

# JOINING THE EVENT

## Things to Note Before Joining:

### Supported Browsers:

It is highly recommended that you use a PC or laptop (Windows 10) or Mac (MacOS) to watch this event and not a mobile device.

You will need to join the event using one of the supported browsers:

CHROME (Recommended), MICROSOFT EDGE or SAFARI

Firefox is also an option but not as reliable as Chrome

Internet Explorer is **NOT** supported and will not work with the platform

Please check that your browser is up-to-date as some older versions are unsupported.

### Checks:

In advance of joining the event, please make sure that your camera, microphone, speakers and firewalls are working correctly and will allow you to access the platform.

This system checker link will do this for you: <https://onlinevirtualevents.org/systemCheck.html>

Unfortunately, it seems that some NHS Trust firewalls may block access to the platform. If this is the case, we hope that you can join from a personal computer or that your IT team can resolve the issue for you.

### To Join:

The event link - <https://event.onlinevirtualevents.org/e/uk-ebmt-nurses-and-ahp-group-202/register> - will direct you to the landing page for the event:



The screenshot shows the event registration page. On the left is a dark banner with the EBMT UK NAP logo and the text: "UK EBMT Nurses and AHP Group", "Friday 15<sup>th</sup> October 2021", and "Chairs: Marie Waller, Angela Leather and Sara Main". On the right is a white sidebar with the following information: "UK EBMT Nurses and AHP Group 2021", "Start time: October 15th, 08:30am - BST", "End time: October 15th, 05:30pm - BST", "Private Event" (with a lock icon), and a countdown timer "Event starts in: 09 : 21 : 34 : 53". A blue button labeled "Confirm my attendance!" is at the bottom of the sidebar, with a black arrow pointing to it from the text below.

Before the meeting has started, you can confirm your attendance by following the “**Confirm my attendance**” link. Please try again closer to the meeting if you encounter problems as it is likely that your email hasn’t been added to the platform (when this is done will depend on the timing of your registration).

Once the countdown has reached zero, you will be able to **Join event now**:



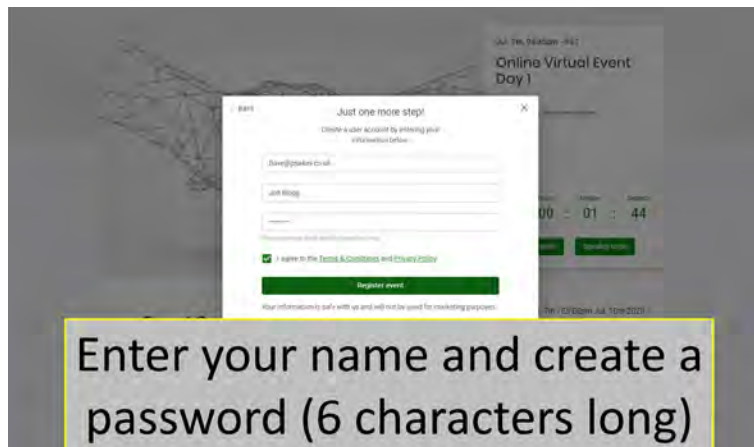
This screenshot is identical to the one above, but the blue button at the bottom of the sidebar is now labeled "Join event now!".

## Required Information:

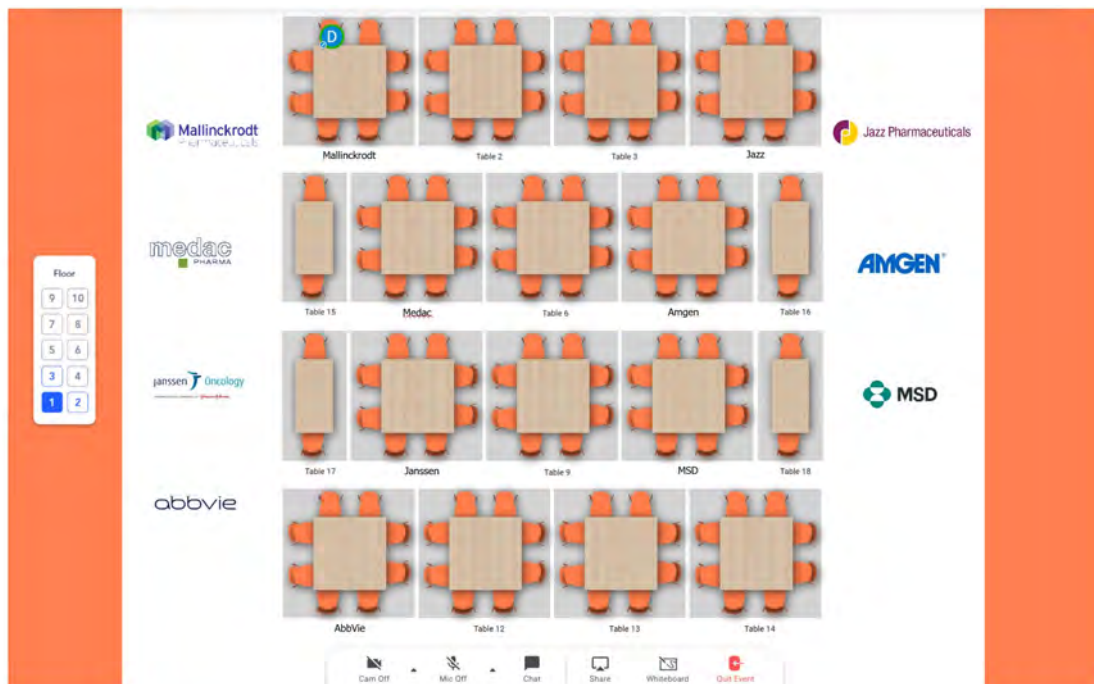
- **Username/Email** – Your email address is used as your username for the event. It is important that you enter exactly the same email address that you supplied when you registered for the meeting at this stage as all of the emails are pre-loaded into the event platform and access will only be granted when a username that has been loaded is entered.
- **Name** – Please use your full name here (FIRST NAME and SURNAME)

For representatives of the sponsoring companies, please add your company name in brackets after your surname.

- **Password** – You will need to create a password (this will be individual to yourself, so it is important to remember / make a note of this password)



You will be taken through a quick tutorial and will then arrive in the networking area of the platform which will look something like this:



Please refer to the **Navigating the Platform** document for more information about the networking room.