



**GACE 2021**

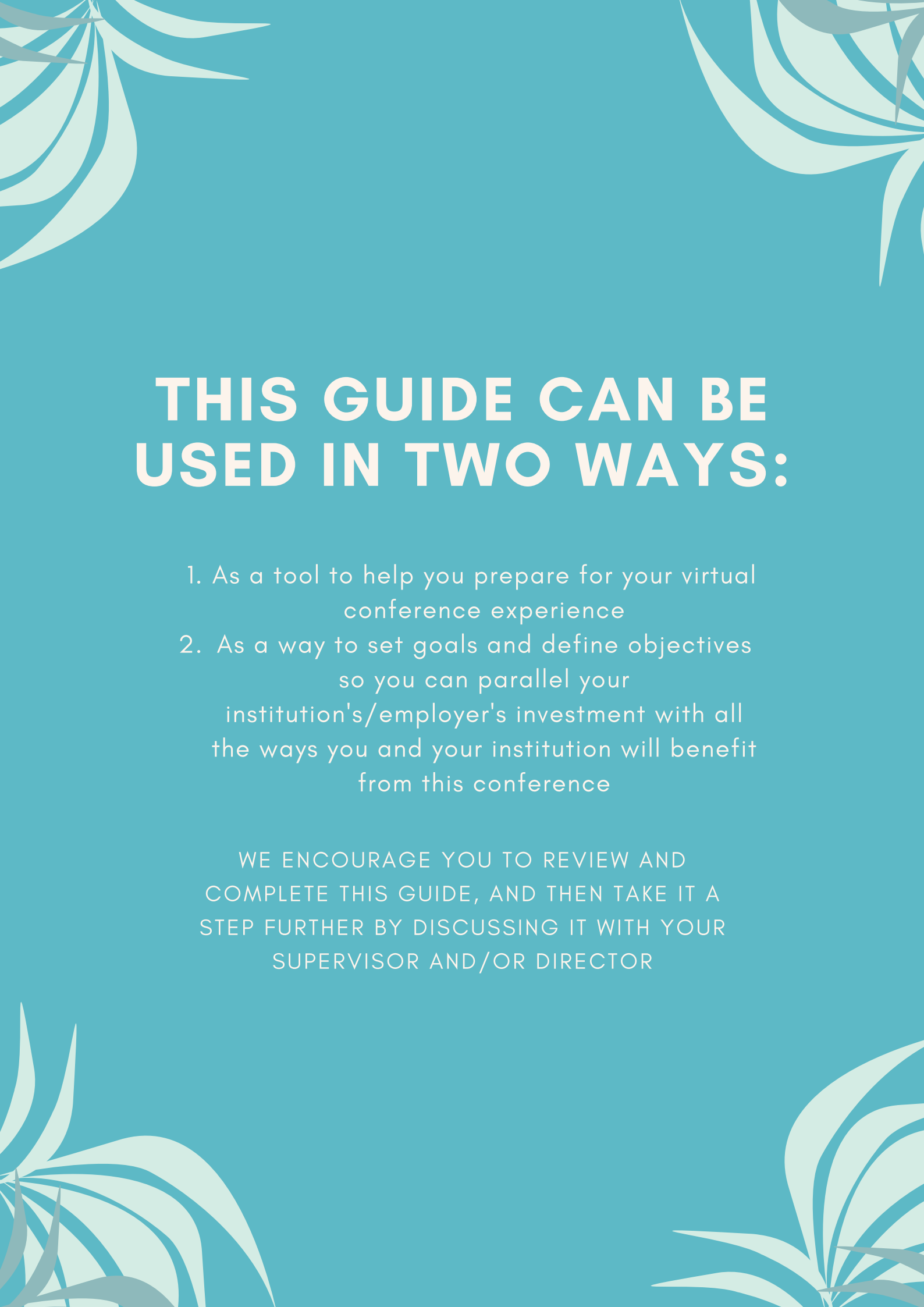
*VIRTUAL TIPS  
AND SUCCESS  
GUIDE*

Make the most of your 2021 GACE Annual  
Conference Experience!

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**MAY 25 - 28, 2021**





# THIS GUIDE CAN BE USED IN TWO WAYS:

1. As a tool to help you prepare for your virtual conference experience
2. As a way to set goals and define objectives so you can parallel your institution's/employer's investment with all the ways you and your institution will benefit from this conference

WE ENCOURAGE YOU TO REVIEW AND COMPLETE THIS GUIDE, AND THEN TAKE IT A STEP FURTHER BY DISCUSSING IT WITH YOUR SUPERVISOR AND/OR DIRECTOR

# 10 Virtual Tips to Make the Most of GACE Conference 2021

- Familiarize yourself with the conference website, schedule, and platform
  - This year, the online conference schedule is interactive and can be found on the GACE website. The conference committee has planned three jam-packed days of meetings, workshops, activities, and keynote speakers to bring clarity, focus, and vision to your future work! Take some time to build your personal schedule and attend as many sessions as you can! Please note, there will be a printed program arriving with your conference goodie package.
  - Participants who attend a session in every scheduled time frame will be entered into a grand prize drawing!
- Download and test your technology
  - The conference this year will be hosted on two different platforms, CrowdCast and Zoom. We encourage you to connect with these platforms and test them out prior to the start of the conference. More detailed CrowdCast information can be found on the following pages. Don't forget to use a conference Zoom background and test your camera and audio so that you do not miss a beat on conference day! Please note, the video features will only be utilized on Zoom-hosted sessions.
  - If you are hosting a conference workshop, don't forget to conduct a speed test to determine if your preferred location is up to par for your session day! Speed Test:  
<http://speed.googlefiber.net/>
- Utilize our technology team
  - If at any point you run into issues with incorrect links, confusion in the schedule, or you have a question that needs to be answered, don't hesitate to reach out to our conference committee.
    - Conference Chair – Stephani Womack, [womack@daltonchamber.org](mailto:womack@daltonchamber.org)
    - Conference Co-Chair – Mallory Safley, [msafley@daltonstate.edu](mailto:msafley@daltonstate.edu)
    - Technology Sub-Committee – Mary Roberts, [mary.roberts3@mga.edu](mailto:mary.roberts3@mga.edu)
    - Conference Committee – [conference@gace.org](mailto:conference@gace.org)

# Tips Continued...

- Start and end your day with our morning briefing and R&R
  - Each conference day, join us for your daily welcome and reminders to learn all about the conference happenings occurring on that day. Towards the end of the conference day, join us for our end-of-day remarks and reminders to help plan for your next conference day! Check the conference schedule for exact times and information.
- Have a question? Ask it during our networking sessions!
  - Throughout the day, the conference team will host different networking or break periods where there will be an opportunity to ask questions. This is your chance to take an active part in the conference by asking questions of our GACE Board, the GACE President, and your conference committee.
- Participate in our interactive lunch sessions
  - We know how much our GACE membership relishes the Hospitality Suite to unwind and network with GACE members from across the state. While we can't meet in person this year, join us for our lunch sessions to play games, make fun food and cocktails, and reconnect with GACE members new and old!
- Connect with colleagues
  - Connect with your GACE colleagues throughout the event. Although we cannot hug or shake hands in person, we can still make connections that will support us until we can meet again! We encourage you to step outside your comfort zone. Maybe you usually aren't the first to strike up a conversation or maybe you tend to be shy when meeting new people – we encourage you to use built-in conference opportunities to reconnect and connect with new people. Take some time to join us through the various connection opportunities:
    - Fitness Classes
    - Mindfulness Activities
    - Networking Lunches
    - New Member Orientation



# Tips Continued...

- Take time away from the screen
  - Whether you utilize our built-in Wellness Breaks to stretch or participate in activities, take some time away from the screen to recharge and refresh throughout and after the conference. Intentionally and strategically planned for conference attendees, Wellness Breaks are designed to give you a burst of energy, a chance to step away from your screen, and an opportunity to take time for yourself. For GACE 2021, we want your personal wellness to be the focus of the conference.
- Maximize your conference experience
  - We know a virtual conference is different and may even be tough. We encourage you to plan your time as if the conference was in person. Seriously! Imagine you were at Brasstown Valley Resort. Would you truly answer that email? Would you be working on that project? If the answer is no, then don't do it during the virtual conference. Schedule time out of your day, tell your supervisor you will be "out of the office" for a conference (if possible), set an away message, disconnect from your email, mute your interoffice platform, and find a place that is free of distractions whenever possible.
- Use #GACEVirtual2021
  - Tell us about your 2021 GACE Conference experience by using the #GACEVirtual2021 in your social media posts. Whether you are posting a picture of you "attending" a session or live-tweeting during one of our keynote speaker events, use this hashtag to connect with others via the GACE social media accounts

## GACE Social Accounts



@GACEofNACE



Georgia Association of  
Colleges & Employers



# CrowdCast Information

To engage fully in the virtual conference, you will want to follow CrowdCast's best practices for setting up and testing your technology prior to the event.

Follow these helpful tech tips prior to the conference.

- **Use the link in your virtual conference invite to create your CrowdCast login.** This link is in the email CrowdCast sent after you registered for the conference. If you did not receive that email, please email Mary Roberts at [mary.roberts3@mga.edu](mailto:mary.roberts3@mga.edu).
- **Join from a compatible browser** (Chrome, Firefox, or Safari).
- **Make sure your browser is up to date.** If you are using chrome, use this link:  
<chrome://settings/help>
- **Use headphones.** This will help eliminate echo and feedback if you are called up on screen to speak at any time.
  - *Hearing an Echo?:* If you hear an echo, you likely have two browser tabs or windows open. Please close the duplicate browser tabs.
- **Test your internet connection and make sure it has an upload speed of at least 5Mbps.** Use <https://speedof.me/> to test.
- **Pass the Crowdcast setup checklist** at <https://www.crowdcast.io/setup>. This will test your network firewall and ensure your mic & camera are connected.
- **Need to participate through your iPad or iPhone?** Download CrowdCast Mobile from the Apple store. The App is available only for IOS devices.
- **Update your profile to facilitate connections.** Login to your CrowdCast account and go to your profile page and click "edit." From here you can upload a headshot, add a cover photo, change your username to your full name, and add your institution/company and title to the bio and location section.

We will use Zoom for networking activities and other events where multiple participants will need to interact with each other through the camera and microphone. For the best conference experience, download the Zoom app to your phone or computer and test your audio prior to the conference.

# Justification for Attendance

GACE 2021 will offer two (2) Keynote Presentations, twelve (12) Educational Sessions, Statewide Networking, Interactive Wellness Activities, and an annual Business Meeting

What is the cost of you/your team attending the GACE Annual Conference? (\$100 for Member/\$140 for Non-Member)

Who will be attending? What relationships will you gain? What information will you be able to gather by attending?

What answers can I find for challenges, problems, or hurdles our institution or company is trying to solve? (Hear from similar institutions/employers, benchmark programming, best practices)

What sessions, speakers, information, and/or activities will I be able to experience during the conference?

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How will you value the experience of GACE 2021 Conference (Educational training for staff, networking with colleagues, build professional competencies, lack of having to pay for travel and hotel)

Which professional competencies will I focus on during the conference?





# Pre-Event

What problems am I trying to solve?


What three (3) learning opportunities can I find or create (a session, a speaker, a person to meet, etc.)?

Who can I partner with to find solutions (other attendees, etc.)?

Here are three (3) questions I need to ask during the event:

- 1.
- 2.
- 3.

What sessions/keynotes am I most interested to see? Why?





# During the Event



What are my key discoveries, solutions, and surprises?

What new ideas have I gathered from sessions, speakers, or other attendees?

What information/ideas from the sessions could be useful for my work?

What contribution have I created during the event to find focus, bring clarity to my work, and shape my vision for the future?

If I'm not where I need to be, what do I need to do to get there?





# Post-Event

What are the tangible things that I gained from this conference?

What relationships did I create/connections made?

Which speakers/colleagues do I need to follow up with?

What solutions did I find and how will I implement them?

What do I need to do to get started?

