

# 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-and-ireland-paed-bmt-group-au/register> - will direct you to the landing page for the event:



The screenshot shows the event registration page for the 'UK & Ireland Paediatric BMT Group Audit 2021'. The page is divided into two main sections. On the left, there is a large white box with a black border containing the event title 'UK & Ireland Paediatric BMT Group Audit 2021' in red, the dates 'Monday 11<sup>th</sup> & Tuesday 12<sup>th</sup> October 2021' in black, and the names of the chair and secretary, 'Chair: Dr Kanchan Rao' and 'Secretary: Dr Beki James', in red. On the right, there is a white box with a light blue border containing the event title, start and end times (October 11th, 09:30am - BST and October 12th, 04:30pm - BST), a 'Private Event' icon, and a countdown timer for 'Event starts in: 09 : 18 : 02 : 54'. A blue button labeled 'Confirm my attendance!' is positioned below the countdown timer, with a black arrow pointing to it from the right.

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**:



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## 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.

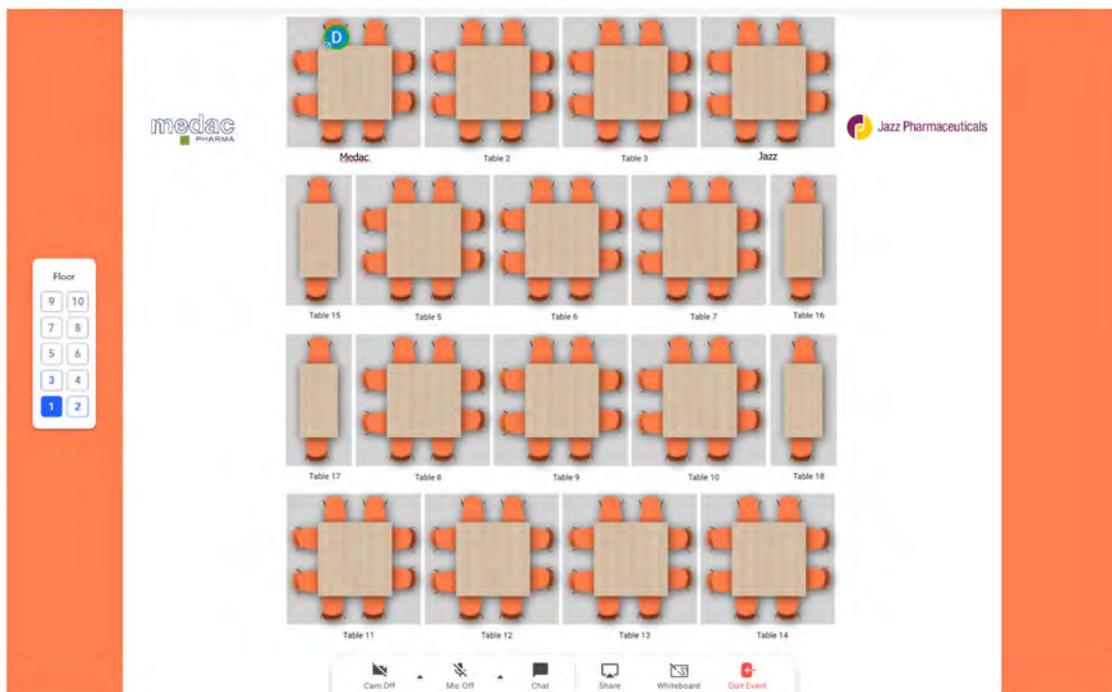
- **Name** – Please use your full name here (FIRST NAME and SURNAME)

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.