Instructions for participants

Content

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Important information

- Fill in your personal profile when you first log in to the platform

- Manage your personal programme using the ♥ icon next to every session or lecture

- Visit the virtual EXHIBITION and our partners' and exhibitors' booths

- Connect with other participants using NETWORKING

- In case of any technical difficulties, please contact HELPDESK

Technical requirements

- Please comply with the minimum system requirements for the proper functioning of the virtual platform:
  - Microsoft Windows and Mac OS **(other devices may not be fully supported)**
  - Updated Google Chrome, Microsoft Edge or Safari web browser
  - Headphones with a microphone are recommended
  - Stable internet connection without blocked ports **(minimum speed 10/10Mbps)**
  - Always prefer using a personal computer over another device (mobile phone, tablet)
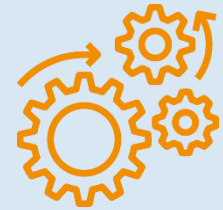
Logging in to the platform

- To log in to the virtual platform, click [here](#)

- In the top right corner, select Login
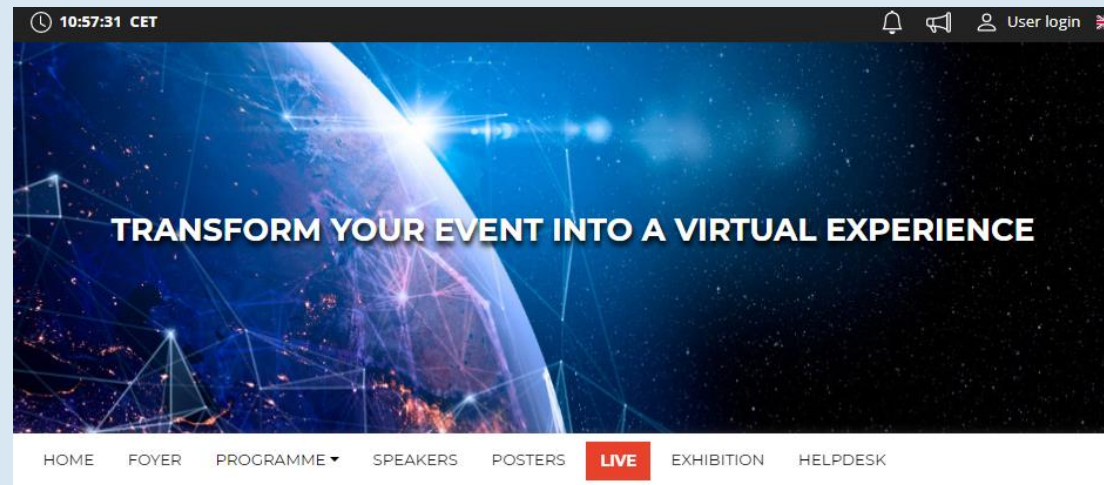
- Log in using your e-mail and password

- The first time you log in, you will be asked to enter the password that was sent to the e-mail address you used to register – you can change your password later in your personal profile

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Personal profile administration

- Please fill in your personal profile and upload your photo

- Manage your profile under the field with your name – "Personal page"

- On your personal page, you can find:

  👤 Personal data, CV, Social networks

  👥 Networking

  📢 News

  🔔 Notifications

  💗 Personal programme

Programme

- The programme can be filtered by day or by lecture hall. You can search for a specific lecture using the "Search" button

- For more information or for joining a discussion, click on the title of the session or the lecture

Live stream

- The current live stream can be found under the LIVE STREAM button

| HOME | FOYER | PROGRAMME ▾ | SPEAKERS | POSTERS | **LIVE** | EXHIBITION | CONGRESS BAG | HELPDESK |

  - After clicking on the selected virtual room, the live stream from the selected lecture hall will play

- While watching you can:

  - View full screen presentation

  - Ask questions in the chat

  - Ask questions live

    - Wait for the moderator to connect you to the live stream

    - It is not guaranteed you will be able to ask questions

    - The selection of people asking questions always depends on the moderator of the session
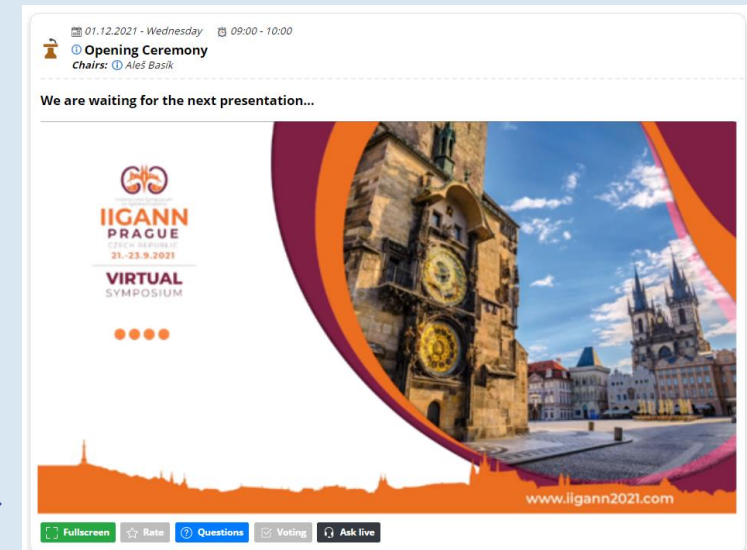
Virtual exhibition

- You can view booths of all exhibiting companies in the Virtual Exhibition

- In the booths, you can find:

  - Contact person

  - Information on the company

  - Videos

  - Documents to download

  - Chat or Video Chat

  - Links to social networks

Networking

- The "Networking" function enables you to communicate with other participants

- Using Networking:

  - You can access Networking by clicking at the ✉ icon in the top right corner of the screen

  - You can then search for participants and send them a message

  - If you don't want to be messaged, you can turn off the networking feature in your profile settings

- We don't share any contact details or personal information and communication is managed only through the virtual platform

Helpdesk

- If you encounter any technical difficulties and require assistance, contact us via HELPDESK

- Write your message in the chat window and click on the "Send" button; this will add your question to the queue and a member of our technical support will reply promptly

- The opening hours of the technical support chat can be found in the Helpdesk

- There you can also find additional information
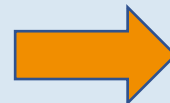
Helpdesk

Matyáš Rajtora
vCard

ⓘ Informace   ⏵ Videa   🗎 Dokumenty   💬 Chat

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