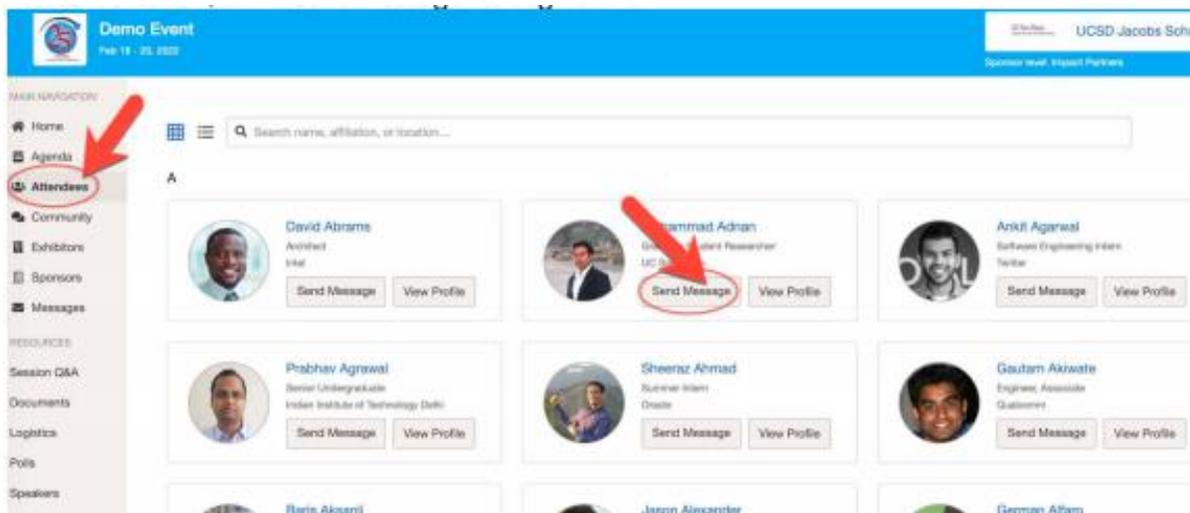
Ask Questions Using the Whova Q&A Module

1. You can access three tabs on the right side of the virtual session: Session Q&A, Chat, and Community. You can submit questions for the speakers through Session Q&A, participate in ongoing discussions with the other attendees viewing the session through Chat, and browse the Community Board where members can engage in general asynchronous chat topics and live meet-ups.
2. You can also access the “Session Q&A” tab on the left-hand sidebar underneath Resources. Here you can browse the ongoing Q&A for individual sessions.
3. Speakers in live sessions will respond to questions after their session. Speakers in pre-recorded sessions (including posters) will respond to questions before and after sessions. The session Chat and Q&A will remain after the conference has ended (until June 24, 2022) to see answers to your questions.



See Who is Attending the Event

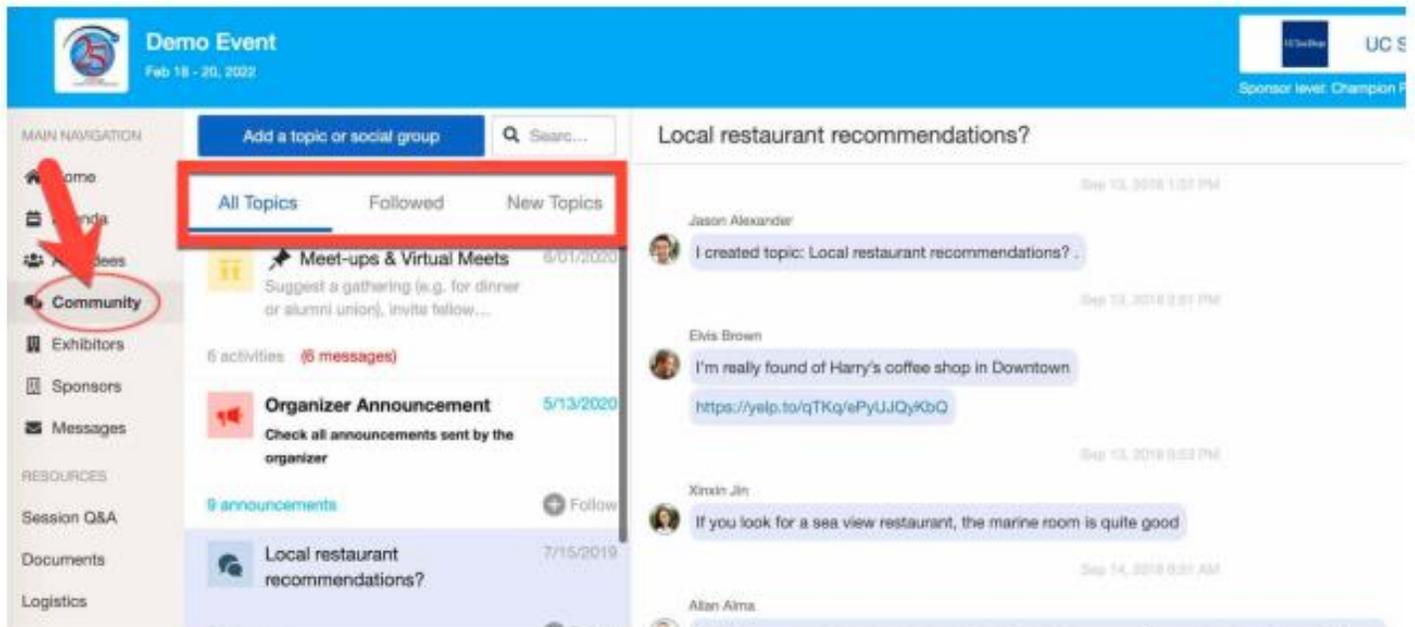
1. When you sign in for the first time, you will be asked: “Would you like to network with other attendees by listing yourself in the attendee list?” a. If you answer yes – you will be able to view the Attendees tab and will be included in the attendees list. b. If you answer no – you will not be able to view the Attendees tab and will not be included in the attendees list.
2. To view other attendees: Click the “Attendees” tab on the left side of the screen under “Main Navigation”.
3. At the top of the page, you can search attendees by keywords such as company, name, or title.
4. To start a conversation, click “Send Message” to begin a chat.





Join Discussion on the Community Board

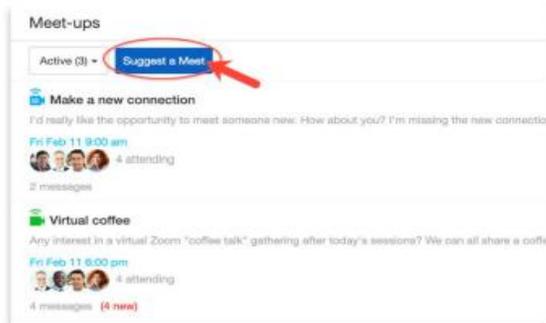
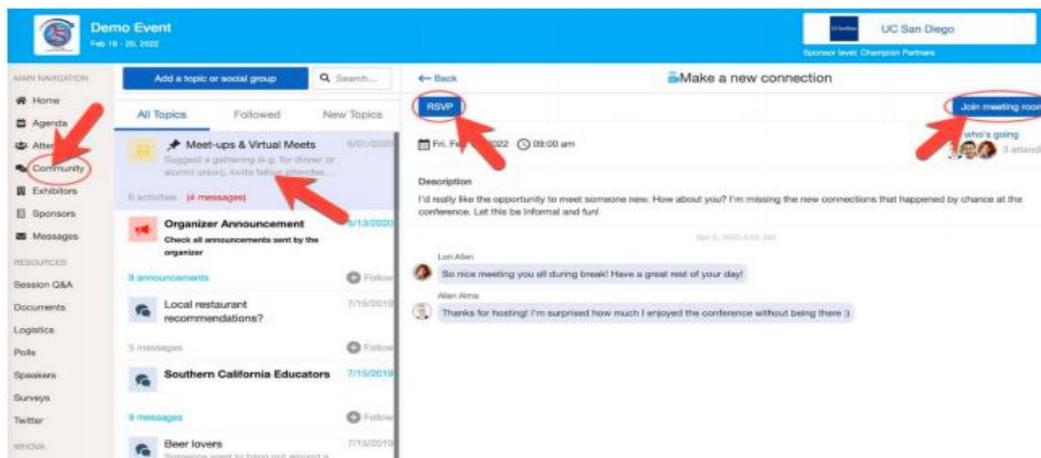
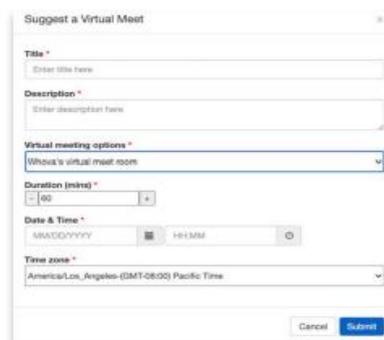
1. Click the Community tab on the side menu to the left of the screen.
2. Create a new conversation topic or click the chat to join existing topics like “Organizer Announcements”.
3. Click “Follow” directly next to the topics on the Community Board that you want to stay up to date with. To find the topics you are following, choose between three tabs near the top of the topics list section: All Topics, Followed, and New Topics.
4. Check the Community board for conference updates and to ask questions.



Start or Join a Virtual Meetup

1. Go to the Community Board and find the board for Meetups and Virtual Meets.
2. Find the meeting you are interested in, join directly, or click into it to see more details.
3. When the meetup starts, click “Join Meeting Room” to start chatting!
4. You can also suggest a new meetup by clicking “Suggest a Meet” and inputting the details.

Virtual Meets can be created by members or presenters to hold live discussions or receptions. Members will need to use their own Zoom or other virtual conferencing software to do so. SfAA is unable to provide moderators for these community meet-ups. Please refer to this [quick reference guide](#) for moderation tools within Zoom meetings and find [tips](#) for moderating here. As these virtual meet-ups are created, they will appear under the “Meet-ups and Virtual Meets” tab.

The screenshot shows the 'Suggest a Virtual Meet' form. The fields are:

- Title *
- Description *
- Virtual meeting options *
- Duration (mins) *
- Date & Time *
- Time zone *

 The form includes 'Cancel' and 'Submit' buttons at the bottom right.



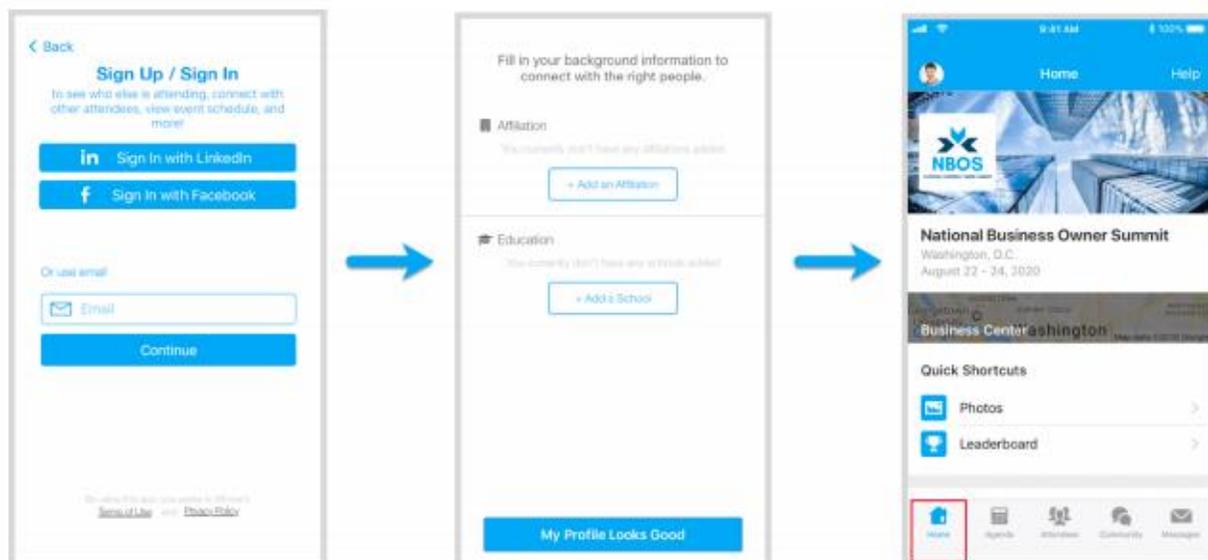
Whova Attendee Mobile User Guide

Download the Whova App

1. The Whova app is free to download.
2. Open the Apple Store or Android Store on your mobile device and search for “Whova.” Or, visit <https://whova.com/download/> in your mobile device’s web browser.
3. When you have found Whova, click to download and install the Whova app.

Sign in to Whova

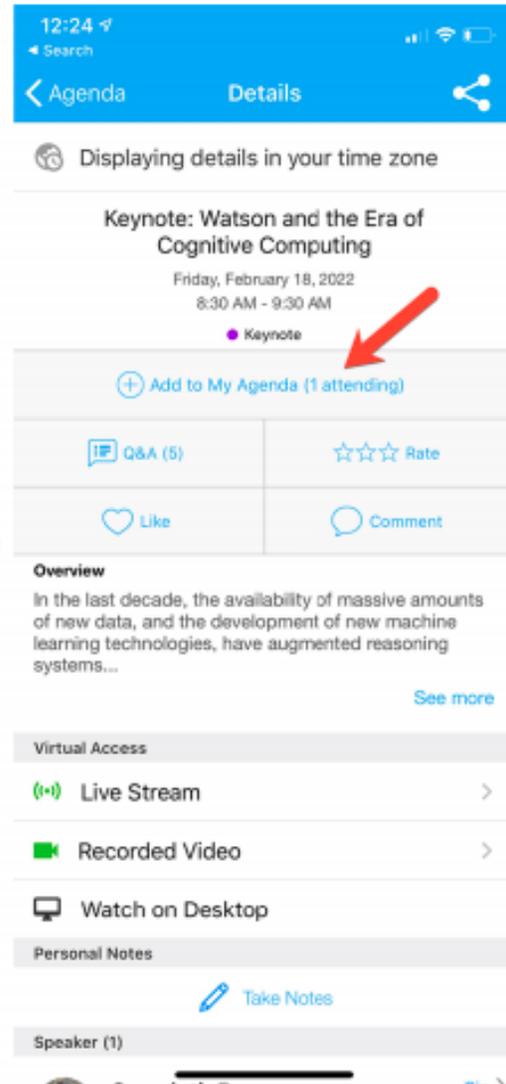
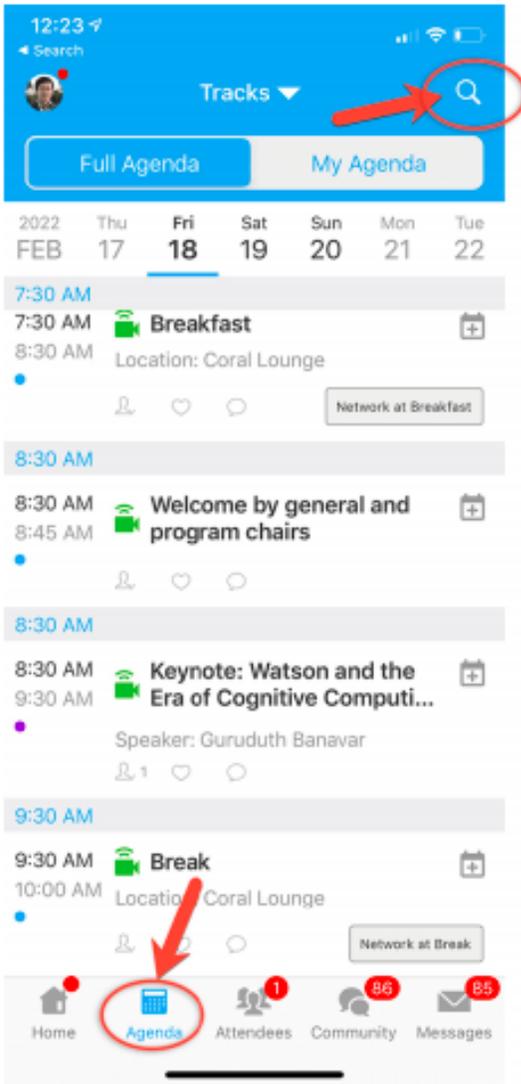
1. Make sure to use the email address you used when registering for the event. You will be able to login and will not be asked to pay anything to sign in.
2. Create a password and type in your name.
3. Edit your profile. Other attendees will use this to network with you if you choose to be included in the attendee list.
4. The app will take you to the conference home page automatically.



View the Agenda and Plan Your Schedule

1. Find the Agenda tab at the bottom of the screen. You should see a list of sessions for that day.

2. You can move through different days by selecting the date you want to view on the calendar at the top of the agenda.
3. Browse or search for sessions on the top bar.
4. Once you find the session you want to access, click on it.
5. If the session is live, it will begin playing immediately upon entering. Otherwise, a message will indicate the scheduled start time.
6. If the session hasn't occurred yet, you can click "Add to My Agenda" to put the session on your own personal agenda and set a reminder.



Access Live Streams and Session Videos

1. From the agenda list, click the session you want to watch.
2. If the streaming screen directly shows up, click "Proceed" to start watching the stream.



12:53
← Search

← Agenda Details

📍 Displaying details in your time zone

Keynote: Watson and the Era of Cognitive Computing
Friday, February 18, 2022
8:30 AM - 9:30 AM
● Keynote

+ Add to My Agenda (1 attending)

🗨️ Q&A (5) ☆☆☆ Rate

❤️ Like 💬 Comment

Overview
In the last decade, the availability of massive amounts of new data, and the development of new machine learning technologies, have augmented reasoning systems... [See more](#)

Virtual Access

- 📺 Live Stream
- 📺 Recorded Video
- 🖥️ Watch on Desktop

Personal Notes
✍️ Take Notes

Speaker (1)



12:54
← Search

← Keynote: Watson and the Era of...

🔍 CSE 25th Anniversary - Prade...

🖥️ Watch on Desktop

Message from the speaker, Guruduth Banavar

Please feel free to ask me any questions!

Questions

SPEAKER REPLIED

📌 What is your advice on pursuing a PhD? 5 VOTES

3 Replies (3 New Replies)

📌 Ask a Question

📌 View as Moderator

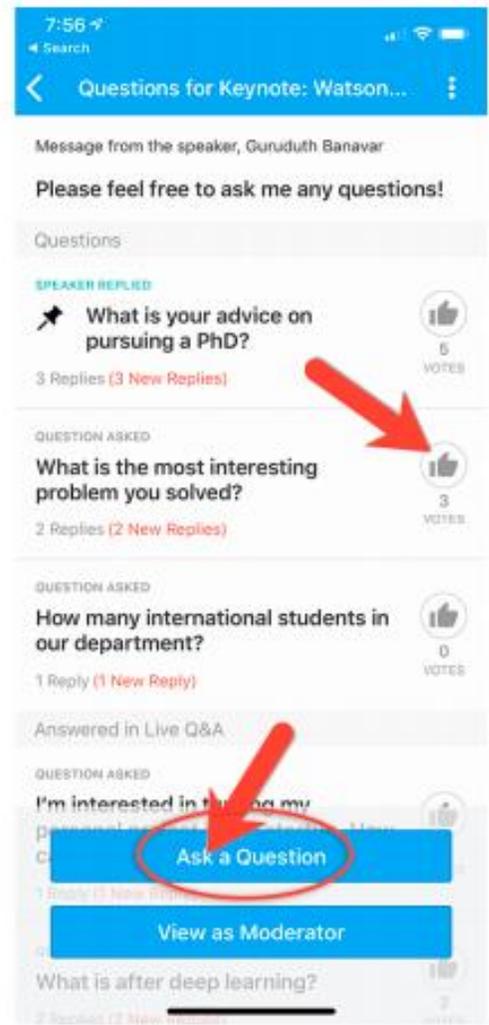
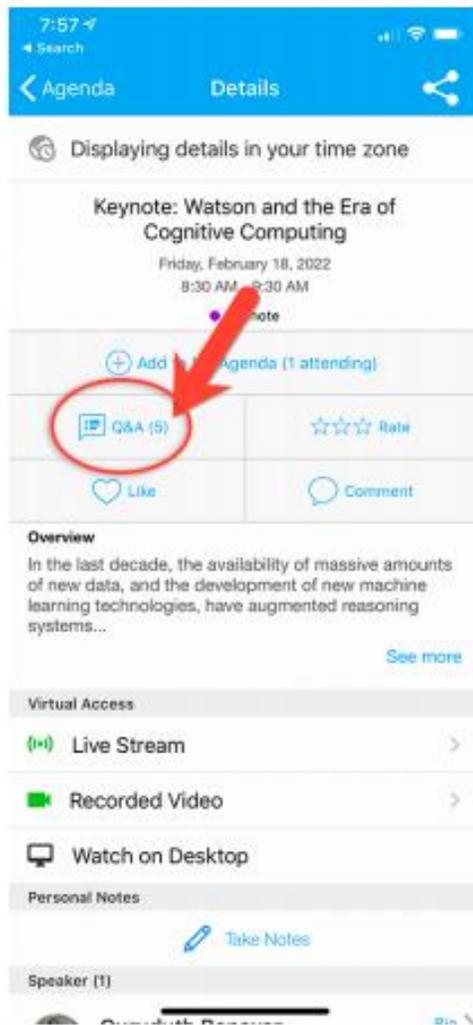
QUESTION ADDED

How many international students in



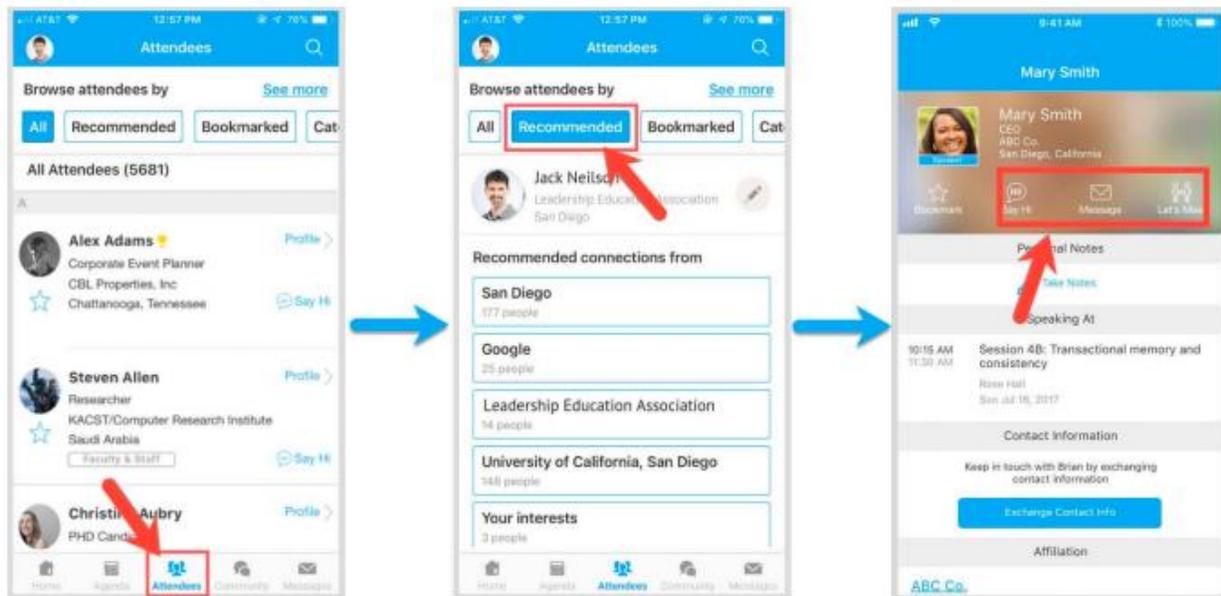
Use Session Q&A

1. On the session detail page, click the “Q&A” button; on the next page, view the existing questions, vote on the questions you are interested in, or click “Ask a Question” to ask a new one.
2. On the conference main page, you can also click the “Session Q&A” button; find the session you want to ask questions in and click on it.
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2. To view other attendees: Click the “Attendees” tab on the bottom of the screen to browse the attendee list.
3. At the top of the page, you can search attendees by keywords such as company, name, or title. In their professional profiles, you can take notes or request contact information.
4. To find people with common backgrounds and interests, click the “Recommended” tab on the top of the Attendees list to find Whova’s recommendations about people you may be interested in networking with. Click into each item to see attendees who come from the same city or have the same affiliations, education background, or interests as you.
5. Say “Hi” with one click or start a private chat by clicking the “Message” button. You can convert it to a private group chat by inviting more people.

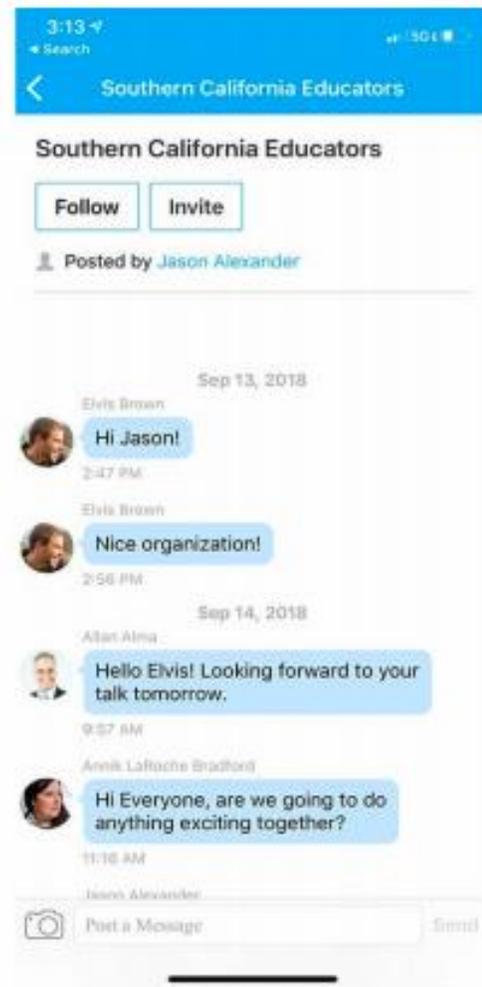
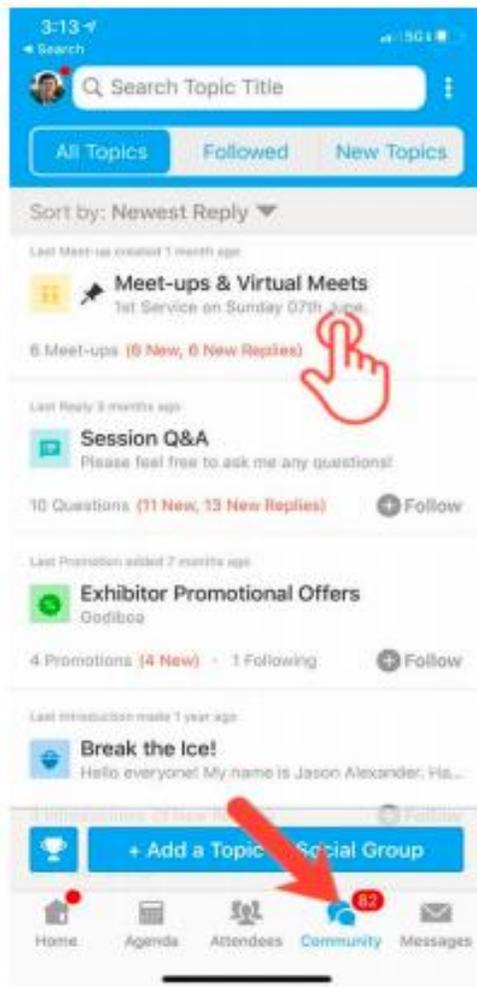


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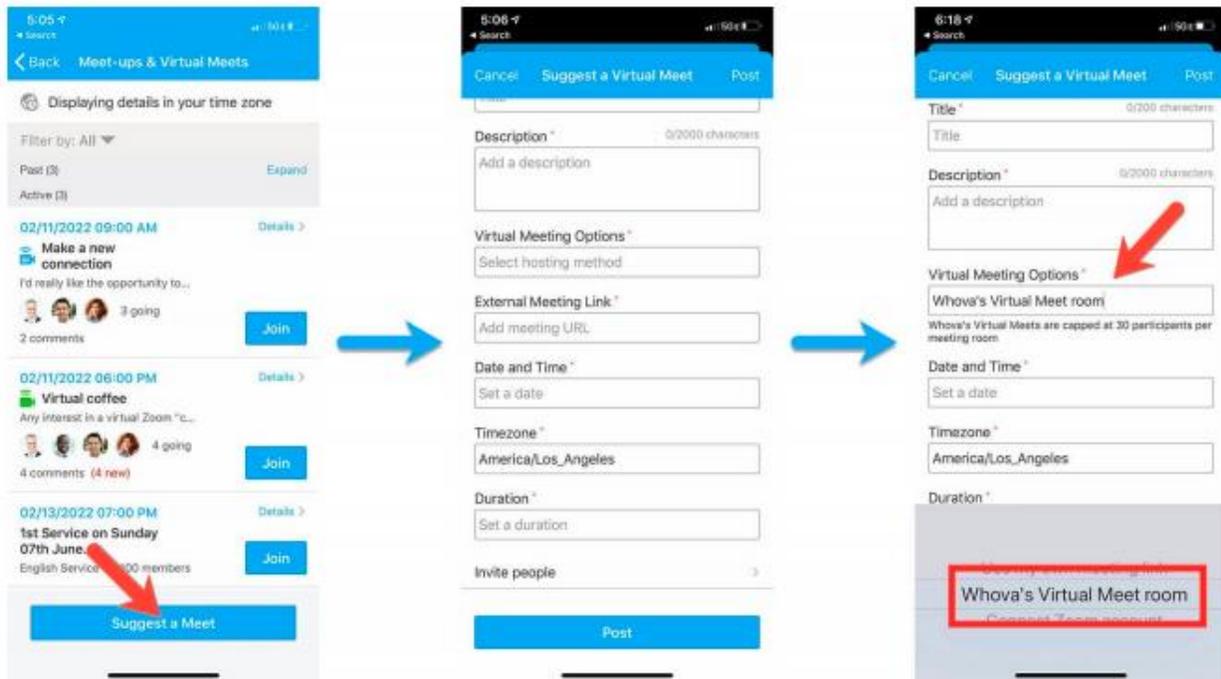


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Meeting Attendee Ethics, Collegiality, and Safety

The SfAA is committed to providing a safe, inclusive and equitable environment during our annual meeting. In advance, we ask meeting participants to review two brief documents:

<https://www.appliedanthro.org/annual-meeting/meeting-information/statement-ethics>
<https://www.appliedanthro.org/annual-meeting/meeting-information/safe-and-equitable>

We request that your participation throughout the meeting be consistent with the ethical policies and practices in the above two documents. The SfAA reserves the right to remove individuals from the meeting for violations of the policies and practices. Please contact us with any questions or to report possible violations of these policies and practices at info@appliedanthro.org or (405) 843-5113.

Whova Etiquette

In an effort to make the SfAA's 2022 hybrid meeting an accessible and welcoming space for everyone, we ask all attendees and presenters to observe the following attendee guidelines. Failure to adhere to this etiquette may result in exclusion from the annual meeting's event platform, Whova.

Accessibility

Accessibility is vital for having an inclusive Annual Meeting. We want to provide the ability for all who participate to access and use all meeting content and features.

Please make sure to **review and follow the accessibility guidelines** at:
<https://www.appliedanthro.org/annual-meeting/meeting-information>.

If you have **questions or need assistance**, please contact us at:
techcoordinator@appliedanthro.org.

Thank you for doing your part to ensure that our Annual Meeting provides fair and equal access by following these key steps. All together we will advance SfAA's commitment to making a more just and inclusive world.

Community Discussion

While engaging in any of the community discussion and networking opportunities within Whova, please refrain from using inappropriate language of any kind. This can include language that in any way looks like, sounds like, or abbreviates any of the following: profanity, sexual content, explicit language, inappropriate references to sexual preferences, or offensive racial, ethnic, religious, or sexual remarks.



We will remove anyone who advocates or encourages expressions of violence, bigotry, racism, or hatred. Actions that either incite or encourage others to violate these and other policies will not be tolerated.

We encourage our attendees to treat each other with respect. Do not threaten, harass, stalk, or abuse others.

Chat/Q&A Behavior

Each session within the Whova agenda (both pre-recorded and live) will have associated Chat and Q&A areas. Please be mindful that your comments and questions in these areas are visible for all other attendees and presenters to see. Content should be relevant to the material presented in the session and/or the presenters themselves.

Community Area

Community Chats

Attendees have the ability to create their own asynchronous chats within Whova's Community area. Please remember that any event attendees will be able to view and join in these chats. If you create these chats, please do your best to monitor the content for inappropriate discussion and report to appropriate contact below if anyone violates the guidelines. Our team will delete inappropriate content from the Whova admin panel.

If you engage in community chats created by others, your comments in these chats are visible for all other attendees to see. Content should be relevant to the topical discussion you are contributing to. As a contributor, if you see any inappropriate discussion or content, please report it to the appropriate contact below.

Community Meet-ups

Attendees have the ability to create their own virtual Meet-ups within Whova's Community area using their personal Zoom or online conferencing software accounts. While this is a useful feature, SfAA is unable to provide moderators for these community Meet-ups. Please refer to this [quick reference guide](#) for moderation tools within Zoom meetings and find [tips](#) for moderating here. Please be mindful that any event attendees will be able to view and join these Meet-ups. As moderator, you will have full control over the meet-up and removing disruptive individuals will fall to your discretion. We recommend following the guidelines provided above.

If you create a Meet-up and wish to delete it, please contact the appropriate contact below, as these virtual sessions can only be deleted from the admin panel. If inappropriate comments are made in the chats associated with Meet-ups, please contact the appropriate contact below to get them removed.

Personal Messages

Attendees will only be able to send you personal chat messages if you approve/allow their initial message request. After you approve this request, you can block other attendees from video chatting with you within personal messages but you cannot block them from sending you



personal chats. You can delete any private chat message you receive, but once you send messages they cannot be deleted from the receiver's inbox. If someone is making inappropriate or disruptive comments in your personal messages, please alert the appropriate contact below.

Downloadable Content

Within Whova sessions, attendees can download transcripts and supplementary materials provided by presenters. While some of these may have watermark or copyright notices on them, the following policy applies to all downloadable content. Intellectual property and copyright within presentations and any presentation-related documents remain with the author. The SfAA is licensed to use this content within Whova during the event and 90 days thereafter. Distribution of downloadable content by anyone other than the presenters themselves is strictly prohibited, and we ask attendees to respect the intellectual property shared by presenters at the annual meeting.

Meeting Links

To keep the meeting secure, attendees and presenters are prohibited from sharing meeting links with anyone (including persons both inside and outside of the Whova event) without express permission from the SfAA Office. Sharing links increases the risk of zoom bombing and other outside disruptions. Failure to respect this guideline may result in removal from the event.

Zoom and Meet-up Behavior

Please refer to the best practices below when attending Zoom webinars and meetings, as well as Whova and personal Meet-up rooms.

Dress Appropriately

Though working from home has become the new norm and it is tempting to stay comfortable, please take a few moments to dress appropriately when attending virtual calls. Putting a little effort into how you present yourself portrays a positive image to your colleagues.

Be Aware of Your Surroundings

Adjust your work setup so you face a window or are exposed to plenty of light. And make sure your background is professional and work appropriate. This means:

- No beds (unmade or made) in the background
- No messy rooms or open closets where everyone can see your clutter
- No NSFW (not safe for work) artwork

While kids and pets are adorable (and a much needed distraction for all of us), your colleagues won't love having to talk over a screaming child or barking dog. Please be mindful of noise.



Hands off the Keyboard

Please refrain from typing or engaging in other activities while attending virtual meeting spaces. The sound of your typing can be distracting to others, so if you need to do something please mute your microphone.

Mute Your Microphone When Not Talking

There's nothing more frustrating than hearing an echo noise from conflicting microphones. Muting your microphone when you're not speaking gives other participants the ability to chime in and share their thoughts without distraction or frustration.

Speak Up

Don't be afraid to project your voice. Your colleagues will appreciate being able to hear you without having to strain their ears or turn their volume all the way up.

Avoid Distracting Other Participants

If you turn on your video, please be considerate of the presenters and avoid actions that might be distracting to them and others.

Points of Contact

Please use the listed points of contact below to escalate and receive assistance on any issues you're having during the meeting.

- Whova, General Questions, Admin & Security - techcoordinator@appliedanthro.org
- Reporting Ethical Violations - SfAA Office, info@appliedanthro.org