

*Where We Lived*  
**42nd IAJGS Conference  
on Jewish Genealogy**

[iajgs2022.org](http://iajgs2022.org)



**All Virtual  
August 21-25  
2022**



# Mentor/Translator Guide to Setting Up Profiles and Schedule Availability



- The first thing is to go to [www.IAJGS2022.org](http://www.IAJGS2022.org)
- Sign in with your email address and Conference password.
- Click on the 'Attendees' tab.

## Attendee Service Center

We are pleased that you will be participating in the 42nd IAJGS Virtual International Conference on Jewish Genealogy from August 21 through August 25, 2022. The **Attendee Service Center** provides the opportunity for adding or changing your registration and session choices.

### IMPORTANT NOTES

1. Use this area only after you have already registered for the Conference and want to make changes. To start a new registration, click [HERE](#).
2. Please do not try to register until you have read the [REGISTRATION OVERVIEW](#) page.

### Selection of Presentations


**PLEASE SIGN IN**

Email:

Password:

**Sign In**

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HOME ABOUT ▾ FAQ/INFO ▾ REGISTRATION ▾ **ATTENDEES ▾** PROGRAM ▾ SPEAKERS ▾ EXHIBIT ▾

## Translator/Mentor Appointment Scheduler

Search Itinerary

Be sure to update your appointment availability under the T

Click on Pending Appointments to Accept or Reject.

☐ Pending ☒ Approved ☒ Canceled ☒ Declined

Description	Time
No Appointments Created	

- Welcome
- Attendee Profile Edit
- Update Your Registration & Info
- Translator/Mentor Appointment Scheduler**
- SELECTION
- Registration Payment
- Pre-Conference Early Bird Sessions
- Philadelphia Jewish Resources
- Password Reset
- Logout

Click on  
'Translator/Mentor  
Appointment Scheduler'.



Search

Appointments

Profile Setup

Time Blocks

## Mentors and Translators

Answer the questions below to allow conference attendees to find you via search.

### Profile Questions

#### Mentor or Translator

- ☐ Mentor
- ☐ Translator

#### Mentors: Topic or Category

- |  |   |
|--|---|
| <input type="checkbox"/> DNA Research and Genetics               | <input type="checkbox"/> Life in the 19th and 20th Century        |
| <input type="checkbox"/> Ethical and Legal Considerations        | <input type="checkbox"/> Memories Using Stories, Photos and Video |
| <input type="checkbox"/> Family Stories                          | <input type="checkbox"/> Methodology and Mechanics                |
| <input type="checkbox"/> Genetic Genealogy                       | <input type="checkbox"/> Mizrahi and Middle Eastern Research      |
| <input type="checkbox"/> Immigration and Migration Over the Ages | <input type="checkbox"/> Sephardi Research                        |

- Click on the 'Profile Setup' tab which will now be navy blue.
- Check the box for Mentor or a Translator (or both).

Mentor or Translator (check one or both as applicable)

☒ Mentor  
☐ Translator

Mentors: Topic or Category

<input type="checkbox"/> Archives and Repositories	<input type="checkbox"/> Life in the 19th and 20th Century
<input checked="" type="checkbox"/> Ashkenazi Research	<input type="checkbox"/> Memories Using Stories, Photos and Video
<input checked="" type="checkbox"/> DNA and Genetic Genealogy	<input type="checkbox"/> Methodology and Techniques
<input type="checkbox"/> Ethical, Legal and Privacy	<input type="checkbox"/> Mizrahi and Middle Eastern Research
<input type="checkbox"/> Family Histories and Stories	<input type="checkbox"/> Naming
<input checked="" type="checkbox"/> Immigration and Migration	<input type="checkbox"/> Sephardi Research
<input type="checkbox"/> Jewish Pennsylvania	<input checked="" type="checkbox"/> Technology, Software and Websites
<input type="checkbox"/> JGS Leadership and Operations	

Translators: Please select your languages below (Check all that apply):

Select All: ☐

<input type="checkbox"/> Afrikaans
<input type="checkbox"/> Arabic
<input type="checkbox"/> Czech
<input type="checkbox"/> French
<input type="checkbox"/> German
<input type="checkbox"/> Hebrew
<input type="checkbox"/> Hebrew Script
<input type="checkbox"/> Hebrew-Printed Text
<input type="checkbox"/> Hebrew-Tombstones
<input type="checkbox"/> Hungarian
<input type="checkbox"/> Hungarian-Vital Records
<input type="checkbox"/> Italian
<input type="checkbox"/> Old German Script
<input type="checkbox"/> Old German Script-Vital Records
<input type="checkbox"/> Polish
<input type="checkbox"/> Polish-Vital Records
<input type="checkbox"/> Portuguese
<input type="checkbox"/> Romanian
<input type="checkbox"/> Romanian-Vital Records
<input type="checkbox"/> Russian
<input type="checkbox"/> Russian-Vital Records
<input type="checkbox"/> Ukrainian
<input type="checkbox"/> Yiddish
<input type="checkbox"/> Yiddish Script

Save

Close

- Next, identify your skillsets and/or languages.

- **Click** on all that are appropriate.

- **Click** on SAVE.

- **Click** on Close.

## Mentor/Translator Appointment Scheduler

[Search](#)[Appointments](#)[Profile Setup](#)[Time Blocks](#)

**Important:** Check the boxes to indicate when you are NOT available. Unchecked boxes indicate times (Office Hours) you ARE available.

Please note that all times are listed in Eastern Daylight Time (EDT).

Monday, August 22				
Select All Blocks	Start Time	End Time	APT	
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>	12:00 AM (EDT)	12:15 AM (EDT)		
<input checked="" type="checkbox"/>	12:15 AM (EDT)	12:30 AM (EDT)		
<input checked="" type="checkbox"/>	12:30 AM (EDT)	12:45 AM (EDT)		
<input checked="" type="checkbox"/>	12:45 AM (EDT)	01:00 AM (EDT)		
<input checked="" type="checkbox"/>	01:00 AM (EDT)	01:15 AM (EDT)		

- Click on the ‘Time Blocks’ tab.
- You will see a number of 15-minute Time Blocks for each day of the Conference.
- IMPORTANT: Your goal is to show your availability (office hours).

<input type="checkbox"/>	02:00 PM (EDT)	02:15 PM (EDT)		
<input type="checkbox"/>	02:15 PM (EDT)	02:30 PM (EDT)		
<input type="checkbox"/>	02:30 PM (EDT)	02:45 PM (EDT)		
<input type="checkbox"/>	02:45 PM (EDT)	03:00 PM (EDT)		

- *The Conference organizers realize that this process may be a bit counterintuitive. If you follow the directions below, it will take only a couple of minutes and it will be easier than you think.*
  - An unchecked box means that you **WILL be available** at that time for an appointment with an attendee
  - A checked box means that you will be **UNAVAILABLE** during that timeslot (you may be sleeping, attending a Conference session, or doing something else).
  - NOTE: You must complete these instructions for ALL DAYS of the Conference, even if you have no office hours for those days.

**Please note that all times are listed in Eastern Time.**

**Monday, August 22**

**Select  
All  
Blocks**



**Start Time**

**End Time**

**APT**



12:00 AM (EDT)

12:15 AM (EDT)



12:15 AM (EDT)

12:30 AM (EDT)



12:30 AM (EDT)

12:45 AM (EDT)



12:45 AM (EDT)

01:00 AM (EDT)



01:00 AM (EDT)

01:15 AM (EDT)



01:15 AM (EDT)

01:30 AM (EDT)



01:30 AM (EDT)

01:45 AM (EDT)



01:45 AM (EDT)

02:00 AM (EDT)



02:00 AM (EDT)

02:15 AM (EDT)



02:15 AM (EDT)

02:30 AM (EDT)



02:30 AM (EDT)

02:45 AM (EDT)

Click here. ('Select All Blocks')

Scroll down and repeat for each following day of the Conference.



## Translator/Mentor Appointment Scheduler

[Search](#)[Appointments](#)[Profile Setup](#)[Time Blocks](#)

**Important:** Check the boxes to indicate when you are NOT available. Unchecked boxes indicate times you ARE available.

Please note that all times are listed in Eastern Time.

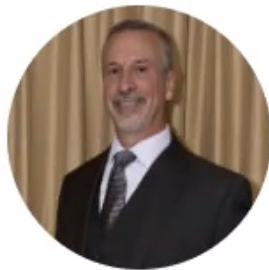
Monday, August 22

Select All Blocks	Start Time	End Time	APT
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	12:00 PM (EDT)	12:15 PM (EDT)	
<input checked="" type="checkbox"/>	12:15 PM (EDT)	12:30 PM (EDT)	
<input checked="" type="checkbox"/>	12:30 PM (EDT)	12:45 PM (EDT)	
<input checked="" type="checkbox"/>	12:45 PM (EDT)	01:00 PM (EDT)	
<input checked="" type="checkbox"/>	01:00 PM (EDT)	01:15 PM (EDT)	
<input checked="" type="checkbox"/>	01:15 PM (EDT)	01:30 PM (EDT)	
<input checked="" type="checkbox"/>	01:30 PM (EDT)	01:45 PM (EDT)	
<input checked="" type="checkbox"/>	01:45 PM (EDT)	02:00 PM (EDT)	
<input checked="" type="checkbox"/>	02:00 PM (EDT)	02:15 PM (EDT)	
<input checked="" type="checkbox"/>	02:15 PM (EDT)	02:30 PM (EDT)	
<input checked="" type="checkbox"/>	02:30 PM (EDT)	02:45 PM (EDT)	
<input checked="" type="checkbox"/>	02:45 PM (EDT)	03:00 PM (EDT)	
<input type="checkbox"/>	03:00 PM (EDT)	03:15 PM (EDT)	
<input type="checkbox"/>	03:15 PM (EDT)	03:30 PM (EDT)	
<input type="checkbox"/>	03:30 PM (EDT)	03:45 PM (EDT)	
<input type="checkbox"/>	03:45 PM (EDT)	04:00 PM (EDT)	
<input type="checkbox"/>	04:00 PM (EDT)	04:15 PM (EDT)	
<input type="checkbox"/>	04:15 PM (EDT)	04:30 PM (EDT)	
<input type="checkbox"/>	04:30 PM (EDT)	04:45 PM (EDT)	
<input type="checkbox"/>	04:45 PM (EDT)	05:00 PM (EDT)	

- For each day, there are 15-minute Time Blocks.
- **Uncheck** ONLY each Time Block you are committing to be available for an appointment.
- There is NO SAVE button!
- Once you exit this screen, everything will be saved.

https://s4.goeshow.com/iajgs/annual/2022/networking\_planner\_appointment.cf... You are viewing Judi Gyory Missel's screen View Options

s4.goeshow.com/iajgs/annual/2022/networking\_planner\_appointment.cfm?xtemplate=...



**Gil Bardige**  
Bardige Consulting LLC

Please scroll to the bottom and click "Request Appointment" to confirm this request

**Monday, August 22**




Select	Start Time	End Time
<input type="checkbox"/>	02:00 PM (EDT)	02:15 PM (EDT)
<input type="checkbox"/>	02:15 PM (EDT)	02:30 PM (EDT)
<input type="checkbox"/>	02:30 PM (EDT)	02:45 PM (EDT)
<input type="checkbox"/>	02:45 PM (EDT)	03:00 PM (EDT)

**Tuesday, August 23**

Select	Start Time	End Time
<input type="checkbox"/>	12:00 AM (EDT)	12:15 AM (EDT)
<input type="checkbox"/>	12:15 AM (EDT)	12:30 AM (EDT)
<input type="checkbox"/>	12:30 AM (EDT)	12:45 AM (EDT)
<input type="checkbox"/>	12:45 AM (EDT)	01:00 AM (EDT)
<input type="checkbox"/>	01:00 AM (EDT)	01:15 AM (EDT)

- This what an attendee will see.
- In this example, Gil Bardige has set up his availability (office hours) showing the four 15-minute timeslots on Monday, Aug 22<sup>nd</sup> and five 15-minute timeslots on Tuesday, August 23<sup>rd</sup>.

registration@iajgs2022.org  
to me 

3:00 PM (3 minutes ago)   



Gil Bardige

Dear Gil,

An attendee has responded to or requested an appointment with you!  
Please go to your Lounge in the [IAJGS virtual conference platform](#) to confirm your appointment.  
Click on the Appointments tab on the left.

Note: If you accept the appointment its scheduled duration is 15 minutes. You do not have to use all this time, and you can extend if you'd like.

Appointment Info:

#### New Appointment Request



Attendee **Judi Missel @** has **Requested** appointment on **Monday, August 22nd from 02:30 PM to 02:45 PM EDT**

#### Notes:



I would like to talk about my father's DNA.

If you have any questions, email [registration@iajgs2022.org](mailto:registration@iajgs2022.org)

Thank you.

You will receive an email informing you that an attendee has requested an appointment.

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**Translator/Mentor Appointment Scheduler**

Search Itinerary

Be sure to update your appointment availability under the T

Click on Pending Appointments to Accept or Reject.  
☐ Pending ☒ Approved ☒ Canceled ☒ Declined

Description

No Appointments Created

Welcome  
Attendee Profile Edit  
Update Your Registration & Info  
**Translator/Mentor Appointment Scheduler**  
SELECTION  
Registration Payment  
Pre-Conference Early Bird Sessions  
Philadelphia Jewish Resources  
Password Reset  
Logout

- After receiving the email request, log into [www.IAJGS2022.org](http://www.IAJGS2022.org)

- Click on Attendees tab.

- Click on Translator/Mentor Appointment Scheduler.



# Translator/Mentor Appointment Scheduler

Search










Appointments

Be sure to update your appointment availability under the TIME BLOCKS tab.

Click on Pending Appointments to Accept or Reject.

 Pending  Approved  Cancelled  Declined

## Individual Appointments

Description		Time	Appt
Monday, August 22			
 <div>ATT : Judi Missel Title: Conference Lead Co-Chair Appointment Owner: Judi Missel</div> <div><div>Add to Google</div><div>Add to Outlook</div></div>		02:30 PM (EDT)	
 <div>ATT : Judi Missel Title: Conference Lead Co-Chair Appointment Owner: Judi Missel</div> <div><div>Add to Google</div><div>Add to Outlook</div></div>		02:30 PM (EDT)	
<div> Pending  Approved  Cancelled  Declined  Booth Staff</div>			

Click on the 'Appointments' tab.

Click on the Pending (Calendar) icon.







Judi Missel  
Conference Lead Co-Chair

## Appointment

Monday, August 22 @ 02:30 PM (EDT)  
Pending

Notes are visible to the attendee.

Words remaining: 75 [COUNT](#)

I would like to talk about my father's DNA.

[Confirm Appointment](#)[Decline Appointment](#)[Update Notes](#)

- For example, you have now selected the appointment requested by Judi Missel for Monday, Aug. 22<sup>nd</sup> at 2:30 PM.
- You will see any notes that Judi may have left for you. You also have the opportunity to add to the notes field (**Click** on 'Update Notes' if you add any notes.).
- As the Mentor or Translator, you need to **Click** on the **Confirm Appointment** or the **Decline Appointment** button. You are then taken back to the Appointments tab.
- If you decline, please reach out to the attendee to reschedule.
- **There is NO SAVE button.**

# Translator/Mentor Appointment Scheduler





Be sure to update your appointment availability under the TIME BLOCKS tab.

Click on Pending Appointments to Accept or Reject.

Pending Approved Cancelled Declined

### Individual Appointments

Description		Time	Appt
Monday, August 22			
	<p>ATT : Judi Missel Title: Conference Lead Co-Chair Appointment Owner: Judi Missel</p> <p> Add to Google  Add to Outlook</p>	02:30 PM (EDT)	

Pending  Approved Cancelled Declined Booth Staff



- At the Appointments tab.
- ‘Pending’ has changed to ‘Approved.’
- You have the opportunity to download a ‘PDF Itinerary’ file that lists all of your appointments.

# ITINERARY

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[iajgs2022.org](http://iajgs2022.org)



All Virtual  
August 21-25  
2022  
IAJGS  
JGASGP

Print Date: 07/15/2022

Gil Bardige  
Bardige Consulting LLC  
10163 Juliana Cir  
Powell, OH 43065

Appointment	Contact	Booth	Status
Monday, August 22			
02:30 PM - 02:45 PM	Judi Missel @	A	Confirmed
A = Attendee, E = Exhibitor			

This is an example of the 'PDF Itinerary' file.

# IAJGS Appointment

Update

Inbox



registration@i... 12:03 PM

to me ▾



Judi Missel

Dear Judi,

An attendee has responded to or requested an appointment with you! Please go to your Lounge in the [IAJGS virtual conference platform](#) to confirm your appointment. Click on the Appointments tab on the left.

Note: If you accept the appointment its scheduled duration is 15 minutes. You do not have to use all this time, and you can extend if you'd like.

Appointment Info:

## Existing Appointment Update



Attendee **Gil Bardige @ Bardige Consulting LLC** has **Approved** appointment on **Monday, August 22nd** from **02:30 PM to 02:45 PM EDT**

### Notes:

I would like to talk about my father's DNA. Y-DNA or Autosomal?

If you have any questions, email [registration@iajgs2022.org](mailto:registration@iajgs2022.org)

Thank you.


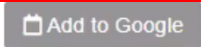
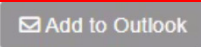



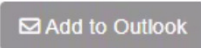







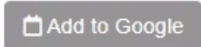
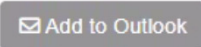

- After you have approved or declined an attendee's request for an appointment, an email will be sent to the attendee saying that the appointment has been approved or declined.
- **NOTE: the wording in the email you receive may be different from what is shown here.**

Be sure to update your appointment availability under the TIME BLOCKS tab.

Click on Pending Appointments to Accept or Reject.

 Pending  Approved  Cancelled  Declined

Individual Appointments

Description		Time	Appt
Monday, August 22			
 <div>Cheryl Shapiro @ Conference Registrar Title: Empress Appointment Owner: Judi Missel</div> <div> </div>		12:00 PM (EDT)	
 <div>Gil Bardige @ Bardige Consulting LLC Appointment Owner: Judi Missel</div> <div> </div>		02:30 PM (EDT)	
 Pending  Approved  Cancelled  Declined  Booth Staff			
Description		Time	Appt
Monday, August 22			
 <div>Gil Bardige @ Bardige Consulting LLC Appointment Owner: Judi Missel</div> <div> </div>		02:30 PM (EDT)	

- Back at the Appointments tab, you'll see all the appointments.
- **Click** on a button to add any appointment to your Google or Outlook Calendar.
- **Note:** duplicate appointments are not permitted by the System.
- Once you confirm an appointment, attendees will no longer see those times as available.



LOBBY EXPO HALL AUDITORIUM LOUNGE CHAT ROOM GAME ROOM EBAG RESOURCE LIBRARY HELP DESK HADASSA

**aps**

**Social Feed**

Social Feed

**Exhibitor Chat**

**Discussion Groups**

Bloggers Unite

**Session Groups**

Help! Part II - I Got My DNA Result

**Private Chat**

**Group Chat**

HL

**Round 6-7 Results**

Offline

**Speaker**

Alexander Avram  
Yad Vashem  
Director, Hall of Names at Yad Vashem

Offline

**Attendee**

Alexander Woodle

Offline

**Speaker**

Alexandra Apito  
The Shapell Manuscript Foundation

Offline

**Attendee**

Alice Plebuch

Offline

**Attendee**

Alice Ra'anani

Offline

**Attendee**

Alise Kellman

Offline

**Attendee**

Allan Huss

Offline

**Speaker**


Allan Mallenbaum  
Rosa Robota Foundation  
President

Start typing to search...

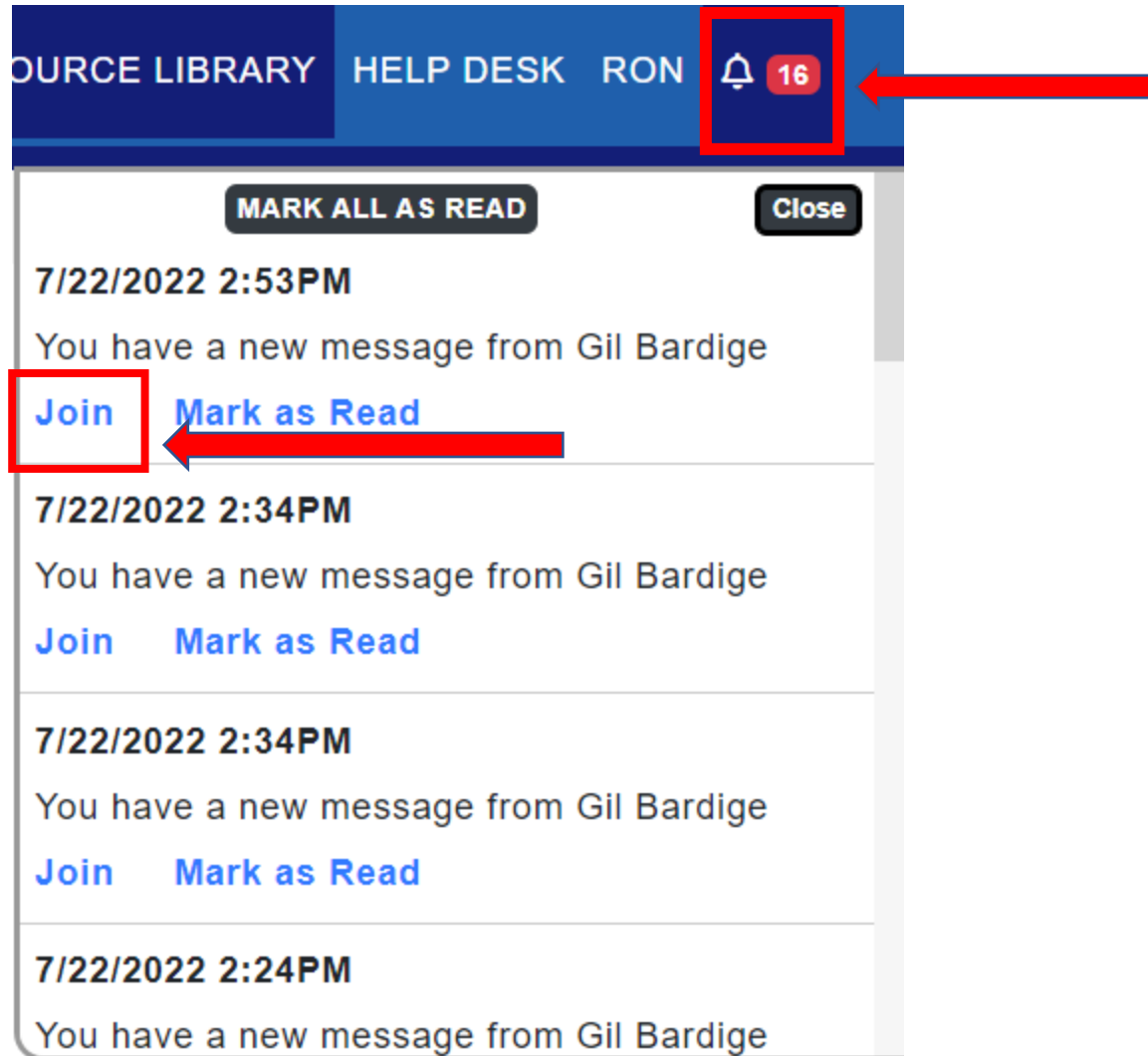
**Create a Group**

Create and Submit

**Added to Group Chat**



Be on the lookout for a notification to join a Private Chat with the Requester, who initiates the Private Chat.



- Click on the **Bel** notification symbol.
- Look for a message from the attendee with whom you have a scheduled appointment.
- Click on '**Join**' to enter the Private Chat.

The screenshot shows a web chat interface. At the top, a blue navigation bar contains links: LOBBY, EXPO HALL, AUDITORIUM, LOUNGE, CHAT ROOM, GAME ROOM, EBAG, RESOURCE LIBRARY, HELP DESK, RON, and a notification bell with the number 9. Below this, a sidebar on the left lists chat categories: Social Feed, Exhibitor Chat, Discussion Groups, Session Groups, Private Chat, and Group Chat. The main chat area is titled 'Gil Bardige' and shows two messages from 'Ron Arons' dated 7/22/2022 1:09PM and 1:19PM. The messages are: 'You there???' and 'Hi Gil!'. On the right, a 'Chat Info' panel shows a circular profile picture of a man, a green 'Online' status indicator, a 'Video Chat' button (highlighted with a red rectangle), a 'Move to Inactive Chat' button, and a 'Participants' list with 'Gil Bardige' and 'Ron Arons'. At the bottom, there is a text input field with the placeholder 'Type your message', a 'Send' button, and an emoji icon.

- You are now in a text chat with your appointment.
- Click on Video Chat.
- Enjoy your chat!