HACIA DEMOCRACY
Harvard Association Cultivating Inter-American Democracy

Virtual Conference Guide

1) Naming Conventions: When everyone enters the space, names must be changed to the delegation name. If you wish to also add your name, you can format it like: Mexico - Isaac Ochoa, just make sure the delegation assignment comes first.

2) Procedural voting: Procedural votes are things like voting for motions (where no one is allowed to abstain). For this you will use the yes/no function found in Zoom reactions. A note here is that the yes/nos disappear after a bit of time. They should work for procedural voting where people tend to respond quickly. If your chair sees that this is not working, they can also use hand raising.

3) Substantive voting: Substantive voting (like passing resolutions/amendments) is a more formal vote. For this you can use the raise hand function, ensuring that you have lowered your hand before the next vote. Roll-call votes would work just as in-person committees.

4) Volunteering as speaker or proposing motions: An important part of the HACIA experience is the speed at which people raise their placards after hearing the tap of the gavel (or whatever instrument is used). The sound will be replicated through Zoom and delegates who wish to speak or introduce motions should raise their Zoom hands.

5) Direct Messaging: Direct messaging is a very easy substitute for note passing, with less disruption of other delegates.

6) Unmods: Unmoderated caucuses will be carried out on Gather.Town (guide below). When moving into unmoderated caucuses, the link to the space will be sent into the Zoom chat. Delegates must turn off their camera and mics in Zoom before moving to the other platform. You should not leave the Zoom room, while in an unmoderated caucus. You can walk around the Gather.Town room and interact with others via video. When there are a few minutes left, a message will be broadcast to everyone in the Gather.Town room. The space will be shut down once the unmod is over.

7) Writing resolutions/directives: You should use Google docs to collaborate on working papers and directives together.

8) Online materials: You should not consult the internet during committee sessions. Co-chairs will take note of delegates suspicious of relying on searched content during committee sessions.

9) Zoom etiquette: Cameras must always be on, except for unmods, and mics should always be off unless you're speaking. We suggest that you hide non-video participants to enjoy the full experience via Zoom without distractions. You may find how to make this change here. We also recommend that you read over the video support section to acquaint yourself with the best format.

10) Dresswear: You must dress in Western Business attire. If you require accommodations in this regard, please reach out to president@hacia-democracy.org.

Gather.Town

This will be your unmod platform! Find it here: https://gather.town/ . Feel free to practice using Gather.Town before the first session; however, we do not expect you to be fully familiar with the platform. There will be time to go over it during the introductory meeting.

Delegates should walk around with the arrow keys. They can get close to other delegates to chat or enter private spaces that will broadcast everyone in the space.

Here are some features below that they might want to know about:
- Private rooms (darker spaces): You will only see the other delegates in that space, regardless of how close you are to others in the public space

- Public rooms (lighter space): You will see the videos of all the delegates in your general vicinity (5 spaces)
- At the top where the videos are, clicking the expand arrow buttons makes the videos more central on your screen for better discussion.
- In the chat (lower left hand side) you can chat to everyone, people in your area, or individuals using the drop down menu.
- In the participants list (lower left hand side) you can click on a delegate and click locate on map, which will draw a path for you to follow to them.
- In the settings page (middle left hand side) you can change your name in the space "Change Space Name," so ensure that is your delegation name so people can find you.