Virtual Platform Tutorial

Upon logging in to the virtual platform, you will arrive in the Lobby.

**Lobby**

- From the Lobby, you can access the Webcast Auditorium and Exhibit Hall.

Universal Navigation:
- Universal navigation links will be located at the top and will be visible throughout the virtual platform.
- Other features visible on each webpage include the Live Support, search function, and site accessibility features (noted in the lower right corner: 🎓).
  - The complete list of site accessibility features can be found on the LLA website.
- Chat areas will be available at the bottom of each webpage for attendee networking or for asking general questions.
Webcast Auditorium

• All Live, Scheduled (Prerecorded), and On-Demand Sessions will be located in the Webcast Auditorium. On-Demand Sessions will be listed under the On-Demand tab.

• Finding and attending Live and Scheduled Sessions:
  o Scroll through the left side of the session menu to find the session you wish to find more information about and/or attend.
  o On the left menu, click on the title of the session or the “More Info” button and view full details on the right.
  o On July 10, you will see “Attend Session” buttons for each session, located in the session detail on the right.
  o To attend a session, click the “Attend Session” button and the session Zoom room will open.
Exhibit Hall

- Visit the LLA/NCTE Exhibit Booth by clicking on the booth logo.
- The Exhibit Booth will contain organizational information and current offerings.

Schedule

- To access the Schedule feature, click on the menu option at the top of any webpage.
- You may add sessions to your calendar in advance so you don’t miss a thing!
  - Please note that the calendar reminder will not contain a direct link to the Zoom session but will link you to the Webcast Auditorium for quick access.
- You may sort the schedule listing by using the filter at the top of the listing.
Convention Policies

NCTE expects all participants to adhere to the following policies while in attendance at the 2021 LLA Virtual Summer Institute. NCTE reserves the right to dismiss any participant from the meeting whose conduct is inconsistent with this policy.

Mutual Respect & Anti-Harassment Policy
NCTE is committed to producing events where everyone may learn, network, and socialize in an environment of mutual respect. Therefore, some behaviors are expressly prohibited: harassment or intimidation related to gender, gender identity and/or expression, sexual orientation, disability, race, age, religion; deliberate intimidation, stalking, or following; harassing photography or recording; sustained disruption of talks or events; inappropriate contact and unwelcome sexual attention. Participants are expected to observe this code of conduct policy in all venues and events. Contact eventcommunications@ncte.org if you believe you have been harassed or that a harassing situation exists. All reports will be directed to NCTE leadership immediately.

- Convention Policies are accessible through the Convention Policies link in the top menu. Please be sure to become familiar with these policies prior to attending.

Live Support

Need help? Our Live Support feature will be available in the virtual platform 30 minutes prior to the start of the first session and will end 30 minutes after the last session.

Other Assistance Options

Still need assistance? Feel free to reach out to our Events Team at NCTEevents@ncte.org before, during, and after the Institute.

Are you having problems logging in to the platform? Please contact us at NCTEevents@ncte.org and provide us with your name and email address.