#AWP21 Attendee Guide

Welcome

**System Requirements:**

Please note that #AWP21 is optimized for a desktop or laptop computer. While you will still be able to access the conference from a phone or tablet, the experience may not be as smooth on those devices.

**Operating system requirements to access this event are as follows:**

Mac: Mac OSX 10.7 or later
Windows: Windows 10, 8, 8.1, 7, Vista (SP1 or later), XP (SP3 or later) Ubuntu: 12.04 or later
Linux: Red Hat Enterprise Linux 6.4 or higher

**Web Browser requirements to access this event are as follows:**

Windows: Chrome 72+, Edge 84+, Firefox 27+
Mac: Chrome 30+, Safari 7+Edge 84+, or Firefox 27+
Linux: Chrome 30+, Firefox 27+

**We recommend using the browser Google Chrome for the best user experience for most users, but there may be some users who find Firefox works better, depending on their computer, browser settings, and browser update history. We recommend testing which browser works better for you.**

**EVENT PLATFORM ACCESSIBILITY**

Pathable, our virtual conference platform provider, is navigable by keyboard and is usable by screen-readers. If you are looking for a compatible free screen-reader, Pathable recommends [Pericles](https://chrome.google.com/webstore/detail/pericles-text-to-speech-s/oacindbdmlbdeidohafnfocfckkhjlbg?hl=en) the screen-reader, for Google Chrome. The #AWP21 platform was also tested on a JAWS 2021.

Pathable is also compatible with native accessibility features on your personal device, such as color contrast adjustment, magnification, and other customizations. For more information, please visit our [Accessibility Services webpage](https://www.awpwriter.org/awp_conference/accessibility_overview).

**LOGGING IN AND ACCESSING THE PLATFORM**

Once you are registered for #AWP21 on awpwriter.org, you will be sent an email from conference@awpwriter.org inviting you to redeem your account. Please check spam and junk folders if you cannot locate this email. If you cannot find the email, please email conference@awpwriter.org.

There will be a link provided in that email that will bring you to a log-in page. Enter the AWP user account information that is linked to your registration. You will be taken to your attendee profile. Fill in as much information as you would like on your profile. You are now all set to enjoy the conference!

If you log out or need to sign in again, please visit [awpwriter.org/user/pathable\_login](http://awpwriter.org/user/pathable_login). If you need to reset your password, click the blue Forgot Password? button and further instructions will be sent to you via email. If you have trouble resetting your password or do not receive the email, please email awp@awpwriter.org for assistance.

**MY PROFILE**

AWP has transferred your information from your registration to your public profile on the virtual event platform. There is additional information you may add to your profile or change from what was transferred.

If you do not wish to be public on the platform, or if you do not wish to be contacted by other attendees, you can make yourself invisible on the platform going to Account, then clicking Edit Profile, then clicking Preference. Under the Preference tab, there is a privacy section with a check box that says “Hide this profile from other attendees.” Check this box if you would like to be private.

**COMMUNITY GUIDELINES FOR #AWP21**

This conference brings together people from around the world, from different backgrounds, situations, and identities. We ask that everyone attending #AWP21 come to this conference with an open and curious mind and to engage respectfully with your fellow attendees.

Be open. Be curious. Be respectful.

For more information, please read our [Anti-harassment Policy and our Attendee Terms & Conditions](https://www.awpwriter.org/store/attendee_terms_conditions).

**EVENTS**

We are pleased to share the #AWP21 event schedule with over 250 events. Once you get access to the virtual conference platform in mid-February 2021, add events to a personal schedule by clicking on the pink + in the upper-right corner of each event. When you want to view your personal schedule, click Events, then click My Event Schedule.

Each event is scheduled for a specific date and time from March 3-7. This date and time is the event’s premiere, and we are encouraging presenters to log in to the platform and watch at that date & time along with their audience. Audience members can feel free to enter questions or comments into the chat box on the right side of the video, and presenters can respond in that area as well.

If an attendee wants to follow up with a presenter about their event, you can click their profile on the event page and be taken to their personal profile page. From there, you can send a direct message, request a meeting, or just add them to a Want to Meet list for later.

All events will be available on-demand following the premiere until April 3, 2021. Feel free to continue to interact in the chat after the event has premiered.

**Are You a Writer-Parent?**

AWP thanks Pen Parentis, a nonprofit supporting writer-parents, for providing resources for children of all ages so parents may more fully experience and enjoy #AWP21. Go to Resources on the top navigation bar, and in the drop-down menu, select Writer-Parent Resources.

**Event Accessibility:**

All AWP-hosted events, caucuses, receptions, and discussion rooms are captioned and all events have provided an event outline, and in many cases, other supplemental resources and documents. We have advised all presenters to make sure these materials are accessible or that materials be provided in an accessible format. All uploaded material can be found in the Files tab of the box on the right side of the video.

If you require a transcription of an event, we may be able to provide one. Because transcriptions would potentially include copyrighted material of presenters, we would need to seek permission from presenters before providing. Please reach out to Colleen Cable at colleen@awpwriter.org.

If you cannot or do not wish to navigate the virtual conference platform, a plain-text PDF version of the schedule will be available. Each event’s listing will include a hyperlink and will bring you directly to the event. This document will be provided on our [Accessibility Services page](https://www.awpwriter.org/awp_conference/accessibility_overview) very soon.

**Please be aware that many of the conference times are listed in Central Time. The virtual platform and schedule will adjust the times to reflect the time zone in which your device is set.**

**BOOKFAIR:**

We encourage you to check out the bookfair during our dedicated and interactive bookfair hours:

**Thursday, 2:30 p.m. to 4:00 p.m. CT**

**Friday, 2:30 p.m. to 4:00 p.m. CT**

**Saturday, 2:30 p.m. to 5:00 p.m. CT**

While you can explore the bookfair at any time, during these times we encourage bookfair exhibitors to be managing their exhibit spaces and be available to meet in their Zoom room, answer questions received in the discussion section of their booth, and respond to direct messages.

Attendees may choose how they want to interact with exhibitors, whether it’s just exploring their posted content, starting a discussion, sending a direct message, requesting more information, or adding the exhibitor to their Want to Meet list for later.

AWP is grateful to the University of Iowa, the #AWP21 Premier Sponsor! Make sure to stop by the University of Iowa’s booth to learn more about the university, the Iowa Writers’ Workshop, the Iowa Review, and the University of Iowa Press.

**Bookfair Accessibility:**

Any time there is a video option on the conference platform, there is a text-based alternative provided, such as starting a public discussion or sending a direct message. Live-captioning and ASL interpretation for bookfair interactions are available upon request by February 12, 2021, so AWP can arrange these services. Please visit our [Accessibility Services webpage](https://www.awpwriter.org/awp_conference/accessibility_overview) for more information about how to request these services.

**LIVE COMMUNITY EVENTS:**

We are excited to give our attendees a way to connect in this new digital format and provide several different types of live interactions, including topical discussion rooms, receptions, caucus meetings, and attendee-led one-on-one or small group meetings, all taking place in Zoom.

All events on the main #AWP21 schedule, including caucuses and topical discussion rooms will be captioned via Streamtext. The URL to access captions will be provided in the event description.

While we hope you get to connect with old friends and new virtually, there are a few important accessibility practices to keep in mind when interacting on Zoom. We have included accessibility reminders for attendees of these meetings below, and we have provided additional reminders and practices for meeting hosts directly.

**Please help us make the conference as accessible as possible by following the Zoom Accessibility Guidelines:**

Add pronouns at the end of your name when you enter a Zoom meeting. Pay attention to other attendee’s pronouns and use them as the attendee specifies.

**Example:** John Smith (he/him)

Introduce yourself and offer a description of yourself before you start speaking. Someone with low-vision or who is blind may not be able to read your name in your Zoom profile.

**Example:** My name is John Smith. My pronouns are he/him, and I am wearing a green shirt and have dark hair.

Mute yourself when you are not speaking.

There may be attendees in your meeting who choose not to be on video. Please respect this choice as it may be due to a disability.

Please be aware that your fellow attendees may have an invisible disability. Please do not assume someone does or does not have a disability.

If you share your screen or show any visuals via Zoom, please make sure to verbally describe what you are showing.

**Example:** This is a photograph of the cover of Joy Harjo’s book of poems, *An American Sunrise*. The book cover depicts a sunrise that transitions from dark blue at the top to a lighter greenish blue to orange at the bottom. The title is in yellow font. There is an illustrated group of people at the bottom of the cover.

Some users who are D/deaf may be using auto-captions or live-captioning in Zoom. Please speak clearly and at a reasonable pace so that captions can keep up.

Avoid cross-talk or speaking over other attendees as much as possible, and wait for the moderator to cue you to speak. Cross-talk is difficult to hear on Zoom and is difficult for a captioner to transcribe.