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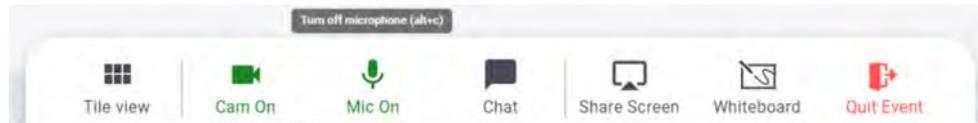
When cameras and microphones are turned on, you will be able to see and speak to anyone at your table – each person will appear in a small window at the top of your screen. Clicking the **Tile view** button on the toolbar will make the windows larger.

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 as they will be unsure if those with cameras and microphones turned off are there listening to the conversation or not. You will find plenty of spare tables/seats on the higher floors.

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 (you will see this to the left of your screen). 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 (initials in coloured circles or pictures where these have been loaded by the attendees) to see 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 sponsors will have clearly named tables which you will find in the networking area (company name will show under the tables that their staff will be sitting at).

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. There are also general tables, named Table 1, Table 2, Table 3 on all floors.

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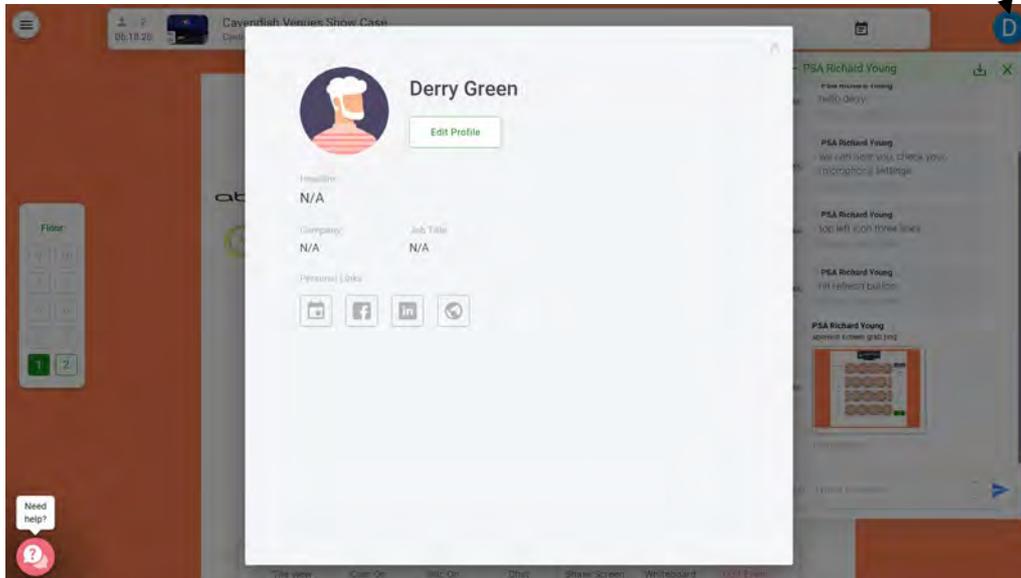
Click **Edit Profile** to add a photograph, enter your title, company/hospital, job title, etc.

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 your conversations. After a count-down, you will automatically be transferred to the stage view which will look something like this.
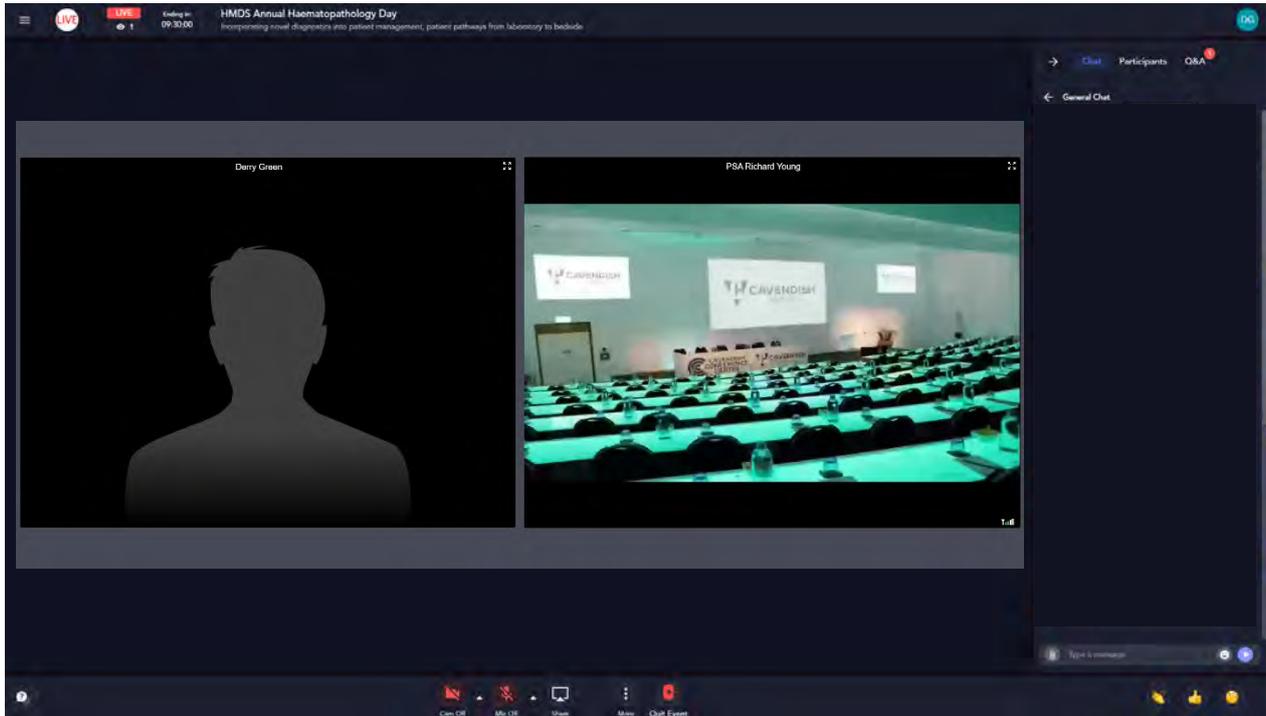
Your camera and microphone will be automatically turned off while in this part of the platform but you will be able to continue conversations using the **Chat** function which you will find to the right of your screen.

Asking Questions: You can submit questions using the **Q&A** function. Please try to remember to use the **Q&A** and not the Chat tab for your questions as this is the one that the Chairs will be monitoring. Questions entered in the Chat are therefore likely to be missed.

Each attendee is 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.
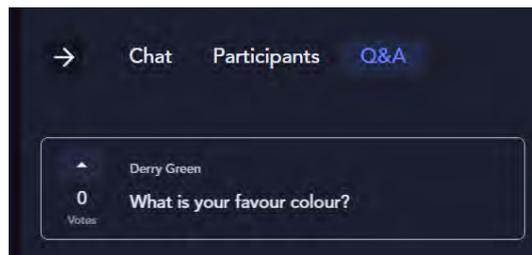
To vote, just click the arrow alongside the question. The more votes a question receives, the higher up the list it will move and the more likely it is that it will be answered.

When asking a question, please include the name of the speaker that your question is directed towards.

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.

Sponsor:

We are extremely grateful to the sponsors of this event for their generous support.

Hopefully you have already visited their 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. You will see the logos to the left and right of the tables and simply need to click the logo and then the 'Visit virtual stand' links to view the stands.

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.