**Virtual platform guidance**

**General Information**

A little bit about attending the virtual conference.

The Virtual Platform is a very intuitive portal that will only take you a few minutes to get used to. Nevertheless, we recommend that you read the instructions below that will help you understand its features.

A few things to check before you log on:

* The use of a computer or laptop is preferable in order for you to enjoy an optimal experience.
* Before you log on, make sure that no other software (such as Skype, Teams, GoToMeeting etc…) is using your device at that moment and if you are on a shared network at home that no-one is streaming high-definition video or uploading large files at the same time, as this will severely affect your speed and overall ability to attend the conference.
* We highly recommend using Google Chrome as your browser for any virtual event that uses embedded video calls. Experience indicates that it is by far the most compatible option compared to other browsers. Updating it to the latest version is also a good idea, as is setting your browser on full screen mode for optimal results.
* This is a virtual event, and you will need a strong internet connection. A connection of at least 2Mbps is recommended for watching the conference, and at least 8Mbps of wired connection for presenters and chairs.

Now you are ready to log on:

* To access the virtual conference, click the link you have been emailed. You will be prompted to enter an email address and PIN. These will have also been emailed to you so check your inbox.
* If you are having problems logging in try clicking on the Forgotten your password/PIN? link. If you still have trouble logging in, you should contact the Events Management Team: [academic.conferences@contacts.bham.ac.uk](mailto:academic.conferences@contacts.bham.ac.uk)

**Logging on**

The first time that you log on to the platform, you will be asked to select your camera and microphone. If you have multiple input devices, you will need to choose the one that you prefer using during the event. Although the use of a camera and microphone is not required unless you are a presenter or a chair, they will enhance your experience, as they will allow you to socialise with other attendees so make sure you visit the Meeting Hub.

Having trouble with your camera or mic settings:

In chrome You can quickly check your audio and video settings by clicking on the small

lock icon located on the left side of the web address field:



When you click on this, a drop down appears showing your camera and microphone access settings, which you can change to Allow if they are not already set this way.

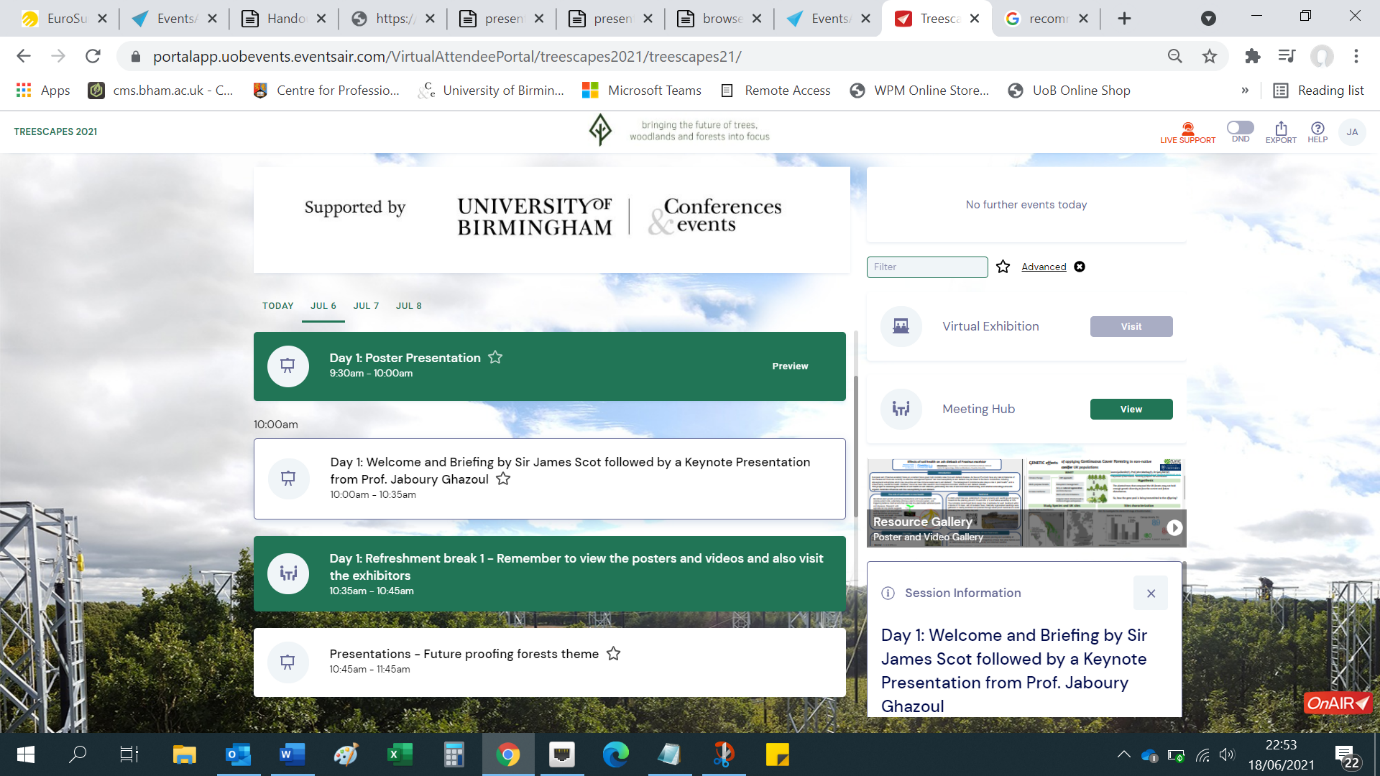
Clicking on Site Permissions from this view will bring you to the full Site Permissions page for the Chrome browser.

You can also select a default microphone to use on different sites.

* Open Chrome.
* At the top right, click More. Settings.
* Under "Privacy and security," click Site settings. Microphone.
* To select a default microphone, click the Down arrow.

**A quick overview of the virtual platform**

Timeline, click in a session for more information or to join



Session information, updates when you click on a session in the Timeline

Poster Gallery, view poster or on demand videos

Virtual Exhibition – visit the sponsors

Meeting Hub – connect with other delegates and speakers

Update your profile, check your settings and log out.



Please note if you click the back button on your browser you will be taken away from the platform and you will need to log back in. To navigate EventsAir, please use the ‘Back to Timeline’ button in the top left corner.

**Meeting Hub**

The Meeting Hub is a very powerful feature that attendees can use to communicate with each other. Through this module, you can:

* Connect or search for another attendee
* Send a request to connect with an attendee and as soon as they accept it, you can chat with them at any point during the conference or you can request a video call.

**Timeline and Session Information**

Once you are logged in, you will see the timeline

Graphical user interface, application

Description automatically generated

On the left side of your screen, you can see the conference program. Clicking on a session block will display its information on the right-hand side.

The star icon next to the title of each session will add it to your favourites. If you star some sessions, you can then toggle their appearance by clicking on the star icon next to the filter field.

**Attending a session**

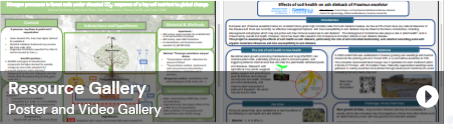
You will see the programme listed on the timeline of the platform. You can join the session directly using the below zoom links for each room, noting that the links for each room will be the same for all 4 days. Please refer to the programme for which sessions are taking place in which room.

* Great Hall: <https://bham-ac-uk.zoom.us/j/85823091682?pwd=WkhDR096eGVka1kwVkxPWG10ZGZaQT09>
* Bramall: <https://bham-ac-uk.zoom.us/j/84560313778?pwd=TWdlN3FjN0t1VVIwcHBVSVpsTTNSZz09>
* C-block LT: <https://bham-ac-uk.zoom.us/j/81282499259?pwd=ZTczUUFxczhlMFhLN0RzM1Bhc04ydz09>

Or, you can click to join/preview and find the links on the right-hand side under handouts.

**Attending a poster session**

All posters are available throughout the whole of the conference in the Poster Gallery, this menu is found on the right-hand side of the Timeline.



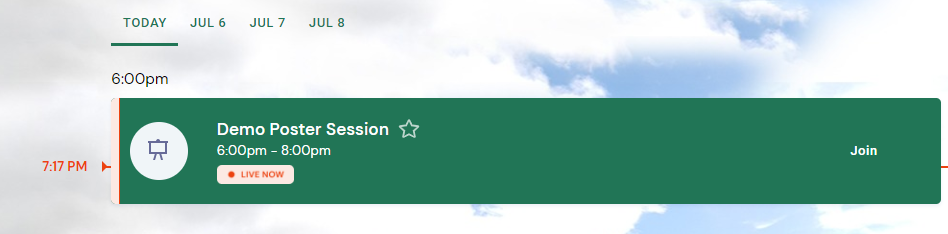
The Poster Gallery displays all the poster available, hover your cursor over an image to see the poster title, authors, date and time of presentation; or click on it and go straight to the poster.

Graphical user interface, website

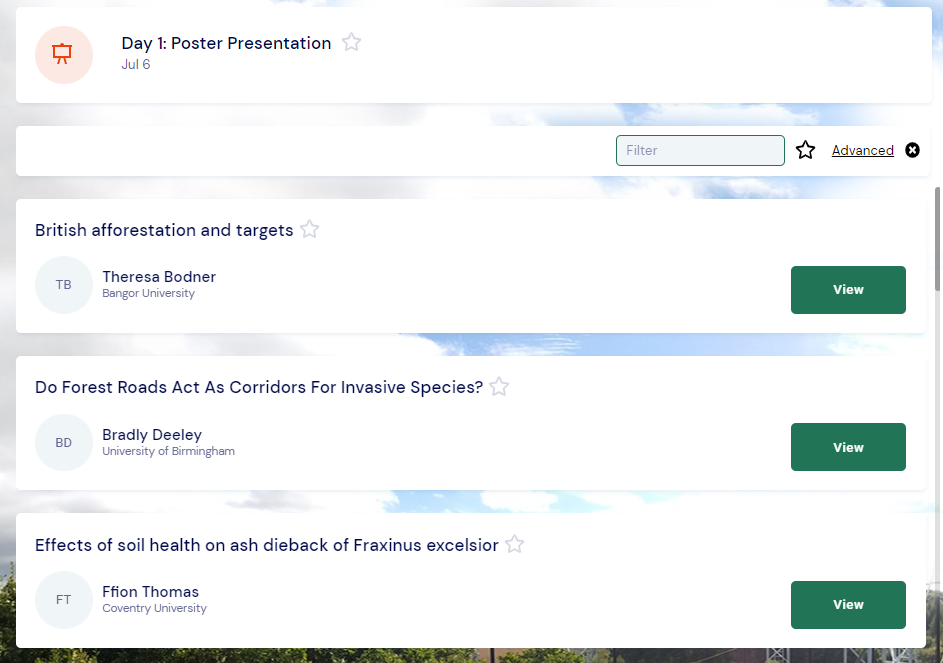
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Specific times have also been set aside for live poster sessions where the poster presenters will be waiting in their individual poster rooms for you to come along and discuss their work.

Join a poster session by clicking on the Timeline.

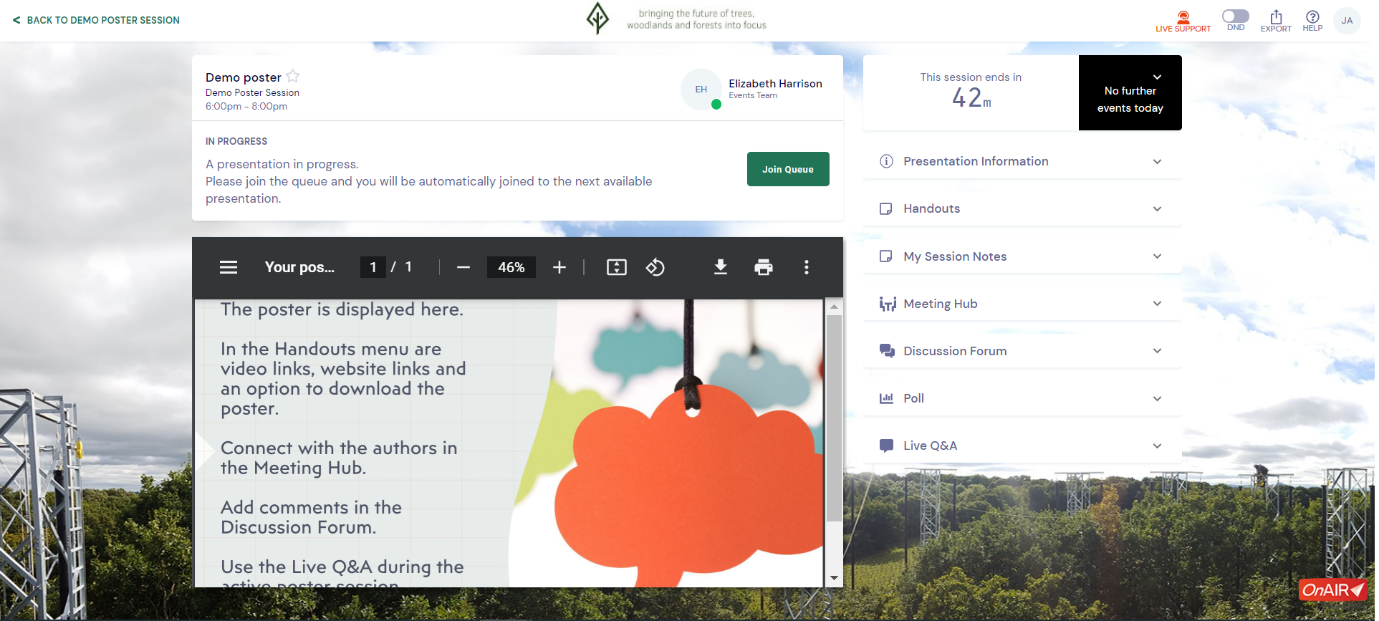


You will then see a list of all posters available. Select which poster room you would like to join and click ‘View’.



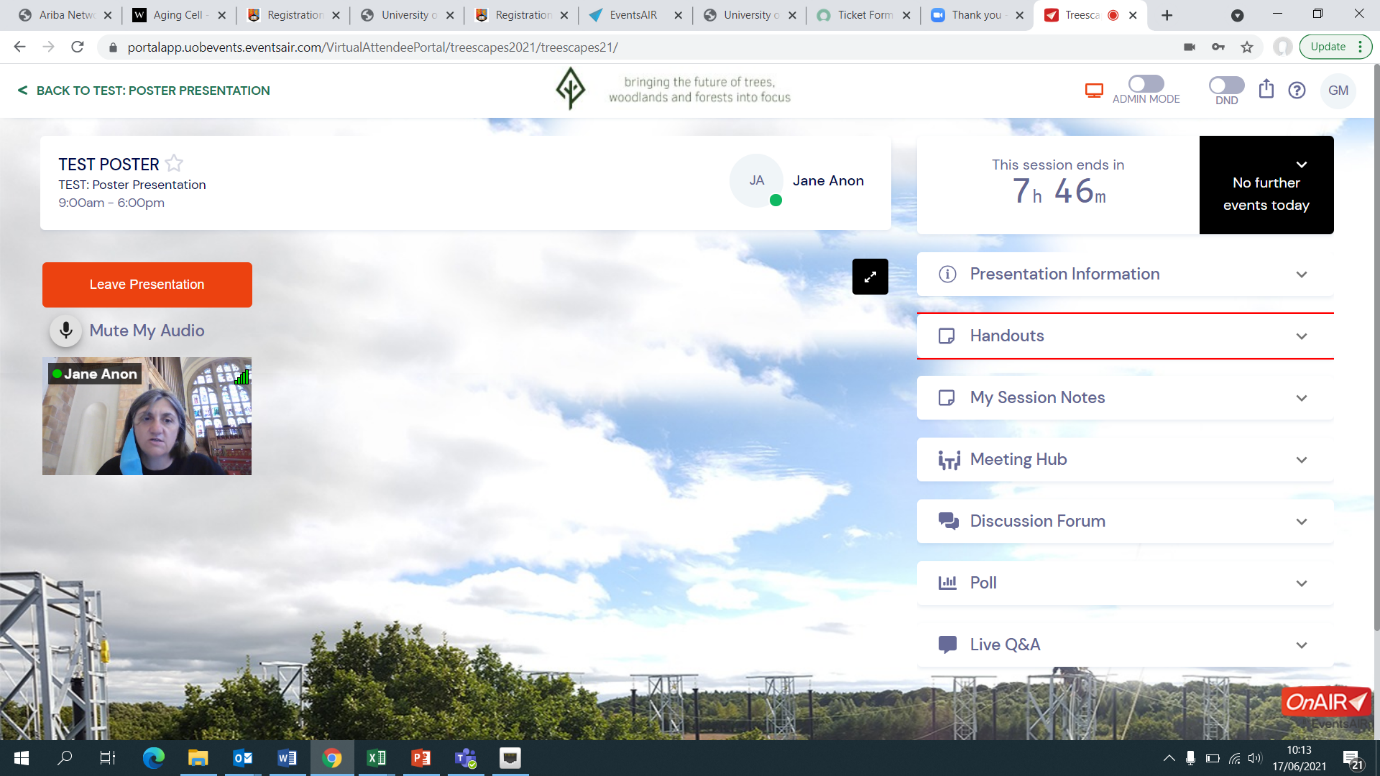
Now you are in a preview room, you can view the poster or using the menu on the right see what other Handouts are available, talk to others in the Discussion Forum or ask a Question in the Q&A.

If there is a green light by the Authors name that means they are online and waiting for you, click ‘Join Queue’ to talk to the author live and see who else is there.



A Green Light means the author is available Join the queue to let the author know you want to enter the room

Now you are in a live poster room, the author is able to turn their camera and mic on and also screen share. You can also turn your mic on to ask questions, but you can’t turn your camera on.



Authors

Camera

Screen Share will display here.

Presentation Information – Lists poster title and authors

Handouts – Shows items uploaded to the poster room such as PDF, YouTube link, website link.

My Session Notes – This is your personal note pad

Meeting Hub – Connect with the author or other delegates

Discussion Forum – An area for everyone in the room to chat

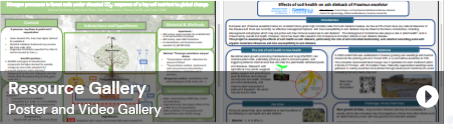
Poll – The author can publish live polls; you can vote and the author can share the results

Live Q&A – Type questions for the author

If you want to view another poster, click Leave Presentation to go back to the Poster List or click the ‘BACK TO..’ on the header menu. Remember not to use the Back Button on the browser, this will kick you out of the portal.

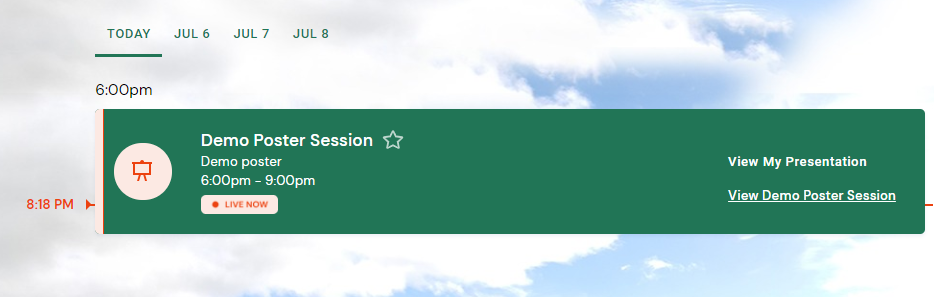
**Poster presenter instructions**

Specific times have been set aside for the Poster sessions; you will find the Posters sessions listed in the Timeline. Please be in your poster room when scheduled, this is just like standing by your poster and delegates will pop by for a chat and to discuss your work. When you are in your room, you can turn your mic and camera on and also screen share, the delegates can also turn their mics on.



All posters are also available throughout the whole of the conference in the Poster Gallery, this menu is found on the right-hand side of the Timeline.

As a poster presenter, you will have some additional features available to you for the poster session, you will see these when you click ‘View my presentation’.



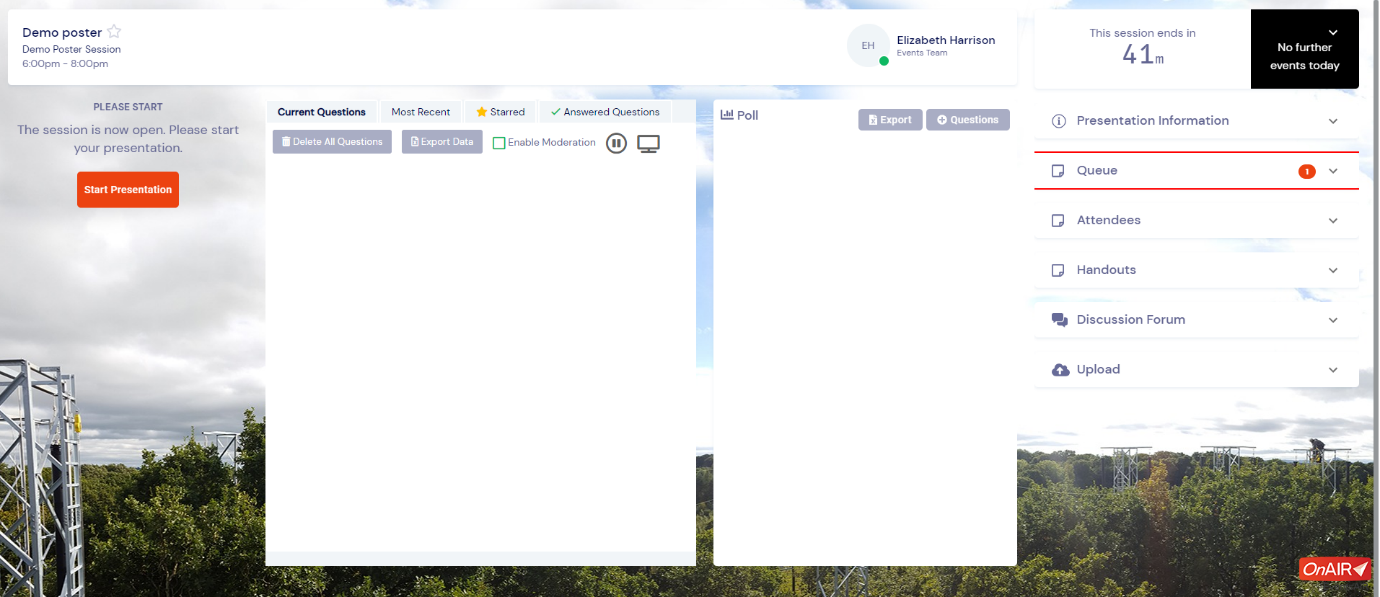
Click on ‘View Poster Session’ to see the entire list of posters.

Once you have entered the poster room please take a few moments to explore the tools available to you and when ready click ‘Start Presentation’ and when you see delegates in the Queue…let them in.

When you are ready, click start. This allows you to share your camera, mic and screen and once finished you click end presentation

Do a live poll with the delegates, publish the results to the room or export the results

Q&A – The delegates can type live questions here



Queue – shows who is waiting to be let in your room

Handouts – Shows items uploaded to your poster room such as PDF, YouTube link, website link. You can edit these documents in the Upload menu.

Discussion Forum – An area for everyone in the room to chat

Your camera displays here.

After you have admitted a delegate from the Queue they will be in the Attendee list and you can hear them as they are able to turn on their mics, but not their camera. If you want to, you can even mute them or remove them from the room…

Your screen share displays here.

**Don’t worry the screen share displays large and in the centre for the delegates.**

**Live Support**

Should you run into any technical difficulties, you can try to refresh your browser or log out and in again. Failing that, you can always click on the red icon on the top right to start a Live Support request.

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**Contact us:**

**Academic Conferences & Events Team │ University of Birmingham**

**Email:** [academic.conferences@contacts.bham.ac.uk](mailto:academic.conferences@contacts.bham.ac.uk)