

FARM-TO-TABLE

TRADE MEETING

Tech Details for Attendees

This event will be using two platforms to help everyone get the most out of the day's content, Zoom and Slack. While we have a tight schedule for the day, we want you to make sure to take care of yourself! Come and go freely; care for children and animals, stretch and eat! Attend sessions that interest you, and step away during others as needed. We will be recording every session except Market Trends & Food Access in Response to COVID at 12:30pm, so you'll have an opportunity to watch most of the day on your own time if needed. Participation can look different for everyone and we welcome what works for you.

Zoom

Zoom is a platform that allows video interactions between presenters and attendees. When you attend the Farm-to-Table Trade meeting, everything you'll be seeing on the screen is happening in real time.

Setting up your Zoom account:

Do I need an account?

Yes you do and it is free to set up. Sign up [here](#) if you don't already have a zoom account.

How do I join the Zoom meeting?

Find a how-to video at the top of [this page](#), or scroll down for written instructions.

How do I download the Zoom app ahead of time?

Watch this how-to [video](#) or follow the prompts [here](#) for downloading Zoom Client for Meetings.

How do I test audio and video?

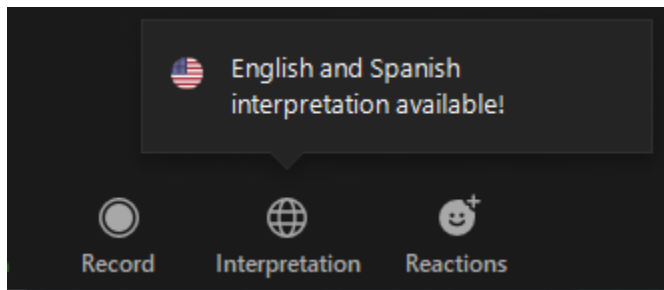
Find a how-to video at the top of [this page](#), or scroll down for written instructions.

Features to note during the Zoom meeting:

How do I connect with a Spanish interpreter?

Upon joining the Opening and Keynote Panel: Imagining a Just Food Recovery at 9:00am, Food Systems Resiliency: Insights from Regional Food Hubs at 10:45am, and Market Trends & Food Access in Response to COVID at 12:30pm, you will have the opportunity to connect with a Spanish interpreter. They will interpret the content of the presentations happening at that time.

When you join Zoom, look for this button and click it at the bottom of the screen:



When you select "Spanish" you'll automatically receive real-time Spanish interpretation at 80% volume on top of the English speaking presenters at 20% volume so you can still hear tone and inflection.

How do I show closed captions or subtitles?

We have a stenographer typing closed captions for us in real time during the Farm-to-Table Trade meeting. We have software accompanying the stenographer that translates the closed captions in to Spanish.

To view the closed captions in English during the Zoom meeting, simply find this image at the bottom of your screen and click it:

Closed captions will appear in the bottom center of your screen. If you want to turn the closed captions off, click the button again.

To view the closed captions in Spanish, open you internet browser and click on this link:
<https://sustainableconnections.spf.io/z>

Spanish closed captions will be happening in real time on the separate browser window. You can adjust the screen so you're able to see both the Spanish text and the presentation simultaneously.

How do I join a breakout room?

We will be assigning attendees into breakout rooms during the Small Group Networking at 10:00am, and during the Buyer-Producer Meetup at 1:30pm, if you choose to participate in these sessions. We will be assigning you to breakout rooms based on prompts that we present during the event, or based on information about the buyer producer one-on-ones we collected during registration. Find a how-to video [here](#) or find written instructions [here](#) to learn how to join a breakout room.

Slack

Slack is a channel-based messaging platform that allows for fast, organized written communication. You can follow channels (categories of conversation, not a channel that you watch), hashtags, and see the history of conversations as well as participate in real time.

Do I need an account?

Yes you do. We'll be sending a link for you to join the Slack Channel. Learn more about joining [here](#).

How to communicate in Slack.

There are many ways to communicate in Slack. Find instructions on how to communicate [here](#) or watch a tutorial [here](#).

Here are some ideas for how Slack will apply to the Farm-to-Table Trade Meeting:

- Share about your business or organization in #marketplace channel. [Find and start conversations!](#)
- Post a question or follow up to a presentation. [Find information you need](#) in Slack.
- Leave an auto-reply with your preferred contact information. Learn how to set up an auto reply [here](#).
- Connect with someone specific by [tagging them](#).
- Post a resource you are seeking or seeking to share

Slack FAQs

Find a list of common questions and their solutions [here](#).

What channel should I be using when?

- #general is where you will find session links, can ask for support, or post general questions and messages
- Each of the event partners have their own channel, where you can learn more about our programs and ask questions:
#host_sustainableconnections
#host_businessimpactnw
#host_seattlegoodbusinessnetwork
- #event_farm-to-table-trade-meeting is our main event and discussion channel. We will post links to the sessions and welcome attendees to post their reflections and questions to one another
- #b2b_marketplace-connections channel is to share about your business or organization, and offer product or services you have for sale, or are looking for. Feel free to link to your website or social, post photos and more.
- #b2b_tasting-boxes is to celebrate the vendors that were included in our fabulous tasting boxes. We will share links, photos and more of their great products. Feel free to ask questions, share about your favorite products and more.