



**WORK
FORCE
360** April 15-16
2021
Virtual Event for Workforce Development Professionals

ATTENDEE EXPERIENCE GUIDE

HOW DO I COMPLETE MY REGISTRATION & PROFILE?

TO ENSURE YOU HAVE FULL ACCESS TO WORKFORCE360, PLEASE COMPLETE THESE STEPS AT LEAST 24 HOURS PRIOR TO THE EVENT!

In order to access Workforce360, you must complete your registration and profile on our event platform, Hopin. As a registered attendee, you will receive an email from info@iawponline.org (please check your spam folder) with the subject line "Complete Registration for Workforce360". This email will include a unique link to a landing page; click on the blue "Join Event" button.

If this is your first time using the Hopin platform, provide your name, email, and create a password; click the blue "Sign Up" button. You will then complete the set up your profile. In the headline box, please include the name of your organization and/or your title.

If you have previously attended an event on Hopin, click the "Log in" link just above the Workforce360 logo. You then have the chance to update your profile for this event.

WHAT TECHNOLOGY DO I NEED?

For the best event experience, please use a laptop or desktop computer to join Workforce360. There is nothing to download, you access using Chrome or Firefox (please ensure you are using the most current version). Other browser may not work with Hopin.

PRIOR to logging into the event, please restart your computer as this will refresh your system and help with connectivity.

🔍 Tickets

Already registered? [Log In to access the event](#)

Full Registration Free

Join event

Sign up to get started

Already registered? [Log in](#)



 **WORKFORCE360**
Hosted by International Association of Workforce Professionals

You're almost registered for this event, please login or signup for a Hopin account to attend.

First name (Required)

Last name (Required)

Email address (Required)

Password (Required)

Password must be at least 6 characters

I Agree To Hopin [Terms & Conditions](#), [Platform Terms & Conditions](#) And [Privacy Policy](#) (Required)

I agree to receive product updates and marketing communications from Hopin

Sign up

CAN I JOIN FROM A MOBILE DEVICE?

For the best Workforce360 experience, we strongly recommend using a laptop or desktop computer. However, Hopin recently released an app for both Android and iPhones. Please note, you cannot complete registration or set-up your profile using the app (once you complete that step, the event will show up on the app). *You are unable to use audio or video in the main stage or breakout rooms; you can access chat and polls. Video and audio will work during networking sessions.* [CLICK HERE](#) for more help on the Hopin app.

WHAT TIME ZONE IS THE EVENT?

Workforce360 is from 12:00-5:00 PM EASTERN TIME on April 15 and 16. Hopin will automatically update the conference times and schedule to the time zone selected during your profile set-up.

WHEN CAN I ACCESS THE EVENT?

The event goes live on Hopin at 11:30 EASTERN each day. [CLICK HERE](#) to access the event.

WHAT DO I DO ONCE I AM IN THE EVENT?

While you are waiting for the event to begin, feel free to hangout in the Workforce360 Lounge (click on Sessions, Workforce 360 Lounge) to meet and chat with fellow attendees. You also can choose to click on Network and be paired with another attendee to chat 1:1 using video and audio. OR, just hang out in the RECEPTION area and use the event chat to say hi and introduce yourself. AT NOON EASTERN, please click on STAGE to join the Welcome and Keynote.

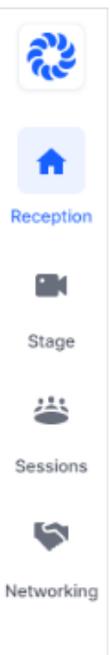
HOW DO I ACCESS THE SESSIONS?

On the left side of your screen you will find a button for Stage and Sessions. Click on Stage to access the keynote and general sessions. Click on Sessions to access concurrent sessions as well as keynote and discussion group breakouts and the Workforce360 Lounge. A red LIVE tag will appear over the menu item that is currently active on the schedule. Concurrent sessions are available 10 minutes prior to the start of the session.

HOW DO I ACCESS THE KEYNOTE DISCUSSION GROUPS?

Our keynote speakers plan to use small group breakouts, or discussion groups, during their presentations. When directed, on the left hand menu, click SESSIONS and then choose a one of the available Discussion Groups. Rooms are limited to 6 people each; if a room is full, simply scroll down and choose another room; you do not need to use the same room for each discussion group.

While in the discussion group, click on the blue “Share Audio and Video” button to connect your audio and video to interact with other participants in your group. Please monitor the EVENT chat for reminders of the discussion questions as well as updates on how much time is remaining in the discussion group. At the end of the time, please click on STAGE to return to the keynote.



ARE SESSIONS BEING RECORDED?

Yes, most of the Workforce360 sessions are being recorded. Links to sessions will be provided to registrants in early May and will be available for viewing until July 1, 2021.

WHERE IS THE WORKFORCE360 SCHEDULE?

[CLICK HERE](#) to access the Workforce360 schedule. The schedule is also posted in the event Reception.

WHERE DO I FIND KEYNOTE & CONCURRENT SESSION DESCRIPTIONS?

[CLICK HERE](#) to access the keynote session descriptions and speaker bios. [CLICK HERE](#) to access the concurrent session descriptions and speaker bios. These are also posted in the event reception.

HOW DO I GET HANDOUTS?

For speakers who provided handouts, you will find a link below the video/screen share portion of the layout as well as [HERE](#). Please note, not all speakers provided handouts to download.

WILL I BE ABLE TO SEE OTHER PARTICIPANTS IN SESSIONS?

Participants will be able to see the names of those who are in the session room and can reach out via the session chat or by direct message. Speakers may ask for volunteers to turn on their microphone and camera to join the conversation!

HOW DO CHAT WITH OTHER WORKFORCE360 ATTENDEES?

There are four different chats within the Hopin platform: Event Wide, Main Stage, Session, and Networking.

1. **EVENT WIDE:** This chat is for conference announcements, general Q&A and dialogue; this chat is accessible from all areas of the platform.
2. **MAIN STAGE:** This chat is specific our keynote/general sessions taking place on the main stage; it also include polls for these sessions and a dedicate tab for asking questions of our keynote speakers. All attendees see chats taking place here.
3. **SESSIONS:** Each session has its own dedicated chat session and only those attending the session have access to this chat. This is a great way to interact with your concurrent session speaker.
4. **NETWORKING:** As you participate in networking, you are able to audio and video chat as well as use a dedicated chat just between you and that person.

In all the chat rooms you can type @ and a few characters of an attendee's first name to highlight the person's name within the chat stream. The mentioned attendee DOES NOT receive a notification.

In all chats, as in all communication during Workforce360, registered attendees must follow our Code of Conduct which is found on page 5 of this guide.

HOW DO I CONNECT WITH SOMEONE DIRECTLY?

You can message another attendee through direct messages (DM). To send a DM, find the person you wish to chat with in the People tab, click their profile picture, and send a message. The envelope icon (top right) will inform them of a new message.

You can also start a private video meeting once you click on an attendee's profile phot. For private video meetings, you can share you meeting URL with up to 3 additional people (5 participants or 4 participants and a screen share).

HOW DOES NETWORKING WORK?

The networking area is an opportunity to meet 1:1: online during the conference. Similar to an experience that feels like FaceTime or Hangouts, Hopin pairs two people over a direct video call. When you click the "Ready" button you are matched with a random fellow attendee via face-to-face video for 2 minutes. You both can choose to extend your meeting or leave and connect with someone new. To share contact information with each other, click on the "Connect" button. If both of you click "Connect," you can find each other's contact information (email address and social media) via the Connect section of your Hopin profile during and after the conference.

WHY CAN'T I LEAVE MY NETWORKING SESSION TO CHAT WITH SOMEONE ELSE?

In Networking, sometimes the "Leave" button might not be visible right away when you first meet someone. This is because there is a minimum amount of time each conversation has to last before you can choose to end the call. If you don't see the button right away, enjoy the conversation and it will become available very shortly.

HOW CAN I GET HELP DURING WORKFORCE360?

As our staff is supporting Workforce360, we have limited support during the event. Please try using the resources below PRIOR to emailing info@iawponline.org.

REGISTRATION/ACCESS ISSUES: Please see page one of this document and ensure you have completed all steps at least 24 hours prior to the start of the Workforce360 (April 15 @ 12:00 PM eastern). [CLICK HERE](#) for more from Hopin on accessing the event.

CONNECTIVITY ISSUES: First, restart your computer. Make sure you are not also using Teams, Hangouts, Zoom, or other video chat software. Also, ensure you are using Chrome or Firefox to access. If connected to a VPN, if possible disconnect. If connectivity issues persist, you likely need to contact your help desk or service provider.

ADDITIONAL HELP: [CLICK HERE](#) for list of technology related FAQs

WORKFORCE360 CODE OF CONDUCT

IAWP, host of Workforce360, is committed to providing a safe, productive, and welcoming environment for all meeting participants and IAWP staff. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, IAWP staff members, service providers, and all others are expected to abide by this Virtual Programs Code of Conduct. This Policy applies to all IAWP meeting-related events, including those sponsored by organizations other than IAWP but held in conjunction with IAWP events, on public or private platforms.

IAWP has zero-tolerance for any form of discrimination, harassment (including but not limited to sexual harassment) or unacceptable behavior by participants or our staff at our meetings. If you experience harassment or hear of any incidents of unacceptable behavior, IAWP asks that you inform Steven Bent, CAE, Executive Director, steve@iawponline.org 502-223-4459 so that we can take the appropriate action.

In addition, participants are asked to adhere to the following rules:

- The recording or transmissions of any education sessions, presentations, demos, videos, or content in any format is strictly prohibited.
- Disruption of presentations during sessions, in the exhibit hall, or at other events organized by IAWP throughout the virtual meeting. All participants must comply with the instructions of the moderator and any IAWP virtual event staff.
- Presentations, postings, and messages should not contain promotional materials, special offers, job offers, product announcements, or solicitation for services. IAWP reserves the right to remove such messages and potentially ban sources of those solicitations.
- Participants should not copy or take screen shots of Q&A or any chat room activity that takes place in the virtual space.

IAWP reserves the right to take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund, in response to any incident of unacceptable behavior, and IAWP reserves the right to prohibit attendance at any future meeting, virtually or in person.