Navigating the Virtual Meeting

Logging in:
Certain features or functionality on the website may only be accessible to users who have registered. To log in, you can click in the upper right corner of the main screen and enter your login formation.

Left-hand Menu Items:
The vertical menu on the left side of the screen will give you options for browsing the materials associated with the event. This may include items such as: Posters, Speakers, or Exhibitors.

Main Screen Tiles:
These will appear on the main screen. Each tile will be labeled to reflect its contents when clicked.

User Support Area:
At the very bottom of the web page, you can click Technical Support to connect with a member of our team.
Navigating the Virtual Meeting

While the Live Stream and other virtual features will work in most web browsers, we highly recommend using Google Chrome to access the site and do not recommend Internet Explorer.

Joining the Live Stream:
1. If you are attending in a live stream, you will want to find the corresponding tile on the main screen and click on it. **We recommend joining in a few minutes early**, so that you can get yourself setup and ready before the speakers begin. Make sure that you have working speakers for your desktop/laptop or that you are able to hear using headphones connected to the computer.
2. Once you have entered the live stream viewer, take a moment to familiarize yourself with the icons that are available:
   - **Ascending Vertical Bars**: these will control the volume of your livestream. Click a box and turn it blue to increase the volume, or gray to decrease the volume.
   - **Expanding Arrows**: this will control the size of your screen. Click once to enter full screen viewer or click again to return to original size.

Troubleshooting the Live Stream:
- If you are unable to hear any sound at all, be sure your **computer speakers are turned on**, and the **computer volume** is not set to **Mute** within the live stream window or in the **computer sound settings**. When the stream begins, you may see a message that says something like “**Click here to unmute.**”
• If the slides or speaker appear blurry at any point, it may be an internet connectivity issue. If you know that your connection is good, and you refresh your screen (F5), but the images are still distorted, the issue is with the speaker’s connectivity. It will be up to them to remedy that issue.

• If you are having trouble with the video feed or are not seeing any video at all during the time of the Live Stream event, try refreshing your browser – the icon on the browser should look like this or. You can do this by clicking the circular refresh icon ( or ) beside the URL, holding down Ctrl + R buttons on your keyboard on a desktop/laptop, or by pressing F5.

• You can also increase/decrease the resolution value of the stream. In the bottom right corner, you may see a number like **1080p**. This is the highest resolution, and most recommended. If you see a number lower than 1080p, click on the number to adjust the resolution.
Using the Audience Response System (ARS)

What is ARS?

The Audience Response System may consist of any/all of the following:

**Discussion** - Attendees can interact and converse with each other during a presentation. If you wish to add emojis on a PC, hold down the (;) key while pressing the Windows Key. If you are using a MAC, hold down Ctrl + Space Bar + ✨

**Questions** - You can pose questions to the audience or the presenter using the “Ask Question” button. Type in your question and hit Enter. Other attendees will be able to see your question, and vote-up questions that they find most relevant. As your question accrues points, it will move to the top of the list. You can vote up other people’s questions by clicking the “Vote” button.

**Help** - Just click the HELP tab to the far left for some quick-tips if you are unsure of a particular function within the ARS window.
Participating in a Video Chat (Symposium Sessions and SIG Week)

Joining the Video Chat Room:
The Video Chat in the Annual Meeting platform is similar to Zoom or Teams and will be used for interactive sessions within the meeting. From the schedule viewer, you can click the button to Join Video Chat. Please be sure either your webcam, microphone, or both, are on and functional.

Video Chat Controls
Once you have launched the chat, take a moment to familiarize yourself with the tools and features available:

Bottom Left Corner:
1. **Computer Icon**: This will allow you to share your screen with other participants
2. **Hand Icon**: Allows you to digitally “raise your hand” and alert the chat that you have a question
3. **Speech Bubble**: You can send messages within the video chat to other participants

Bottom Center:
4. **Microphone Icon**: You can mute/unmute the microphone on your device
5. **Red Phone Icon**: Clicking this will “hang up” (end) the chat, and users will see that you have left the room
6. **Camera Icon**: This will allow you to turn the camera on your computer on/off

Bottom Right:
7. **Four Squares Icon**: You can click this to toggle the orientation of how the users appear in your window
8. **Three Vertical Dots Icon**: This will open up to a menu with additional options such as blurring your background, adjusting the resolution, and more.