Convening FAQ

Where can I find an overview of what the convening is about?

Please visit the "Read me" document here.

Where can I write to ask questions or send requests?

Please write to convening@apc.org. You can also drop your question in the chat platform here.

I prefer to use email and I have questions. Who can I contact?

Please send an email to convening@apc.org and we will do our best to help!

Where can I find tech support if I need it?

In the chat platform, in this channel: https://mm.apc.org/convening/channels/tech or by sending an email to support2021@apc.org.

Where can I see all the sessions, their times and the organisers?

The full convening schedule can be found here. https://convening21.apc.org/ Please note that:

1. Timing is in UTC
2. You can choose list/day/week view
3. The little dots in front of the name or title of the session mean:

- Pink: orientation sessions
- Grey: regional meetings and interconnection sessions
- Soft yellow: plenary sessions
- Orange: pop-ups

What are the “interconnection” and “pop-up” sessions?

These are regional and/or thematic conversations on issues and projects, proposed by the APC member community. Pop-up sessions are shorter sessions between 30 and 60 minutes, on any topic. You can create your pop-up session during the convening.

How can I organise a pop-up session?

To book a pop-up slot please write to convening@apc.org with the following details:

- Name/title of your pop-up event
- Brief description of your pop-up event
- Date/time
- Duration
- Tech needs/support
- Do you have presentation/resource material that you wish to share? - yes/no

The convening group will send you the link to a meeting room.

You can also send a direct message to Natalia (@natalia) and Shivi (@shivi) on the chat platform for quick queries on pop-ups.

If you want to host a pop-up with up to seven people, you can do this on your own by initiating a meeting room from within the chat platform (Mattermost). First you create a group chat with the participants and then you initiate the call. Otherwise the organising committee will provide you with a link to an available room.

Is only one person per organisation allowed to participate in the convening?

No, you can bring in as many colleagues from your organisation as you want, as long as they are registered here.

Will all the sessions have captions and interpretation available?

Sessions are being organised in three languages in addition to English. The details on the availability of these services per session are indicated in the schedule available here https://convening21.apc.org/ and coded as follows:

- CC - closed captioning available
- ES - Spanish
- FR - French
- PT - Portuguese

How do I join the sessions I am interested in?

Go here and log in (you will find instructions on how to log in there). Once you are logged in, you will see the convening schedule. Click on the name of the session you want to join and click on the room name. It will take you to where the session is taking place.

Where can I find a specific room?

Go to the convening page: https://convening21.apc.org and scroll down. You will find all rooms under “Convening rooms”.

How do I use the chat platform? (Mattermost)

Please refer to this short manual here. Even if you don't like instant messaging it is quite important that you connect to this one (it is just temporary). Otherwise you might miss important updates about the event. You can access it here with the user name and password you received after registration.

How do I use the meetings platform as a participant?

Please read here.

How do I use the meetings platform as a session organiser?

Please read here.

What are the Best Futures Awards?

These are awards for members under four categories: Solidarity, Collaboration, Innovation, Creativity. You can nominate a member for these awards during the course of the convening. Read more about the awards here.

How can I make my nomination/s for the Best Futures Awards?

At the end of each day you will be asked to share your nominations for the Best Futures Awards. You can share just the nomination or a line with your reason. It can be as simple as: I like them. On Day 5 all nominations will be shared and winners will be announced.

I could not attend many sessions that I was interested in. Where can I find out more about how they went?

Throughout the five days of the convening, we will be sending you daily summaries from the convening, called Dish of the Day. You can also read them at your own pace here.

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