

Stage the Change Virtual Conference 2021 Frequently Asked Questions

Q: How does the conference work? What kind of technology do I need to attend?

The conference this year will consist of:

- Welcoming speeches and videos of student submitted works
- A panel discussion of industry professionals
- A choice, one of seven workshops
- Keynote Speaker followed by a Q&A session

All of these will be viewable online from any computer by viewing our conference website. (While a phone or tablet will work in a pinch, we recommend that you use a computer for the best experience.)

Q: How do I register?

Stage the Change Conference registration can be accessed at:

<https://stagethechange.regfox.com/virtual2021>

- ***Please note: due to our large online workshop sizes, you can register all your students for the same workshop if you like. Thus, you will be able to share the experience as a group (even if remote). Doing this enables your students to continue the work started in the workshop as a class and perhaps submit a work for next year's conference.***

Q: How does a teacher register in-person students (students in the same classroom on the conference day)?

Go to <https://stagethechange.regfox.com/virtual2021> and register each student and adult separately. If you have registered for the in-person conference before, it works the same way as in the past.

Your confirmation email will include an access code for each person registered.

It is important to remember that if you and your students will be in the same room and sharing a smart board, you must all be registered for the same workshop. In that case, you will only be using one access code. If your students have multiple spaces to work and are using their own computers, you will use each individual access code.

Even if you are presently in the classroom, we strongly suggest that you distribute all of the individual access codes to your students before the day of the conference in case things change, and they will instead be accessing the conference from home.

Q: How does a teacher register remote learners?

Go to <https://stagethechange.regfox.com/virtual2021> and register each student and adult separately, selecting workshops appropriately. If you have registered for the in-person conference before, it works the same way as in the past.

Your confirmation email will include an access code for each person registered. Make sure that each student has this connection information before the day of the conference.

Q: Do I register all of my students, or can they register themselves?

That depends on how you are paying for your group. An attendee who is paying for themselves can go to <https://stagethechange.regfox.com/virtual2021> and pay with a credit card. If they do that, however, *they* will receive the confirmation email with their access code, you will not.

On the other hand, if you are paying for a group (with a credit card, BOCES contract or purchase order) please access the registration website above and enter all adults and students on one order. In this case, you will receive a confirmation email with all of their access codes, and you will need to distribute those access codes to the members of your group.

In either case, please be sure to use the same school name whenever entering an order.

Q: If all my students are physically in class on the conference day, do they each need their own device to attend?

No, if you wish, you can use one access code to connect on a shared monitor in the classroom. If this is the case, the group will only be able to attend one workshop. (Please make sure that you register all members of the group in the same workshop.)

Q: What if all my students are at home on the conference day?

Remote students will need to connect to our website. Please ask each one to go to

<https://stagethechange.regfox.com/meet/virtual2021/enter>

and enter their access code. (site will be available starting at 11:00 am EST on January 14th)

Q: What if my students are a hybrid group of remote and in-person learners?

Make sure that all students are registered (students sharing a screen should be registered for the same workshop) and distribute their individual access codes to all. This is to ensure that you are covered if your in-person learners abruptly become remote learners.

Instruct all that if they are remote on the day of the conference, they should connect to

<https://stagethechange.regfox.com/meet/virtual2021/enter>

before 11:30 on Jan 14th and enter their access code. If you have students in the classroom sharing a screen, you should connect to the website and enter the access code of one of the registrants in that group.

Q: What if everything changes? Right now, we are in-person/hybrid but what if everything goes remote by January 14?

We understand that no matter what your original plans, this situation may happen suddenly. This is why you will have distributed all of your access codes to your students in advance. In this case, please direct your students to connect to

<https://stagethechange.regfox.com/meet/virtual2021/enter>

and enter their access code. (site will be available starting at 11:00 am EST on January 14th)

Q: Still have questions?

Registration questions: registration@stagethechange.org 631 864-2493

Conference questions: rpincus@stagethechange.org 516 375-3532