

ACF's National Research on Early Childhood (NRCEC) 2022

Attendee Guide

June 27-29, 2022

Table of Contents

Registration	1
Accessing the Virtual Venue	1
Forgot Your Password to the Virtual Venue?.....	1
Login Challenges	1
Getting Started At Virtual NRCEC 2022!.....	2
Attendee Profile.....	2
Create Your Custom Conference Schedule.....	2
Navigating the Virtual Venue.....	2
Homepage	2
Left-Side Menu.....	3
Conference Agenda.....	5
Conference Session Pages.....	5
Session Viewing.....	6
Tips for Watching a Session Through the Video Player	6
Closed Captioning	6
Tips for Watching a Session in Zoom.....	7
Visit the Virtual Poster Galleries and Interact with Presenters	8
Edit Your Attendee Profile and Preferences	8
Announcements	9
Technical Support	10

Registration

NRCEC 2022 is free and open to the public and all attendees must register to access the virtual venue.

[REGISTER HERE >>](#)

Accessing the Virtual Venue

All conference sessions will be streamed on the virtual venue. From the venue, you can view the full interactive agenda and conference program book, visit the exhibit booths of Cooperating Organizations, engage in discussions on conference topics, and more.

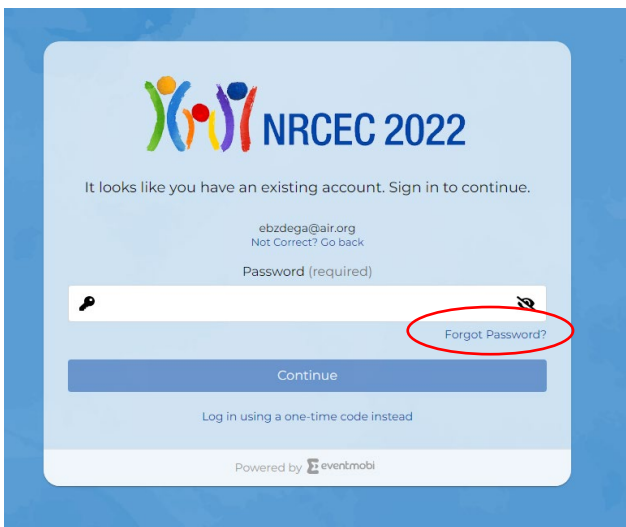
To log into the virtual venue, you must use the same email address that you entered during registration. The first time you log into the virtual venue, you will be asked to create a password.

Please use the most updated version of Chrome, Firefox, or Safari; Microsoft Edge and Internet Explorer are not recommended to access the virtual venue.

[ACCESS THE VIRTUAL VENUE >>](#)

Forgot Your Password to the Virtual Venue?

If you have previously used this virtual venue platform and can't remember your password, enter your email address, and then click **Forgot Password?** when prompted to enter your password. An email will be sent to the email address you provided during registration to create a new password.



Login Challenges

- Ensure you are entering the same email that you used to register for the conference.
- If you already created a password and cannot remember it, click **Forgot Password?** below the password field

- If you have trouble creating a new password, click **Log in using a one-time code instead** and you should quickly receive an email with an access code.

Still unable to log in? Please email the NRCEC logistics team at NRCEC@air.org.

Getting Started At Virtual NRCEC 2022!

Attendee Profile

After logging into the virtual venue for the first time, you will be prompted to update your attendee profile. Your default attendee profile includes only your name and organization as entered through registration. In the virtual venue, you can add your social media handles, contact information, memberships/networks, and professional associations.

You can make updates to your profile at any time during NRCEC 2022 (learn more about editing your attendee profile on [page 8](#) of this guide). Your profile details are shared with other attendees unless you request to make your profile hidden. If you would like to make your profile hidden, please email NRCEC@air.org with the subject line "NRCEC Profile Assistance."

Create Your Custom Conference Schedule

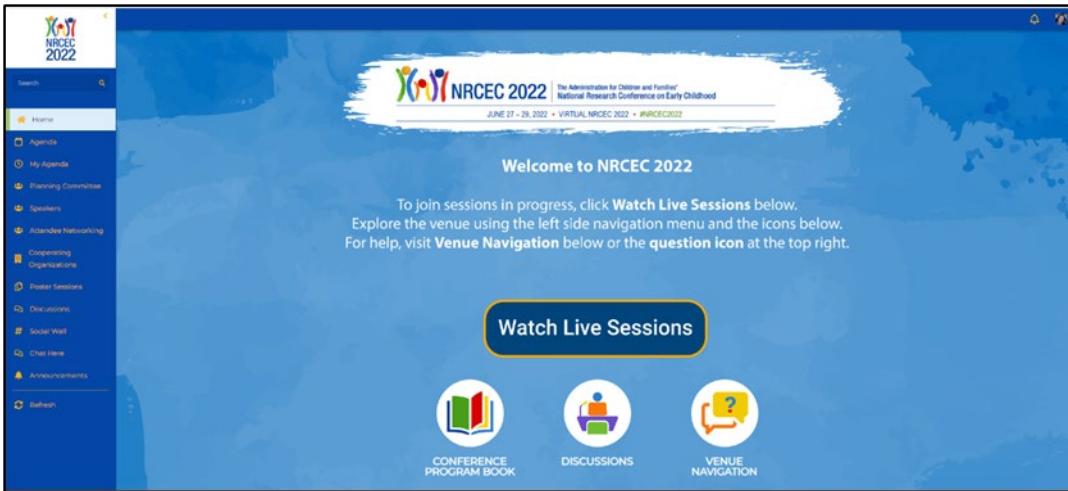
Star sessions in the Agenda to add them to your personal conference agenda, which is viewable from the My Agenda tab in the left-side menu.

Navigating the Virtual Venue

Homepage

The virtual venue's homepage offers quick access to the following key features:

- **Watch Live Sessions** - Directs you to the in-progress session(s) within the interactive conference agenda. The interactive agenda is the access point to all sessions. It is also accessible in the left-hand margin.
- **Conference Program Book** - A PDF version of the full conference program with session and poster abstracts, speakers, and schedule.
- **Discussions** - Virtual chat rooms featuring informal discussions on conference topics. Please introduce yourself and join the conversations.
- **Venue Navigation** - Guide for FAQs and finding your way around the virtual venue.
- **Welcome Video** - A brief welcome video from **Katie Hamm**, Deputy Assistant Secretary for Early Childhood Development, ACF's Office of Early Childhood Development and Acting Director, ACF's Office of Head Start, and **Ruth Friedman**, Director, ACF's Office of Child Care.
- **NRCEC Overview** - A brief video that provides an overview of NRCEC history, goals, and content.

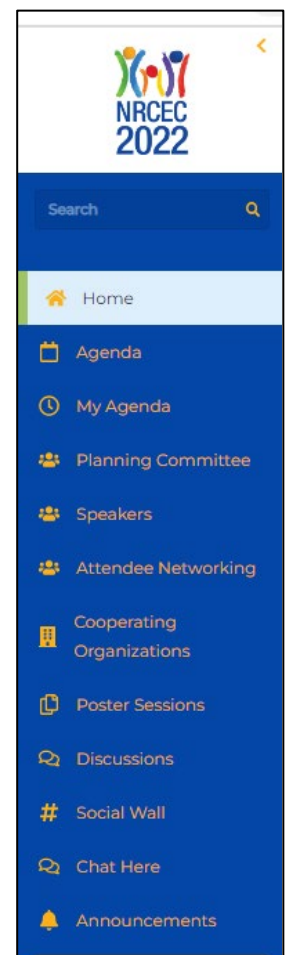


Left-Side Menu

Don't see the left-side menu? Select the **☰ icon** at the top left corner of the virtual venue window to expand the left-side menu. Once the left-side menu is open, click the **< icon** to minimize it.

Use the left-side menu to navigate the virtual venue. The following features are available from the left-side menu:

- **Home** - Virtual venue homepage.
- **Agenda** - Interactive conference agenda (also accessible from **Watch Live Sessions** on the homepage), which serves as the access point to all sessions.
- **My Agenda** - Customized list of sessions you have saved to your personal conference agenda. This will also include any meetings requested, within the venue, with other attendees or speakers.
 - **Export Calendar** will allow you to save sessions and meetings within My Agenda to your preferred calendar application (e.g., Outlook, Gcal), but these calendar holds do not contain links to join sessions. You must log into the virtual venue to access all conference sessions.
- **Planning Committee** - List of the conference Planning Committee members and Scientific Advisors.
- **Speakers** - List of speakers, sorted alphabetically by last name.
 - Find a speaker by typing a full or partial name in the top search bar.
 - Click a speaker name to learn more about them, see a list of all sessions when they will speak, send a message, or request a meeting.
- **Attendee Networking** - List of attendees in the venue, sorted alphabetically by last name.
 - Find an attendee by typing a full or partial name in the top search bar.



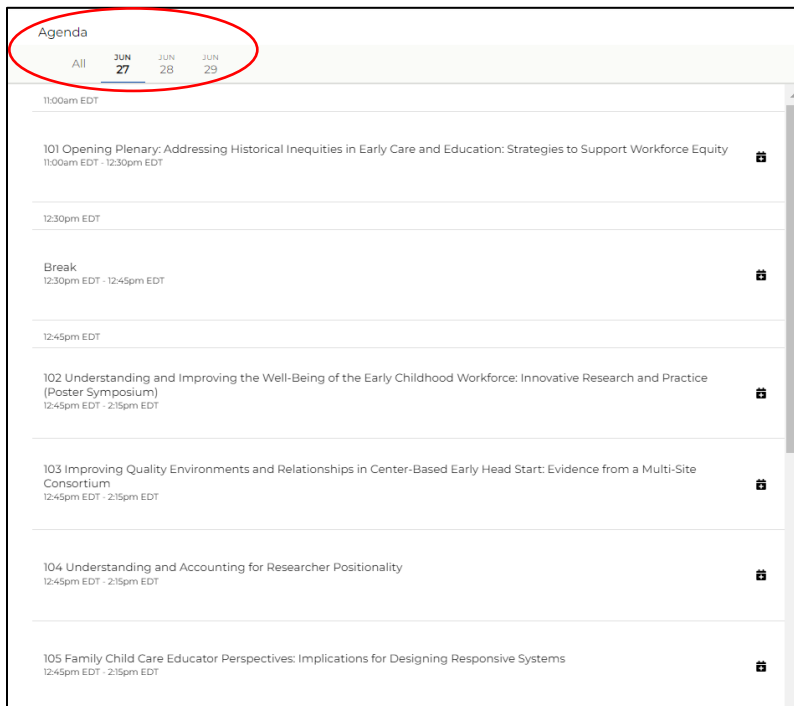
- Click an attendee name to learn more about them, send a message, or request a meeting.
- **Cooperating Organizations** - Venue Booths for NRCEC 2022 partnering agencies, organizations, and initiatives, sorted alphabetically.
 - Find a Cooperating Organization by typing a full or partial name in the top search bar.
 - Click a Cooperating Organization name to explore their virtual booth and learn more about the organization. The booths may include their description, videos and documents, and contact information.
- **Poster Sessions** - Access the poster galleries and interact with poster authors during the scheduled poster sessions. Poster authors will be interested in your questions!
 - All poster sessions also will be accessible through the Agenda tab.
 - During the scheduled time, click on a poster of interest and then click "Chat" or "Video Session" at the bottom of the poster, depending on how the poster author has opted to present.
 - If you visit a poster outside of the scheduled times for the gallery, you can send an email to the poster presenter by clicking "Contact Author."
- **Discussions** - Group Chat Rooms that offer opportunities for focused discussions on specific topics. These discussions allow you to join in the conversations, provide your input, and learn what others are experiencing at NRCEC. We encourage all to participate and help us build an engaged conference community.
- **SocialWall** - Posts on Twitter, Facebook, and Instagram using the conference hashtag #NRCEC2022.
 - The SocialWall is moderated so it may take a few minutes for posts using #NRCEC2022 to appear. Inappropriate posts will be declined by the moderator.
 - Content on the SocialWall does not necessarily represent the views of NRCEC 2022, the Office of Planning, Research, and Evaluation, the Administration for Children and Families, or the U.S. Department of Health and Human Services.
- **Chat Here** - An access point to chat with NRCEC attendees. Click the "Start a New Conversation" button on the top left-side of the Chat Now screen and the list of attendees will populate. Scroll to see all attendees or search for a specific attendee by typing a full or partial name in the top search bar. Click on the name of the attendee you would like to chat with, type your message, and click the send button at the bottom right-side of the screen.
- **Announcements** - Throughout the conference, you will receive venue announcements about activities and events. All previous announcements are archived here.
- **Post-Event Evaluation** - Brief, anonymous conference evaluation to provide feedback on the conference quality, content, and accessibility. Give us your suggestions, please!

Conference Agenda

Access the interactive agenda by clicking:

- **Watch Live Sessions** on the venue homepage or
- **Agenda** in the left-side menu.

You will see a list of all the sessions sorted by date, time block, and numerically within time block. Click on each session to reach the Conference Session page: this is the access point to view the livestream.



Conference Session Pages

From the Agenda, click into the individual session pages. This is the access point to view the sessions. From each session page, you can view the list of speakers, abstract, and download or save any slides and supplemental handouts. Slides and supplemental handouts from all NRCEC 2022 sessions can be found by clicking the **profile icon** in the top right corner of the venue and choosing **Documents**.

- **Before the session begins**, for broadcasted sessions, the video player located within the session page will state the date and time the session is scheduled to begin; for all other sessions, the session information will be located below the Zoom meeting "join now" button.
- You can add the session to your personal conference agenda by clicking **Add to Schedule**.
- **If you missed a session**, please note that a number of NRCEC 2022 sessions will be recorded and posted on the NRCEC website in summer 2022. Sign up for the NRCEC email list at www.nrcec.net to be updated when recorded sessions are posted to the website.

Session Viewing

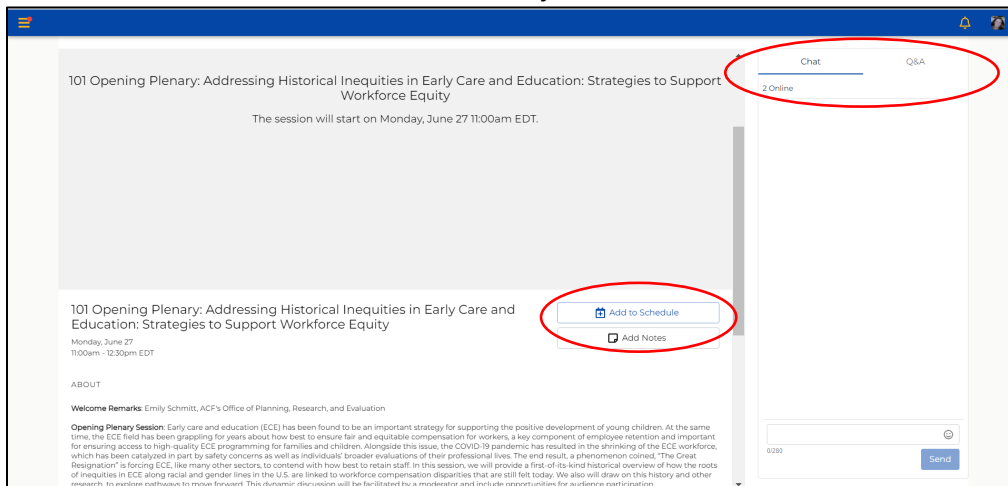
- **At the scheduled time, all sessions can be accessed through their session page in the interactive agenda.** Some sessions will be automatically streamed through the video player located directly on the session page; simply wait at the schedule time and these sessions will begin (see *Screen Shot of Session with Video Player*). For other sessions, the session will stream through a Zoom meeting accessible by clicking the “join now” button located at the top of the session page.

Tips for Watching a Session Through the Video Player

- The video player will automatically stream session content from the session page in the interactive agenda, at the scheduled time.
- Click **Q&A** to pose a question to the speakers and see questions submitted by other conference attendees. Type questions in the text field at the bottom of the Q&A box and click Submit. Questions are submitted anonymously.
- The **Chat** box will allow you to engage with other attendees in real time. React or reply to another attendee comment or start a new conversation. Enter comments in the text field at the bottom of the Chat box and click Send.

Use the **Add Notes** feature to take notes that will be saved in the virtual venue. Find all notes taken within the virtual venue by clicking the **profile icon** in the top right corner of the venue and choosing **Notes**.


Screen Shot of Session with Video Player



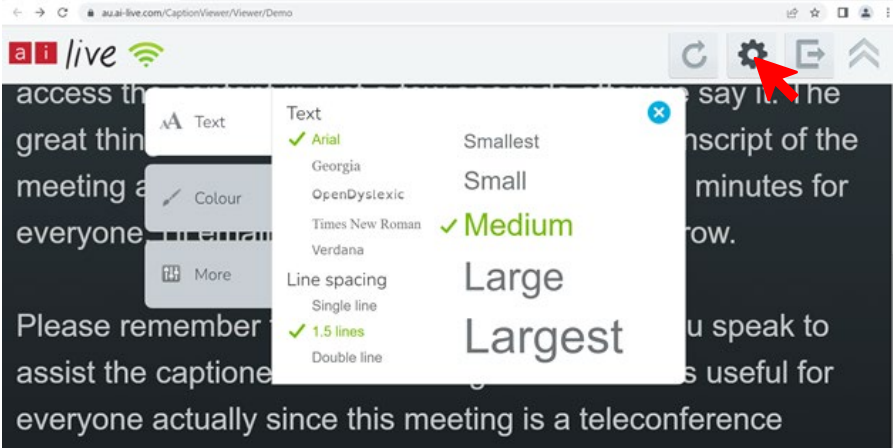
Closed Captioning

To turn on closed captioning for sessions broadcast through the video player:


- Click **“Click here for live captioning”** under the **About** header to open a new window with the closed captioning feed. You can resize and move the captioning window to your preferred positioning.

 [Click here for live captioning](#)

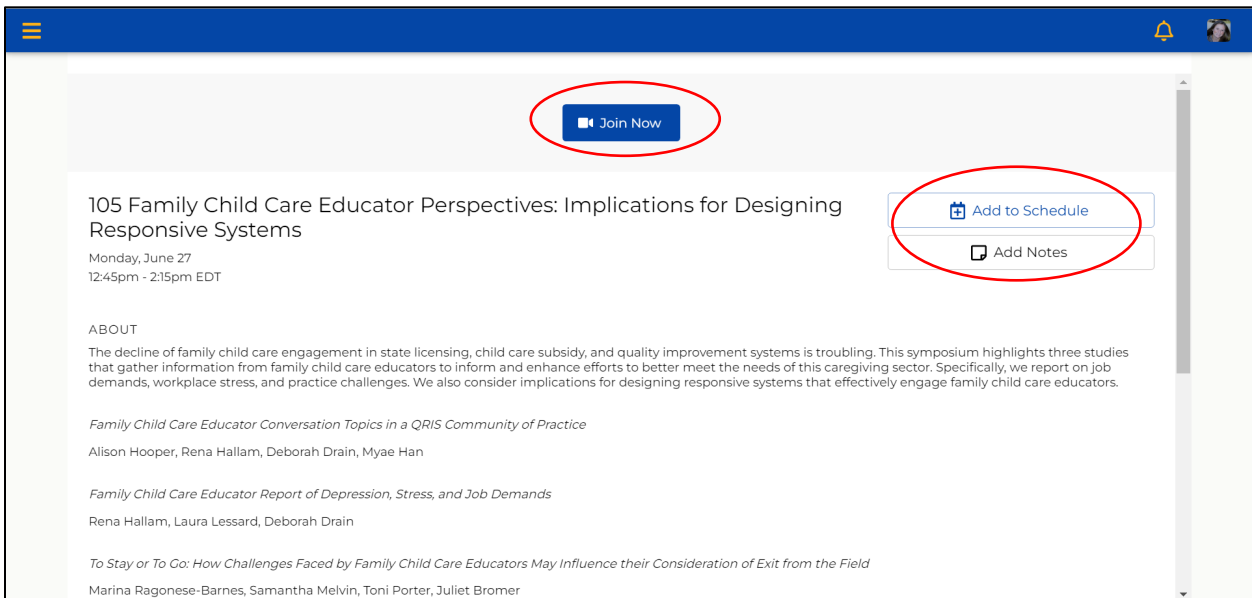
- Click the **settings icon** within the closed captioning window to adjust the font size, style, and more.



Tips for Watching a Session in Zoom

- At the scheduled time, find your session in the interactive agenda. For sessions taking place in Zoom, please click the “join now” button at the top of the session page and wait to be admitted into the Zoom room; the Zoom meeting room is outside of the virtual venue and will open in a separate window.
- If you join early, you will be in a Zoom waiting room until the session begins.
- The Zoom **Chat function** (icon ) will be available to ask questions of the presenters.

Screen Shot of Session with Zoom “join now” button.



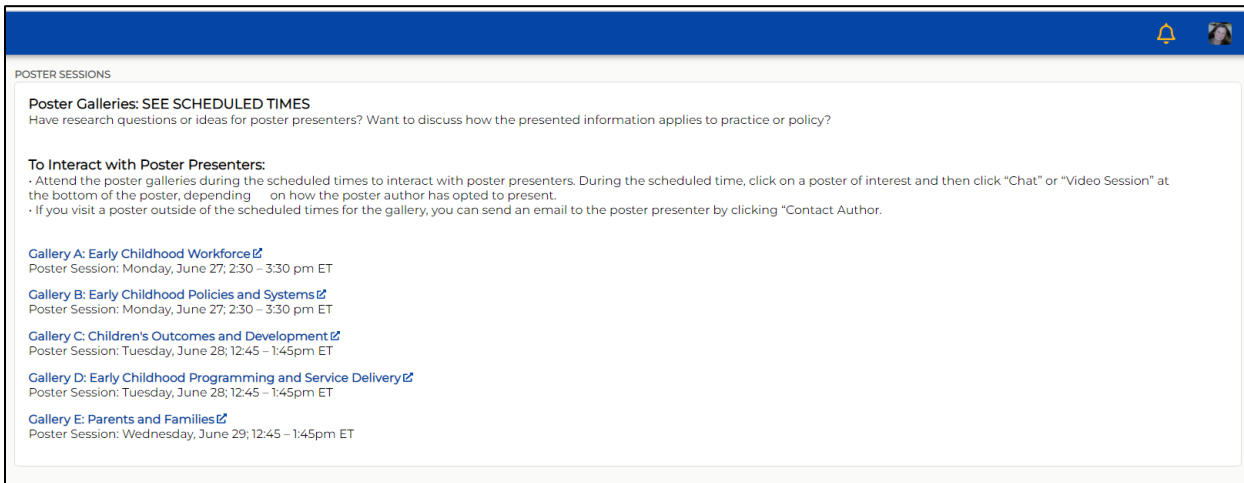
Visit the Virtual Poster Galleries and Interact with Presenters

Have research questions or ideas for poster presenters? Want to discuss how the poster information applies to practice or policy?

Attend the poster galleries during the scheduled times to interact with poster presenters. Access poster sessions from the "Watch Live Sessions" button or click on "Poster Sessions" in the left navigation bar during the scheduled time. When viewing a poster of interest click "Chat" or "Video Session" at the bottom of the poster, depending on how the poster author has opted to interact.

To visit posters outside of the scheduled gallery times, click on the "Poster Sessions" page from the left navigation bar. You can send an email to the poster presenter by clicking "Contact Author".

Screen Shot of Poster Sessions Page



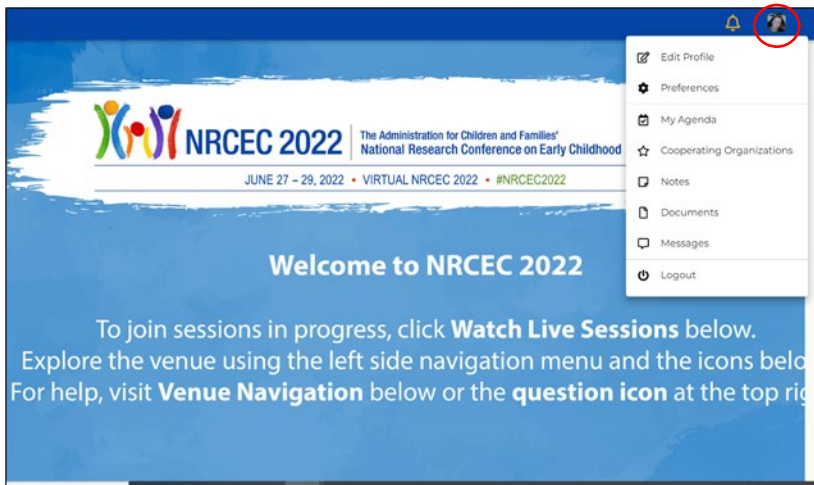
Edit Your Attendee Profile and Preferences

To edit your profile and preferences, click the **profile icon** in the top right corner of the virtual venue.

The following features are available from the drop-down menu:

- **Edit Profile** – Add or change your profile photo, first or last name, job title, company, about, website, social media, and other contact information. **If you would prefer to make your profile hidden, please email NRCEC@air.org with the subject line "NRCEC Profile Assistance."**
- **Preferences** – By default, your conference preferences are set to ensure you receive important conference-related announcements and alerts, and your time zone is automatically detected. We encourage you to maintain these settings to optimize your conference experience.
- **My Agenda** – List of sessions you have saved to your personal conference agenda and meetings with other attendees or speakers (also accessible from in the left-side menu).
- **Cooperating Organizations** – List of saved Cooperating Organizations.
- **Notes** – All notes taken within the virtual venue (e.g., using the **Add Notes** feature from a conference session or Cooperating Organization Exhibitor page).

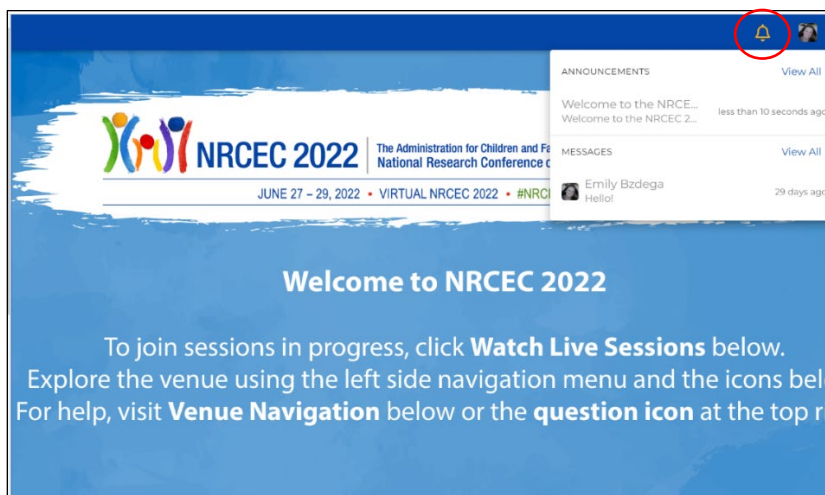
- **Documents** - All documents saved from within the virtual venue (e.g., slides saved from a conference session page or documents saved from a Cooperating Organization Exhibitor page).
- **Messages** - Private messages with another conference attendee or speaker.
- **Logout** - Leave the virtual venue (your email and password will be required to login again).



Announcements

Throughout the conference, you will receive venue announcements about activities and events.

To view previously shared conference announcements, click the **bell icon** in the top right corner of the virtual venue (also accessible via **Announcements** in the left-side menu).



Technical Support

Technical support is available now and throughout the conference.

June 27-29 from 11:00 am-5:30 pm ET

Technical support will be provided directly in the virtual venue via chat with the venue's support team. To start chatting, click the **question mark icon** in the top right corner of the venue. Allow a minute or two for technical support to respond to your inquiry.



During all other times email questions to NRCEC@air.org.