

## NAVIGATING THE PLATFORM:

Once you have successfully joined the event, you will see a control panel at the bottom of your screen. Your camera and microphone will be turned off by default and will remain turned off until you click them on. Red = off / Green = on.



It is possible to zoom in on the networking area and also drag the screen with your mouse to see a different area.

To take a seat at a table, double click on any spare seat – remember to turn your webcam and microphone on so that you can see and speak to others at your table.

To discover others, click over the avatars to discover names and details or to start a private chat.

**Sponsors Tables:** The event sponsors will have clearly named tables which you will find on Floor 1 in the networking area. We would be grateful if you could pop along and say hello to the representatives who have supported the event.

The platform will offer several floors to accommodate everyone who is attending. You can move to other tables by double clicking on any free seat and to other floors by using the elevator icon.



### Chat Function:

Use the chat function by clicking on the icon on your control panel at the bottom of the screen. Options are:

General Chat – everyone in the meeting will see your message

Table Chat – everyone at your table will see your message

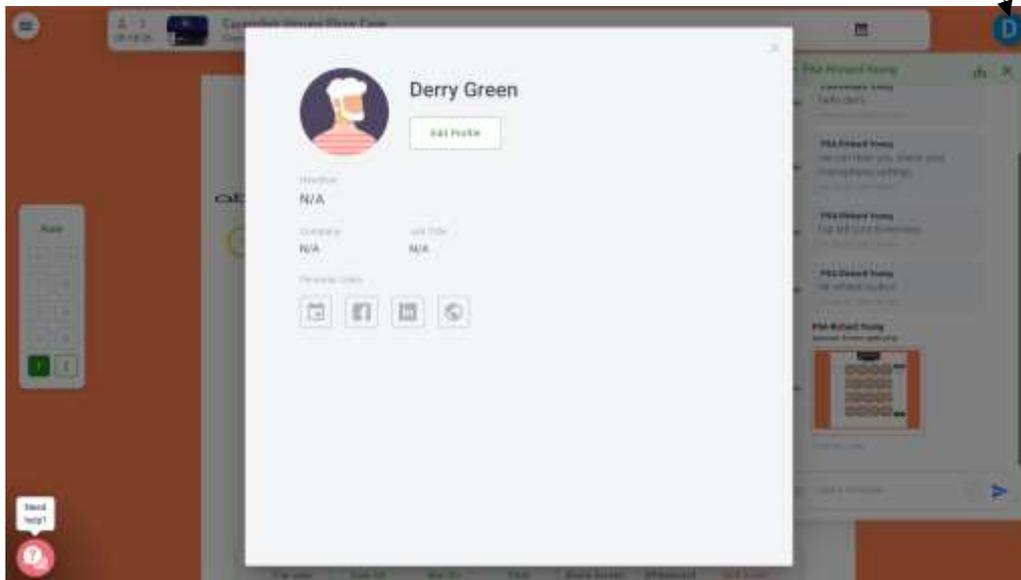
Private Chat – select another attendee from the list to send a private message



## Create a Profile:

This is highly recommended as it will help everyone attending the meeting to identify the other attendees.

To create a profile, click on the circle in the top-right of the screen which shows your initial/initials



Click **Edit Profile** to enter your title, company/hospital, job title, etc.

## Webinar:

When a session is due to start, an announcement will be made asking you to finish off any conversations. After a count-down, you will automatically be transferred to the stage view.

It is possible to continue to use the chat function and you can submit questions using the Q&A function. Your microphone and camera will be disabled during the talks.

As sessions end and there is a break in the programme, everyone will be transported back to the networking area and will land in the same seat that they were in previously.

## Sponsors:

We are extremely grateful to the sponsors of this event who have generously supported the full costs to enable us to offer free of charge registration.

Hopefully you have already visited the virtual exhibition stands following the emails which were sent in advance of this event but – if not – you can access the stands by clicking on the logos in the networking area.

The sponsors will also be in attendance during the event and you will be able to find them at named tables in the networking area. We hope that you will spare a few minutes to visit the sponsors and to say hello.

## Leaving the Event:

It is important to QUIT EVENT when you need to leave and not just close the window as we will need proof of your attendance to be able to issue a CPD certificate after the event.