



Online Conferences in the Northwest Territories

MANUAL

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HOTÌ TS'EEDA: NWT SPOR SUPPORT UNIT



Hotì ts'eeda
NORTHWEST TERRITORIES
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PREFACE

This manual describes Hotii ts'eeda's approach to hosting online conferences in the Northwest Territories.

Since 2016, Hotii ts'eeda has hosted an annual, in-person gathering called the Ełets'ehdèe (a Tłıchų word which means "gathering"). Typically, the Ełets'ehdèe is 2 days in length with additional days for training and side-meetings. Hotii ts'eeda's gathering size has averaged around 150 people, with about 2/3's residing in the Northwest Territories and about 1/3 from other parts of Canada. The Ełets'ehdèe fosters dialogue between community members, Indigenous Cultural Knowledge Holders, Elders, youth, academics, healthcare policy makers and service providers, to promote knowledge exchange. The Ełets'ehdèe is also an important opportunity for partners to provide feedback to inform future Hotii ts'eeda priorities, and to receive updates on progress made during the current year.

Due to the COVID-19 pandemic, in 2020, Hotii ts'eeda premiered its first online Ełets'ehdèe/

Katimaqatigiit/ Nihkhah Łatr'iljil (Inuvialuktun and Gwich'in words that also mean "gathering"). The objectives of the gathering initially intended to be held in-person in the Inuvialuit and Gwich'in community of Inuvik, had to be met through an online meeting.

The limited information technology infrastructure and capacity across the Northwest Territories presented many challenges for a locally hosted and territory-wide online conference. This manual describes Hotii ts'eeda's approach to hosting online conferences in the Northwest Territories. It is a resource to help organizations seeking to plan online conferences in the Northwest Territories for participants in large and small communities with diverse backgrounds and information technology access. The manual describes planning considerations made by Hotii ts'eeda for the online Ełets'ehdèe/ Katimaqatigiit/ Nihkhah Łatr'iljil and provides information that may be helpful for other organizations in their planning.



Graphic Recording by Allison McCreesh.

SECTION 1.0: INTRODUCTION TO THE HOTII TS'EEDA EXPERIENCE

Caught off guard by the developing COVID-19 pandemic, Hotii ts'eeda had four months to cancel an in-person event for 150+ people in Inuvik, Northwest Territories and transform it into an online event. Important factors considered in this shift were:

- Ensuring participation from across Canada.
- Meaningfully involving Elders, youth, and participants from small Northwest Territories communities where internet is sometimes unreliable.
- Providing translation and technical supports to Indigenous language speakers and Elders.
- Creating an event that allowed for participant interaction and emphasized Indigenous cultural strengths.
- Capturing conversations and discussions using a visual medium to ensure all partners were heard and able to inform conference proceedings.

After researching effective and engaging online conference delivery methods, the decision was made to operate the event like a television production. Elements and roles unique and important to Hotii ts'eeda's online-conference included:

- A conference “host” who provided a unifying narrative and familiar rhythm throughout the conference and guidance throughout unforeseen technological delays.
- An information technology professional to ensure that the video-conferencing platform (Zoom) operated properly and was accessible to participants.
- Technical assistants in small communities (called, Community Tech Support Workers) to help participants access the Zoom platform.
- Speaker briefings prior to the conference to ensure that their time “on air” went smoothly.
- Providing speakers with the option of preparing a pre-recorded video instead of

having to be “live”. This reduced risk of connectivity issues and delays in the schedule.

- Extra video footage and clips to fill in gaps caused by unexpected technological delays.
- Breakout rooms, managed by in-house facilitators, to provide opportunities for participants to have discussions.
- An App for the event to facilitate networking amongst participants as well as provide additional resources for participants to download and view, and opportunities to engage speakers in one-on-one discussions.

A successful online conference using Hotii ts'eeda's approach requires at least two months of planning. This manual contains important considerations and suggestions for the planning process and important elements necessary for the implementation of an accessible and engaging online conference in the Northwest Territories.



The Host (located in Yellowknife) addresses the conference while simultaneously monitoring computer chat screens to receive discrete communications from support staff.

SECTION 2.0: CONFERENCE PLANNING

2.1 Scoping Key Elements to Anchor Planning

Whether online or in-person, Hotii ts'eeda starts to plan conferences 6 months in advance. At an initial meeting, staff discuss possible ideas, approaches and speakers for the conference. In the first month of planning, the following is usually decided:

1. Date of event
2. Budget
3. Availability of key supporting vendors¹
4. Theme of the conference
5. Keynote speaker
6. Electronic platform and App, and their capabilities/limitations
7. Scheduled staff meeting dates dedicated to conference preparation
8. Staff roles and leads for conference planning
9. Planning advisory committee members (if applicable)

These nine factors above will substantially differ from one conference event to another based on conference goals and themes. However, they are necessary initial steps in planning.

2.2 Cultural Protocols, Permissions, and Artistic/Intellectual Property Credits

Using a TV-show approach included readying video content, and involving Cultural Knowledge Holders and Elders.

Video content, particularly that which included Indigenous cultural knowledge, was approached with a view to honoring Free, Prior, and Informed Consent, as well as OCAP (Ownership, Control, Access, and Possession) principles. For example, knowledge holders were asked to record video which was then played in breakout sessions, after which a live Q and A with knowledge holders took place. This was agreed on the basis that the videos would only be used for the gathering, they would not be shared publicly, or shared with individuals

¹ Key supporting vendors include the conference host, the information technology professional, the Inuvialuit

who could not attend their specific session, with the expressed consent of the knowledge holder. All videos were then deleted after the gathering.

Elders were accorded the same treatment for an online conference as they would at an in person gathering. Each Elder was provided with services of an Elder coordinator, and where needed, Community Tech Support Workers were available to assist Elders on an individual basis. In the Yellowknife office and viewing hubs, measures for their comfort and safety were taken. All Elders were offered an opportunity to speak during the gathering.

For all video and audio content (archival photos, drum music, etc.) proper permissions were sought and credit provided to the performers/creators of the work in question.

2.3 Identifying a Planning Lead, Budget, and Planning Guidelines

Because it is an annual event, the Ełèts'ehdèe's/ Katimaqatigiit/ Nihkhah Łatr'iljil broad parameters and budget were already defined. The overall purpose, goals, dates, and target audiences had been identified, along with key speakers and contributors.

Internally, a planning lead was identified to lead the project. Such a person should have excellent organizational skills, the ability to manage stressful and unexpected situations, to multitask with a smile, and have the ability to understand and value the organizational processes and substantive contributions of all team members. Excellent writing, communication and team management skills are necessary for planning to go smoothly.

The planning lead should develop an overall conference management plan, with different elements leading to sub-plans that are handed off to team members. This ensures that an overall vision is in place, that a big picture is communicated to all team members, along with a clear understanding of how their roles and tasks will impact the work of others. Sub-plans include conference external

Regional Corporation, the Tłı̄chq̄ Government, the Délı̄ne Got'ı̄ne Government and the Gwich'in Tribal Council.

communications, vendors, break out groups, administration, conference content, analysis, and evaluation.

2.4 Pre- and Post-Conference Communication, Analytics, and Evaluation

Conferences are events that further organizational goals in some way. To be able to plan to achieve these goals, and understand conference impact, planning must include understanding and planning for key communication points/products, how the registration platform will provide analytics, and how those analytics will be tabulated to understand the audience perspectives, needs, and interests.

In addition, reports and evaluations are always useful for funders and decision makers. Organizers may also make commitments to return a report on the event to participants, and participants may be interested in contextualizing the results in relation to who attended.

At an online gathering, individuals cannot greet each other in person or network over coffee, or even scan the room to get a sense of who they are sharing their experience with. Having the host draw attention to statistics about the characteristics of the attendees (“And a shout-out to our participants in Newfoundland today, looks like you guys are in for some beautiful sunshine this morning, so we appreciate you being here...” “We have five youth from Tuktoyaktuk with us this morning, as well as four medical doctors in Winnipeg...” “We want to acknowledge our fifteen Elders from around the NWT with us this morning...”), indicates that your organization understands who is taking part, and that they are valued participants. This is essential in order to keep people tied to their computer for the better part of several days. These statistics can be set up through registration apps which generate excel sheets that can provide data and can be easily analyzed by your staff.

Similarly, post-event evaluations can be provided through online surveys. Options for verbal surveys or other formats should be provided to all participants,

particularly if internet access outside of viewing hubs is an issue. A draw for a pair of hand-made moccasins was provided as an incentive for participants to fill out the evaluation forms during the last day of the conference.

Communications are essential to provide clear instructions and promote interest. Clear, correct, plain language communications with links to key documents or registration is essential. Key communication documents include:

- Save the date (3-6 months in advance)
- First wave of invitations (for invite-only events) 2.5 months in advance
- Second wave of invitations 1.5 months in advance
- Registration close and waiting list confirmations – 2 weeks in advance
- Confirmed participants receive swag bags – 1 week in advance
- Thank you closure message – day after event completed
- Thank you gifts to presenters – within 3 days of event completed
- Event final report and evaluation to participants – within 2 weeks of event completed
- Final payments to all vendors – within one month of event completed

2.5 Post-Event Internal Debrief and Lessons Learned

No event goes off without things going wrong. Some things are avoidable, some are not.

Planning as much as possible in advance enables the planning lead and the team to pivot and mitigate issues as required, and a solid plan will ensure that even if some things do go wrong, the team is able to respond appropriately.

A debrief after the event allows for all team members to reflect on the event and develop a shared understanding and appreciation of each other’s experience, the experiences of participants, and why issues arose and whether they were uncontrollable or simply overlooked, and whether

the response was effective. This exercise contributes to team cohesion, corporate memory of the event, and increases individual and team self-awareness. Lessons learned should be documented and retained for future planning purposes.

2.6 Video Content Planning and Development

Because the event was being delivered in a TV show format, significant video content had to be developed and edited. Platforms used included Vimeo and WeVideo. These platforms provided comprehensive and secure editing, storage, and downloading capabilities and were accessible to all team members. A team member with video editing skills was necessary to edit raw video received from presenters for clarity, and add in background, intro, and fade out music, and superimpose text when necessary for clarity.

Archival footage was accessed from partners (such as the Inuvialuit Communications Society), as well as photos from Prince of Whales Northern Heritage Centre.

Short video clips were also provided by participants. For example, youth who were asked to film introductions of themselves in a way that would showcase local features of their community. Zoom backgrounds of iconic places in the NWT were also made available to all participants to download.

Clips of drummers from different regions in the NWT were also accessed.

All of these types of media were used as “filler” content in between events, when there were technical difficulties, or at planned times in the agenda. This created a seamless feel to the production, visual interest, and held participant’s interest during unexpected technical glitches.



SECTION 3.0: PARTICIPANT RECRUITMENT FOR ONLINE CONFERENCES

3.1 Participant Recruitment

Hotii ts'eeda has a clear mandate from its Northwest Territories partners to include a variety of participants from across the territory in locally hosted conferences. Consequently, Hotii ts'eeda staff dedicate substantial time to ensure that invited participants represented a diverse selection of Northwest Territories communities. As a general benchmark, Hotii ts'eeda recruits about 2/3's of conference participants from within the Northwest Territories and the remaining 1/3 from the rest of Canada. The total number of participants invited is usually capped at 150 people.

3.2 Participant Registration

Hotii ts'eeda used [Attendify](#) to manage participant registration. Attendify is an app that helps organizations create intelligent event technology that works for them and empowers attendees. The process for creating a registration page with Attendify is intuitive and straight-forward. While Attendify's registration platform can be used as a standalone tool, Attendify was chosen as it can connect registration with a conference event App (Section 6.1). In so doing, once a participant registers for an event, their email is automatically used to create a profile within the event app. When the participant downloads and opens the event app, their email is recognized, and they can customize their participant profile.

Hotii ts'eeda did not charge participants for registration; however, participants had to be invited to the event in order to register (Appendix A). Hotii ts'eeda designed the registration process to take less than five minutes and asked participants a series of standard questions including:

1. Name
2. Mailing Address
3. Phone #
4. E-mail Address
5. Organization (if applicable)
6. Position Title (if applicable)

Because of the conference's online format Hotii ts'eeda's registration form also asked participants

whether they need a translator and technological assistance to connect to the conference. If participants indicated that they required assistance for either matter, Hotii ts'eeda staff followed up with them to develop a plan to adequately meet their language and technological needs. The registration process was identical for conference speakers and presenters. However, upon registration, all presenters were flagged for follow-up by Hotii ts'eeda staff to be briefed on how to present at an online conference (Section 4.8).

Because the Attendify registration tool requires participants to self-register, the information provided on the registration form is prone to human error. Hotii ts'eeda recommends that registration lists be carefully checked for errors in important contact information including a participant's name, mailing and email addresses. The review of registration lists should be a continuous process throughout the registration period to ensure that there is enough time for staff to reach out to participants if corrections to their registration information need to be made.

3.3 Participant Remuneration

Remuneration for conference participants and presenters was contingent on their status as an Elder or Cultural Knowledge Holder and the nature of their participation:

- Elders were provided with compensation for each day they attended the conference and were provided a larger fee for days they made a presentation. To determine the amounts, it is important to consult with Indigenous governments as they have established a standard Elder honorarium for their respective regions.
- Participants who gave a presentation at the conference, and did not have full-time employment (e.g. students, part-time employees, or retirees) also received compensation.
- Participants who gave a presentation at the conference, and were presenting as part of their salaried or paid work (e.g. an academic or researcher) did not receive compensation.

TIPS FOR REGISTRATION

- Ensure the language used in the registration form is clear and accessible.
- Organize the registration form in an intuitive manner (e.g. first name followed by last name).
- Think strategically about questions that are required vs. optional on the registration form.
- When possible use “drop down” menu boxes for participants to fill in information. The app generates Excel sheets of information that you can analyze by different fields. Using drop-down boxes will result in consistent data that will be easier to organize and sort through.
- Use your registration form to ask any additional questions that will enhance your organization’s ability to understand the audience and to better target their needs (e.g. geographic, demographic and professional information).

Participants Tuning in From Across the Northwest Territories and Canada



SECTION 4: ONLINE CONFERENCE FORMAT AND DELIVERY

This section discusses the format and delivery method Hotii ts'eeda chose for its online conference. It also details the roles fulfilled by Hotii ts'eeda staff and hired professionals to implement the conference.

4.1 The Online Format

The conference used the Zoom videoconferencing platform and contracted both a conference “host” – who had previous experience as a television news anchor - and an information technology professional to manage the continuity and organization of the conference. The conference featured a breadth of content including both live presentations, live panels, films, local archival footage and audio, break-out sessions, live question and answer periods and pre-recorded cultural presentations (Appendix B). At any given time during the conference there were 12 full time staff and several contractors across the Northwest Territories coordinating behind the scenes.

4.2 Avoiding Screen Fatigue

To avoid “screen fatigue”, Hotii ts'eeda chose to deliver its conference short sessions over 3 ½ days. Each day was approximately 5 hours long starting at 10:00 a.m. MST and concluding around 3:45 p.m. MST, with an hour for lunch. The last day was only a half-day.

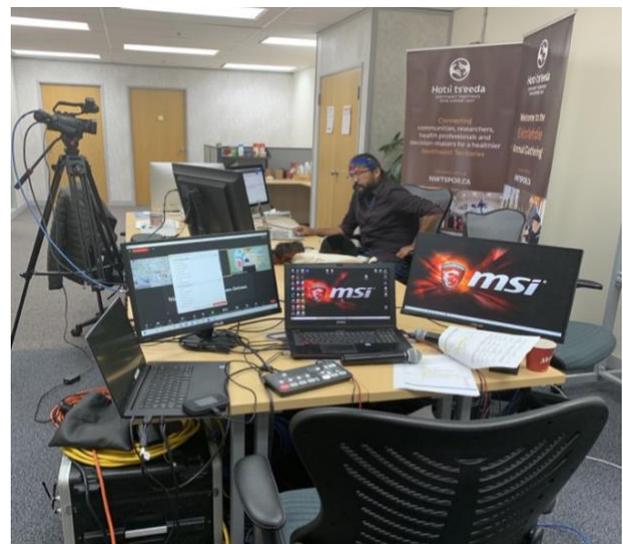
4.3 Event Host

The event host was critical to the implementation of Hotii ts'eeda's online conference. The host opened and concluded the conference at the beginning and end of each day. In addition, the host introduced speakers, facilitated question and answer sessions, and ensured that transitions between speakers and conference content occurred seamlessly. The event host position was important to the overall management of the online conference in two ways:

1. The host helped the audience keep track of the conference's progress by providing a consistent narrative and reminding the audience of the conference's goals.
2. The host animated time between presenters, transitions between screens as well as any delays due to technological mishaps.

Due to the nature of the role, Hotii ts'eeda contracted a host with a background as a television presenter, a facilitator, and who was comfortable with the videoconferencing platform. Hotii ts'eeda used a commercial grade camera and audio to ensure that the host's communications were clear. Additionally, a space was cleared to provide the host with a professional looking background and appropriate lighting so that they could be seen and heard clearly.

An information technology professional and two other staff were at the same table as the host. This allowed them to communicate with the host in real-time and make subtle adjustments to the host's dialogue. In this way, the event host was able to adjust the content of the conference according to need with minimal to no interruption from the perspective of the audience. The close contact and connection between host and staff also ensured a positive, energized atmosphere that supported all staff throughout the four days of online meetings.



Set up of the Yellowknife Control Room and the Information Technology Professional's monitors.

4.4 The Television-Show Format

Hotii ts'eeda chose to run its online conference like a television-show. The conference schedule (Appendix B) provided a strict minute-by-minute timeline for each day of the conference. "Cushion time" was built into the schedule in case speakers, or presenters went over time. Conversely, if presentations were shorter than expected, a series of pre-recorded "filler" videos were on hand to fill the time. The fillers were a series of short clips of local archival footage or music shared by Hotii ts'eeda partner organizations. The host also played a key role in maintaining the continuity of the conference. This is why, when selecting a host, it is important that they be comfortable with improvisation, and going "off-script" to fill in gaps in conference content or gaps created by technological delays. The overall goal is for the conference to appear to progress seamlessly from the perspective of the audience.

4.5 Off-Screen Staff and the Division of Labor

The online Ełets'ehdèe/ Katimaqatigiit/ Nihkhah Łat' iljil had a substantial human-resource requirement. Hotii ts'eeda's staff (9 at the main control area in Yellowknife, 1 at the Délı̄nę viewing hub, and 2 at the Inuvik viewing hub) were assigned specific roles throughout the conference to manage content as required and issues as they arose. These roles are detailed in the Appendix C of this manual. In select communities, contractors were also hired to assist local presenters who were not familiar with videoconferencing technology. Overall, by having a large contingent of off-screen staff, Hotii ts'eeda was able to ensure that the conference appeared continuous and organized from the perspective of the audience throughout unforeseen obstacles.

In addition, staff contributed to the development of content for the online event. This included developing presentations, terms of references (Appendix D), descriptions for different sessions, and analyzing conference participant data to ensure media requests and partner requests for information could be met. All staff also delivered presentations during the online gathering and participated as facilitators in break-out rooms. As with any large event, significant administrative and financial responsibilities were managed by the administration

and finance staff. Their role was further complicated by the administrative and legal requirements imposed by COVID-19. Administrative staff had to ensure that the organization, and cleanliness of the main "control room" and the smaller gathering spaces in the office were in compliance with all COVID-19 regulations and ensured the health and safety of staff and participants.

4.6 Information Technology Professional

Since the event was online, proficient knowledge of videoconferencing technology was required. Hotii ts'eeda hired a locally based (Yellowknife) information technology professional to fulfill this need as they are familiar with the both the Northwest Territories context and videoconferencing platforms. The videoconference platform, Zoom, was chosen for the conference as it was the preferred platform of the information technology professional and the platform most familiar to conference participants.

The information technology professional had 3 important roles:

1. Briefing presenters and staff on platform operations prior to the conference.
2. Information technology management during the conference.
3. Delivering post conference content.

Prior to the conference, the information technology professional educated staff on the features and limitations of Zoom so that staff could take this information into account during conference planning. The information technology professional also assisted in briefing conference presenters prior to the conference to minimize technical difficulties during presentations.

During the conference, the information technology professional joined staff at the Yellowknife "control room" and helped to manage how the audience viewed the conference, as well as give direction to the conference host. Specifically, the information technology professional kept all audience members on mute unless they were presenting or asking a question and ensured that the speaker or presenter's video was the video that the audience could see. Additionally, the information technology

professional took the lead to resolve technical issues when they occurred during the conference with the support of Hotii ts'eeda staff. For example, Zoom upgrades can occur at any time and can affect platform functionality. The information technology professional was able to advise participants to upgrade as required. In addition, screen-sharing videos proved challenging, and the information technology professional was able to provide real time solutions to breakout room facilitators who faced challenges with this.

After the conference, the information technology professional provided Hotii ts'eeda with a recording of the entire conference for internal records.

4.7 Video Conferencing Platforms and Zoom

There are number of common online conferencing platforms, each with different capabilities and functionalities. This document focuses on important considerations of the videoconferencing platform used by Hotii ts'eeda (Zoom), and what considerations should be made when using this platform. When making the decision of which platform to use for online events, organizations should review the functionality packages available for purchase and determine which level of functionality will be required for the purposes of the conference. Keep in mind that upgrades can be purchased if necessary.

Since the beginning of the COVID-19 pandemic, the Zoom videoconferencing platform has gained substantial mainstream use and possesses several useful and intuitive functions for online conferences. The most important functions Hotii ts'eeda used are described in detail below:

View Speaker Function

The *view speaker function* pins the video of the person who is speaking as the video the audience views. This function ensures that the audio and visual aspects of the conference are synchronized for all participants. However, this function only works if the entire audience is muted. Furthermore, if the speaker uses a camera from one device and a microphone from another, the *view speaker function* will not work, and video and audio will have to be

synchronized manually. For this reason, the *view speaker function* must always be monitored.

Share screen Function

The *share screen function* is an excellent function as it permits remote presenters to share their PowerPoint presentations with the audience and control the slides themselves. One important note is the speaker must initiate and terminate the share screen function themselves and therefore must be competent and familiar with the function for it to work well. The speaker should be briefed prior to their presentation to understand how to use this function. If a technological error occurs, the host organization should have a copy of the presentation so that they can share the presentation with the rest of the audience on the speaker's behalf.

Co-Host Function

The *co-host* function gives the host the ability to provide other audience members with administrative control of the conference platform. Co-host permissions were only granted to other remote viewing hubs and Hotii ts'eeda staff members.

Zoom has a mandatory function where participants must be admitted into the meeting by the platform host before they are permitted to join the conference. The platform traffic can become overwhelming just prior to the start of the conference and it is useful to have multiple staff as co-hosts to help admit incoming audience members. Moreover, audience members who join by phone will appear only as a telephone number rather than by name. These audience members can take a few minutes to screen as you must directly communicate with them to confirm their identity and subsequently change their screen name to match who they are. By having multiple trusted "co-hosts", multiple staff members were able to admit participants to the conference as they arrived in the waiting room.

Break-Out Room Function

A critical Zoom function for online conferences is the *break-out room function*. This function breaks-up a single large audience from a "main room" into separate but concurrent smaller rooms. The host can easily sort participants into breakout rooms, and end the breakout rooms so that all participants are

automatically brought back to the main session. It is important to note that if an audience member leaves the breakout room before the host ends the breakout room session they will need to re-join twice: once to the main room and again to the breakout room. Staff must always be monitoring the main room to re-organize audience members who have disconnected from the breakout rooms and then subsequently joined again. It should also be noted that the *breakout room function* is only available with certain purchased Zoom packages.

Dial-In Function

This function permits participants to join the conference audio via telephone line. Efforts should be made to bring participants into the conference with both video and audio to maximize the quality of the conference, however, the dial-in function is a highly reliable contingency option.

Chat Function

The best way to manage the audio of the platform is to have all audience members muted except for the speaker. A drawback of this approach is it does not allow presenters to receive live feedback on their presentation. Advising audience members to use the *chat function* or *reactions button* to give speakers a “clap” or a “thumbs-up” as they present is an effective way to promote participation without interrupting the conference. Furthermore, the *chat function* is an excellent way to manage questions for presenters after their presentation. Staff can queue questions and have the host ask the questions to presenters on behalf of audience members. The host can also call on audience members to ask questions directly. Calling on audience members to ask questions directly was used sparsely as it required more effort and time to coordinate. However, it is a valuable way to promote a sense of connection between participants and speakers.

Video Stream Function

One feature Hotii ts'eeda was not able to use successfully was the *video-stream* function. The *video-stream function* is designed to permit presenters to stream a video from their computer to the audience during a presentation. In practice, it was found that the quality of this form of video sharing was unpredictable. To mitigate potential

issues, Hotii ts'eeda staff kept copies of all videos and pre-recorded material downloaded onto their computers and sent them to the information technology professional who would subsequently stream them from the broadcast centre in Yellowknife. This approach seemed to maximize video streaming quality although some quality issues were still experienced.

4.8 Conference Presentations

Hotii ts'eeda's Online Conference had a total of 9 different types of presentations, each of which had unique considerations. The 9 types of presentations were:

1. Live Presentation, Individual, Lecture
2. Live Presentation, Individual, PowerPoint
3. Live Presentation, Panel, PowerPoint
4. Live Presentation, Panel, Lecture
5. Pre-Recorded Presentation, Individual
6. Live Presentation, Ceremony
7. Pre-Recorded Presentation, Ceremony
8. Live Presentation with pre-recorded tape
9. Live Presentation in Break-out Session

Every presenter was briefed prior to the online conference, no matter what type of presentation they gave. The purpose of the briefings was:

- To provide presenters with staff contacts in case of technical difficulties.
- To discuss how and where presenters intended to present (e.g. Do they have access to reliable internet?), and if they required technological assistance. In cases where presenters required assistance, Hotii ts'eeda staff either provided direct help or contracted assistance.
- To ensure presentation times were clear and presenters were ready at least 15 minutes before their scheduled presentation.
- To discuss how the presenter will be “signaled” or “prompted” to start their presentation.
- To give clear instructions to panelists on the order of the panel presentations.
- To give clear instructions to presenters who are using PowerPoint on how to use the Zoom share-screen function.

- To give clear instructions on how questions will be received and answered through the Zoom chat function.

In the case of ceremony presenters, additional care was taken to ensure all important protocols were followed for each ceremony. In some cases, Hotiì ts'eeda received feedback that ceremonies should not be pre-recorded while, in other cases, pre-recorded tapes were acceptable. In the case of pre-recorded presentations, arrangements were made several weeks in advance to ensure that a physical copy of the edited recording was received by Hotiì ts'eeda prior to the conference. If presenters needed help with editing, Hotiì ts'eeda hired local editing resources.

For recordings involving ceremonies and cultural knowledge, Hotiì ts'eeda signed an agreement detailing that the recordings were not to be shared or distributed and would be deleted after the event, unless free, prior informed consent was given from the recorded individual. Hotiì ts'eeda ensured that these directives were followed in order to respect and maintain the trust of its partners and participants. The crafting of these agreements involved prior discussion and consultation with Cultural Knowledge Holders.

Prior to the event, it is important to do a complete run through of all sessions, transitions, and behind the scenes requirements. This should occur within a week before the event, in order to account for time needed to make necessary adjustments and alterations. In practice, most presenters are, at best, able to dedicate a small fraction of time to a pre-conference briefing as outlined earlier in this section. It is also strongly recommended that a full conference rehearsal be completed with all full-time staff, the host, the information technology professional, the remote viewing hubs, community technical support workers and keynote speaker.

4.9 Conference Viewing Hubs

One of the biggest requirements to hosting an online conference in the Northwest Territories is determining the support needed for each participant to reliably connect to the conference. Individuals

need three key factors to participate in an online conference:

1. Be able to competently connect to and navigate the videoconferencing platform.
2. Have access to reliable internet.
3. Have a good-quality computer and camera.

It is critical to make arrangements for participants that are missing any of these three factors. This section covers solutions for the first factor while Section 5.0 covers the third and fourth factors.

As mentioned before, an excellent solution to resolving barriers in participation is to create local viewing hubs. Viewing hubs can be set up in a local board room or event space (e.g. Municipal, Indigenous, Federal and Territorial Government board rooms or community event/meeting spaces). They should contain the following equipment: table, chairs, video space, and access to washrooms. In addition, the space should provide a minimum level of privacy to ensure effective participation.

It is important that these viewing hubs are run by a technically savvy individual. The Hotiì ts'eeda approach is to use a 2 layered system for viewing hubs. The first layer is to have the local information technology team setup the conference equipment for the viewing hub and be notified that the conference is occurring ahead of time. In this way, the local information technology team can be ready to help if any major local technical difficulties occur. The second layer is to always have an individual with a detailed conference timeline remain with the participants during the entirety of the conference. By having an individual remain with the participants, minor technical difficulties can be resolved quickly.

When a viewing hub was in a community where Hotiì ts'eeda staff resided, local staff were used to run the viewing hubs. In cases where participants were located in communities where no full-time Hotiì ts'eeda staff were present, Community Tech Support Workers were hired. Depending on travel restrictions, viewing hubs can also act as places where participants from smaller communities can travel to in order to participate in the conference with appropriate technological assistance.

SECTION 5: INTERNET

In the Northwest Territories there are 33 communities, all of whom are considered to have high-speed internet services. In practice, larger centres such as Yellowknife, Hay River, Inuvik, Norman Wells and Fort Smith have the most consistent, reliable, and fastest internet while the remaining 28 communities' internet quality is less predictable. For these communities, the internet accounts of local businesses, Health Centers providing telehealth or schools providing distance education through videoconferencing tend to be more reliable than residential internet accounts. When online conferences involve individuals from communities outside of larger and more connected centres, there are several options to consider.

5.1 Options for Conference Participants with Limited Local-Internet Speeds

Bring the Individual to a Larger Centre

This is the most difficult solution but also the most effective. This option is highly recommended if a participant is giving a presentation during the conference. Even during the COVID-19 pandemic, intra-territorial travel is possible and safe as active cases in the Northwest Territories have remained low. Individuals who do travel may have to seek personal accommodations as hotel space may be limited or unavailable.

Request to use Health Centre or School Conferencing Equipment

This is another highly effective solution as local health centres and schools across the territory tend to have reliable video and audio equipment. This option will likely require special permission. Unfortunately, due to the COVID-19 pandemic and associated strict policies, use of health centre or school equipment by outside persons may not be possible.

Use Local Band or Community Corporations

Many individuals may have access to video and audio equipment at their local band office or

community corporation. This option may be preferable for individuals who are not familiar with computers and cameras as there is often someone available to provide technical assistance at these locations.

Individual Households

In many cases, a participant from a community outside of a larger centre will need to participate from their private household. This participant most likely will encounter internet connectivity issues. Unfortunately, there may be no work arounds to their situation especially in times of strict pandemic protocols which could restrict individuals to their household.

Use Cellular Data or Cellphone Tethering

For many communities, using cellular data can provide better quality connections than local internet services. This option can be quite expensive and often puts the cost burden on the individual. However, it is good solution when a presenter is in a community outside of a large centre and does not have other local connection options.

As a last resort, participants should be provided a call-in number. Northwest Territories land lines and cellular service are highly reliable and can provide high quality audio. This option is not ideal as participants will not be able to see presentations or video and will not be able to participate in conference chat functions.

5.2 Cost Considerations and Barriers to Participation

When hosting conferences online in the Northwest Territories, it is important to consider the cost of internet services for participants. Online video streaming can use large volumes of data which may be a barrier to participation. In all 33 Northwest Territories communities, every individual or business account has monthly limits on its internet usage. Limits are applied on each individual consumer account and overuse can result in costly fees². The following is a list of individuals who may have

² When writing this document, Northwestel in the Northwest Territories received a temporary approval to offer unlimited internet accounts to four Northwest Territories communities:

Yellowknife, Hay River, Fort Smith, and Norman Wells. The length of time of this temporary approval and whether it will become a permanent option is not clear.

barriers to participation due to internet data limitations:

1. Retired Elders.
2. Individuals working from home.
3. Students.
4. Individuals not in the workforce.
5. Individual working in a sector where an office or computer access is not required.

Generally, most office environments in the Northwest Territories do not enforce restrictions on conference related internet usage, therefore conference participants who are healthcare providers, academics or attending from an administrative type job are unlikely to have barriers to participation.

Hotii ts'eeda's solution to internet-related cost-barriers was to create local viewing hubs throughout the Northwest Territories. This is an excellent solution for participants in larger centres like Yellowknife, Hay River, Inuvik, Norman Wells and Fort Smith as it removes the cost burden from the participants. In addition, they are more likely to have information technology support from local staff at the viewing location and it creates a better social experience for the participants. This solution has also proven effective in communities outside of the large centres too. The one drawback of this solution is it assumes intra-territorial pandemic restrictions permit small indoor group gatherings. In times of stricter pandemic regulations this solution may not a viable option.

Viewing Hubs Across the Northwest Territories Used for Online Conference

Yellowknife Control Room



Déline Viewing Hub



Inuvik Viewing Hub

Graphic Recording in Inuvik & Yellowknife

SECTION 6: OTHER CONSIDERATIONS

This final section discusses a few other considerations for successful online conferences.

6.1 Online Conference App

During in-person conferences, an audience's attention is easily captivated by keynote speakers and panels on large stages, animated by music and dynamic lighting. In addition, participants are constantly stimulated by the audience around them. During an online conference, the participant is alone at home or in their office watching a small screen. Their attention is easily diverted from the speakers by work or other responsibilities.

The design of our online conference was centered around participant engagement. This section details how we chose to structure our conference to capture the attention of our audience. In addition, it details the tools and methods we used to facilitate feelings of connection and inclusion amongst our participants throughout the length of the conference.

For the conference, we created our own event app with Attendify. Beyond their event application tool, we also used Attendify's registration tool (Section 3.2). The event app is easy to use, and customizable according to your needs.

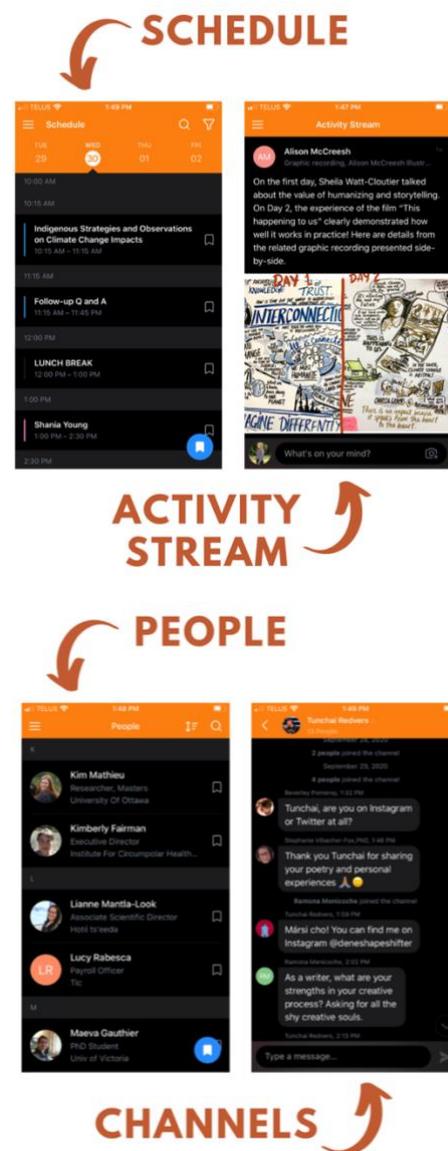
You can learn more about Attendify's event app [here](#).

Hotii ts'eeda's approach was to have one staff member oversee the creation of the app and subsequent updates, as well as the creation of materials to orient participants and presenters to the application.

For the purposes of our online conference, we found the following features important to include in our mobile application:

- **Activity Stream:** Section for participants to share pictures, links and information and connect with each other throughout the conference.

- **Channels:** Created for each speaker and panelist. Allowed participants to engage them in discussion and ask questions that they might not have been able to ask during a live session.
- **About:** Additional information about the host organization and the conference.
- **Schedule:** Full time-line and brief description of conference events.
- **People:** Full list of conference participants and speakers with bios and contact information.
- **Resources:** Section with additional resources for the conference such as the conference program.



Orienting Participants / Presenters to the Application:

Details on how to download and use the application were included in the conference agenda that was sent out to participants 2-weeks before the conference. A more detailed one-pager on the application was included in the Participant Guide which was sent out a week before the conference. The one-pager included instructions on how to download the application, and a detailed graphic explaining the application's distinct features.

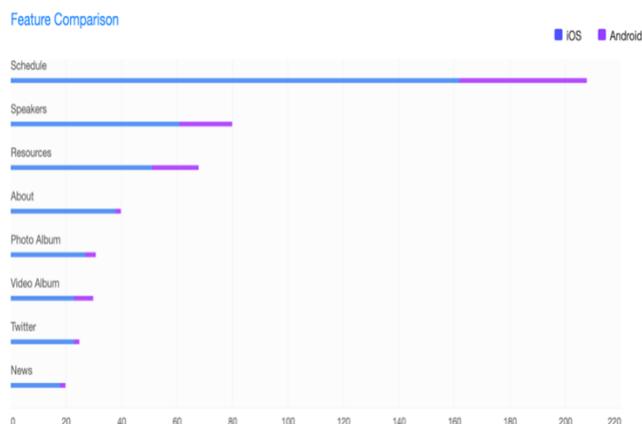
Conference presenters were also introduced to the application during their delegate briefings. Specifically, they were encouraged to use the Activity Stream and oriented to their personal channels that they were responsible for checking throughout the conference.

App use:

At the beginning of each day of the conference the host encouraged participants to use the application to connect with others, or to post an update or a reflection on the activity stream. In addition, after each speaker or panel, the host referred participants to the Channels in the application for any further questions for the presenters. The presenters were contracted to check their channel throughout the duration of the conference and respond to all questions from participants.

Analytics:

After your conference, you can look at your application analytics with Attendify. The graph below displays the distribution of participant interactions across the different features of Hotii ts'eeda's app.



This graph may be useful when deciding which features to include in the conference application.

6.2 Mailing Considerations

Hotii ts'eeda relied on Canada Post for the following components:

1. Mailed Swag for all conference participants.
2. Additional materials mailed to Elders.
3. Thank you, packages mailed to conference presenters.

Mailouts provide an excellent opportunity to connect with participants and make them feel engaged. A full plan of the package contents, mailing schedules, and a list of correct mailing addresses should be developed as early as possible in the planning process. There are a few considerations to be made when mailing conference packages to participants.

The first consideration is that mailing conference packages takes time. If participants register late, they may not receive the package before the start of the conference. Hotii ts'eeda scheduled at least two weeks for conference packages to be received through the mail plus an additional week for staff to organize and process each participant package. Therefore, to manage participant expectations, a disclaimer should be sent out to prospective conference participants that participants who register within 3 weeks of the conference may not receive their conference packages in time.

A second important consideration is the accuracy of registration information. As mentioned earlier in the Section 3.2, the self-registration format used by Hotii ts'eeda resulted in a significant number of errors in the information provided on the registration form. Consequently, care must be taken to ensure that all mailing information is correct and, if not, that staff directly follow up with registrants to correct the information.

A third consideration is the nature of the goods sent in each package. Hotii ts'eeda tried to keep conference packages "light" as everything had to be able to fit in large plastic envelope. Some examples of items sent include:

1. Practical contents such as note pads, pens, and the conference program.

2. Comfort items such as tea.
3. Pandemic related items such as face masks.

For Elder participants, Hotii ts'eeda sent additional conference items such as detailed instructions for connecting to the Zoom platform and staff contact information, if they required additional help.

4.7 Graphic Recording

During past in-person Ełets'ehdèe's, Hotii ts'eeda hired a graphic recorder to visually record the conference conversations in real time. The purpose of this was to visually synthesize key ideas in a more inclusive way rather than lectures and power point presentations. When the conference was transferred to an online videoconference format, Hotii ts'eeda decided to continue using graphic recorders as their work offers a culturally sensitive and inclusive format to synthesize information, improve recollection of

what was said during the conference, and generate conversations beyond conference content.

Hotii ts'eeda hired two graphic recorders: one in Inuvik and one in Yellowknife. They worked together and provided each other with mentorship and support.

To include the graphic recorders in the conference, and to comply with COVID-19 protocols around gathering, a room at the Control Headquarters in (Yellowknife) and at the Inuvik viewing hub were set up with a large wall to use as an easel and a camera that was linked to the Zoom platform. To conference viewers, the graphic recorders appeared as conference participants on Zoom. Occasionally, the host and the information technology professional would "spotlight" the graphic recorders using the *view speaker function*.



Graphic Recording by Alison McCreesh

APPENDICES

Appendix A: Letter of Invitation

VIA EMAIL

Dear friends and colleagues,

You are invited to the annual **Hotii ts'eeda Ełets'ehdèe-Katimaqatigiit-Nihkhah Łatr'iljil**, from Sept. 29 to Oct. 2, 2020. This annual gathering (Katimaqatigiit in Inuvialuit, nihkhah Łatr'iljil in Gwich'in), also known as our annual Ełets'ehdèe (Tłıçhǫ), will be delivered online due to COVID-19 social distancing restrictions currently in place under the advice of the Northwest Territories (NWT) Chief Medical Health Officer.

The 2020 Hotii ts'eeda Ełets'ehdèe-Katimaqatigiit- Nihkhah Łatr'iljil will be virtually attended by health providers, students, researchers, advocates, cultural knowledge holders and partners from the NWT and across Canada. Hotii ts'eeda goals for the event include:

- Updating partners on Hotii ts'eeda activities and accomplishments.
- Sharing results and best practices involved in levels of health research from the perspectives of Northern community members and other partners.
- Offering experiential learning opportunities related to Indigenous knowledge and practice regarding health research and action.

This year's Ełets'ehdèe-Katimaqatigiit-Nihkhah Łatr'iljil theme is *Climate Change, Human Health, and Youth*. The gathering is an opportunity for discussion and knowledge-sharing about NWT health research, and initiatives happening because of research projects. This year's theme highlights human health in a rapidly changing environment, and emphasizes Indigenous strengths-based approaches to initiatives and research in that context.

Hotii ts'eeda is hosted by the Tłıçhǫ Government and means "working together for good health" in the Tłıçhǫ language. It is the NWT Strategic Patient Oriented Research (SPOR) SUPPORT Unit, funded by the Canadian Institutes of Health Research and governed by NWT Indigenous and public governments. Hotii ts'eeda supports and facilitates NWT health research with a focus on Indigenous methodologies, community engagement and mobilizing best practices.

This is the fourth Hotii ts'eeda annual gathering, bringing together a variety of people to build learning relationships. It is also important that Hotii ts'eeda hears and implements feedback to further the facilitation of health research and continue to work to improve the lives of Northerners.

Attendance at the Ełets'ehdèe-Katimaqatigiit- Nihkhah Łatr'iljil is fully sponsored by Hotii ts'eeda. Instructions on how to participate will be provided to registered participants. Please register as soon as possible by clicking this link: [REGISTRATION](#)

Please also take the time to become familiar with the Hotii ts'eeda Events App to learn about speakers and sessions as they become available and interact with others during the conference.

[DOWNLOAD APP FROM APPLE STORE](#)

[DOWNLOAD APP FROM GOOGLE PLAY](#)

If you need any assistance with registration or have any other questions or concerns please reach out to: **[INSERT CONTACT PERSON HERE]**

We look forward to welcoming you (online) in September.

Appendix B: Online Conference Agenda Used by Staff

TUESDAY SEPT. 29 (10-11:30 am)			
ROLE/WHO	TIME	ITEM	FORMAT
Host	10:00	Welcome INTRO: Welcome to the Conference.	LIVE
Host	10:08	Transition: INTRO: Ceremonial Presenter.	LIVE
CEREMONIAL PRESENTER 1	10:08	Prayer	LIVE
Host	10:10	Transition: EXTRO: Thank you to Ceremonial Presenter 1. INTRO: Intro to Ceremonial Presenter 2.	LIVE
CEREMONIAL PRESENTER 2	10:11	Prayer	LIVE
Host	10:13	Transition: EXTRO: Thank you to Ceremonial Presenter 2. Intro: Intro to Ceremonial Presenter 3.	LIVE
CEREMONIAL PRESENTER 3	10:14	Song and Circle	LIVE
Host	10:24	Transition EXTRO: Thank you to Ceremonial Presenter 3. INTRO: Opening Remarks by Chairperson.	LIVE
HOTIÌ TS'EEDA CHAIRPERSON	10:26	Opening Remarks	LIVE
Host	10:33	Transition EXTRO: Thank you to Chairperson. INTRO: Qulliq Ceremony.	LIVE
Operator	10:34	VIDEO: TAPE-CEREMONIAL PRESENTER (runs 6:49) LINK: [INSERT LINK TO VIDEO]	TAPE
Host	10:41	Transition EXTRO: Thank you for Qulliq Ceremony. INTRO: Intro to Keynote Speaker.	LIVE
KEYNOTE SPEAKER	10:42	Speaker Keynote at about half hour to 45 minutes and 15 minutes for question and answer.	LIVE
Host	11:35	Transition EXTRO: Thanks to Keynote Speaker and refer participants to Attendify channels for further questions.	LIVE
Operator	11:36	VIDEO TAPE-HOTIÌ TS'EEDA 2018 EŁÈTS'EHDÈE GATHERING LINK: [INSERT LINK TO VIDEO]	TAPE
Operator/Host	11:40	Transition	LIVE

		Bring the Graphic Recorders up on zoon screen with work in the background. Host to talk about their work.	
Host	11:50	Transition Lunch Contest: First three people back online win a prize.	LIVE
Operator	12:00	Break for Lunch	
TUESDAY SEPT. 29 (1-2:30 pm)			
CONTENT	TIME	CONTENT	TIME
Host	1:00	Welcome INTRO: Welcome to the afternoon, announce contest winners.	LIVE
Operator	1:02	VIDEO: YOUTH WELCOME-1 (runs 0:13) LINK: [INSERT LINK TO VIDEO]	TAPE
Host	1:03	Transition EXTRO: Thanks to Youth in Video. INTRO: Impacts of Hotii ts'eeda.	LIVE
Operator	1:04	VIDEO: HOTII TS'EEDA-IMPACTS-#1 (runs 10:59) LINK: [INSERT LINK TO VIDEO]	TAPE
Host	1:15	Transition EXTRO: Hotii ts'eeda Impacts. INTRO: Intro to Speaker 1.	LIVE
Operator	1:17	VIDEO: SPEAKER-1 (RUNS: 19:30) LINK: [INSERT LINK TO VIDEO]	TAPE
HOST AND SPEAKER 1	1:37	Q&A Open it up to questions from participants.	LIVE
Host	1:52	Transition EXTRO: Thanks to Speaker 1 and refer participants to Attendify channels for further questions. INTRO: not required.	LIVE
Operator	1:54	VIDEO: ICS-ARCHIVES-VIDEO-1(Runs: 1:32) LINK: [INSERT LINK TO VIDEO]	TAPE
Host	1:56	Transition: Talk about NPA Magazine Launch.	LIVE
Host	2:01	Transition: INTRO: Welcome to Research Presenter.	LIVE
PRESENTATION	2:03	Speaker: Research Presenter 1.	LIVE
Host	2:25	Transition: EXTRO: Thanks to Research Presenter 1.	LIVE
Host	2:30	Transition INTRO: Introduce Hotii ts'eeda Virtual Tipis and explain process of breakout rooms that will occur after 15-minute break.	LIVE
BREAK: 2:30 – 2:45 pm			

BREAKOUT ROOM SESSION A	2:45	Breakout Rooms: <ul style="list-style-type: none"> - 5 breakout rooms with one Facilitator, one Cultural Knowledge Holder and one researcher. - 6-8 Participants per breakout rooms. - Video from Cultural Knowledge Holder, presentation from researcher, and a facilitated discussion. 	LIVE
Operator	3:30	Transition 15 minutes for operator to move participants out of breakout rooms from session A and arranged them into new breakout rooms for session B.	LIVE
BREAKOUT ROOM SESSION B	3:45	Breakout Rooms: <ul style="list-style-type: none"> - 5 breakout rooms with one Facilitator, one Cultural Knowledge Holder and one researcher. - 6-8 Participants per breakout rooms. Video from Cultural Knowledge Holder, presentation from researcher, and a facilitated discussion.	LIVE
Operator	4:00	OUT	LIVE

WEDNESDAY SEPT. 30 (10-1200 am)			
ROLE/WHO	TIME	ITEM	FORMAT
Host	10:00	Welcome INTRO: Welcome to the morning and day ahead.	LIVE
Operator	10:05	VIDEO: HOTII TS'EEDA-IMPACTS #2 (runs: 10:37) LINK: [INSERT LINK TO VIDEO]	TAPE
Host	10:16	Transition EXTRO: Comments on Video.	LIVE
Operator	10:22	VIDEO ICS-ARCHIVES-VIDEO-2 (runs: 0:59) LINK: [INSERT LINK TO VIDEO]	TAPE
Host	10:25	Transition INTRO: Welcome to Panelists.	LIVE
HOST AND PANEL 1	10:28	Panel 1 Host guides panelists in conversation.	LIVE
HOST AND PANEL 1	11:27	Q&A Open it up to questions from participants.	LIVE
Host	11:45	Transition EXTRO: Thanks to Panelists and refer participants to Attendify channels for further questions.	LIVE
Operator	11:50	VIDEO: ICS-ARCHIVES-VIDEO -3 (runs 1:50) LINK: [INSERT LINK TO VIDEO]	TAPE

Host	11:52	Transition Lunch Contest: First three people back online win a prize.	LIVE
Operator	12:00	Break for Lunch	
WEDNESDAY SEPT. 30 (1-2:30 pm)			
CONTENT	TIME	CONTENT	TIME
Host	1:00	Opening Welcome back, contest winners.	LIVE
Operator	1:10	VIDEO YOUTH WELCOME-2 (runs: 0:12) LINK: [INSERT LINK TO VIDEO]	TAPE
Host	1:11	Transition INTRO: Welcome to Speaker 2.	LIVE
SPEAKER 2	1:12	SPEAKER	LIVE
HOST AND SPEAKER 2	1:32	Q&A Open it up to questions from participants.	LIVE
Host	1:50	Transition: EXTRO: Thanks to Speaker 2 and refer participants to Attendify channels for further questions. INTRO: Welcome to Research Presenter 2.	
PRESENTATION	1:52	SPEAKER: Research Presenter 2.	LIVE
Host	2:10	Transition: EXTRO: Thanks to Research Presenter 2.	LIVE
Operator	2:12	VIDEO: ICS-ARCHIVES-VIDEO-4 (runs 12:00) LINK: [INSERT LINK TO VIDEO]	TAPE
Host	2:24	Transition: EXTRO: Thank you to presenters and participants for the day.	LIVE
Operator	230	OUT	

WEDNESDAY EVENING PLENARY			
Host	4:00	Opening INTRO: Welcome to Cast of Film and Welcome to the Public (as event open to the public).	LIVE
HOST AND PANEL 2	4:05	Panel 2: Host guides panelists in conversation.	LIVE
Operator	4:10	Film: FILM (runs 22:30) LINK: [INSERT LINK TO VIDEO]	TAPE
Host	4:30	Transition Intro the Panel Again and to the Q&A.	LIVE
HOST AND PANEL 2	4:35	Q&A Open it up to questions from participants.	LIVE
Host	4:58	Closing	LIVE

		EXTRO: Thank you to panelists and refer participants to Attendify channels for further questions.	
Operator	5:00	OUT	

THURSDAY OCT. 1 (10:00 - 12:00 am)

ROLE/WHO	TIME	ITEM	FORMAT
Host	10:00	Welcome INTRO: Welcome to the morning and day ahead.	LIVE
	10:04	Transition INTRO: To Hotii ts'eeda impacts video.	
Operator	10:05	VIDEO: HOTII TS'EEDA-Impacts #3 (runs: 7:49): [INSERT LINK TO VIDEO]	TAPE
Host	10:13	Transition INTRO: To Mid Term Unit Review Results.	LIVE
Operator	10:14	VIDEO: TAPE: MDT Review (runs: 7:00) [INSERT LINK TO VIDEO]	TAPE
Host	10:21	Transition EXTRO: Highlight the event app and activity on it. INTRO: Welcome to Scientific Director.	LIVE
PRESENTATION	10:23	SPEAKER: Scientific Director Presentation.	LIVE
Host	10:32	Transition Extro: Thank you to Scientific Director.	LIVE
Operator	10:33	VIDEO: TAPE: YEAR-IN-REVIEW (runs: 1:58) [INSERT LINK TO VIDEO]	TAPE
Host	10:35	Transition INTRO: Introduce Hotii ts'eeda Priority Setting exercise and explain process of breakout rooms.	LIVE
EXERCISE	10:45	Breakout Rooms: <ul style="list-style-type: none"> - One Facilitator. - 6-8 Participants. - Facilitated discussion with key questions. 	LIVE
Operator	12:00	Break for Lunch	

THURSDAY OCT. 1 (1-2:30 Pm)

ROLE/WHO	TIME	ITEM	FORMAT
Host	1:00	Transition: INTRO: Welcome to Panel 3.	LIVE
HOST AND PANEL 3	1:07	Panel 3: Host guides panelists in conversation.	LIVE
HOST AND PANEL 3	2:07	Q&A Open it up to questions from participants.	LIVE

Host	2:28	Transition: EXTRO: Thank you to panelists and refer participants to Attendify channels for further questions. INTRO: Introduce Hotii ts'eeda Virtual Tips and explain process of breakout rooms that will occur after 15-minute break.	LIVE
BREAK: 2:30 – 2:45 pm			
BREAKOUT ROOM SESSION A	2:45	Breakout Rooms: <ul style="list-style-type: none"> - 5 breakout rooms with one Facilitator, one Cultural Knowledge Holder and one researcher. - 6-8 Participants per breakout rooms. Video from Cultural Knowledge Holder, presentation from researcher, and a facilitated discussion.	LIVE
Operator	3:30	Transition 15 minutes for operator to move participants out of breakout rooms from session A and arranged them into new breakout rooms for session B.	LIVE
BREAKOUT ROOM SESSION B	3:45	Breakout Rooms: <ul style="list-style-type: none"> - 5 breakout rooms with one Facilitator, one Cultural Knowledge Holder and one researcher. - 6-8 Participants per breakout rooms. Video from Cultural Knowledge Holder, presentation from researcher, and a facilitated discussion.	LIVE
Operator	4:00	OUT	LIVE

FRIDAY, OCT. 2 (10:00 am - 12:00 am)			
ROLE/WHO	TIME	ITEM	FORMAT
Host	10:00	Welcome: INTRO: Welcome to the morning and day ahead.	LIVE
Operator	10:05	VIDEO: ICS-ARCHIVES-VIDEO-5 (runs: 1:23) LINK: [INSERT LINK TO VIDEO]	TAPE
Operator	10:08	Transition INTRO: Welcome to Graphic Recorder 1, and talk about what Graphic Recording is.	LIVE
PRESENTATION	10:10	Presentation Graphic Recorder 1 Presentation.	LIVE
Host	10:23	Transition EXTRO: Thank you to Graphic Recorder 1. INTRO: Welcome to Graphic Recorder 2.	LIVE
PRESENTATION	10:24	Presentation Graphic Recorder 2 Presentation.	LIVE

	10:32	Transition EXTRO: Thank you to Graphic Recorder 2.	LIVE
Operator	10:33	VIDEO: ICS-ARCHIVES-VIDEO-6 (runs: 0:58) LINK: [INSERT LINK TO VIDEO]	TAPE
Host	10:34	Transition INTRO: Introduce Hotii ts'eeda Priority Setting results presentation.	LIVE
PRESENTATION	10:36	Speaker Hotii ts'eeda Staff Presentation.	LIVE
Host	10:50	Transition EXTRO: Thank you to Hotii ts'eeda Staff. INTRO: Welcome to Panel 4.	LIVE
HOST AND PANEL 4	10:55	Panel 4: Host guides panelists in conversation.	LIVE
Host	11:55	Transition EXTRO: Thank you to panelists and refer participants to Attendify channels for further questions.	LIVE
Host	12:00	Closing Remind all participants about evaluation and thank everyone.	LIVE
Operator	12:11	AUDIO AUDIO-Prayer-1 (runs: 0:58) LINK: [INSERT LINK TO VIDEO]	TAPE
Operator	12:12	AUDIO AUDIO-Prayer-2 (runs: 0:55) LINK: [INSERT LINK TO VIDEO]	TAPE

Appendix C: Staff Roles During the Online Ètèts'ehdèe/ Katimaqatigiit/ Nihkhah Łatr'iljil

Role	Location	Role Description	Number of Staff
Producer	Control Headquarters (Hotii ts'eeda Office in Yellowknife)	Producer was responsible for overseeing the host – making sure the host came in on time, feeding him questions during Q&A's or other important information. The Producer was also responsible for overseeing the information technology professional and making sure the contractor had all videos, cameras and breakout rooms organized according to the conference agenda.	1 Staff Member
Presenter Coordinator	Control Headquarters (Hotii ts'eeda Office in Yellowknife)	Responsible for monitoring phone and email for any questions/or communication about technical issues from presenters during the conference and assisting them appropriately. Gave each presenter a 5-minute warning before their presentation via a private message on Zoom chat feature.	1 Staff Member
Participant Coordinator	Control Headquarters (Hotii ts'eeda Office in Yellowknife)	Responsible for monitoring phone and email for any questions/or communication about technical issues from participants during the conference and assisting them accordingly.	1 Staff Member *Should be at least 2 in case any large technical mishaps are to occur/depending on number of participants
Participant Communications	Control Headquarters (Hotii ts'eeda Office in Yellowknife)	Responsible for sending out daily conference Zoom links to all participants and other important communications.	1 Staff Member
Hospitality Assistant	Control Headquarters (Hotii ts'eeda Office in Yellowknife)	Responsible for making sure participants present at Hotii ts'eeda office in Yellowknife are comfortable and have snacks/drinks throughout.	1 Staff Member
Viewing Hub Coordinators	Viewing Hubs in Déljñę and Inuvik	Responsible for setting up satellite sites with necessary tech equipment. Facilitating participation in Zoom conference for participants at the satellite site.	1 Staff Member in Déljñę and 2 Staff Members in Inuvik. *Ideally should have 2 staff members per site. 1 staff should assume similar role to that of hospitality assistant.
Administration and Finance	Ensuring administrative processes and financial payments	Establishing processes essential for approvals, logistical needs being met, payments being made, access to facilities, etc.	1 staff member
Hotii ts'eeda Content development	Ensuring Hotii ts'eeda presentation content developed	Identifying and developing content; content quality control and approvals; fielding media and drafting/approving public information.	1 staff member

* Indicate suggestions for other conferences.

Appendix D: Example of Terms of References

Terms of Reference: Technical Advisor/Operator

Online Elèts'ehdèe- Katimaqatigiit- Nihkhah Łatr'iljil

Location: Online/Yellowknife

Term: August 2020 – October 2020

- Requires setting up online platforms according to agenda and technical operations prior and during event, orientation and discussion of planned agenda and activities prior to the event, and debrief after the event.
- Total days: 8

The 2020 annual Hotii ts'eeda Katimaqatigiit-Nihkhah Łatr'iljil- Elèts'ehdèe will take place online with dates TBD (either SEPT21-25 or SEPT28-OCT2). The event is comprised of plenary-style sessions that will take place every day at 2.5 hours, along with five simultaneous, one-hour breakout sessions at the end of each plenary daily. The event will host up to 150 registered participants, including partners from across the NWT and Canada, cultural knowledge holders, and Elders. Registered participants will have access to interactive conference options.

Hotii ts'eeda requires a Technical Operator. The Technical Advisor/Operator will report to the Scientific Director and work closely with Hotii ts'eeda's Assistant Operations Manager and Communication and Knowledge Translation Advisor. The Technical Operator will be provided with an annotated agenda with detailed information that will assist in carrying out duties. The Technical Operator will be responsible for the following:

BEFORE KATIMAQATIGIIT:

- Act as Technical Advisor for the Katimaqatigiit.
- Attend pre- Katimaqatigiit briefings as needed, determine role necessities and advise on content options.
- Specify basic technical and equipment requirements for participation as moderators, facilitators, speakers, participants
- Train staff facilitators on how to operate Zoom breakout sessions.
- review recommendations for outdoor locations for broadcast and identify technical or equipment requirements and management/production options
- Offer advice on best ways to broadcast to a wider audience, outside registered participants (e.g.: Community Access channel, Facebook Live).
- Offer advice on technical requirements needed to offer simultaneous, live interpretation in Indigenous languages during plenary sessions
- Develop a participant assistance document with technical instructions and trouble-shooting options.

DURING KATIMAQATIGIIT:

- Act as technical operator for the Katimaqatigiit.
- Make recordings of sessions with a view to potential future use as online webinars or access by organizers and/or participants;
- Determine a way to organize, store, and ensure access to recorded elements and provide plan and access instructions/information to organizers
- Willing to work directly with the moderator/host/breakout room facilitators and producer at an operational location
- Abide by social distancing measures.

- Provide technical briefings to speakers, translators, and Hotiì ts'eeda staff as required just prior to event and be available to answer questions and trouble shoot during event;
- Provide technical support to moderator during all live plenary sessions and upon the instruction of a producer.
- Provide technical support to ensure simultaneous translation as required to registered participants (audio-only).
- Provide or recommend necessary equipment to speakers if and as required or recommend and describe technical requirements for participation in event as hosts, facilitators, participants.
- Provide operational support during all live plenary sessions that are outlined in an annotated agenda that involves presentation of pre-recorded elements and interactive dialogue between host/panelists and participants (live-polling, comments, questions).
- Guide any technical/operational situations requiring re-adjustment, trouble-shooting, or re-focusing in order to maintain a professional flow and scheduling of the conference.
- Ensure all tape and/or presentation elements are filed and on-hand from different project leads regarding different session structures.
- Ensure the Katimaqatigiit stays on track with its schedule, and ensure panels begin and end within the scheduled times, and make decisions to ensure that adjustments are made as activities progress to maintain overall schedule
- Identify potential risks and mitigations and review risk and mitigation plan with organizers.

AFTER KATIMAQATIGIIT:

- Contribute to post-event debrief
- Make any content recordings available to organizers
- Other requirements as mutually identified during the event organization and production.

Signature

Date

Hotiì ts'eeda is very pleased to be able to work with you during our online conference.

If you have any questions or concerns please do not hesitate to contact your Hotiì ts'eeda staff.

Terms of Reference: Moderator Role

Efèts'ehdèe- Hotii ts'eeda Katimaqatigiit- Nihkhah Łatr'iljil

Location: Online

Term: 6 days

BACKGROUND:

- Event taking place Sept. 28-Oct. 2, 2020;
- Requires orientation and discussion of planned agenda and activities prior to the event, and debrief after the event;
- Requires orientation and discussion of planned agenda and activities prior to the event, and debrief after the event.
- Total days: 6

The 2020 annual Hotii ts'eeda Efèts'ehdèe-Katimaqatigiit-Nihkhah Łatr'iljil will take place Sept. 28-Oct. 2, 2020. It will be held online via Zoom. The event is comprised of plenary-style sessions in a main conference area, along with breakout room sessions. The event will host approximately 150 people, including partners from across the NWT and Canada, cultural knowledge holders, and Elders.

PURPOSE AND RESPONSIBILITIES:

Hotii ts'eeda requires a moderator to act as host for the online 2020 Katimaqatigiit. The moderator will report to the scientific director and work closely with Hotii ts'eeda operations manager and communication and knowledge translation advisor. The moderator will be provided with an annotated agenda with detailed information that will assist them in their duties. The moderator will be responsible for the following:

BEFORE KATIMAQATIGIIT:

- Attend pre- Katimaqatigiit briefings
- Work with technical operator and producer to review agenda items
- Attend a rehearsal

DURING KATIMAQATIGIIT:

- Act as hosts for the Katimaqatigiit and keep event on time and on schedule
- Provide safety and administrative orientation and announcements; review agenda; provide brief overview of activities of previous day;
- Introduce presenters and panels
- Moderate panels and facilitate question and answer periods
- Introduce taped segments
- Work with producer and operator to attend to interactive components of conference (participant discussion).
- Guide any situations requiring defusing, discussion, or focusing in order to maintain the safety, positive tone, flow and scheduling of the meeting
- Ensure the Katimaqatigiit stays on track with its schedule, and ensure panels begin and end within the scheduled times, and make decisions to ensure that adjustments are made as activities progress to maintain overall schedule

AFTER KATIMAQATIGIIT:

- Contribute to post-event debrief, including recommendations for future improvements

Signature

Date

Hotiì ts'eeda is very pleased to be able to work with you during our online conference.

If you have any questions or concerns please do not hesitate to contact your Hotiì ts'eeda staff.

Terms of Reference

Katimaqatigiit Graphic Recorder – Plenary Sessions

Location: Online

Term: 6 days

TERMS:

- Event taking place Sept. 28-Oct. 2, 2020;
- Requires orientation and discussion of planned agenda and activities prior to the event, and debrief after the event;
- Total days: 4 days during conference, one day prep and pre-brief, one day debrief and finalize recording;
- Expected to have own basic supplies (e.g. markers, etc.), and works with staff to ensure you have necessary materials (Flat surface, large sheet(s) of paper, etc.
- Will require reliable Internet connection.

BACKGROUND/ CONTEXT:

The 2020 annual Hotii ts'eeda Ełèts'ehdèe-Katimaqatigiit- Nihkhah Łatr'iljil will take place online via Zoom Sept. 28-Oct. 2, 2020. The event is comprised of plenary-style sessions in the main conference, along with breakout room sessions. The event will host approximately 150 people, including partners from across the NWT and Canada, cultural knowledge holders, and Elders.

PURPOSE OF POSITION AND RESPONSIBILITIES:

Hotii ts'eeda requires two graphic recorders to capture the information shared by presenters and participants during discussions. The graphic recorder(s) will report to the Communications Advisor. Graphic recorders will be provided with an annotated agenda with detailed information that will assist them in their duties. The graphic designers will be responsible for the following:

BEFORE KATIMAQATIGIIT:

- Attend pre- Katimaqatigiit briefings (via Zoom), determine how the role will be shared. This will take place between in mid-September (to be scheduled);
- Prepare an outline or general approach to your graphic recording based on the agenda provided and pre-brief discussions;
- Confirm approach to sharing responsibilities, subject to changes that may occur due to demands and flow on site.

DURING KATIMAQATIGIIT:

- Act as graphic recorder for the Katimaqatigiit;
- Review agenda; listen to discussions/presentations and provide graphic representation of events each day;
- Work with co-graphic recorder to manage workload:
 - Plenary/panel discussion;
 - Tent cultural knowledge holder presentations/researcher presentations;
 - Keynote address;
- Ensure the essence of discussions are captured within your creative interpretation of the Katimaqatigiit atmosphere and for each individual session (plenary/tent sessions).

- Set up a camera feed into the conference where participants are able to enter and watch your work in progress.
- Present your work on the final day to all participants at the conference in discussion with moderator.
- Ongoing: seek direction from and update Communications Advisor on progress or of any issues.

AFTER KATIMAQATIGIIT:

- Contribute to post-event debrief (your impressions);
- Finalize your graphic recordings to be included in final report in accordance with timelines as per below.
- Submit invoices in prescribed format for payment.

TIMELINE:

Meet with Communications Advisor between 1-3 weeks prior to Kat Meeting for briefing and orientation;

Attendance at Kat Meeting sessions over 4 days the week of September 27 2020;

Final graphic recordings due October 06, 2020.

Signature

Date

Hotiì ts'eeda is very pleased to be able to work with you during our online conference.

If you have any questions or concerns please do not hesitate to contact your Hotiì ts'eeda staff.

Terms of Reference
Community Tech Support Worker (CTSW)

Location: In home community

Term: 6 days total

BACKGROUND:

The 2020 annual Hotii ts'eeda Elèts'ehdèe-Katimaqatigiit- Nihkhah Łatr'iljil will take place online via Zoom from **Sept. 29-Oct. 2, 2020**. The event is comprised of plenary-style sessions in the online gathering, along with breakout room sessions. The event will host approximately 150 people, including partners from across the NWT and Canada, Cultural Knowledge Holders, and Elders.

REQUIREMENTS:

- CTSW must be an Indigenous youth between the age of 16-29 years;
- CTSW is expected to have experience with ZOOM video conferencing or sufficient technical skills to acquire proficiency.
- Requires orientation and discussion of planned activities prior to the event, and debrief after the event. The number of hours is applicable to the conference participant the CTSW is assisting and will vary;
- If required, the CTSW **may be** required to record a short video (15 min max) of a Cultural Knowledge Holder panelist demonstrating their activity (e.g., moose hide tanning outside, etc.) in their community (smartphone videos are acceptable). Deadline for videos is Sept 4.
- The CTSW(s) will work under the direction of Hotii ts'eeda Staff.

The CTSW will be responsible for the following:

BEFORE KATIMAQATIGIIT (IF APPLICABLE):

1. Zoom assistance: Act as the main contact on behalf of Elder or Cultural Knowledge Holder who is registered as a participant in the event to receive login and other technical information.
2. Zoom assistance: Assist Elders and Cultural Knowledge Holders get set up with internet and ZOOM access (via computer or smart phone) so they can participate in online event;
3. Pre-conference briefings: Attend pre- conference briefings (via Zoom) as the assistant to a participant (Elder or Cultural Knowledge Holder) who is involved in the event by playing a role as a speaker. This will take place in mid-September (to be scheduled);

DURING KATIMAQATIGIIT:

- Zoom Assistance: Ensure Elders and Cultural Knowledge Holders are set up to participate via ZOOM on a daily basis during the event. On standby to provide support, if required (please provide your phone number to Elder or Cultural Knowledge Holder or if applicable, considering to COVID-19 safety measures, sit with the Elder or Cultural Knowledge Holder during the entire conference). Assist Elders and Cultural Knowledge Holders to interact with either

plenary or breakout room sessions or both by assisting them with comment options or participation via video.

AFTER KATIMAQATIGIIT:

- Contribute to post-event debrief (your impressions and advice for next time).
- Submit **signed timecard, banking information and signed TOR.**

Signature

Date

Hotì ts'eeda is very pleased to be able to work with you during our online conference.

If you have any questions or concerns please do not hesitate to contact your Hotì ts'eeda staff.

Terms of Reference: Plenary Presenter

Efèts'ehdèe- Hotiì ts'eeda Katimaqatigiit- Nihkhah Łatr'iljil

Hotiì ts'eeda

Location: Online

Term: 1-day commitment (total)

BACKGROUND:

- Event taking place Sept. 29-Oct. 2, 2020;
- Requires plenary presenters/panelists to offer local, northern expertise in describing and participating in discussion about a specific research topic area;
- Requires orientation and discussion of planned agenda item prior to the event via Zoom (presenters will receive an orientation package upon acceptance of these terms);
- Requires commitment to participating in panel discussion or as a speaker/presenter regarding subject area during the event (specific date/time to be confirmed: during the week of Sept. 29-Oct. 2, 2020);
- Requires daily follow-up to answer participant questions after the panel discussion/presentation online using the Attendify App;
- Requires a short debrief after the event;
- Requires working with conference organizers to identify media to be used in relation to presentation if applicable (photos, audio, video);
- Total days: 1 day (total, spread over 4).

PURPOSE AND RESPONSIBILITIES:

The 2020 annual Hotiì ts'eeda Efèts'ehdèe-Katimaqatigiit-Nihkhah Łatr'iljil will take place Sept. 29-Oct. 2, 2020. It will be held online via Zoom. The event is comprised of plenary-style sessions in a main conference area, along with breakout room sessions. The event will host approximately 150 people, including partners from across the NWT and Canada, cultural knowledge holders, and Elders.

Hotiì ts'eeda requires several plenary presenters for the online 2020 Katimaqatigiit. Plenary presenters will work closely with Hotiì ts'eeda organizing staff, a contracted conference moderator and technical assistant to plan and carry out these presentations. Panelists will be provided with an orientation package specific to the subject area of their panel discussion to assist in the presentation.

BEFORE KATIMAQATIGIIT:

- Provide Hotiì ts'eeda staff contact with applicable bio and photo for promotional purposes
- Work with Hotiì ts'eeda staff contact to provide any applicable media items to be used during your panel discussion
- Work with technical operator and producer to review/rehearse panel presentation with other panel members.

DURING KATIMAQATIGIIT:

- Present as a panel member (one-hour panel; presenting for a 15-20 minute portion of the panel) at set day and time during conference and/or as a single speaker presenter (45 mins to one hour).
 - Use any applicable media (photos, audio, video) relevant to your presentation
 - Ensure the Katimaqatigiit stays on track with its schedule by offering a short presentation, offering any short feedback on other panel members presentations if applicable and taking part in a question and answer period with conference participants (facilitated by conference moderator who will alert the panel members of these questions/comments.)
 - Be available during the Katimaqatigiit to answer questions via the conference Attendify App on a regular basis to answer any one-on-one questions from participants (recommended to check in 3 times per day).

AFTER KATIMAQATIGIIT:

- Contribute to short post-event debrief

Please sign and date below to confirm that you are committed to taking part in the Elèts'ehdèe- Hoti ts'eeda Katimaqatigiit- Nihkhah Łatr'iljil under these agreed up on terms before Sept. 29 for check-ins; until the end of the conference on Oct. 2, 2020; and, for a short post-conference briefing the week after the conference.

Signature

Date

We sincerely appreciate your commitment and dedication to providing insight and offering the greater research community in the NWT and Canada an opportunity to take part in discussion about your study. Hoti ts'eeda is very pleased to be able to work with you during our online conference. If you have any questions or concerns please do not hesitate to contact your Hoti ts'eeda staff.

Terms of Reference: Breakout Room Presenter

Ełèts'ehdèe- Hoti ts'eeda Katimaqatigiit- Nihkhah Łatr'iljil

Location: Online

Term: 4 online breakout sessions (3 hours)

Session Dates: Sept. 29 and Oct. 1, 2020

Conference Dates: Sept 29-Oct. 2, 2020

TERMS

- The Ełèts'ehdèe- Hoti ts'eeda Katimaqatigiit- Nihkhah Łatr'iljil event taking place Sept. 29-Oct. 2, 2020 requires breakout room presenters to describe research work that has taken place in the NWT over the past year.
- Presenters will be in breakout rooms that take place online in Zoom rooms in a casual, interactive environment.
- Presenters will share breakout room space with a cultural knowledge holder who will showcase a traditional activity.
- Presenters will be guided by a facilitator (HT staff) who will notify breakout room presenters with participant questions and/or comments.
- Presenters will take part in orientation and discussion activities prior to the event, and debrief after the event.
- Presenters must agree to allowing Hoti ts'eeda to record breakout room sessions for reporting purposes, under the conditions that the recording will be destroyed after 30 days. The recording will not be used for any other purpose without the express permission of the presenter.
- Still screen shots or photos of the session may be used by Hoti ts'eeda for public accountability purposes, similar to the use of photographs taken at in-person gatherings.
- Total hours: 3

BACKGROUND/ CONTEXT

The 2020 annual Hoti ts'eeda Ełèts'ehdèe-Katimaqatigiit- Nihkhah Łatr'iljil will take place online via Zoom Sept. 29-Oct. 2, 2020. The event is comprised of plenary-style sessions in the main conference, along with breakout room sessions on the Tuesday and Thursday of the conference week. The event will host approximately 150 people, including partners from across the NWT and Canada, cultural knowledge holders, and Elders.

PURPOSE OF POSITION AND RESPONSIBILITIES

Hoti ts'eeda requires five breakout room presenters to share space with cultural knowledge holders in Zoom breakout rooms where conference participants take part in learning, in an interactive way, about Northern research and culture. Presenters are needed to showcase their research work in four breakout sessions (days, times noted above). The breakout room presenters will report to Hoti ts'eeda staff contact and the Hoti ts'eeda communications advisor.

Breakout room presenters will be responsible for the following:

BEFORE KATIMAQATIGIIT:

- Provide bio and short description of your presentation to Hotiì ts'eeda staff contact upon committing to this role for promotional purposes (ASAP).
- Attend pre- Katimaqatigiit briefings (via Zoom), to determine how the space will be shared with partner CKH regarding content (Date TBD in September).
- Attend pre- Katimaqatigiit briefings (via Zoom), to determine logistical/technical requirements and set up. (Date TBD in September).

DURING KATIMAQATIGIIT:

- Present during the following breakout room sessions:

Tuesday, Sept. 29, 2020	2:45-3:30 pm
Tuesday, Sept. 29, 2020	3:45-4:30 pm
Thursday, Oct. 1, 2020	2:45-3:30 pm
Thursday, Oct. 1, 2020	3:45-4:30 pm

- Ensure the Katimaqatigiit stays on track with its schedule by offering an approximate 15-20 minute, informal presentation in collaboration with partner researcher/presenter and ensuring conference participants in room are able to interact with you (facilitated by Hotiì ts'eeda staff member who will alert presenters with online questions/comments.)
- Be available during the Katimaqatigiit to answer questions via the conference Attendify App on a regular basis to answer any one-on-one questions from participants (recommended to check in 3 times per day).

AFTER KATIMAQATIGIIT

- Contribute to short post-event debrief

Please sign and date below to confirm that you are committed to taking part in the Elèts'ehdèe- Hotiì ts'eeda Katimaqatigiit- Nihkhah Łatr'iljil under these agreed up on terms.

Signature

Date

We sincerely appreciate your commitment and dedication to providing insight and offering the greater research community in the NWT and Canada an opportunity to take part in discussion about your presentation. Hotiì ts'eeda is very pleased to be able to work with you during our online conference. If you have any questions or concerns please do not hesitate to contact your Hotiì ts'eeda staff.

Terms of Reference: Breakout Room Cultural Knowledge Holder

Ełets'ehdèe- Hoti ts'eeda Katimaqatigiit- Nihkhah Łatr'iljil

Location: Online

Term: 4 online breakout sessions (3 hours)

Session Dates: Sept. 29 and Oct. 1, 2020

Conference Dates: Sept 29-Oct. 2, 2020

TERMS:

- The Ełets'ehdèe- Hoti ts'eeda Katimaqatigiit- Nihkhah Łatr'iljil event taking place Sept. 29-Oct. 2, 2020 requires cultural knowledge holders (CKH) to work in a consultant capacity during breakout rooms.
- CKHs will be in breakout rooms that take place online in Zoom rooms in a casual, interactive environment.
- CKHs will present and/or showcase a traditional activity that contributes to Northern traditional knowledge through an online format with assistance if required.
- CKHs will be comfortable sharing knowledge by answering questions and taking part in casual conversations regarding this traditional knowledge activity in an online setting with assistance if required.
- CKHs must agree to allowing Hoti ts'eeda to record breakout room sessions for reporting purposes, under the conditions that the recording will be destroyed after 30 days. The recording will not be used for any other purpose without the express permission of the CKH.
- Still screen shots or photos may be taken of the session for Hoti ts'eeda records and to be shared publicly as part of public reporting of the annual gathering, similar to photos being taken at in-person meetings.
- CKHs will share breakout room space with academic presenters who will showcase research projects taking place in the NWT.
- CKHs will take part in orientation and discussion activities prior to the event to ensure Zoom helper assistance in place as well as all technical requirements/media options in place for taking part in Zoom breakout room.
- CKHs will take part in debrief after the event.
- Total hours: 3

BACKGROUND/ CONTEXT:

The 2020 annual Hoti ts'eeda Ełets'ehdèe-Katimaqatigiit- Nihkhah Łatr'iljil will take place online via Zoom Sept. 29-Oct. 2, 2020. The event is comprised of plenary-style sessions in the main conference, along with breakout room sessions on the Tuesday and Thursday of the conference week. The event will host approximately 150 people, including partners from across the NWT and Canada, cultural knowledge holders, and Elders.

PURPOSE OF POSITION AND RESPONSIBILITIES:

Hoti ts'eeda requires five breakout room CKHs to share space with Northern researchers in Zoom breakout rooms where conference participants take part in learning, in an interactive way, about

Northern research and culture. CKHs are needed to showcase elements of Northern traditional knowledge in four individual breakout sessions (days, times noted above). The CKHs will report to Hoti ts'eeda staff or Elders Coordinator and the Hoti ts'eeda communications advisor.

CKHs will be responsible for the following:

BEFORE KATIMAQATIGIIT:

- Provide bio and short description of your activity to Hoti ts'eeda staff contact upon committing to this role for promotional purposes (ASAP).
- Take part in video interview and recording of activity for promotional purposes.
- Attend pre- Katimaqatigiit briefings (via Zoom), to determine how the space will be shared with partner presenter regarding content (Date TBD in September).
- Attend pre- Katimaqatigiit briefings (via Zoom), along with your Zoom helper (if needed) to determine logistical/technical requirements and set up. (Date TBD in September).

DURING KATIMAQATIGIIT:

- Present during the following breakout room sessions:

Tuesday, Sept. 29, 2020	2:45-3:30 pm
Tuesday, Sept. 29, 2020	3:45-4:30 pm
Thursday, Oct. 1, 2020	2:45-3:30 pm
Thursday, Oct. 1, 2020	3:45-4:30 pm

- Ensure the Katimaqatigiit stays on track with its schedule by offering an approximate 10-minute, informal presentation in collaboration with partner researcher/presenter and ensuring conference participants in room are able to interact with you (facilitated by Hoti ts'eeda staff member who will alert presenters with online questions/comments.)

AFTER KATIMAQATIGIIT:

- Contribute to short post-event debrief

Please sign and date below to confirm that you are committed to taking part in the Ełets'ehdèe- Hoti ts'eeda Katimaqatigiit- Nihkhah Łatr'iljil under these agreed up on terms.

Signature

Date

We sincerely appreciate your commitment and dedication to providing insight and offering the greater research community in the NWT and Canada an opportunity to take part in discussion about your presentation. Hoti ts'eeda is very pleased to be able to work with you during our online conference. If you have any questions or concerns please do not hesitate to contact your Hoti ts'eeda staff.

Terms of Reference: Elder Participants

Ełets'ehdèe- Hoti ts'eeda Katimaqatigiit- Nihkhah Łatr'iljil

Location: Online

Term: Up to 4 days

Conference Dates: Sept 29-Oct. 2, 2020

TERMS:

- The Ełets'ehdèe- Hoti ts'eeda Katimaqatigiit- Nihkhah Łatr'iljil event taking place Sept. 29-Oct. 2, 2020 and has invited Elders to attend.
- Elders must attend the full day (approximately 4 hours) of the plenary section of the conference to receive meeting attendance fee at the TG daily rate.

BACKGROUND/ CONTEXT:

The 2020 annual Hoti ts'eeda Ełets'ehdèe-Katimaqatigiit- Nihkhah Łatr'iljil will take place online via Zoom Sept. 29-Oct. 2, 2020. The event is comprised of plenary-style sessions in the main conference, along with breakout room sessions on the Tuesday and Thursday of the conference week. The event will host approximately 150 people, including partners from across the NWT and Canada, cultural knowledge holders, and Elders.

PURPOSE OF POSITION AND RESPONSIBILITIES:

Hoti ts'eeda is inviting Elders to take part in the event and offer insight and discussion as participants. In some cases, Elders will also be performing Cultural Knowledge Holder (CKH) and speaker roles. Elders will be paid the CKH or Speaker fees rate on the days they participate in that capacity, and will be paid meeting attendance only rate on the days they attend the conference but do not fulfill a speaker or CKH role. Elder participants will report to Hoti ts'eeda staff or Elders Coordinator and the Hoti ts'eeda communications advisor.

Please sign and date below to confirm that you are committed to taking part in the Ełets'ehdèe- Hoti ts'eeda Katimaqatigiit- Nihkhah Łatr'iljil under these agreed up on terms.

Signature

Date

Hoti ts'eeda is very pleased to be able to work with you during our online conference. If you have any questions or concerns please do not hesitate to contact your Hoti ts'eeda staff.