KNOW BEFORE YOU GO VIRTUAL

Special Institute:
Monday, February 28

Two-Day Institute:
Tuesday-Wednesday,
March 1-2

Three-Day Conference:
Thursday-Saturday,
March 3-5
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System Requirements
System Requirements

For the best experience, we recommend using a desktop or laptop computer with the following specifications.

Operating system
- Mac: Mac OS 10.10 or later
- Windows: Windows 10, 8, 8.1, 7

Hardware
- Speakers and microphone – built-in, USB plug-in, or wireless Bluetooth
- Webcam – built-in or USB plug-in

Internet Connection
- We recommend a download speed of at least 4 MBPS. You can use speedtest.net to test your speeds on your computer.
System Requirements Continued...

**Recommended Internet Browsers:** Google Chrome, Firefox, Microsoft Edge

- **Make sure to disable pop-up blockers and ad-blockers while using the Hubb virtual platform**

**Make sure JavaScript is enabled in your Internet Browser**

- **Click here** for instructions.

**Zoom Desktop Client** – latest version

- **If you already have Zoom installed, please sign in and check for updates to verify that you have the latest version**

**Second Device (laptop, tablet, cell phone)**

- **If possible, please have a second device with Zoom at your disposal.**
The AGPA Connect virtual platform uses Zoom. Please familiarize yourself with the Zoom Menu Bar.

**Start Video / Stop Video:** Turns your camera on or off. Click the ▲ arrow next to **Start Video / Stop Video** to access your full video settings and select a virtual background.

**Mute / Unmute:** Mute and unmute your microphone. Click the ▲ arrow next to **Mute / Unmute** to access the full audio settings and controls.

**Participants:** See who’s currently in the meeting. In the participants side panel, you can also mute and rename yourself.

**Rename:** Hover over your name, click More, and choose Rename to change your screen name displayed to other participants.

**Chat:** Access the chat window to chat with other participants. *Please note, some events such as the Two-Day Institutes will not have the chat enabled.*

**Share Screen:** Start a screen share. You will be able to select the desktop or application you want to share.

**Live Transcript:** Click the Live Transcript button to view or hide subtitles, view the full transcript, and access closed captions settings. *Please note, if you do not see Live Transcript if your Zoom Menu Bar, please ask your Host to enable Live Transcription.*

**Reactions:** These reactions are shown on your video panel and next to your name on the participant’s panel.

**Leave:** Leave the meeting while it continues for the other participants.
Invitation to the AGPA Connect Virtual Platform

**If you have already created a password and logged in, please skip ahead.**
Invitation to AGPA Connect Virtual Platform

1. Click the link in your invitation email to be directed to the Claim Invite landing page.

2. On the Claim Invite page, you will be asked to create a password for the virtual platform. Please write your password down so you can remember it later.

3. After you claimed your invite and registered by creating a password, bookmark https://agpaconnect.hubb.me and login using your email and password you just created.
The AGPA Connect Virtual Lobby

See our featured events here.

Access the AGPA, GF, and IBCGP Booths here.
Access the different pages in the virtual platform by using the side navigation panel.
My Schedule – Accessing Your Events

View your upcoming sessions or meetings.

You can access your schedule in the left-side panel or in the Dashboard/Lobby.

Change your time zone here.

Print your schedule here.

Join the Zoom meeting for your session by clicking the link to Join Online. *

*The Join Online link will become available the evening BEFORE your scheduled events.

Are you wondering how to add events to your schedule? See page 13.
Meetings

You can schedule one-on-one meetings with other attendees or one of the sponsors at the booths.

**Schedule Meeting**

Please select which type of meeting you would like to schedule

- **Attendee to Attendee Meetings**

  Schedule time to connect 1:1 with your peers. Use your personal meeting link (e.g., Zoom, Go to Meeting, etc.) in the 'location' field, to connect online. In order for you to show as available for meetings, in your profile privacy settings be sure you've selected both: "Show my profile in the

- **Attendee to Sponsor Meetings**

  Schedule time to connect 1:1 with Sponsors. Use your personal meeting link (e.g., Zoom, Go to Meeting, etc.) in the 'location' field, to connect online. In order for you to show as available for meetings, in your profile privacy settings be sure you've selected both: "Show my profile in the

[Click here](#) to access step-by-step instructions for booking a meeting.
Sessions

View available events along with their description and speaker(s).

Use the filter or the search bar to find specific events.

Click the + to add events to your schedule.
Attendees
Browse the AGPA Connect Attendee List and connect.

- Use the filter or the search bar to find others with similar backgrounds/interests.
- Click an attendee name to view their profile.
- Schedule a meeting with an attendee.
- Click the star next to an attendee’s name to easily locate them later using the “Favorite” filter.
- Send an attendee an instant message on the virtual platform.
You can browse the Speaker Directory and view speaker profiles. Speaker profiles also show you their upcoming speaking engagements.
Sponsors

Check out our booths, set up meetings, join the booth’s live meeting room, and chat live.
Important Info

Here you’ll find the AGPA office hours, Guidelines for Creating Affirming Group Experiences, the Conduct Policy, Accessibility Guidelines, and other important information.

**IMPORTANT INFO**

**Questions?** Visit the AGPA Office. Have technical issues with the platform? Use the Live Help Desk link in the lower right corner for assistance from the Hubb Platform. See below for hours.

**AGPA Guidelines for Creating Affirming Group Experiences**
The aim of this document is to broaden the awareness of AGPA members as we work to become a more inclusive organization. The following guidelines, while not exhaustive nor fixed, have been created to provide strategies for effectively addressing microaggressions and potentially oppressive dialogues and behaviors in groups. As with any change process, AGPA’s efforts towards increased inclusivity is a complex, challenging process that requires patience and compassion.

**Health & Medical Issues SIG’s Access Statement**
AGPA welcomes all participants to come as they are to participate fully and freely within the Virtual AGPA Connect 2021 space. Access is not one-size-fits-all. At AGPA, we understand the diversity of access needs within our community. During this virtual event, we encourage faculty to engage in access-affirming and inclusive practices. We encourage members to engage in self-care or advocate for access support from an AGPA designated staff member as needed.

**Accessibility Guidelines for Virtual AGPA Connect 2022**
AGPA is working toward making its annual meeting more accessible to ensure full participation by people with disabilities. Each Institute, Workshop or Open Session should be designed and conducted with all AGPA members’ full participation in mind. Therefore, AGPA requests that all faculty review the following information and take the steps necessary to make all programming and interaction accessible to their participants.

“*Group Works for Communities Raffle*” - Engage with the work the Group Foundation funds and supports!
Yes, the AGPA and Group Foundation’s annual raffle, *Group Works for Communities* is still happening this year! The raffle supports one of our highly visible areas of public support and resources – the AGPA website. This site reaches the public in their times of need and helps group therapists with distance learning, continuing education programs and other professional resources. It has been an essential resource during the pandemic. You can view the new and exciting prizes we have this year here. Tickets are $20 each or 6 for $100. Buy your tickets today! Drawings will take place during the Foundation Sponsored dance on Friday evening, March 4 (*You do not need to be present to win.*). If you have questions or are interested in learning more about the work of the Group Foundation, please visit the Foundation booth in the Sponsors/Exhibitors area of the platform.
Connect & Mingle

Explore the AGPA Connect Virtual World and connect with other attendees!

Enter your name and start exploring by clicking Enter World.
Photo Booth

Snap your picture and join AGPA Community photo gallery.

Welcome to Virtual AGPA Connect's Photo Booth!
Snap your picture and join AGPA Community photo gallery.

All images taken will populate a gallery. You can view the gallery here.

ENTER
Brand Your Backdrop

Download our AGPA Connect virtual backgrounds to change your background in Zoom.

BRAND YOUR BACKDROP
Show your connection to the group by using one of our Zoom backgrounds specifically designed for this event.

agpa VIRTUAL CONNECT
Uniting Through Groups: Pathways to Understanding and Inclusion

February 28-March 5

Need instructions?
Select an image below that strikes your inspiration and then right click and save as to save the file to your desktop. You can change your background in Zoom with the pictures you have saved. Here’s some helpful tips on how to change your background in Zoom.
SIG Meetings & 12-Step Recovery Meetings

View the scheduled Special Interest Group (SIG) meetings and 12-Step Recovery Meetings.

Special Interest Group (SIG) Meetings

What is a SIG? SIGs are Special Interest Groups established by AGPA for mental health professionals who share a common interest in a specific area of group psychotherapy and/or group interventions. SIGs allow like-minded group psychotherapists to share ideas and strengthen their knowledge through interaction with their colleagues. SIGs vary in content, structure and activity level, but each is open to all interested members. Throughout the year SIG members have the opportunity to participate in a listserv and other educational activities. Join now by logging into your AGPA account (https://member.agpa.org/) and clicking “Join a Special Interest Group” in the Connection column of the Member Home page or by emailing agpamemberservices@agpa.org.

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<th>Special Interest Group (SIG)</th>
<th>Meeting Date</th>
<th>Meeting Time</th>
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<td>College Counseling and Other Educational SIG</td>
<td>Thursday, March 3</td>
<td>2:40 - 3:40 PM Eastern</td>
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<tr>
<td>Mental Health Agency &amp; Institutional Settings SIG</td>
<td>Thursday, March 3</td>
<td>2:40 - 3:40 PM Eastern</td>
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<tr>
<td>Women in Group Psychotherapy SIG</td>
<td>Thursday, March 3</td>
<td>2:40 - 3:40 PM Eastern</td>
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<tr>
<td>Internet, Social Media and Technology SIG (ISIG)</td>
<td>Thursday, March 3</td>
<td>2:40 - 3:40 PM Eastern</td>
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<tr>
<td>Addiction and Recovery SIG</td>
<td>Thursday, March 3</td>
<td>2:40 - 3:40 PM Eastern</td>
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<tr>
<td>Research SIG</td>
<td>Thursday, March 3</td>
<td>2:40 - 3:40 PM Eastern</td>
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<tr>
<td>LGBTQIA+ SIG</td>
<td>Thursday, March 3</td>
<td>2:40 - 3:40 PM Eastern</td>
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<tr>
<td>Psychiatry SIG</td>
<td>Thursday, March 3</td>
<td>2:40 - 3:40 PM Eastern</td>
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<tr>
<td>Groups in Private Practice SIG</td>
<td>Thursday, March 3</td>
<td>2:40 - 3:40 PM Eastern</td>
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<td>Group Training and Supervision SIG</td>
<td>Thursday, March 3</td>
<td>2:40 - 3:40 PM Eastern</td>
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<td>Health and Medical Issues SIG</td>
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<td>Issues of Aging SIG</td>
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<td>Children and Adolescents SIG</td>
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<td>Organizational Consulting SIG</td>
<td>Thursday, March 3</td>
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<td>Shabbat begins</td>
<td>Thursday, March 3</td>
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<td>International Relations SIG</td>
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<td>Racial and Ethnic Diversity (RED) SIG</td>
<td>Thursday, March 3</td>
<td>2:40 - 3:40 PM Eastern</td>
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12-Step Recovery Meetings

- Tuesday, March 1: 1:30 - 2:30 PM Eastern
- Wednesday, March 2: 1:30 - 2:30 PM Eastern
- Thursday, March 3: 1:30 - 2:30 PM Eastern
- Friday, March 4: 1:30 - 2:30 PM Eastern
- Saturday, March 5: 10:45 - 11:45 AM Eastern
Social Media Connect

Stay connected by following us on social media. Use the hashtag #AGPACConnect2022 to capture and share your favorite moments. Don’t forget to tag us @agpa01.
We value your feedback! Click the link on the Evaluations page to access the evaluation forms and CE form. Please complete an evaluation form for every session you attend. At the end of your attendance and after you fill out all your evaluations, you can proceed to submit your CE form.

EVALUATIONS AND CEs

We hope the sessions you attended proved to be a great experience. We value your feedback! We use it to improve the quality of our educational programs, and bring you the best experience possible. Help us achieve this goal by taking a moment to complete our session evaluations by clicking here.

Once you complete evaluations for all sessions you attended, you can submit your CE Form. The link is provided on the evaluations page.

It takes 4-6 weeks after CE Form submission to review and issue your CE Certificate. You will receive it in a PDF format via email.

*CE certificates take approximately 4-6 weeks to process and are delivered via email and link to a downloadable PDF document.
AGPA Office

Visit the AGPA staff in our virtual office. Join our live Zoom meeting room.

Welcome to the AGPA Virtual Office at AGPA Connect 2022!

See our office hours on this page. During the hours we are open, here is how you can get help:
• If you have problems with the virtual platform, please use the Hubb Live Help Desk in the lower right hand corner of the screen
• If you have registration questions or you are a presenter with questions about your session, please speak with staff by clicking on Join Live Meeting Room

If we are not open, please contact the following:
• For registration questions, please email registration@agpa.org
• For presenter questions, please contact Katarina or Angie at katarinacooke@agpa.org or angelajaramillo@agpa.org

If you have questions about AGPA membership (including benefits, local societies, special interest groups) please visit the AGPA booth

If you have questions about the Group Foundation or the raffle please visit the Foundation booth

Please also see the Important Info section of the platform on the left hand navigation bar for more information on the AGPA Connect week
Event Notifications

You will receive live updates and important announcements from the AGPA Staff through Event Notifications.

A red badge indicating the number of new notifications will appear on the bell icon to the right of your profile image.

You can access all event notifications by going to Event Notifications on the left-hand navigation panel.
Attendee to Attendee Chat

Network and connect with other attendees directly in the virtual platform using the chat.

Access the chat by clicking the chat icon.

To start a new message, click **New +**

To chat, type in the text box and hit **Enter** or **Send**.
My Profile
Update your profile with your bio and upload a profile picture.

Edit your profile by clicking the settings icon or clicking on My Profile. Click here to access step-by-step instructions for uploading a profile image.
Thank you for reading!