

How to participate at APAIE 2022

Delegate support during the conference

If you experience technical difficulties during the conference, please use the **Help Desk** Chat at the bottom left of your screen. You will be able to chat directly with our technical support team. This will be the fastest way to receive assistance during the conference.

When the conference is not live (before or between live session days), please reach out to our registration team for support at apaie2022-registration@icsevents.com

Contact Details

General Conference Inquiries

APAIE2022@icsevents.com

Registration and Technical Support

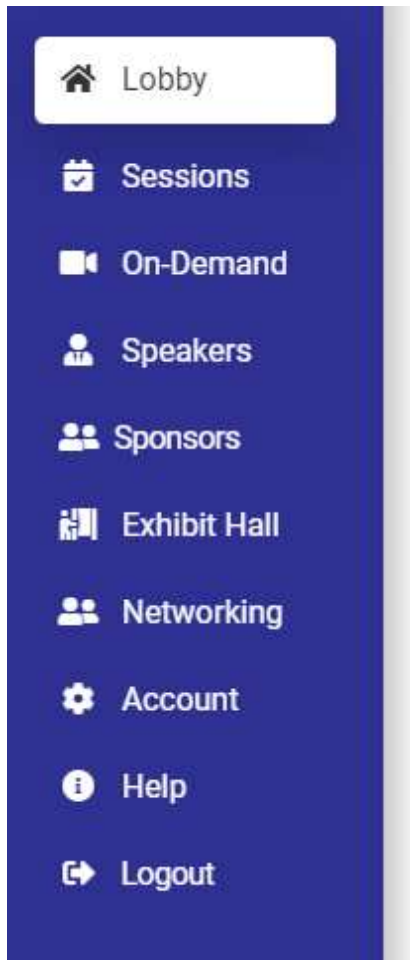
apaie2022-registration@icsevents.com

Technical Requirements

For all attendees, it is recommended to use the Google Chrome internet browser to access the virtual platform. It is recommended to use a laptop or desktop computer, rather than a smartphone or tablet (e.g., iPad, Surface) to facilitate switching between applications such as, video feed, chat boxes, and Q and A.

Using the Virtual Platform

Use the menu on left side of the screen to navigate the conference platform



To hide or show the menu at any time, click on the small arrow in the top right corner of your menu bar. Here is a description of the menu options

Lobby

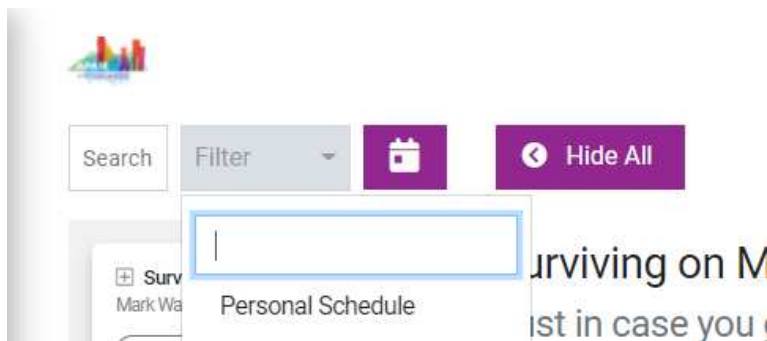
- The **Public Lobby** Chat window is on the right side of the Lobby, with the submission window in the bottom right. This public chat is specific to the Lobby. Only attendees that are in the lobby will see these messages
- Look out for important information and announcements by viewing the video to the left of the Public Lobby Chat as well as scrolling down to the Announcements section below.
- Take a selfie in the Photo Booth or scroll through the conference's social media feed to the right of the navigation menu

On-Demand

- All oral poster presentations are available for viewing by selecting **On-Demand**
- A selection of pre-recorded abstract presentations are also available in this tab
- Use the search function to find specific presentations or presenters. View the recorded video by scrolling down the poster page. Interact with the poster presenter by searching for them in the **Networking** section

Sessions

- Selecting **Sessions** will show the list of conference sessions and associated events
- The sessions are listed in chronological order
- Click on a session title to view a live session
- You can bookmark sessions or create a personal schedule by selecting the **+** button on the top left corner of the selected session
- To locate your personal schedule, select **Personal Schedule** under the **Filter Function**



- Once you have selected a session, you may wish to click **Hide All** to hide the conference program. This will provide more space on the screen for the live session or session description.

Joining a session

- The sessions start automatically at the time indicated on the schedule. Click the **Join Audio by Computer** to connect to the live stream
- Ask questions by using the **Q&A** button at the bottom of the streaming window or upvote another attendee's question by selecting the thumbs up icon on their question
- You can also leave public comments, which are viewable on the right-hand-side of the streaming window by all session attendees, under **Public Session Chat**. Each chat is specific to the session that has been clicked on. Only the attendees in that session will see your chat messages
- In case you miss a scheduled viewing, most live broadcasted sessions will be recorded and available to view on-demand in the **On Demand** section

Speakers

- Selecting **Speakers** will list all speakers. Search by name or filter by category. Click a speaker to view their biography and list of sessions

Exhibitors

- View the sponsors and exhibitors by clicking on the **Exhibit Hall**. Simply click on a company name in the list to view their virtual exhibit booth
- Click **Start Chat** to connect with the representatives privately or connect with them via the **Networking** tab. Replies will appear in your **Private Chats** window (bottom left).
- You can search by name or use the filter function to select different country pavilions

Sponsors

- View our Sponsors on the Lobby or by clicking on the **Sponsors** tab.
- Select the sponsors logo to view their website.

Networking

- Select **Networking**, and a list of all attendees will appear. From here, you can connect with other attendees from across the globe
- Use the search function to find specific people and click on **Start Chat** to message them directly
- Once you have initiated a chat with another delegate, you will have the option to start a video call with them
- You can create a 'Group' to network with up to 25 delegates – anyone can join your group if they select join

Account

- Select **Account** to update your profile, notification settings, time zone, and change your profile visibility