

# AIC2022 PARTICIPANT INSTRUCTIONS



## Getting Started and Logging In

You will access AIC 2022 via the **Virtual Event Portal**. All attendees will receive your login information and link to the virtual event portal via a recent email titled **VIRTUAL EVENT PORTAL ACCESS**. We will be sending out emails every morning prior to the conference starting to make it easy to access. To log in, you will need your email and unique password that is contained in that email. The Oral presentation sessions will use Zoom, which is accessed within the Virtual Event Portal.

## Virtual Event Portal

The Virtual Event Portal contains a menu down the left-hand side. Once in your virtual event portal, you may want to Allow Notifications to receive notifications outside of the virtual event portal about upcoming sessions you've added to your calendar.

## Lobby

In this area, you will find the splash video, banner, important announcements, and chat function.

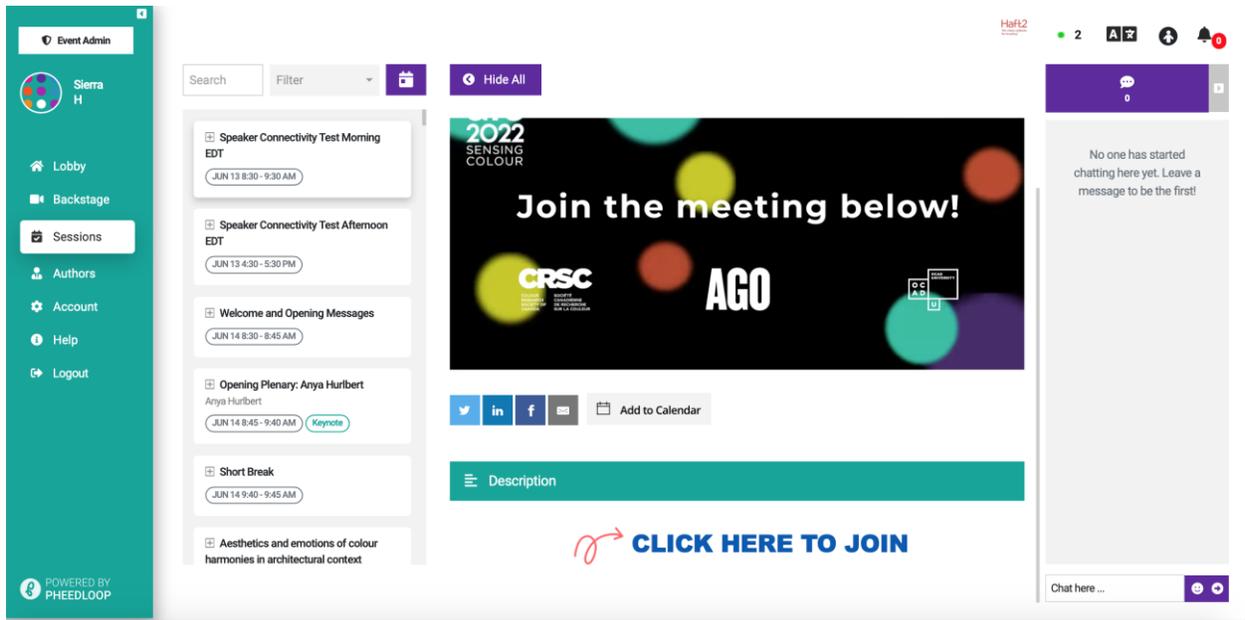
## Sessions

From Monday onwards, in this section you will find a list of all the scheduled sessions/talks, displayed in order of when they will occur. Once you have selected the session you want to attend, you will need to scroll down to Description (bottom of the page) and click on the **“CLICK HERE TO JOIN”** hyperlink. You can click the embedded video to full screen. You will also see the abstract and information about the Speaker.

You can create your own personal schedule by using the plus symbol icon  to the left of each talk's title. The talks you've selected will then appear when you use the 'Filter' box and choose 'Personal Schedule'. This feature is especially convenient if you're planning on attending some talks in Session A and others in Session B.

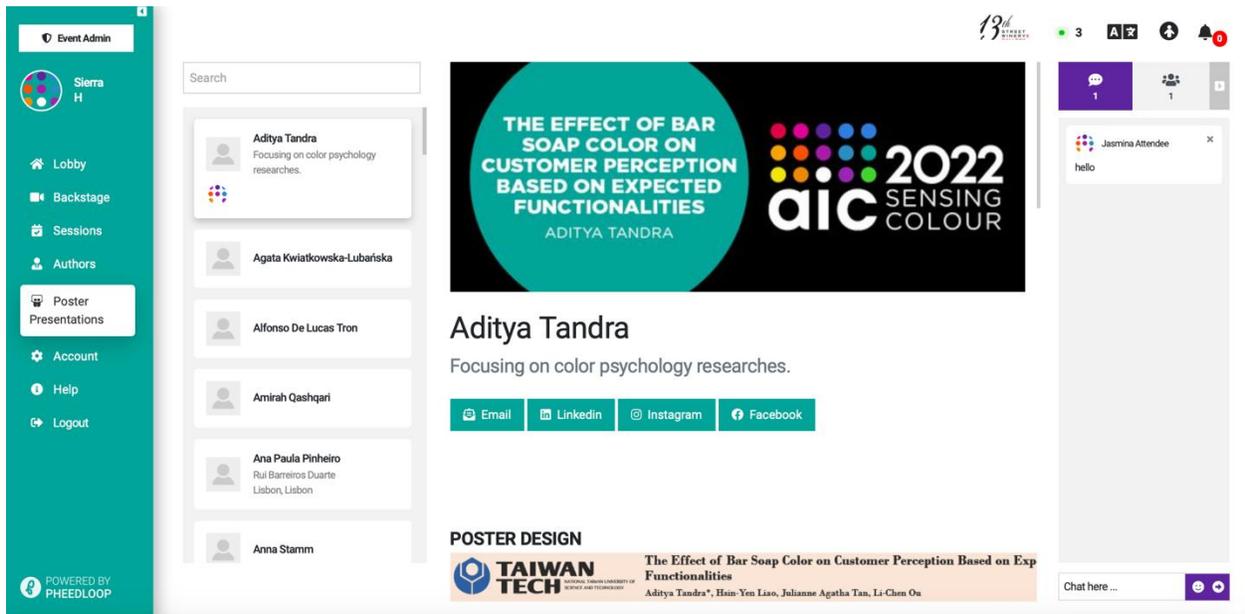
In addition to 'Personal Schedule', you can also use Filter to filter by Live Now, Today's Date, or by a specific author's name.

If you are an **Oral Presenter** or a **Session Chair**, please make sure to join your Session (A or B) in the break immediately preceding your Session (either the 5-minute Short Break, or longer Conversation Break, or about 10 minutes before the morning or afternoon sessions). You will be admitted from the waiting room early to meet with moderators, Session Co-Chairs, and other speakers, as well as test your sound, video and 'share screen' functions.



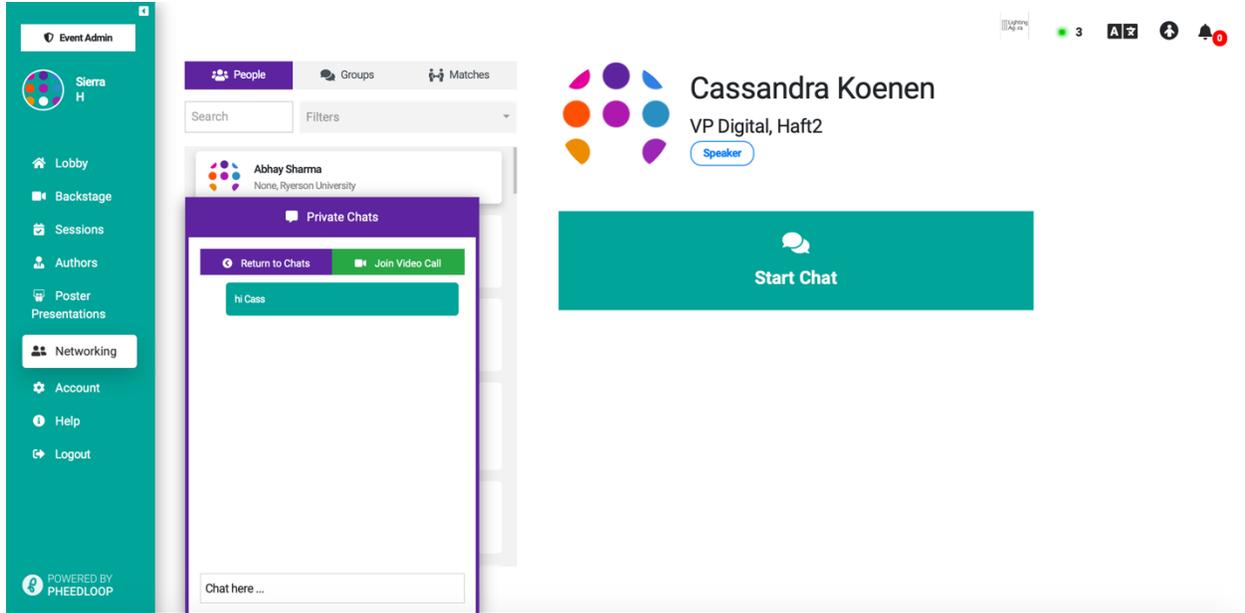
## Poster Presentations

When you click on 'Poster Presentations', you will see a list of Poster presenters' names. To view a poster, click on the Presenter name. You can click on their digital poster to enlarge it, and watch their 2-3 minute Poster Presentation. If you have questions, you can use the Chat box to contact the Poster Presenter. Each Chat box connects with the individual Poster Presenter. If you are a Poster Presenter, you can respond to questions via the chat function as well.



## Networking

The purpose of this area is to allow you to privately live chat or video call with all anyone attending the conference.



## Account

In this area, you can change your account details and settings to customize your public-facing profile.