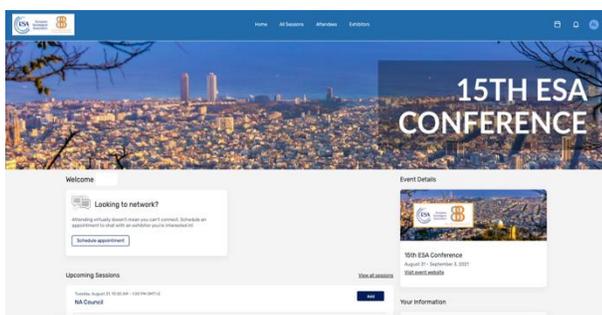


Virtual Platform - Attendee Guide

Navigating the Virtual Event

My Event Page

This is the homepage of the virtual event. You will be able to view live and upcoming sessions, featured exhibitors, and basic event details.



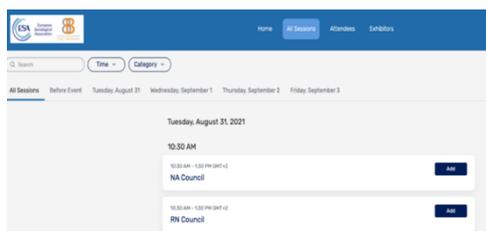
From the home page you will be able to access upcoming pages, as well as the Front Desk & Purple Point (see the conference outline programme for details).

All Sessions Page

This tab lists all the sessions you can attend in chronological order. The page will appear in the time zone of the event by default, but you can adjust the times to the time zone you are viewing in for ease of use.



Click on the session name to access the content of the session. You also can add or remove sessions from your personalized schedule on this page by clicking the add/remove button in each session.

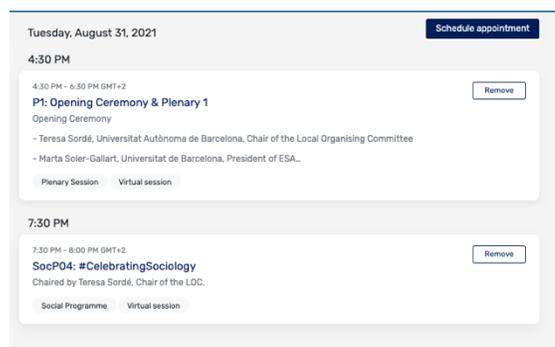


My Schedule Page



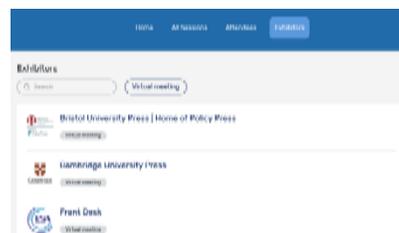
You can access 'My Schedule' by clicking in the icon on the right top part of the screen.

Here, you'll see your personalized schedule based on the sessions you added to it by clicking on the "add" button. Join the sessions from this page by clicking the session name or the 'Join session' button. You can remove sessions from your schedule on this page if you no longer wish to attend but clicking on "remove".



Exhibitors Page

On this page, you can view all the exhibitors for the event. Click an exhibitor's name to access information about them and their virtual booth. All exhibitors are listed in alphabetical order but are searchable.



Accessing a Session

When it is time for you to join a session, click the name of the session or the 'Join session' button which will be available 5 min before the session starts.

On the session page, you can view a description of the session and list of speakers. If you are viewing the sessions before it begins, you can add that session to your personal calendar.

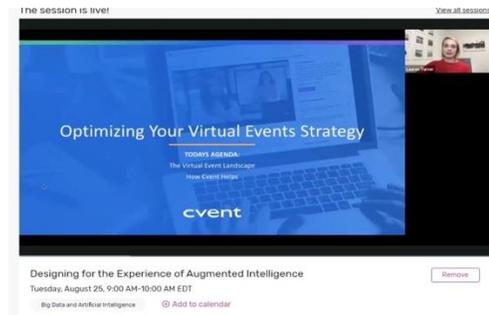


European Sociological Association

Monday, August 23, 5:15 PM-6:15 PM GMT+2

General Assembly [Add to calendar](#)

[Join session](#)



If the session is collaborative (the rest of sessions), the 'Join Now' button will prompt a Zoom window to open.



ESA Conference Session LIVE

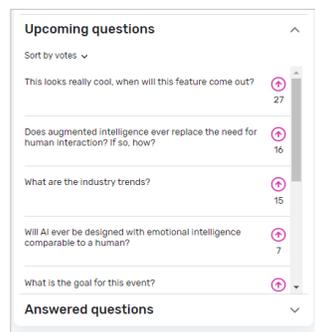
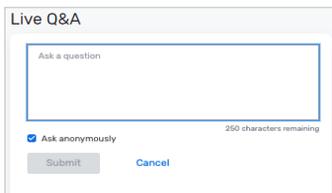
Tuesday, August 24, 11:30 AM-12:30 PM GMT+2

[Add to calendar](#)

[Join session](#) [Remove session](#) [Show password](#)

Asking a Question

If you are in a Plenary or Semi-Plenary Session, the Q&A will be available. Select the 'Ask a question' button to open a textbox. You can ask the question anonymously or include your name. You also have the option to upvote other attendees' questions.



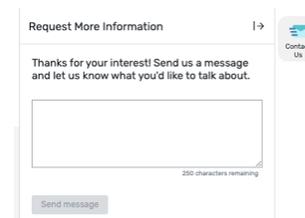
Select 'Open Zoom Meeting' or join via your browser. It is advised to have zoom downloaded in your computer.



Accessing an Exhibitor Virtual Booth

By clicking an exhibitor's name on the Exhibitor Page, you will have access to their virtual booth. This page has information about the exhibitor, ways to connect with them via social media, and ability to join their virtual meeting room if they have one. You can also see and files or links the exhibitor has included.

If you would like more information about the exhibitor, you can select 'Contact us' to send them a message.



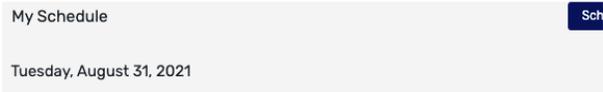
Joining a Session

Select the 'Join Now' button when you are ready to access the content. If the session is a webinar session (Plenaries and Semi-Plenaries) then a video will pop open and you will be able to view the content.

If you are viewing the session during the time it is aired, you can pause the content, but it will not hold your place.

Contacting attendees

You can connect with attendees by clicking in 'My Schedule' and 'View your full schedule'. Then, clicking on 'Schedule an appointment'.



Select the type of appointment as 'event appointment', add all the attendees to your meeting and set a time.

* Appointment Type

Block Off Time
Event Appointment

* Attendees - Add

* Time and Location - Choose

Virtual Access

Attendees can join this appointment virtually ⓘ

* Subject

Description

Social Lounge

Every RN has its social lounge Zoom Room. To join the lounge, you just have to click on 'Social Lounge' and select the RN you want. You will see a Zoom meeting you can join!



Attendee Support

If you need assistance, please visit the Front Desk from the Home page or email us at esa2021@europeansociology.org

Front Desk

In case you have any doubts during ESA 2021 Conference, you can also contact the Front Desk. You may find it in both the Home Page and the 'Exhibitors' page. You can click on 'Contant us' or schedule a meeting with the Front Desk.

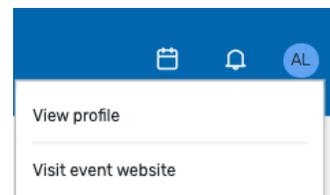
Purple point

If you witness any situation involving defamation, abuse, profanation, threat, offense, illegal material or sexist aggression, contact with the Purple Point. You can find it at the bottom of the home page and the 'Exhibitors' page. You can click on 'Contant us' or schedule a meeting with the Purple Point.



Changing your profile

You can customize your profile in the Virtual Platform by clicking on the top right circle that has your initials. Then, click on 'View profile'



There, you can add your bio, affiliation, and add a picture to your profile by clicking on the edit button



Guide for Speakers – Preparing to Speak at a Virtual Session

Prior to your session, please review the following instructions on how to join, communicate with the host and make the most out of the presentation.

Download Zoom. Download the Zoom Client for Meetings on the device you will be using during the session. Download the Zoom Client for Meetings here.

Follow the indications given by the coordinators of your RN / JS / RS. Otherwise, remember the standard time given to each presentation is 15 minutes.

The last minutes of each session will be saved for debate. Attendees will participate by chat or by opening their mic.

Speaking at a Collaborative Session (Zoom session)

1. Access the session. You will be able to access from the Virtual Platform. You will be allowed to enter in the meeting 5 minutes before the session starts. Thus, a great punctuality is needed.

Test your audio and video to make sure they are working correctly.

2. Check in with the host. Review with them any detail you want to ensure.

3. Get your presentation ready to share. Share your screen so attendees can see your presentation.