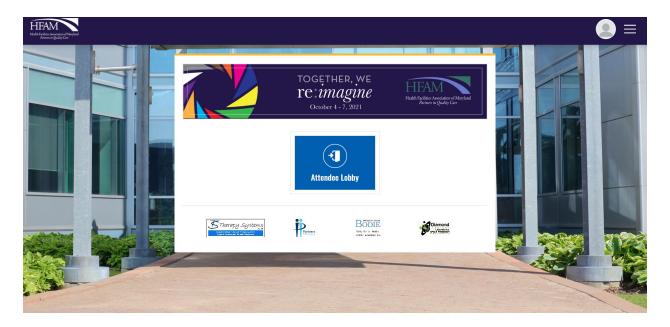


A Hybrid Event

Conference Guide

All times are Eastern Daylight Time

Log in to the conference using the URL provided by email. Do not share this link to other members of your team or attendees as they will receive their own unique log in. For easy access, we recommend you copy the URL and paste it in a new bookmark on your web browser before logging in or create a shortcut on your desktop and copy and paste the URL in to the location section of the shortcut. If you are in a VPN you may have to log out of the network or contact your administrator to white list our server IP.



Click on Attendee Lobby to enter the conference. The top navigation bars will take you to the different areas of the conference. Click on the yellow icon at the bottom right of your screen for more information about the conference. Click on the three bars on the top right of the screen to upload your avatar and edit your contact information. Click on Message Board to view messages from the conference organizer during the event. Create and view your personal schedule.



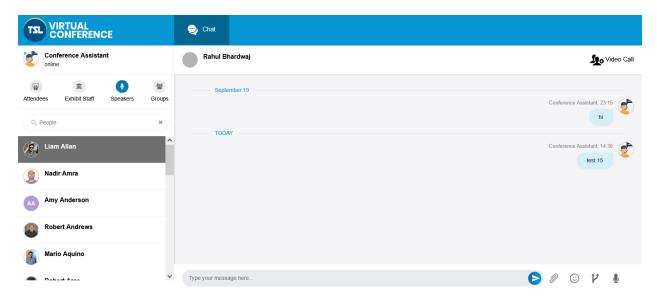
Click on the green icon at the bottom right of your screen to open the conference chat. A new window will open. KEEP THIS WINDOW OPEN DURING THE CONFERENCE TO CHAT WITH YOUR PEERS.

Click on people and conference assistant for live chat help during the conference

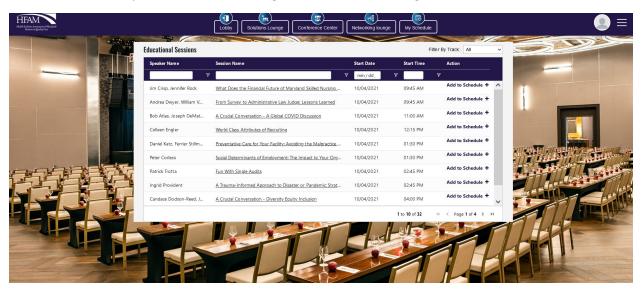
Click on the attendee, exhibit staff, or speaker icons to view your active chats. When you initially open chat all of these will be empty but as you engage in the conference your active chats will show on the left side of the chat app. Click on the category you want then click on people to view all of the attendees in the conference. Scroll down to see them all or enter text to search for a specific attendee. Click on the user you want and send a chat message, share files, and send audio messages Click the attendee on the top bar to view their profile. Click on video call to enjoy live face to face audio, video, chat, and file sharing. You will receive ringing notification when another user engages you in a video call.

Click on groups and the plus sign below it to add a group. Enter the title and description of the group and add members to your group. Click done when finished.

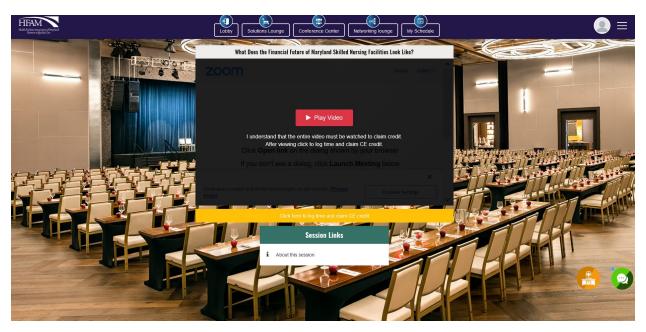
Navigate back to the conference by clicking on the HFAM Virtual Conference Window at the top of your screen.



Click on Conference Center to view and sort the conference schedule. Click on the session to enter the room. Add items to your schedule with the green + button on the right of the session.



Enter the session room to join the ZOOM Meeting. Click on Session Links to view description, speaker bio, and session documents. Play the video and claim CE credits after viewing. You must have ZOOM Client installed on your device to watch. Your will receive a link after the event to print your CE certificate.



Click on Solutions Lounge to view all of the exhibit booths. Click on an exhibitor logo to view the booth.



In the booth click on all of the icons to view more information about the company, and view videos and documents.



Click on the blue chat icon on the bottom left of your screen to open the window and chat, video call, or share files with exhibit staff.



Click on the networking lounge to participate in the Conference Message Board and social media posts.

