

# TPAC 2021

## GROUP MEETING ATTENDANCE: CONNECTING TO YOUR MEETING

Here is the information regarding the access to the meetings:

We ask you to fill in the "link to agenda" and "link to meeting coordinates" columns in the [appropriate tables](#).

### Meeting details

Two options are possible regarding meetings coordinates:

- Option 1: The groups set up their own video conference or use their usual meeting details, please copy the details or the link of the W3C calendaring tool in the [appropriate tables on the wiki](#).
- Option 2: W3C will set up a unique Zoom room for each meeting. A Zoom Host link will be communicated to the chair(s) and staff contact(s) to access the Zoom Host privileges. The other attendees will access the meetings via the attendee "Join" button that will appear in the schedule 5 minutes before the start of the session - please mention "W3C to provide" on the table above.

In both cases, all the TPAC group meetings should be attended via a virtual attendee hub. Several steps need to be followed:

### Attendance process

Attendees will have to:

- Check the sessions schedule on the [public page](#)
- Fill in the [registration form](#) **\*before\* the event (and not wait until the meeting starts) It is really important in order to let sufficient time to connect to the meeting.**
- Wait for the welcome email that confirms the registration has been added to the [virtual attendee hub](#). They should receive this email within 24 hours after they register on the W3C site. This email has a big "Join The Conference" button as well as links for a custom TPAC smartphone app. Once they receive that email you will be able to login to the attendee hub
- Watch the [logistics video](#) that gives an overview on using the virtual attendee hub
- Once in the hub, group meetings are listed in the "all sessions" tab. They may select from all sessions to build their schedule and add sessions to their own calendar. Five minutes before a session starts, a "join" button will appear next to the session in your calendar. They will use that button to enter the Zoom room for that session.

In case attendees have issues to connect through the platform event, you will have the possibility to transfer them the meeting links available on the [groups wiki](#).

## Assistance during the session

For urgent matters, please join the [#tpac-help IRC](#) channel. W3C Staff will be able to assist you.

You can also email the Events Team. Go to the [Help section of the TPAC 2021 website](#).

## Additional information for your meetings

During the meeting, each group will be able to use the chat tool they prefer.