

# World Federation of Associations of Teacher Educators



## WFATE Sixth Biennial Conference Online

Online Meet-ups can be created by attendees to hold live discussions or receptions. Members will need to use their own Zoom or other virtual conferencing software to do so. WFATE is unable to provide moderators for these community meet-ups. As these online meet-ups are created, they will appear under the “Meet-ups and Virtual Meets” topics in the Community tabs.

### Start or Join an Online Meetup in Whova:

1. Go to the Community Board by clicking the “Community” tab on the left side of the Whova web app and find the board for “Meetups and Virtual Meets.”
2. Find the meeting you are interested in, join directly, or click into it to see more details.
3. When the meetup starts, click “Join Meeting Room” to start meeting and chatting!
4. You can also suggest a new meetup by clicking “Suggest a Meet” and inputting the details.

Scroll down for visual examples of how to join and create an online meetup in Whova.

WFATE Sixth Biennial Conference  
Houston, TX (View map) Nov 12 - 15, 2021

Home | Add a topic or social group | Search...

Agenda > All Topics | Followed | New Topics

Attendees

Community 5

Messages 240

Photos

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Meet-ups

Active (1) | Suggest a Meet

World Meeting Online  
Discover new connections.  
Fri Nov 12 4:00 pm  
1 attending | RSVP'd

Details >

Join

“Community” tab and “Meet-ups & Virtual Meets” topic

“Suggest a Meet” and “Join” a meeting buttons

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Fri. Nov 12, 2021 04:00 pm | RSVP'd

See 1 going | Join Meeting Room

Description  
Discover new connections.

Type a message... | Send

Others can “RSVP” and “Join Meeting Room” when it is time for the meet-up. You also have the chat option and ability to post pictures.

## Suggesting a Meet-ups & Virtual Meets:

The screenshot shows the Whova interface. On the left is a 'MAIN NAVIGATION' sidebar with options: Home, Agenda, Attendees, Community, Posters, Messages, Photos, RESOURCES (Leaderboard, Video Gallery, Logistics, Twitter, Whova Guides), and WHOVA (Feedback to Whova). The main content area has tabs for 'All Topics', 'Followed', and 'New Topics'. Under 'All Topics', there are several categories: 'Meet-ups & Virtual Meets', 'Ask Organizers Anything', 'Organizer Announcements', 'Article Sharing', and 'Job Openings'. The 'Meet-ups' section is active, showing 'Active (0)' and a 'Suggest a Meet' button. Two callout boxes with arrows point to the 'Community' tab and the 'Suggest a Meet' button.

Click the Community Tab

Choose the "Meet-ups and Virtual Meets" tab then "Suggest a Meet."

The 'Suggest a Virtual Meet' form contains the following fields:

- Title \***: Group Meeting
- Description \***: Join us for discussion.
- Virtual meeting options \***: Use my own external meeting link
- External URL \***: Insert link here
- Duration (mins) \***: - 60 +
- Date & Time \***: MM/DD/YYYY HH:MM
- Time zone \***: America/Chicago - (GMT-5)

Buttons: Cancel, Submit

Fill out the information and choose your time. Please use your own external meeting link.