STEP-BY-STEP GUIDE FOR DELEGATES
How to navigate around our virtual conference platform

If you haven't done it before, 'attending' an online conference may be a bit daunting. We want our members to get as much out of this event as possible so recommend you read this guide through, so you know what to expect on the day.

We advise that you **log into the event at least 15 minutes before** the time of the first event/session/ workshop you are attending so you can familiarise yourself with the environment. Just login to your Hopin account and you'll be taken straight to the conference.

The platform will open at 9.00am on Monday 15th March. This provides time for finding your way around the site, networking and visiting the exhibition space.

Recommended Browsers	The latest versions of Chrome or Firefox guarantee the best experience. Please avoid Brave, Safari, Microsoft Internet Explorer or Edge since these browsers lack the modern web technologies support necessary for online events to run in a web browser. Mobile browsers: Safari on iOS and Google Chrome on Android are compatible with Hopin.
Help Desk	The helpdesk is open in the Expo/Booths area throughout the event. Members of the Exec will be on hand if you need assistance with finding your way around or any technical issues – or just to say 'hi'.
Reception	**Reception:** The welcome page or "lobby" of your event. You'll see what's happening live, with links to join those sessions. You'll also find the conference schedule, event news and important links.
Stage	**Stage:** This is where you will find the Keynotes, AGM, free prize draw announcements etc. Once you click the event you will be able to view the content if the session is live.
Sessions	**Sessions:** Workshops and Round-tables will take place in the Sessions segment of Hopin. Once you click the event you will be able to view the content if the session is live.
Networking	**Networking:** Is optional through live one-on-one meetings. You will be matched with a random attendee for 5 minutes. You can click the Connect button during a call to exchange contact information. After the event these details appear in your Hopin account.
Expo	**Expo:** Is where our conference sponsors' and exhibitors' booths are located. Drop in to find out about the services they provide and any special offers or discounts for NAMSS members. Exhibitors may have videos running or presentations or have representatives available depending on the time of day.

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Chat
There are chat areas throughout the event – alongside Keynote and Panel presentations, Workshop Sessions, and inside each Expo Booth. Please join and engage with presenters, exhibitors and fellow attendees. It's a great way to catch up with people you know, and also make new connections.

Polls
Join in live polls throughout the event.

People
See participant profiles and send messages or invite someone to join a one-to-one video call.

Evaluation
There will be opportunity to complete a short electronic evaluation form. Your feedback will help us to plan future events.

Recordings
We will share links to recordings of sessions after the event.

Networking with delegates
If you exchanged contact details with other delegates using the automatic networking feature these details will be available after the event in your Hopin account.