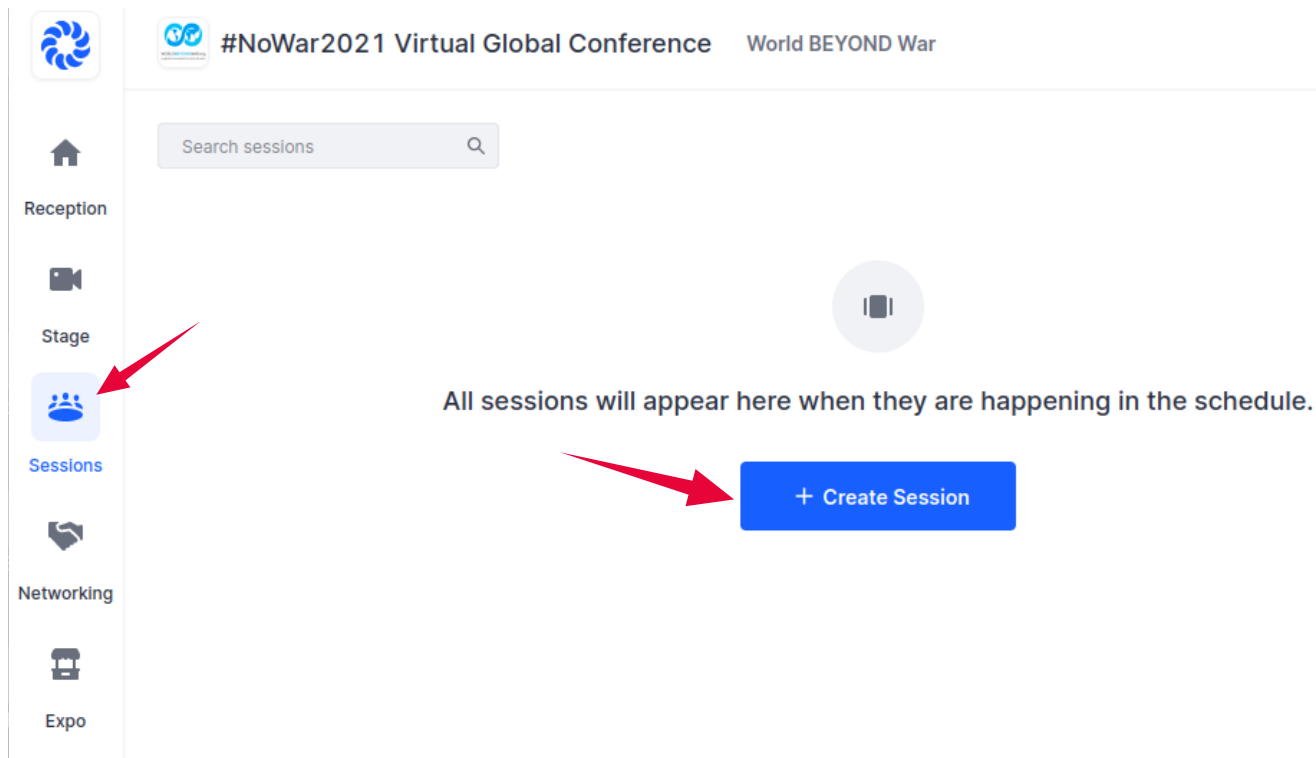


Hopin How-To Guide: **Attendee Created Sessions**

During the last hour of #NoWar2021, on Sunday, June 6 at 18:00-19:00 EDT, conference participants are encouraged to explore the networking and expo booths and to create or participate in attendee-created sessions. This is an opportunity for an open forum, so attendees can start and join discussions on whatever topics they're interested in.

This short guide explains how to create a session through the Hopin platform that we'll be using for the event.

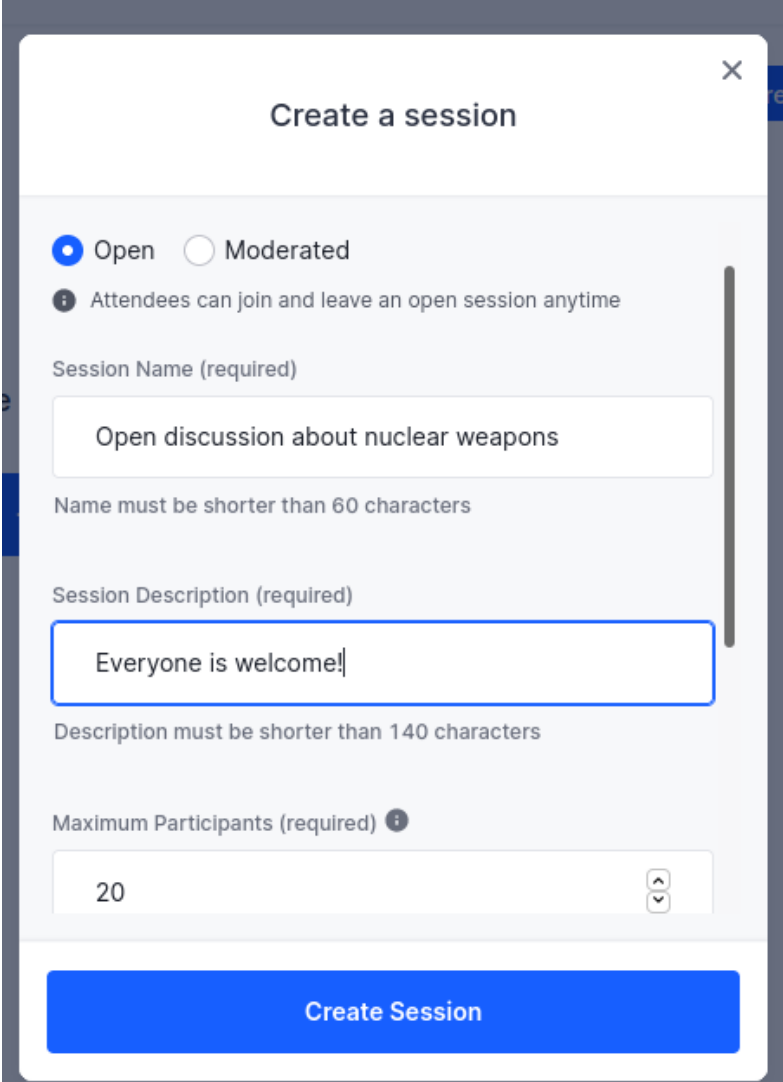
When it's time for attendee-created sessions, go to the Sessions tab on the left-hand side bar. Then click the blue button to "Create Session."





A box will pop up for you to customize your session. At a minimum, you need to:

1. Choose whether it's an open or moderated session. Open means that attendees can join your session and get on video/audio to participate as they wish. Moderated means that you can "moderate" the conversation and control who gets up on video/audio in the session.
2. Enter a Session Name (e.g. "Open discussion about nuclear weapons")
3. Type in a short Session Description ("Everyone is welcome!"). Max of 140 characters.
4. Enter the Maximum Participants number, which means how many people can be on video at the same time in the session. The max is 20.


There are other customization options as well, which you can ignore or customize as you wish. Then click the blue button to "Create Session."

A screenshot of a 'Create a session' dialog box. The dialog has a title bar with a close button (X) in the top right corner. Below the title, there are two radio buttons: 'Open' (selected) and 'Moderated'. Below these is a small information icon and the text 'Attendees can join and leave an open session anytime'. The 'Session Name (required)' field contains the text 'Open discussion about nuclear weapons' and has a note below it: 'Name must be shorter than 60 characters'. The 'Session Description (required)' field contains the text 'Everyone is welcome!' and has a note below it: 'Description must be shorter than 140 characters'. The 'Maximum Participants (required)' field is a dropdown menu showing '20' and has an information icon. At the bottom is a large blue button labeled 'Create Session'.


After you click the blue “Create Session” button, you will be taken to the Sessions page and you’ll see your session show up, next to the others. Then click on the box for your session to enter it.



Reception



Sessions



Test Event

World BEYOND War


Time Left

59m

Search sessions


+ Create Session

Open




Open discussion about nuclear weapons

Everyone is welcome!



 0

Moderated



Test session

Everyone is welcome!

 Greta Zarro 0

3

You will then be prompted to *Share Audio and Video* at the center of the Session screen to get on camera and start speaking. If you haven't [allowed access to your camera or mic](#) in the event, you will be prompted to do so at this time. Once you see yourself on screen, you're live to others.

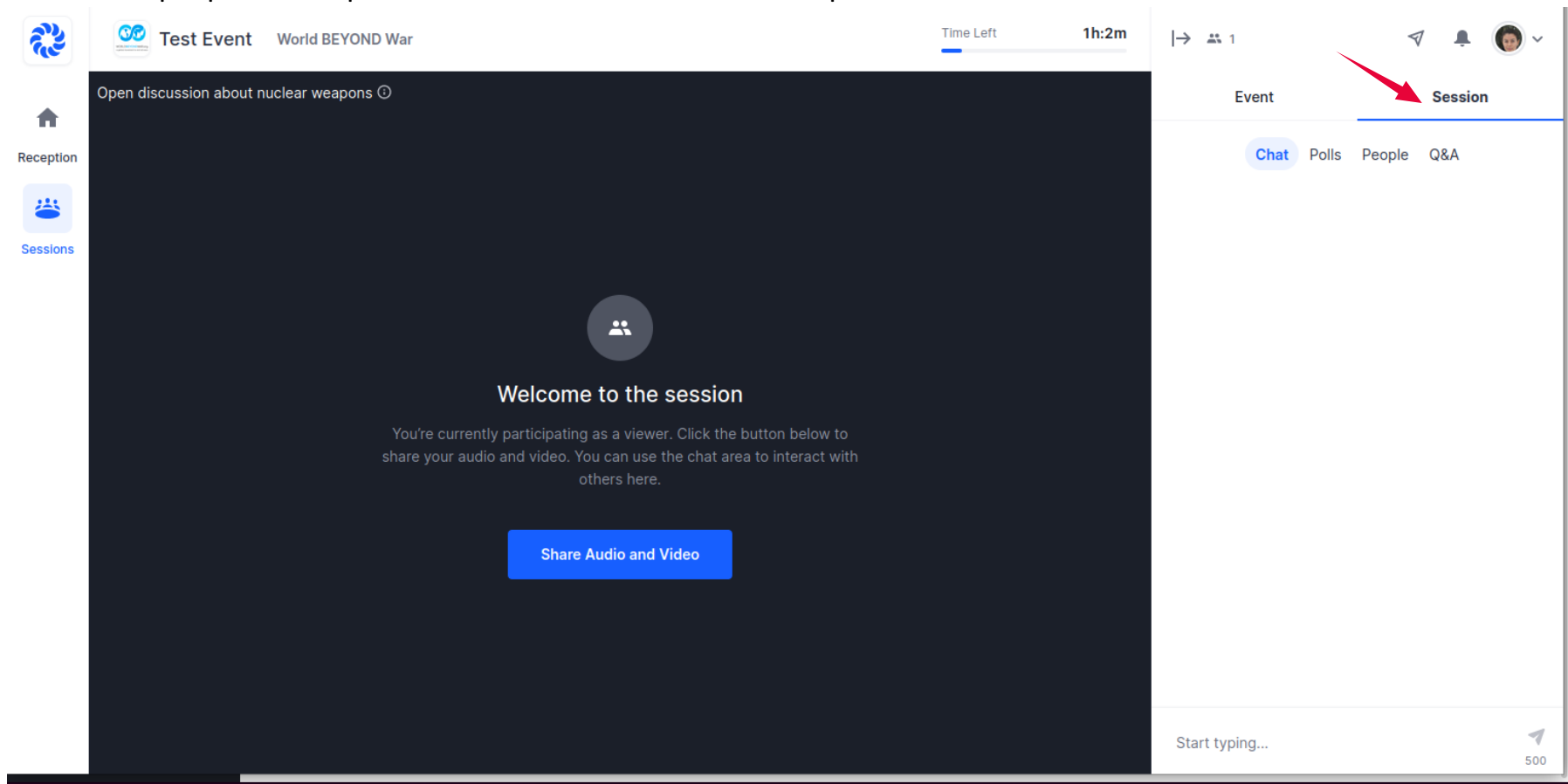
On the right-side of your screen, you can use the Session Chat, Polls, People, and Q&A features. Make sure you have selected the "Session" tab to see those features for your session, not the Event tab, which is for the entire conference.

Chat allows everyone in the session to send messages to others in the Session. All messages are seen by everyone within the session.

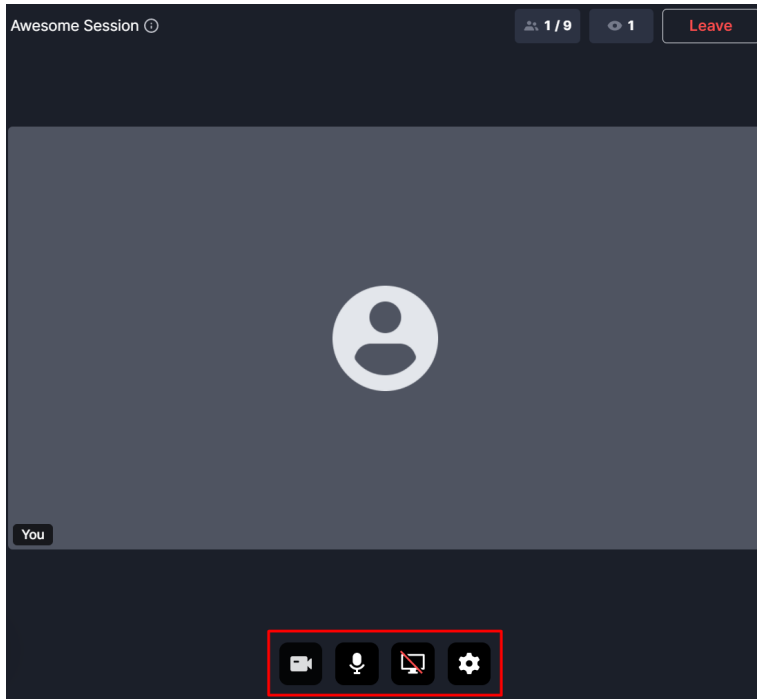
Polls allows you to create polls for participants to respond to.

People allows you to see who is in your Session.

Q&A allows people to ask questions, which can be "liked" and replied to.



When you are on screen in your session, you will have the following Speaker controls at the bottom center of the Session.



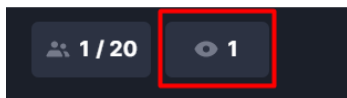
Camera. Toggles your webcam on and off.

Microphone. Toggles your microphone on and off.

Screen share (computer icon with a red slash through it). Click it to select what window or program you want to screen share. When screen share is active, the red slash disappears. Click the icon again to stop sharing and the slash re-appears.

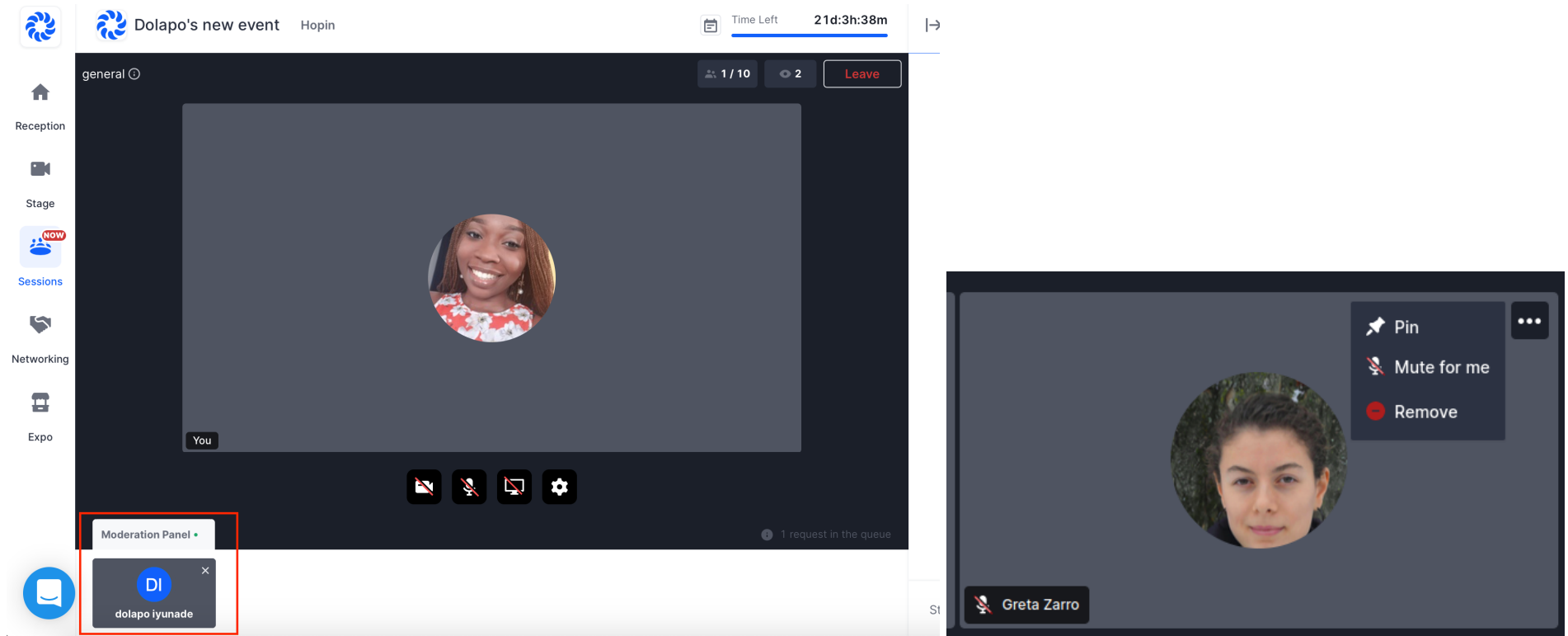
Gear Icon. Use this to choose which camera and microphone you are using, such as to toggle back and forth between your built-in mic and an external mic. If you are having audio/video problems, be sure to check the settings in the gear to make sure the correct devices are selected.

At the top of a session, you'll notice the number of people speaking/max number allowed on screen and the number of people viewing the Session. (See screenshot below)



Moderation Controls:

If you have set up a **moderated session** (vs an open session), you will see attendees asking to share their audio/video at the bottom of the screen in the *Moderator Panel* (see screenshot below). You get to choose who comes up on screen with you to ask questions or join in on the discussion. Click on their photo/icon to allow them up on screen.



The moderator can take someone off screen by hovering over their video, clicking the 3 dots, and clicking the *Remove red circle* icon. They will still be able to view the session but won't be taking up one of the speaker spots within the session.

Screensharing:

If you'd like to screen share a presentation during your session, here are the steps:

1. Open your presentation in a new tab.
2. Click the *Screenshare* icon at the bottom of your screen (the computer screen icon) and choose how you would like to share: Your Entire Screen, Application Window, or Chrome Tab (sharing a Chrome Tab supports sharing slides with sound).
3. Click *Share* and you're presenting!

Pro Tips & Pointers:

- Make sure you are using a supported browser - either Chrome or Firefox - and make sure that the browser is up to date.
- If you are having any glitches, try refreshing your screen to reset it.
- Attendee-created sessions will not be recorded.
- In a session, unlike Zoom, you do *not* have the ability to create breakout rooms *within* the session.

For questions or more information about any of the Hopin features, contact Greta at greta@worldbeyondwar.org.