

Virtual Meeting Guide

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ART + FEMINISM

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Introduction

We're in a global pandemic. While having a racial and social reckoning. It's a lot. The fact that you're interested in organizing a virtual Art+Feminism event and even reading this is incredible and worthy of applause. We can't express how grateful we are to have you be part of our community.

This resource is not a strict guide and certainly does not have all the answers, and we know that virtual events, just like in-person events can look many different ways. We've developed this through our experience, asking our community, collecting best practices from other organizations we admire, and trying our best to center community care as we continue to do the important work of information activism. The goal of this document is to provide guidance but should not be treated as the only way to hold virtual events.

Format of this Resource

To create the greatest access we've converted this document to PDF and plan to generate an addendum as more tools, resources, and ideas become available to help assist our community (you!) in hosting a virtual edit-a-thon. If you have ideas, edits, questions - please email info@artandfeminism.org.



Collaborative Virtual Event Guide

In the beginning of the pandemic, a hat tip to our friends at [Common Field](#), we've created a collaborative guide for virtual meetings. This guide (click the green button) lists various links (many included in this document).

Platforms and Tools

This is not an exhaustive list. If you have experience with another platform or tool that you think other organizers would be interested in, please let us know so we can add it.

Unfortunately, in our research and experience, no perfect tool exists yet that is user-friendly, robust and aligns with our values for community care and accessibility.

- [Zoom](#) - Free version limits to call length. Paid version is available on a month-to-month basis and offers screen sharing, breakout rooms, and polls
- [Google Meet](#) - Free for meeting up to 100 people; requires a Google account. Premium version offers things like recording the meeting and more attendance.
- [Jitsi](#) - Free and open-source multi-platform open-source video conferencing (requires a server)
- [Streamyard](#)- Streams live to different social platforms at once. Limits videos/participants broadcasting, but no cap on folx joining on the various streams. Similar to ReStream.
- [Restream](#) - Streams live to different social platforms at once. Limits videos/participants broadcasting, but no cap on folx joining on the various streams. Similar to Streamyard.
- [OBS](#) - Free and open-source software for video recording and live-streaming, works in conjunction with another platform (like YouTube or Vimeo).
- [Sli.do](#) - Q&A and polling platform (to augment your programming). Slack - communication tool.

- [Mattermost](#) - open source communication tool (much like Slack) but requires a server.
- [Zone Stamp](#) - Create a weblink that shows the date and time of your event in whatever time zone the user is viewing the link.
- [Otter.ai Live Transcription](#) - English transcription, captioning and notes tool that integrates with Zoom.
- [Qigo Chat](#) - A tool that works with Zoom rooms to mimic the movement in and out of different conference rooms. Users can chat, share documents, google sheets, and ask/participate in more one on one conversations with each other.
- [Mural](#) - a collaboration platform that works like a whiteboard. Here is a short overview [tutorial](#) and here is a navigation [tutorial](#).
- [Ideaboardz](#) - a free collaboration tool that does not require a login for participants
- [Mentimeter](#) - a survey/poll tool that creates infographics based on responses.

Accessibility Considerations

This is a high level list of accessibility considerations to review for virtual events (in no particular order). Please let us know if there are oversights or other topics and tips that could be included. Many points inspired by and borrowed from the [Allied Media Conference](#).

- **Virtual Meetings are a skill.** Participating in virtual meetings is a skill. Consider starting off the meeting by demonstrating how to use the platform or tool you're using to facilitate the event and give participants a minute to adjust.
- **Share Brave, Friendly Space Agreement**
A+F Brave, Friendly Space Agreement - <https://bit.ly/AFBraveSafeSpace>
 - [English version](#)
 - [Spanish version](#)
 - Abbreviated Slide ([English](#), [Español](#), [Ελληνικά](#))
- **Pronouns.** Encourage participants to include their pronouns in their screen name. Demonstrate how to do so with a quick tutorial.
- **Consider your social identity when using terms that may be ableist or otherwise harmful.** [Learn more here](#).
- **Visuals.** Use [universal design principles](#) for any slides or visuals.
- Consider language and audience. If your attendees are a global audience, consider ways to make it easier for non-native speakers to understand the content. Things like ensuring that presenters speak slowly and clearly is helpful as well as offering a recording so that those attendees can review the content again, if necessary. Closed-captioning can also increase comprehension, see below for more information.

- Direct link meeting URL. For security reasons, it's a best practice to not post the meeting URL widely, but rather link in a communication to registered attendees shortly before the event. Be clear in communications about the event, so folks know where to look for the URL to join.
- **Consider giving a livestream option.** Not everyone is comfortable signing up for and participating in a virtual event, but may still be interested in the programming that you are streaming. Consider simultaneously streaming to another platform like YouTube, Vimeo, or Facebook Live that does not require attendees to sign in or download anything to watch. Consider a way for participants to join the event after it has begun, especially if the event is over several days.
- **Video On/Off**
 - If you are comfortable, please use your camera. Especially if you will be speaking as body language, facial expressions, and lip-reading are important to many people.
 - Give attendees the option to join without video. Not everyone is in an environment where they're comfortable joining on video. Further, video on virtual meetings uses a lot of bandwidth and having video off may make it easier to participate.
- **Closed Captioning**
 - For Zoom, there are ways to set up automated closed captioning. [More here.](#)
 - In Google Meet, participants are able to turn on Captions, which shows a machine translation of the conversation. [More here.](#)
 - The above options are only available in English. For closed captioning in other languages on ZOOM, [please read this page.](#)
- [Consider Sign language interpreters for the Deaf community, and the sign language most relevant to your location. Eg PSE, ASL, Auslan, BSL and others.](#)
- Consider Personal Audio Descriptions (by presenters) for those who are visually impaired. Eg During introductions, each speaker describes their appearance and their immediate environment.

Other Accessibility Guides and Resources:

- [Accessible teaching in time of COVID-19](#)
- [FemTechNet Accessibility Report](#)

Community Care and Safety

View our [Community Care Statement](#) here. We take safety very seriously in the events we promote, which is why we have a [Safe/Brave Space Policy](#) that we ask to be honored by all those who organize an edit-a-thon under the flag of Art+Feminism. We have initiated a line of work to develop strategies and tools that help our community deal with and prevent online harassment that may occur as a result of their involvement with Art+Feminism projects. The security toolkit can be found [here](#).

**To report incidents of harassment or for any questions
please contact: safety@artandfeminism.org.**

Sharing Safety Tips

We also recommend sharing safety tips with everyone involved in your event before and during. Here is a great list annotated from the [Allied Media Conference](#).

- Know that most virtual spaces are not private including Zoom and Slack. Take care not to share sensitive or secret information on Zoom or Slack.
- Choose a screen name that you are comfortable with in this space, you don't need to share your full name or use the same handle you use publicly elsewhere if you don't want to. When possible, please add your pronoun to your screenname by right-clicking on your name when your Zoom session starts.
- Be thoughtful about sharing your personal contact information.
- Use a digital background in video sessions to keep your location private.
- Decide whether your video is on or off in sessions
- Use a VPN if you do not want your IP address to be linked to your participation.
- To report incidents of harassment or for any questions please contact: safety@artandfeminism.org.

Self Care as a Feminist Value

Everyone is experiencing a certain level of trauma right now. On top of that, not only is our work but practically all facets of our lives are now happening by virtual and online means.

Screen fatigue is real. We encourage you to take care of yourself and also your participants during your event. This can look as simple as reminding folks verbally and in the chat at the beginning of your event to get water and snacks, to have scheduled breaks in your schedule and to tell participants to feel free to step away as needed during your time together.

“Zoombombing”

“Zoombombing” is an unfortunate and real thing that organizers should be aware of. It refers to the unwanted, disruptive intrusion, generally by Internet trolls and hackers, into a video conference call. In a typical Zoombombing incident, a teleconferencing session is hijacked by the insertion of material that are lewd, obscene, racist, or antisemitic in nature, typically resulting of the shutdown of the session. We have outlined steps to help combat Zoombombing in *Appendix C*, but it should be known that other platforms are unfortunately not immune to this type of violence.

Spotify Playlists

2021 A+F Collaborative Playlist: Let's create a playlist that organizers can use during the events around the world! It's a great resource to use in editing time/non-presenting time during events.

Wikimedia DC also maintains the Spotify playlist Notable Women Without Wikipedia Articles.

VPNs and Editing Wiki

- A Virtual Private Network (VPN) is a tool that allows networks to connect securely (and privately). Since it blocks or changes your Internet Protocol (IP) address, VPNs are discouraged on Wikipedia. [Using a VPN to edit Wikipedia](#) will generally result in your edits being removed or your page being deleted.
- If anonymity is important to you, know that you can edit Wikipedia with just an IP address, and you can access a public IP at your local library for example, though this will still be geo-locatable.
- If you want it is possible to ask for an [IP Block Exemption](#), though this must be done in advance and is only granted under a very specific set of circumstances.

Funding opportunities for Connectivity and General Support

Art+Feminism organizers are eligible to apply for funding for technology/ subscription platforms or internet activity through [Art+Feminism Microgrants](#) and [WMF Rapid Grants](#).

We've prepared a separate Quick Guide for Funding available on our website (in multiple languages) here: <https://bit.ly/AF21Fund>

Art+Feminism Virtual Event Examples

- **3.24.20: Community Hours - Pivot to Virtual Events (2 case studies)** - This is a recording that features two case studies of A+F organizers who pivoted from in-person to virtual events.
- **Tucson Collective Edit-a-thon Guide** - Amanda Meeks, one of the case studies from the Community Hours, organized this guide and includes many of the resource and references listed below
- **Black Artists Matter at National Museum of Women in the Arts w/Wiki DC**
- **Brassywomxn** - A multi-day event with multiple training options, editing event, and closing event.
- **Art+Feminism Virtual Event Example Outline in *Appendix B***

Other Virtual Meeting Guides/Resources/Examples

- [Wiki Remote Event Participation](#)
- [MetFashion Wiki Loves Fashion](#) (StreamYard example)
- [CreativeMornings Guide to Zoom](#)
- [Commonfield Teaching Resources](#) (part of a larger guide)
- [Community Central: Running Virtual Meetups](#)
- [Community Central: Lessons from Community Leaders on Working Remote](#)

Appendix A: Resources/References for Wiki Work

We envision this list to be more of a living document. We also recognize it's currently mostly in English and US centric.

We invite and encourage you to review and add comments to other resources here:

<http://bit.ly/AFappendixA>

Appendix B:

Example Virtual Edit-a-thon Outline

Ahead of time:

1. Set up Wiki Dashboard
2. Complete event form on ArtandFeminism.org
3. Organize your tasks lists, resources, etc - this could live on the Wiki Dashboard, it could be a simple google doc, or, if you're a more experienced Wikimedian, it could be set up on a wiki meet-up page

I. Venue/Host welcomes and does introductions

- Share links for your dashboard and resources throughout the event (If folx join late, they can't see the chat before they join).
- For accessibility, share any presentation(s) being used in the session in chat.
- Consider opening with a poll using Slid.io or the built in poll tool in Zoom.
- Identify folx as hosts/librarians resources with emoji/letters/signifier.
- Introductions
 - If group is over 10+ invite everyone to introduce themselves with name, pronouns, and location in the chat.
 - If group is under 10+ invite everyone to unmute and introduce themselves with name, pronouns, and location.
 - If group is over 10+ you can use the breakouts function in Zoom to invite folx to connect and introduce themselves in a smaller group.
- Review a few Zoom basics:
 - Renaming
 - Hide self view
 - Change view

II. Community Care | A+F Safe Space Policy (or your own)

- Include information about safety tips and identify a point person or instruction if someone feels uncomfortable or unsafe.
- Review tips for accessibility.

III. Wikipedia's Gender Gap Problem

- Overview of the gender gap problem and why you've organized this event and what the focus is.

IV. Panel Discussion/Talk

- Live or pre-recorded (if pre-recorded; make sure to “share audio from computer”)*.

V. A+F Training

- Recognize experienced editors in the room and invite them to start editing.
- Review how the dashboard works.
- Acknowledge that folx learn differently and encourage the use of the chat for help
- For parts that are trickier, go over two-three times in a row (i.e. editing preferences).

VI. Open Editing

- Invite questions live in the “room” or in the chat (having both options is nice). It's great for the facilitator to also respond both “live” as well as in chat.
- Some options/ideas during this time:
 - Share screen showing the dashboard with live edit counts.
 - Share screen when asking/answering questions.
 - Loop rotating slide deck with information about the event, Art+Feminism, etc.
 - Invite a more experienced Wikipedian to share screen to show their work
 - Play music (give verbal warning if folx prefer to work in silence)*.

VII. Wrap-up and Thank yous

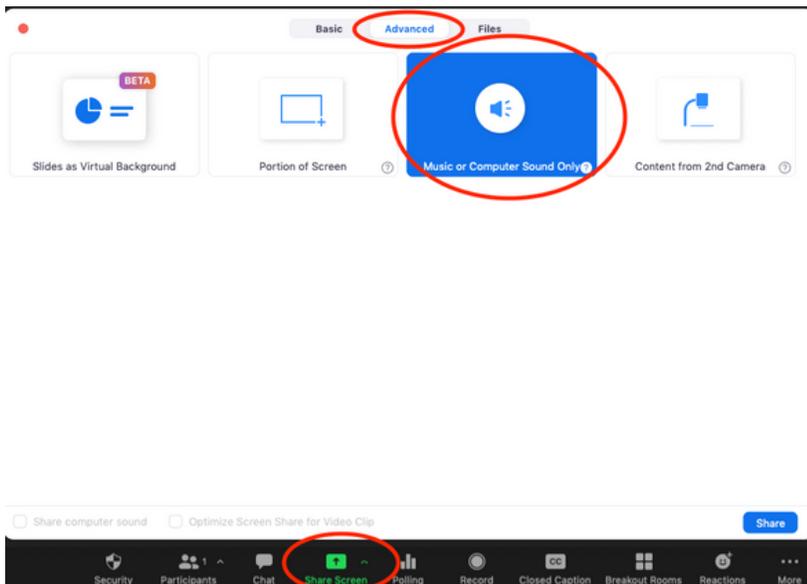
- Invite folx and encourage folx to continue editing wikipedia!
- Take care of any other housekeeping, ie If you're doing a post-event survey, you could mention and share that link here.
- Thank yous: participants, facilitators, sponsors, etc.

VIII. Closing Activity

- We recommend doing some sort of closing activity to signify the close of the event. This could look all sorts of different ways. Here are some ideas: Switch to gallery view and take a screenshot with everyone's camera on (if they're comfortable with it). Invite everyone to take three deep breaths together. Ask everyone to share how they're feeling in one word: If it's a smaller group (under 10) it would be great to do a closing circle.
- If the group is larger, you can use a tool like www.sli.do/ to do a quick word map

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*How to share audio only from laptop

(if wanting to play music or share a video)

1. Click Share Screen
2. Then Advanced tab at the top
3. Select "Music or Computer Sound Only" and then share

Appendix C: Zoom Setting Recommendations

Generously borrowed and adapted from [CreativeMornings Virtual Guide to Zoom](#)

When you're hosting a Zoom call, with safety and community care as a primary value of Art+Feminism, it's important that you and your co-hosts feel like you have control over the space. Here are some recommended settings to help get your event off to a good start (and help you avoid ZoomBombing)

Please note, these changes must be set before starting a meeting; they cannot be changed when a meeting is in progress.

Go to Settings (Meeting) — <https://zoom.us/profile/setting?tab=meeting>

Under Schedule Meeting

- **Participant video (Off):** Make sure to give people the option to be on camera. You can make an announcement about this when the call starts if some folks don't realize they can turn their video on. Simply say, "We'd love for you to join us by turning your cameras ON if you're comfortable with it and your environment allows you to!"
- **Join before Host (Off):** Make sure that you are the first one in the room so that you can welcome everyone.
- **Only authenticated users can join meetings (On- Preference):** This is a useful way to make sure that only your attendees come to your meeting. When a link is open and there is no barrier to entry, anyone can join. This can invite trolls and cause disruption (you'd be surprised...it can happen!) However, if you think that signing in with a Zoom account would cause a lot of friction for your attendees, you can choose to have this off.
- **Mute participants upon entry (On):** This ensures that there is not a ton of noise when the event starts. The host can control when participants can un-mute. — **NOTE: It is also helpful, once you're in the meeting, go to the 'participants panel', click more and UNCheck 'Allow participants to unmute themselves.'**

- **Under In Meeting (Basic)Chat (On):** This allows participants to chat and say hi to one another during the event and through the talk. The chat is particularly useful in a large group and also for sharing links to the Wiki dashboard, etc.
- **Play sound when participants join or leave (Off):** If you have an event of over 15 people, this could get a little much.
- **File transfer (Off):** Given that you'll be sharing an open link, you don't want anyone sending any explicit content or viruses through file transfer.
- **Co-host (On):** It is important to add a few of your organizers as co-hosts on Zoom so that you can have solid control over the virtual space. It can be difficult to do this with only one person. Once you have this setting on, to make a co-host, click "participants" on the Zoom control panel, and then in the pop-up box, hover over a person's name in and click "make co-host". Learn more about enabling and adding a co-host in Zoom's FAQ.
- **Polling (On):** Add "Polls" to the meeting controls. This allows the host to survey the attendees.
- **Allow host to put attendee on hold (On):** If you have a disruptive attendee, this feature is very useful. It allows hosts to temporarily remove an attendee from the meeting.
- **Always show meeting control toolbar (On):** If you're unfamiliar with Zoom it can be helpful to have your meeting controls visible at all times.
- **Screen sharing (All Participants) (Off):** We recommend keeping it off so as not to have any disturbances. Only you and your co-hosts can share screens. If someone else needs to share their screen, you can temporarily make them a co-host as well during the meeting.
- **Annotation (Off - Public/Big group, On-for small groups):** This allows participants to use annotation tools to add information to shared screens. In a big public program, it is recommended to be off since it can be very distracting, since this allows people to draw all over the presentation for everyone to see. However, if you're working with a smaller group, it can be a great tool to use.
- **Whiteboard (Off - Public/Big group, On-for small groups):** In a big public program, it is recommended to be off since it can be chaotic with a lot of people participating. However, if you're working with a smaller group, it can be a great tool to use.
- **Allow removed participants to rejoin (Off):** Again, if you have a troll, they may try to come back over and over. Ensuring that removed participants cannot rejoin is a helpful way to make sure you don't have to deal with this issue!

Under In Meeting (Advanced)

- **Breakout rooms (On):** Breakout rooms can be a fun way to get participants to chat with one another in small groups. You may want to have an icebreaker question. We recommend setting breakout groups to 5-6 participants each. These can be nice ways to say hello, but should be held for no longer than 10 minutes each. Even if you don't ultimately use this feature, you can still leave it on as an option. Learn more about [Bring People Together with Breakout Rooms](#).
- **Waiting room (On):** We recommend starting with the waiting room on, to make sure you and your co-hosts are all ready before attendees start to arrive. Once you're ready, you can disable the waiting room from the "more" options under the participants view.

Under Automatic Recording

- **Record meetings automatically as they start (On):** With everything that's going on, you may forget to record your event! Make it easy for yourself by keeping it automatic. To make sure you're recording while the session is happening, just look for the red dot in the left-handcorner of your Zoom application.