



NODAC 2020 Virtual Tips and Success Guide





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Make the most out of your 2020 NODA
Annual Conference Experience!

This guide can be used in two ways:



As a tool to help you prepare for your virtual conference experience



As a way to set goals and define objectives so you can parallel your institution'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 NODAC 2020



Familiarize yourself with the conference website and schedule

This year, the [conference schedule](#) and links to events will all be found on the [NODAC 2020 website](#). The conference committee has planned four jam-packed days of meetings, activities, and featured speakers to help you find **FOCUS**, bring **CLARITY** to your work, and shape your **VISION** for the future. Take the time to build your personal schedule and attend as much as you can! Please note, there will not be a formal program or app for this year's conference.



Download and test your technology

The conference will be held through two different platforms, Zoom and Mixtroz. We encourage you to download these and test them out prior to the start of the conference. Thursday's affinity spaces and hot topic workshops, will be powered by [Mixtroz](#). To download the free app, search for 'Mixtroz.' You can learn more about Zoom through these helpful [video tutorials](#). Additionally, don't forget to use a [conference zoom background](#) and to test your camera and audio so that you do not miss a beat on conference day!



Utilize the help desk

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 stop by the conference help desk. The help desk will be available:

Tuesday, 10/27 from 9 a.m. to 5 p.m. CST

Wednesday, 10/28 from 9 a.m. to 4 p.m. and 5:30 to 6:30 p.m. CST

Thursday, 10/29 from 9 a.m. to 5 p.m. CST

Friday, 10/30 from 9 a.m. to 5 p.m. CST

You can access the virtual help desk through [this link](#), or by copying and pasting the following link into your browser: <http://bit.ly/NODAC2020HelpDesk>.

You can also [email](#) questions if the help desk does not work for you.



Start and end your day with a morning briefing and R&R

Every day at 10 a.m. CST, join us for your [Daily Welcome & Highlights](#) to learn all about the conference happenings occurring on that day. Towards the end of the conference day, join us for R&R (End of Day Remarks & Reminders) to help plan and forecast your next conference day. Check the [conference schedule](#) and website for exact times and Zoom links.



Have a question? Ask it during the Q&A!

After every large conference event, there will be the opportunity to do a live Q&A with the panelists or presenters. Think of the Q&A as an opportunity to enhance your learning and inspire critical thinking. This is your chance to take an active part in the conference by asking questions of our panelists and keynote speakers by using the Q&A feature in Zoom. Please note: [All Q&A events will be moderated, and some questions may be paraphrased or omitted for the sake of time.](#)



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Participate in an affinity space

An affinity group is a designated “brave space” where everyone in that group shares a particular identity. This identity can be based on any number of things; for this conference, we will focus on racial identity, sexual identity, and position/job title. Affinity groups can be a place for people in a community to come together to feel less isolated and more connected. During affinity group time, participants might share and talk about their experiences or focus on working towards a particular mission or goal.



Connect with colleagues

Connect with your NODA 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
- Netflix Watch Party
- Affinity spaces
- Region meetings



Take time away from the screen

Whether you utilize our built in Wellness Breaks to stretch or participate in activities, take 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 NODAC 2020, personal wellness is a pillar of the conference, so click [here](#) for tips based on the eight (8) pillars of Holistic Health and Wellness.



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 in Minnesota. 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 #NODAC2020

Tell us about your 2020 NODAC experience by using #NODAC2020 in your social media posts. Whether you are posting a picture of you “attending” a session or live tweeting during one of our featured speaker events, use this hashtag to connect with others via the NODA social media accounts: [Instagram](#), [Facebook](#), [Twitter](#), [LinkedIn](#)



Justification for Attendance

NODAC 2020 will offer: Three (3) Keynote Presentations; 13 Spotlight Educational Sessions; Antiracism and COVID-19 Panels; Three (3) Hot Topic Workshops; Region Meetings; Educational Session Repository; Interactive Wellness Activities; Three (3) Affinity Space Sections for Connection; Authors Event; State of NODA and OTR.

What is the cost of you/your team attending the NODA Annual Conference? (\$150 Professional/\$50 Undergraduate/Graduate student)

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 is trying to solve? (Hear from similar institutions, benchmark programming, best practices for virtual programming)

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

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

Which professional competencies will I focus on during the conference? (Link to [NODA Core Competencies /CAS Standards](#))



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 new experiences will I seek out during this event?

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, speakes, or other attendees?

What information/ideas from the Antiracism and COVID-19 panels could be useful for my institution?

What contribution have I created during this event to help you find FOCUS, bring CLARITY, to your work, and shape your 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?

What new programming/educational opportunities did I discover for orientation, transition, and retention for my campus?