



ECLIPSE
2021 CON

**2021 Community Day
Organizer Guide**

Community Day

- Community Day sessions are set up in the Swapcard platform as Zoom Meetings. (Unlike EclipseCon technical talks, they are not live-streamed.)
- Attendees will access the sessions within the Swapcard platform by clicking on the Zoom link in the session.
- Organizers will go directly into their sessions using a Zoom link sent in a calendar invitation.
- Organizers serve as hosts of the Zoom calls. Please be sure you are familiar with how to manage a Zoom call as a host. Zoom has excellent online help; [this is a good place to start](#).
- If you need to reach conference staff during the event, please use the Community Day Slack channel.
- See the [Presenter Best Practices Guide](#) for information on equipment and presentation environment.

Community Day Zoom Meeting

- Plan to log on 30 minutes before the published start time of your session. Your calendar invitation will include the Zoom link and indicate the time to join the Zoom Meeting.
- The Zoom Meeting will be set up with conference staff as the initial host (for technical reasons) when the session starts.
- At the start of the meeting, staff will transfer host status to the organizer. At that point, running the meeting is up to the host / organizer.
- If you are not able to access the Zoom Meeting for some reason, use the Community Day Slack channel to send a message. If you are not able to access Slack, send email ASAP to speakers@eclipsecon.org.
- If you need help during the session, use the Community Day Slack channel.
- Please keep an eye on the time so that you end your session promptly.
- **IMPORTANT:** Please do not record the session. Recording requires written permission from all attendees, and we are not able to obtain that.

Thank you!

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