

Lean Agile Exchange Participant Joining Information

The following information is to help you prepare for the event

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Registration

- from **Friday 22 April** we'll start sending invites to our **virtual venue** - which is hosted on our website
 - you'll receive an email from: **info@leanagileexchange.net** - confirming your account is active and asking you to set your password
 - we advise adding this email to your address book to avoid it going to spam
 - if you don't receive this email by **midday** on **Tuesday 26 April** please contact us
 - we highly recommend you **activate** your login **before** the event starts
 - to ensure you have everything set up and to familiarise yourself with the virtual venue
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Ticket changes

- you'll need to be **registered via EventBrite** to attend the live event
 - if you booked a **one day ticket**, you'll have access to the venue on both days but will not be able to see any of the live or recorded content from the day your ticket doesn't cover
 - if you've received this email, but have swapped your ticket with someone else, you'll need to:
 - update their details in **"manage my booking"**
 - and inform us to ensure they get an invite: allison@software-acumen.com
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Sessions

To find sessions:

- login to the virtual venue
 - a menu item will soon be added to the far right of the website menu bar **"Live Event"**
 - navigate to: **"Map"** then **"auditorium"**
 - you'll see all upcoming sessions in a list
 - live sessions will show **"join zoom"**
-

Tracks

- our programme tracks run left to right as you look at the programme page
- the first session on the left is **Track 1**, next **Track 2**, **Track 3** furthest right is **Track 4**

| | | | | |
|-------|--|--|--|---|
| 11:15 | TALK | DISCUSSION | CASE STUDY | WORKSHOP |
| 11:20 | <u>The varieties of development experience</u> | <u>Zombie Apocalypse! overwhelm, conflict, stress (and hope) for teams facing the end of the world</u> | <u>Lean inceptions: how to set your teams up for success</u> | <u>Creating shared mental models through book clubs</u> |
| 11:25 | 60 MINUTES | 60 MINUTES | 60 MINUTES | 90 MINUTES |
| 11:30 | Andrew Harmel-Low | Ceri Sargunar | Marcel Britsch | Magdalena Björkman |
| 11:35 | Thoughtworks | Mondo Media | Beautiful Abstraction | Spotify |
| 11:40 | | | | |
| 11:45 | | | | |
| 11:50 | | | | |
| 11:55 | | | | |
| 12:00 | | | | |
| 12:05 | | | | |
| 12:10 | | | | |
| 12:15 | Break 2 - 30 minutes | Break 2 - 30 minutes | Break 2 - 30 minutes | |
| 12:20 | | | | |
| | 1 | 2 | 3 | 4 |

Session types

- **Live:** will be live-streamed on the day (via Zoom)
 - **Pre-recorded:** will be delivered live on zoom but include the pre-recorded content
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Session start times

- the programme will run in the **London timezone (BST)**
- it won't detect your timezone, ensure you've calculated the difference when planning your day

- you can join a session link up to **5 minutes** before the programme start time
 - **Zoom webinar:** you'll be admitted straight into the webinar from the 5 minute mark
 - **Zoom meeting:** you'll join a waiting room and be let into the room at the 5 minute mark
 - If the "Join Zoom" link does not take you to a session - check the start time
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Session caps

- a small number of sessions may need to cap numbers, due to the nature of the session
 - if we're aware of this ahead of the event, then it'll be noted in the session description
 - participants will be admitted on a first come, first served basis, we **don't take bookings** for sessions
 - if we reach the cap before you're admitted then you'll need to choose another session
 - please don't join the waiting room unless you are present and available to attend the session
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Session catch-up/recorded sessions

- go to **live event - map - auditorium - session catch-up**
 - if a session was permitted to be recorded, (see bottom of the session details [in the programme](#) under *"this session will be"*)
 - we'll be working to do this as fast as possible, it may take up to 1 day
 - sessions will be available on catch-up, for ticket holders, for **the next 30 days**
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Speaker slides

- there's a channel in slack where speakers can provide ([# slides](#))
 - we'll also add them to the session catchup page at the end of each day - you'll be able to find these as a **resource** under the video in catch-up
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Zoom

- we'll be using Zoom to host the live content
 - we recommend you [download the Zoom client](#) before the event to ensure you get full interactivity
 - if you have the client ensure you have **the latest version installed**
 - *NB: if you're using a **ChromeBook** you may want to [read this article](#)*
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Captions

- some speakers may have their presentation captions turned on automatically for everyone to see
- alternatively we'll enable live captions in Zoom, to see these click on the **CC** button

- you can change your view settings for the captions after you have turned them on
 - if pre-recorded sessions have been enabled with captions, you can turn these on/off with the CC button on Vimeo
 - At this time, we do not have a resolution for providing captions in breakout rooms
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Vimeo

- all recorded sessions for the conference are hosted on Vimeo
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Slack

- the event slack team is open and running,
 - if you've not received your invite, or need it sent to a different email address - you [can join directly here](#)
 - **available channels to check out:**
 - #_eventinfo -we'll post updates and important information here, you can't post in this channel
 - #_hello - introduce yourself
 - #_slides - speaker slides will be posted here
 - #crafty-corner - want to share something you're working on? Knitting during the conference?
 - #introduce_your_pet - fancy a distraction? Share and meet the community pets!
 - #on_location - we'd love to see pictures from where you are
 - #reflections - reflections & takeaways on the conference. A space to share and connect
 - #share-your-work - if you have some work to share or discuss
 - #skills_exchange - if you've a job/opportunity to promote or you're looking for new opportunities
 - #track(1-3)session-chat - post questions/comments for speakers immediately after their session
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Q&A

- **questions must be concise, relevant and a question**
 - we ask speakers to let participants know at the start of their session how they prefer to take questions
 - we ask you to understand that, as a speaker, they're putting themselves in a vulnerable position
 - we want them to feel safe and able to put their energy into their delivery without unwarranted distraction
 - they'll let you know at the beginning of their slide deck or state clearly whether they're accepting questions and when/how people can provide them - during, at the end, privately or not at all
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Sponsors

We would like to take this opportunity to say **thank you** to [our sponsors](#) for their support:

OVO Energy, Create/Change & QWAN



How will we communicate with you during the event?

- on Slack via the **#_eventinfo**
 - you'll not be able to post in this channel but can reply on a thread
- at the top of the map, you'll see the menu **"status updates"**
 - we'll use this to notify you if anything has changed that you need to be aware of
 - primarily for those of you who may not be able to access slack

Need to contact us during the event?

- visit our **Welcome/Information Desk** (on the map) and you can join us live
 - it's a bit like our conference registration desk, without the badges!
- we'll be online:
 - Thursday from 09:00 - 17:00 (BST)
 - Friday from 09:00 - 17:00 (BST)
- use the **#ask-anything** channel in slack

Want to carry on a conversation with other participants?

- you can ask for a **breakout room** to meet with other participants
- drop-in on our **Welcome/Information Desk** (see above) and we can put you in a break out room to chat
- check out our **Hello board** in Miro
- join conversations in **slack**

Code of Conduct

Our Code of Conduct is [available here](#)

Discount codes for our participants

Check out our **library** (on the map) for reading suggestions and to find discounts:

- EasyRetro are offering a 15 discount on any plan to our participants
 - Balsamiq are offering all our participants a 90-day extended trial promo code
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We look forward to seeing you online soon

Allison, Priscila, Melanie, Emilie, Mark & our programme co-chairs John Clapham & Andy Longshaw