

Log in

- Open the email with your personal login instructions and click on your personalised virtual meeting portal link. If required, your sign in email and PIN can also be found in this email.
- Select your camera and microphone settings.
- If you are unable to log in, please email sarahl@expertevents.com.au prior to the meeting, or phone 07 3848 2100 if required, on the day of the meeting.

The virtual meeting portal is now open

Dear Sarah

Thank you for registering to attend the ASCEPT 2021 Virtual Annual Scientific Meeting.

Please use the attached instructions to log in and familiarise yourself with the portal and its features prior to the meeting plenary commencing at 12.00pm AEDT on Tuesday 30 November or on Monday 29 November if you are attending a ASCEPT SIG workshop. Please [click here](#) to view the full meeting program.

While this is a lengthy email, it does contain important instructions to ensure you have a successful experience in the online meeting platform, so we urge you to please take the time to read in full.

Let us know that you've received this important email by [clicking here](#) to acknowledge receipt of your login details.

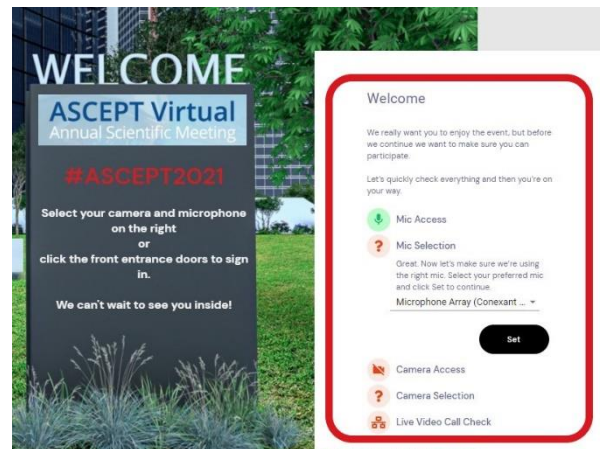
Here is your personalised link to the portal: [ASCEPT virtual portal](#)

Please use **Google Chrome** as your browser when logging in to the online meeting portal.

If you encounter any issues with the personalised link, please use your sign in email and pin below.

Sign in email: sarahl@expertevents.com.au

Sign in PIN: 7K0UJ3T



Event check in

- On the Event Checkin page, take the time to watch the introductory video with hints and tips on how to navigate the portal and how to score points in gamification.
- Upload your profile picture, check your time zone, privacy settings and if you have opted in to the meeting hub make sure you select what details you would like to share with other delegates.
- Once complete, simply scroll to the bottom of this page to select **Update and Close**.

Time Zone
Please let us know what time zone you are in and we will adjust your timeline.

Time Zone
Use browser time zone

Privacy
How do you want to appear to other attendees

Virtual Name Badge

SH Sarah Hargreaves (delegate)
Australian College of Rural and Remote Medicine

SH Sarah H

Enhanced Accessibility

Enable Enhanced Accessibility (keyboard navigation, focus highlight, screen reader compatibility and high contrast colors)

Meeting Hub
When you connect with other attendees your contact details will be shared. You can decide what information you want to share.

Contact Information to Share

Sarah Hargreaves (delegate)

Australian College of Rural and Remote Medicine

s.hargreaves@acrm.org.au

Social Media Profiles

Media Settings
You can check that your media settings are correct and update them if needed.

Microphone
Headset Microphone (Sennheiser SC 1x5 USB) (1395.0)

Camera
Integrated Camera (5986:1135)

Live support

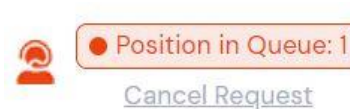
- If you experience any technical difficulties at any time, please lodge a ticket with **Live support**, look for the red live support icon or click on **Live Support** in the lobby.
- Enter your problem or question in the live support chat and select **Get Live Support**.
- When you submit your ticket, you will see your position in the queue. A support team member will respond to your ticket as soon as possible. Live support is a text chat feature, however, if you require additional support you can also initiate a phone or video call with the technician.



Live Support ×

Ask your question here...

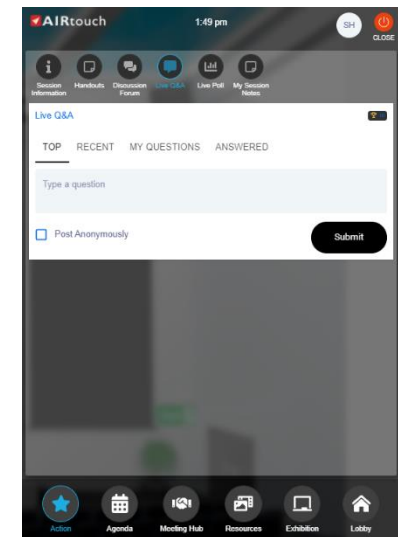
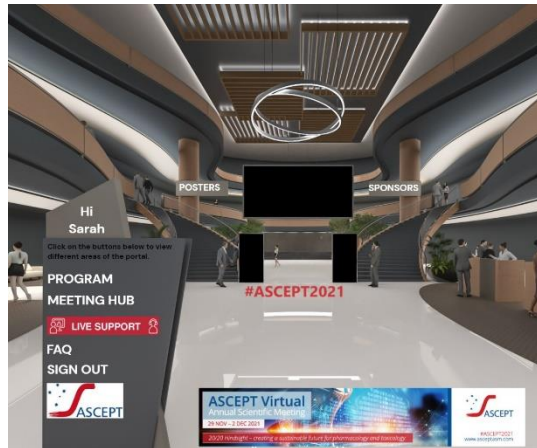
Get Live Support



The virtual lobby and your AirTouch device

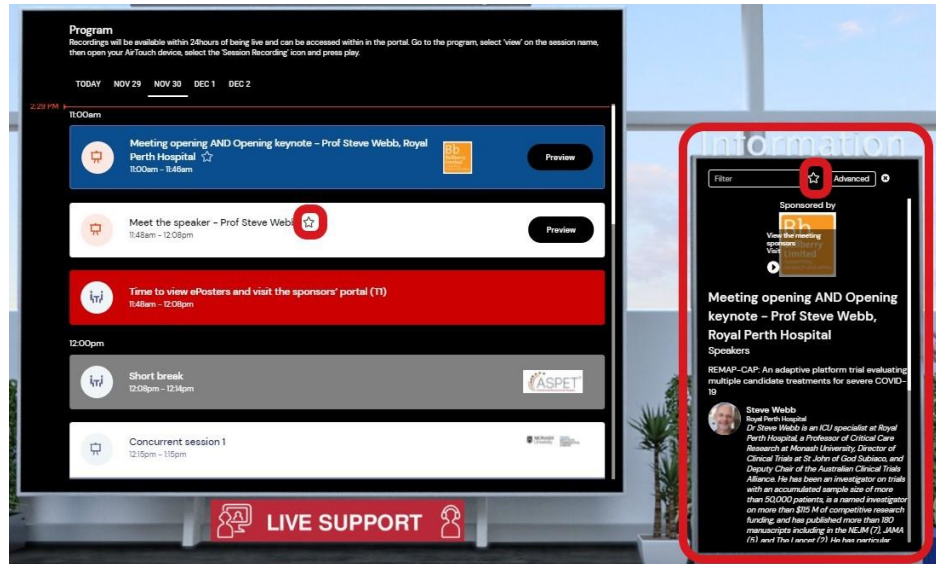
The virtual lobby, just like at an in-person venue provides you with easy access to all areas of the meeting—the program, sponsors, live support, meeting hub or poster gallery.

Your AirTouch device can be found in the bottom right corner of your portal and enables you to access all features of the portal, no matter where you are or what you are doing in the portal. Submit your questions for presenters, engage in the discussion forum or visit other areas of the portal all through your AirTouch device.



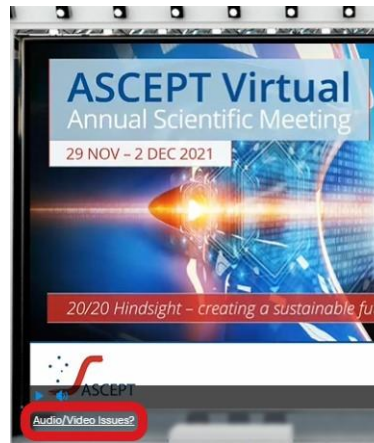
Browse the program

- Access the program by clicking on **program** in the virtual lobby or through your AirTouch device.
- Click on a session to view further details about the session content and the presenter.
- To **personalise your timeline**, click the star next to each session to mark as a favourite. To view only your favourite sessions, click the star at the top of the information display.



Watch a session

- To watch a live presentation, click on the button next to the session. This button will display 'preview' if the session has not yet started, or 'join' if the session has already commenced.
- To view the presentation in full screen mode, hover over the stage screen and select the two blue diagonal arrows at the bottom right of the session screen.
- If you experience technical issues, please select the audio/visual button at the bottom of the screen and follow the prompts.



Audio/Video Tips

No sound?

Try clicking the MUTE / UNMUTE control on the player. You can also adjust the Volume control in the player and on your device. If you are using a headset, ensure it is plugged in correctly and enabled.



No picture?

Try clicking the PAUSE / PLAY button on the player.



Poor quality video?

The video quality depends on your available bandwidth. Ideally you required 2.5Mbps.

Backup Streams

We provide two backup streams that may solve your Audio or Video issues. These streams originate from different providers and add a slight delay to the live broadcast (15-30 seconds), but will operate in low bandwidth environments and across a wide range of older devices.

CURRENT STREAM

Primary

Switch to Backup 1

Switch to Backup 2

Close

Ask a question

- Select the live Q&A tab from within your AirTouch device (bottom right corner)
- Type in your question and select submit.
- *Like* another attendee's question to show your interest.
- You may choose to post a question anonymously by ticking the box.
- The session chair will direct questions to the presenter at the appropriate time.



Live Q&A ^

TOP RECENT MY QUESTIONS ANSWERED

Type a question

Post Anonymously

Send

Take notes

- Take notes directly in the portal while watching the session.
- Select the **My session notes** button from within your AirTouch device.
- Type your notes and click save.
- To export your notes and save them to your computer simply select your AirTouch device and click on your profile in the top right corner (initials or your photo) and click 'export notes'

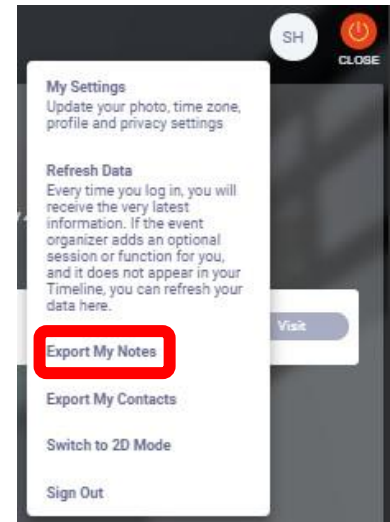


My Session Notes

These can be exported out at the end of the event from the export button in the top right corner.

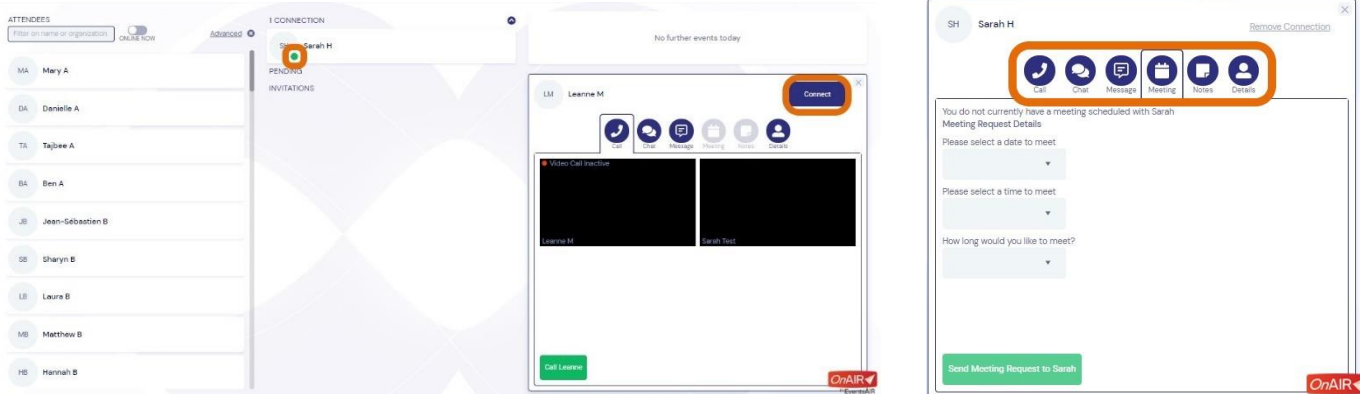
Start typing your notes here...

Save



Meeting hub

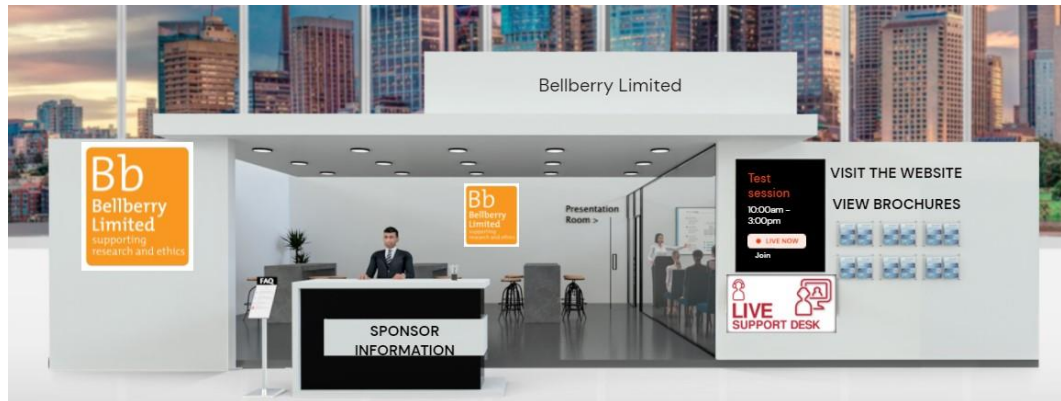
- The meeting hub can be found in your AirTouch device or through the virtual lobby.
- Request connections with other attendees to send messages, have video chats, schedule meetings or exchange contact details.
- Attendees who have a green dot next to their name are currently logged into the portal and so should respond fairly quickly.



The screenshot displays the ASCEPT meeting hub interface. On the left, a list of attendees is shown with their initials and names. A search bar is at the top of this list. In the center, a connection request is visible for Sarah H, with a green dot indicating she is online. Below this, a video chat window is shown with a 'Connect' button. On the right, a meeting request form for Sarah H is displayed, featuring a toolbar with icons for Call, Chat, Message, Meeting, Notes, and Details. The form includes fields for selecting a date and time to meet, and a 'Send Meeting Request to Sarah' button.

Visit the sponsors

- Visit the virtual sponsors through the virtual lobby or your AirTouch device.
- Download brochures, view videos or view sponsor information and details.



Win points for the prize draw

Your chance to win a complimentary registration to the APSA-ASCEPT 2022 Scientific Meeting in Perth

- Collect points by attending and participating in the meeting activities within the virtual meeting portal.
- Attend sessions, visit the sponsors, ask a question to the presenters or engage with other delegates— these activities will all give you points.
- Points are generated automatically when you complete a set task and this puts you in the running for the random prize draw at the end of the meeting.
- For every 100 points you earn you will receive one ticket in the prize draw
- The more points you have received, the more chances you have to win.
- Your gamification panel is located in the top right corner of your virtual portal.

Check in and update your profile	10points
Upload your headshot	10points
Join a session	10points
Attend for the duration of a session	20points
Ask a presenter a question in Live Q&A	10points
Visit a sponsor/exhibitor display	50points
Make a connection with a colleague in the Meeting Hub	50points
Participate in a virtual networking function	50points
Watch an <u>ePoster</u> presentation in the Poster Gallery	10points

WIN POINTS



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