



## Virtual Community Services Conference

June 3-4, 2021

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### Frequently Asked Questions

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#### **If my local union registers me, am I automatically a delegate to the conference?**

Just like our in-person conferences, Regions approve all delegates based upon their allocated number of slots. This is because we have limited capacity for conferences, including virtual ones. We want to make sure we have adequate staffing for a good conference experience. Depending on the level of interest, some registrants may be put on a waitlist. On or about May 7, we will notify everyone if they are a delegate or on the waitlist. At that time, we will also mail conference materials to delegates at their personal address.

#### **What will be covered in this conference?**

We are going to cover some basics including a new workshop *What is the Community Services Committee?* We will also be covering strategic planning. We are going to share the good work of Community Services Committees and the support they provided during the 2019 GM Strike, including a panel discussion! We will talk about working with area service organizations, including having a breakout with a representative from United Way from your Region. Finally, we are going to talk about the Member-2-Member program, including how it fits in with standing committees and how to build a one-year strategic plan that takes advantage of this important membership communication tool.

#### **What do I need to participate in the conference?**

For the best virtual conference experience, you will need a computer or a tablet with a camera. We advise you not to use your smartphone, as your conference experience would be limited. You should also download the latest version of Zoom (<https://zoom.us/download> or get the app from your app store). If you already have Zoom, make sure you have the latest updates. You do not have to use the app to participate in the conference -- you can access the conference via a web link. However, you will have a better experience if you use the app. Be sure to test your computer/tablet ahead of time to ensure that the microphone and speakers work. You will also need stable internet connection. Conference materials will be mailed to you before the event. Please have them with you during the conference but you do not have to review them before the start of our conference.

#### **Do I have to turn on my camera?**

Yes, we want to see you! Our conferences at Black Lake are fueled by education and solidarity and we want to capture that spirit in our virtual conference. Our program includes larger sessions as well as breakouts where you will work in smaller groups. Of course, we understand if you need to shut off for a moment, but you should quickly join us again with your video.

### **Is attendance taken?**

We take attendance at all of our conferences, including virtual ones. Information is then shared with the Region.

### **Will the meeting be recorded?**

The meeting may be recorded and potentially shown to other members for training purposes in the future.

### **Will there be a lunch break?**

Yes, we will have a one-hour lunch break each day, during which we will leave the room open for chat, trivia and other community activity for those who stay online during lunch.

### **Who do I contact if I do not receive my conference materials?**

If you have not received your conference materials by May 21, 2021, email us at the following address with your name, local union and home address: [education@uaw.net](mailto:education@uaw.net).

### **I can't attend the conference. Can I just give my log-in credentials to someone else on our Community Services Committee?**

No, your log-in credentials should not be shared with others. If you are unable to attend the conference, please notify your local union right away and email [education@uaw.net](mailto:education@uaw.net) to let the National Education Department know. We will work with your Region to fill your spot with someone from the waitlist.

### **I've never used Zoom before. Can I get help using it?**

Yes! When you or your local union filled out your registration, you could indicate if you wanted to attend a pre-meeting tutorial session on learning Zoom. Once you've been approved as a delegate, we will let you know about the session. If you can't make that session, we will send you a link to view our recorded session.

### **Who can I contact with questions?**

You may email [education@uaw.net](mailto:education@uaw.net) with your name, cell number, local union number and question(s), and someone will follow up with you.