

# How to Register

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## 1. Register for Distribute 2020

### Costs:

For participants of local Nodes the conference costs 5\$ (= 4,60€) if you register before the 4<sup>th</sup> of May, after this 10\$ (= 9,20€).<sup>1</sup> On a voluntary basis, you can pay more if you want to support the Distribute conference (50 or 100\$)

### Step by step:

Most likely, you won't have a profile on the website of the American Anthropological Association (AAA).<sup>2</sup> Create an AAA profile and register for Distribute2020:

1. First, go to the AAA website to [create a new AAA profile](#)
2. Provide your name, address, and email.
3. Click on the "Continue" button.
4. Create a password for your AAA account.
5. You will now be on the Profile page, so come back to this web page to copy and paste this [link](#).
6. When prompted, enter in the email address and password associated with the profile you just created.
7. Register for the event by answering the questions and selecting "2020 SCA-SVA Distribute" under the "Select a Meeting" option.
8. Select which registration fee best applies to you.
9. Scroll Down and click "Add to Cart."
10. Checkout and pay as usual.<sup>3</sup>

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<sup>1</sup> If needed, there is a way to refund conference fees for students via the General Students' Committee. Contact us: [catharina.bruder@hu-berlin.de](mailto:catharina.bruder@hu-berlin.de)

<sup>2</sup> If you already have a profile, continue [here](#).

<sup>3</sup> In case you cannot pay online, please contact us, we will hopefully find a way: [antonia.sladek@hu-berlin.de](mailto:antonia.sladek@hu-berlin.de)

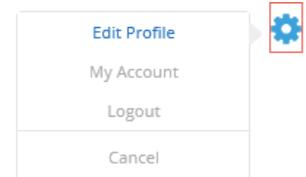
## 2. Create your conference profile

### Login to the Distribute 2020 Website:

11. Once you have received your conference username and password from the AAA via your registration confirmation email, go to <https://distribute.utoronto.ca>.
12. Click this [Login](#) link or the Login button in the upper right corner on this website.
13. **Enter the username and password you received in your registration confirmation email in the login area.**
14. Upon logging in, you will be taken to a set up page to create your conference user profile.

### Set Up Your Conference User Profile

15. On your new User Profile page, click the gear icon and choose “Edit Profile.”
16. **Follow the on-page instructions to complete your profile. Required items are starred (\*), and the ‘?’ buttons will guide you.** (You will need to write a very short text about yourself: less than 200 characters!)
17. Once complete, click the “Update Profile” button at the bottom of the page to save your profile.
18. Clicking “Update Profile” takes you back to viewing your User Profile.
19. Adding a profile photo and cover photo are not required, but get creative! Click on each space to add them. (*\*Uploads are limited to 3MB each; smaller is much faster, though your cover photo should be at least 1080 pixels wide.*)
20. You’ll notice your “Profile Completeness” bar is almost full. **There’s just one very important thing left: adding your email via My Account.**



### Add Your Email (!!)

 and Check Your Privacy

21. While you are logged in and on your User Profile page, click the same gear icon and choose “My Account.”
22. Add your preferred email in the Email Address box. (*\*This email should be one you check regularly; adding and saving this is the final required step to complete your profile. Your email is private. It will only be visible to you and the site’s administrators.*)
23. **After entering your email, enter the same password you just used to login to the Distribute 2020 website (the one in the registration confirmation email you received upon registering through the AAA), and click the Update Account button.**
24. For everyone’s security and your ease of use, we strongly encourage you to update your password using the **Change Password** menu. **Keep it safe, and please make sure you REMEMBER YOUR PASSWORD. Once you change it the conference team won’t have access to it for personal privacy and website security reasons.**
25. Using the **Privacy** menu, review and update your preferred privacy options. Conferences are based on sharing, but they should be safe and comfortable too. (*\*Please note that the data you share is already only visible to registered and logged in conference participants.*)
26. Using the Email Notifications and Web Notifications menus, choose what updates you’d like to receive. Note that these are ‘on’ by default.
27. When you’re ready, click “View Profile” to go back to your User Profile page.

### 3. Join the Berlin Node

#### **La Plaza:**

[La Plaza](#) is a set of discussion forums on the Distribute Website, where you can get in touch with the international participants and panelists of the conference.

Go to “[Groups](#)” and search for “Berlin Node”. Please join this forum.

#### **HU Zoom:**

The Berlin Node program and Zoom links will be available here:

Though the IT team of Humboldt-University examined and approved the security terms of its zoom license,<sup>4</sup> it is not ideal.

When you open the to our Zoom discussions, you will have two different options to join:

- Download client:
  - Zoom will be able to access information about the equipment you use for the video-conference
  - your connection will be more stable than without the Client and you can use all functions
- Open Link in Browser:
  - Zoom will gather less data than via the Client
  - you won't be able to use digital backgrounds, write on whiteboards, and fill in polls
  - Chrome Browser is recommended

If you don't want to show your private room, you can use a [virtual background](#).

♥ **Thank you very much for facing the complicated registration process! We are looking forward to meeting you!**

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<sup>4</sup> <https://www.cms.hu-berlin.de/de/dl/multimedia/bereiche/tele/zoom/sicherheit>