

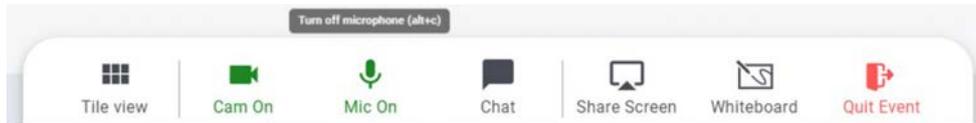
# NAVIGATING THE PLATFORM:

## Networking Area and Table Chats:

Once you have successfully joined the event, you will arrive on a randomly selected table in the networking area. You can move to a different table at any time - simply double-click on a spare seat.

You will see a control panel at the bottom of your screen (as below). Your camera and microphone will be turned off by default and will remain turned off until you click them on. Red = off / Green = on.

Please remember to turn your camera and microphone on when you land on a table so that you can see and speak to others at the same table.



When cameras and microphones are turned on, you will be able to see and speak to anyone at your table – each person will appear in a small window at the top of your screen. Clicking the **Tile view** button on the toolbar will make the windows larger.

If you need to move away from your computer at certain times during the breaks, we would ask that you move to an empty table before doing so. This will avoid making it awkward for others at the same table who do want to chat to have conversations when they are unsure if people are there or not.

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

The networking area will offer several floors to accommodate everyone who is attending (the exact number of floors will depend on the total number of people registered for each meeting). You can move to other floors by using the elevator icon. Again, you will land on a randomly selected table but can then move to any free seat or table.



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

You can also see a list of participants by clicking **Chat** from the Control Panel (more detail below).

## Networking Area and Sponsor Tables:

The event sponsor will have clearly named tables which you will find in the networking area.

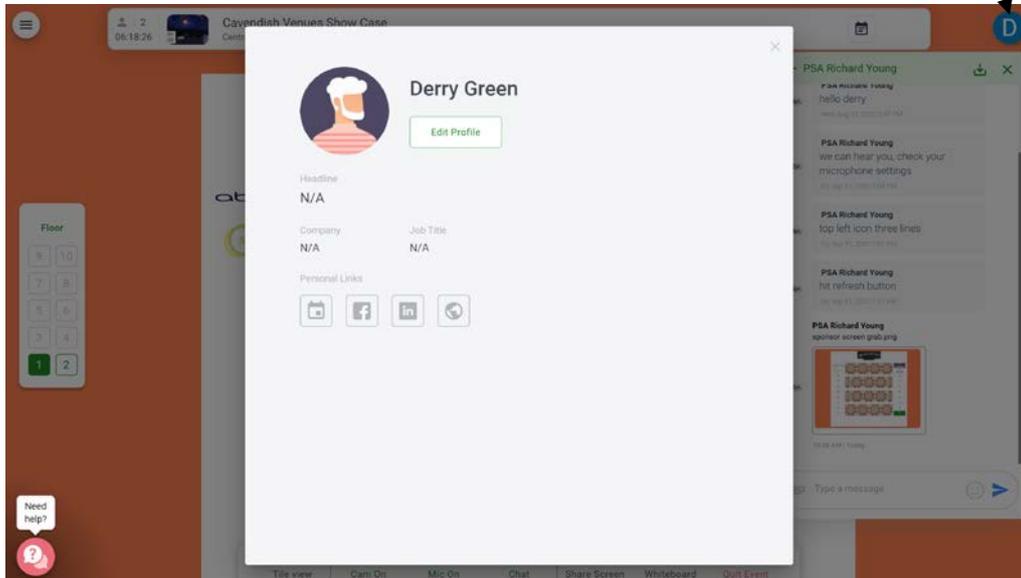
We would be grateful if you could pop along and say hello to the representatives who have supported the event.

Please can we ask that you do not sit at one of the sponsor tables with your camera and microphone turned off as you will be taking up a seat and preventing others from joining the table. You will be able to find plenty of spare seats at the general tables (named Table 1, Table 2, Table 3 etc).

## 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.

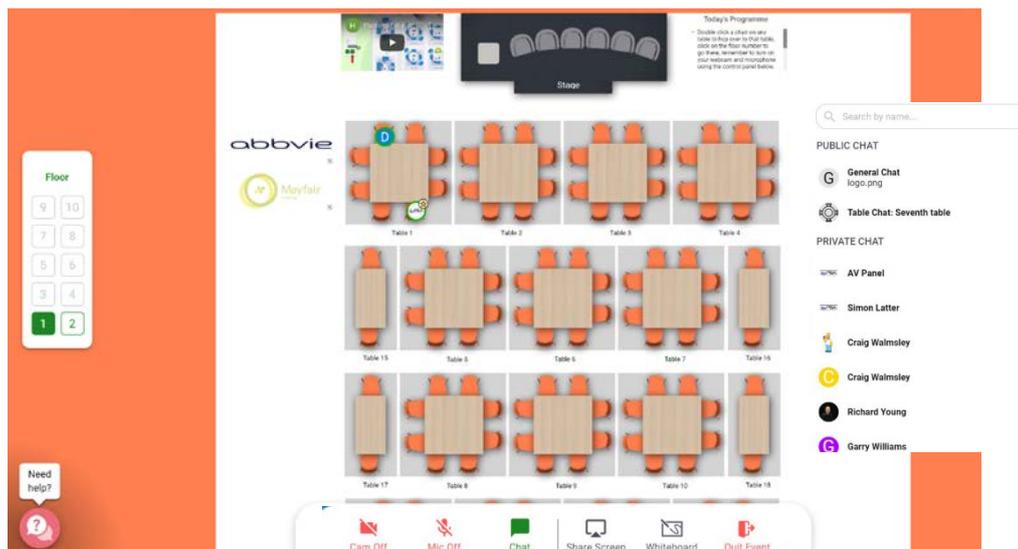
## Chat Function:

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



Typing a name or part of a name in the *Search by name* box should make it easier to find colleagues attending the meeting. Click on a name to send a private message.

**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 private chat function in this area of the platform. Your microphone and camera will be automatically disabled during the talks.

**Asking Questions:** You can submit your questions using the Q&A function within the Chat.

Each person attending the meeting is also able to vote once on any submitted question. If you see a question that you are interested in hearing the answer to, please use your vote rather than asking the same question again. The more votes a question receives, the higher up the list it will move.

When asking a question, please include the name of the speaker that your question is directed towards, along with your name if you want to be identified.

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 stand 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 clearly named tables in the networking area.

We do hope that you will spare a few minutes to visit and 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.