Poster Gallery Presenter: Roles, Responsibilities & Platform Overview

Poster Presenter Role

- To familiarize yourself with the platform by:
  - viewing the videos
  - going through the presentation guide
  - ensuring you login to the platform at the start of the Symposium to update your profile (as outlined in slides 4 – 7)
- Be available in the poster gallery during the networking session (see the program for the allocated time) in order to interact with attendees in the discussion forum

Support that will be provided during the session:
- Incase you face any issues you may reach out to the live support chat (refer to slide 17) or whatsapp support number which will be shared closer to the event date.

Logging on to the Platform

- You will be receiving the poster joining instructions with an autologin link.

- In case you are requested to sign in, please use the email ID and password which will be sent in the joining instructions.
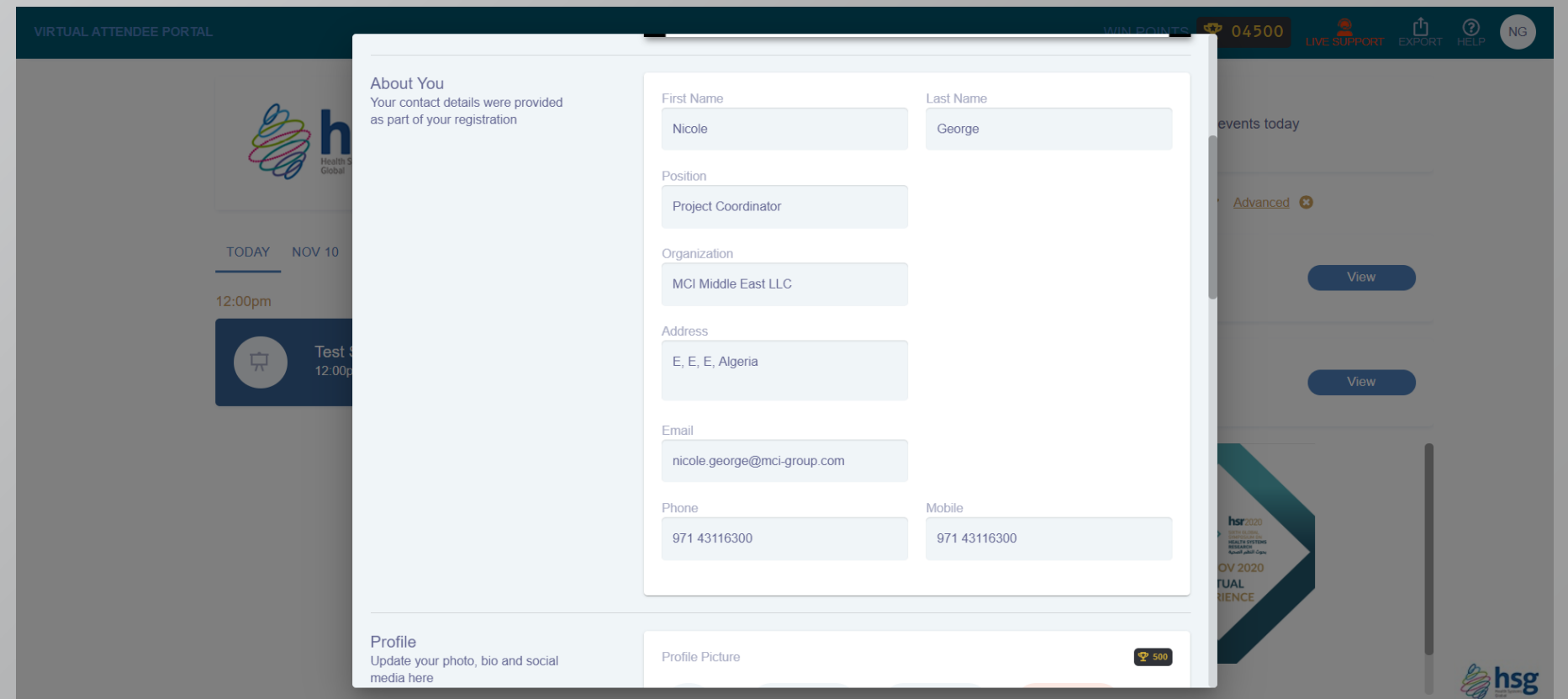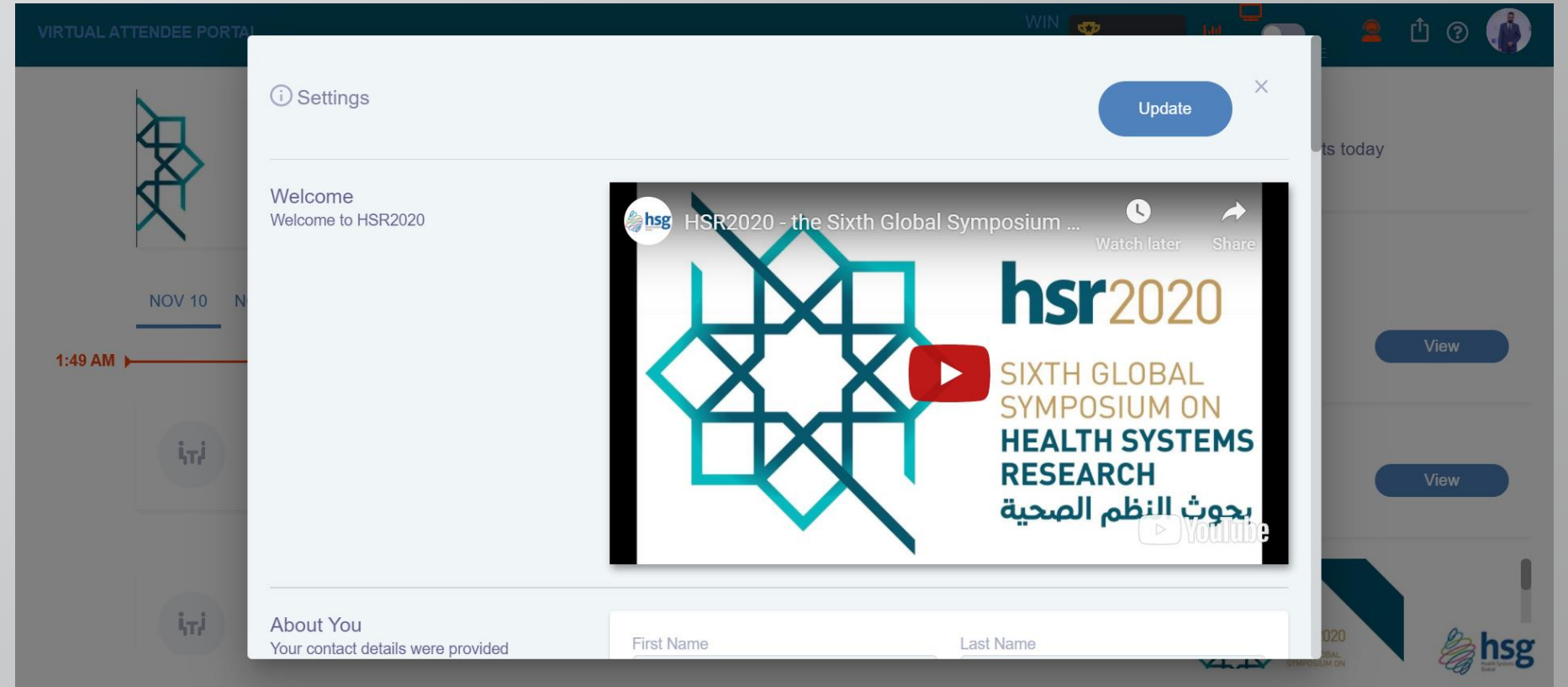
🎥 Logging on to the Platform 🎧

- Once you login, you will be redirected onto the platform, wherein you will have to "Allow" Use of your microphone and "Allow" Use of your camera.

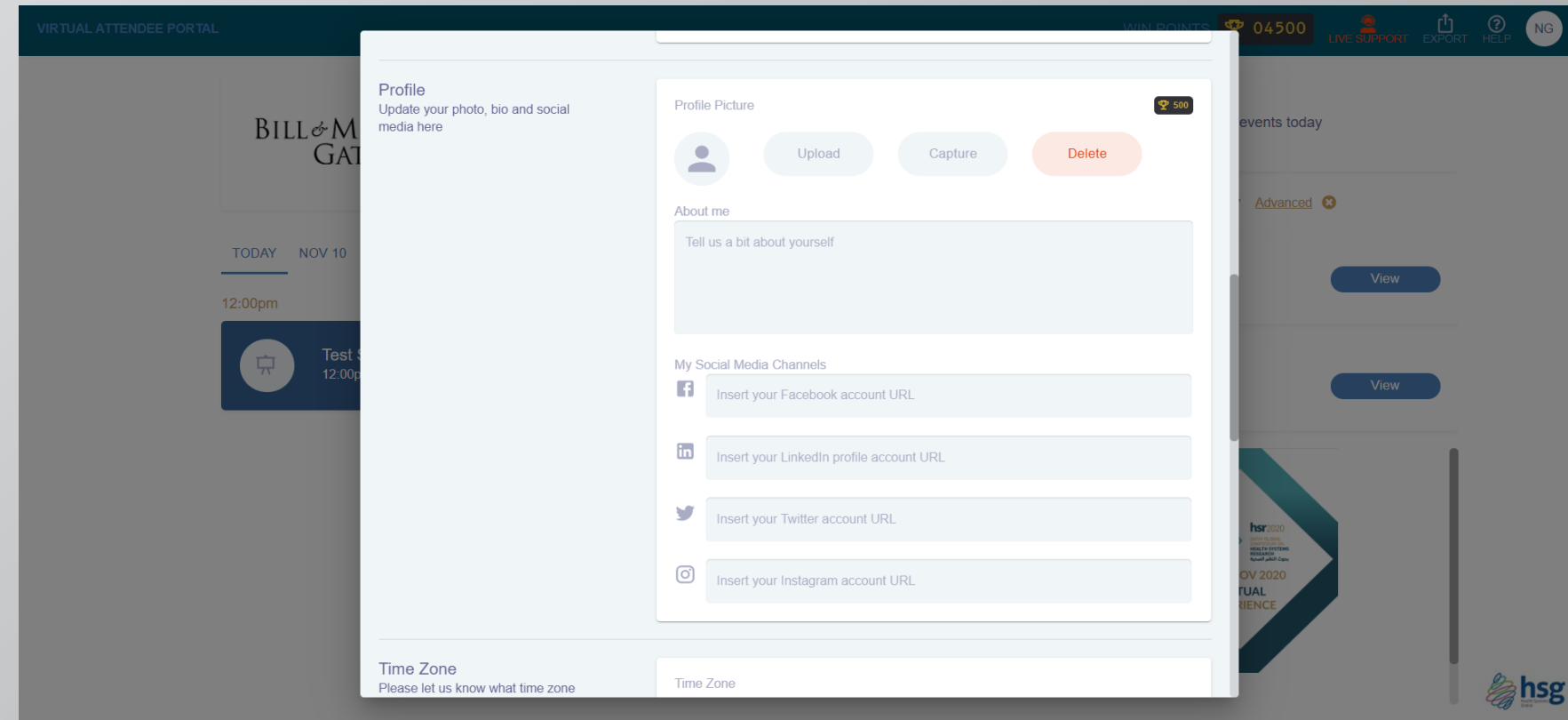- Upon allowing to use your camera, you will have to select the camera.
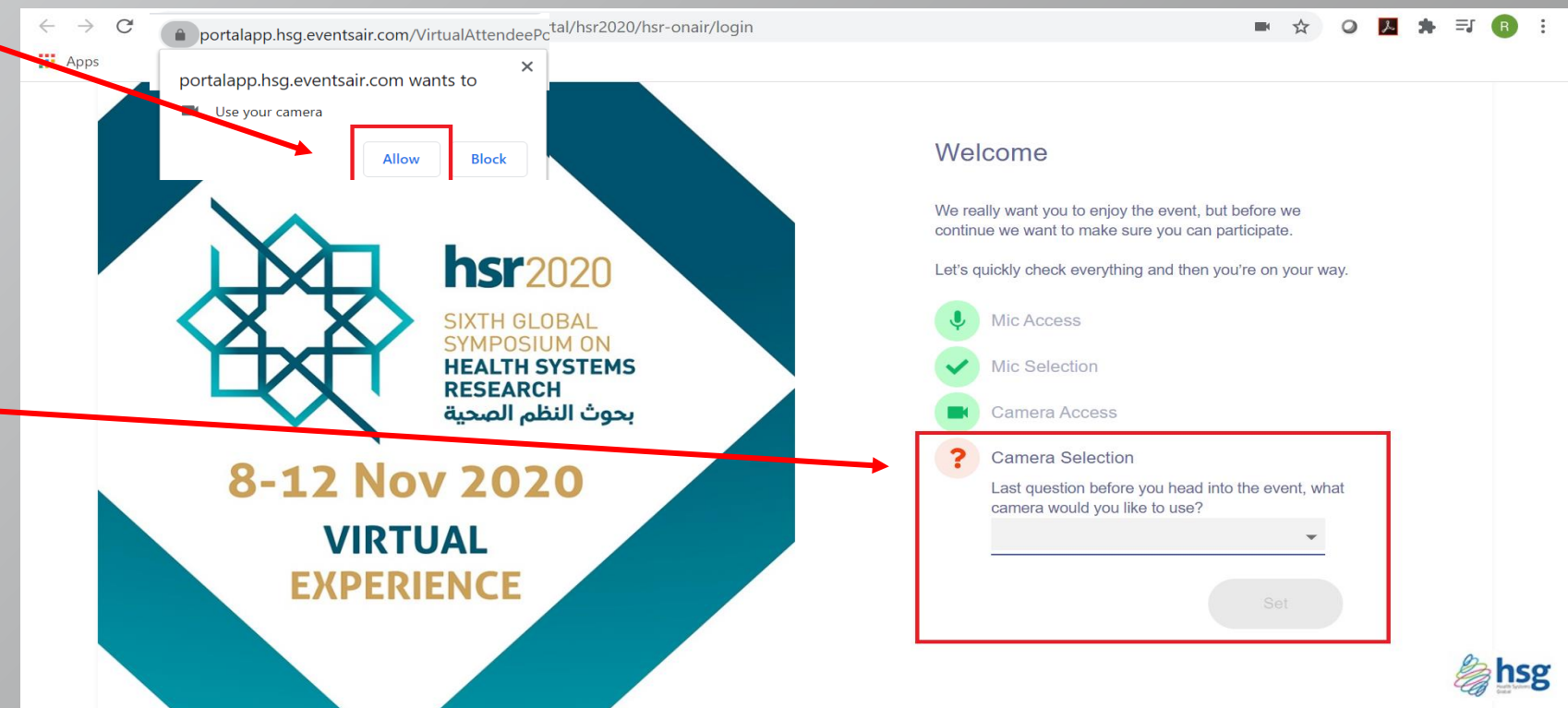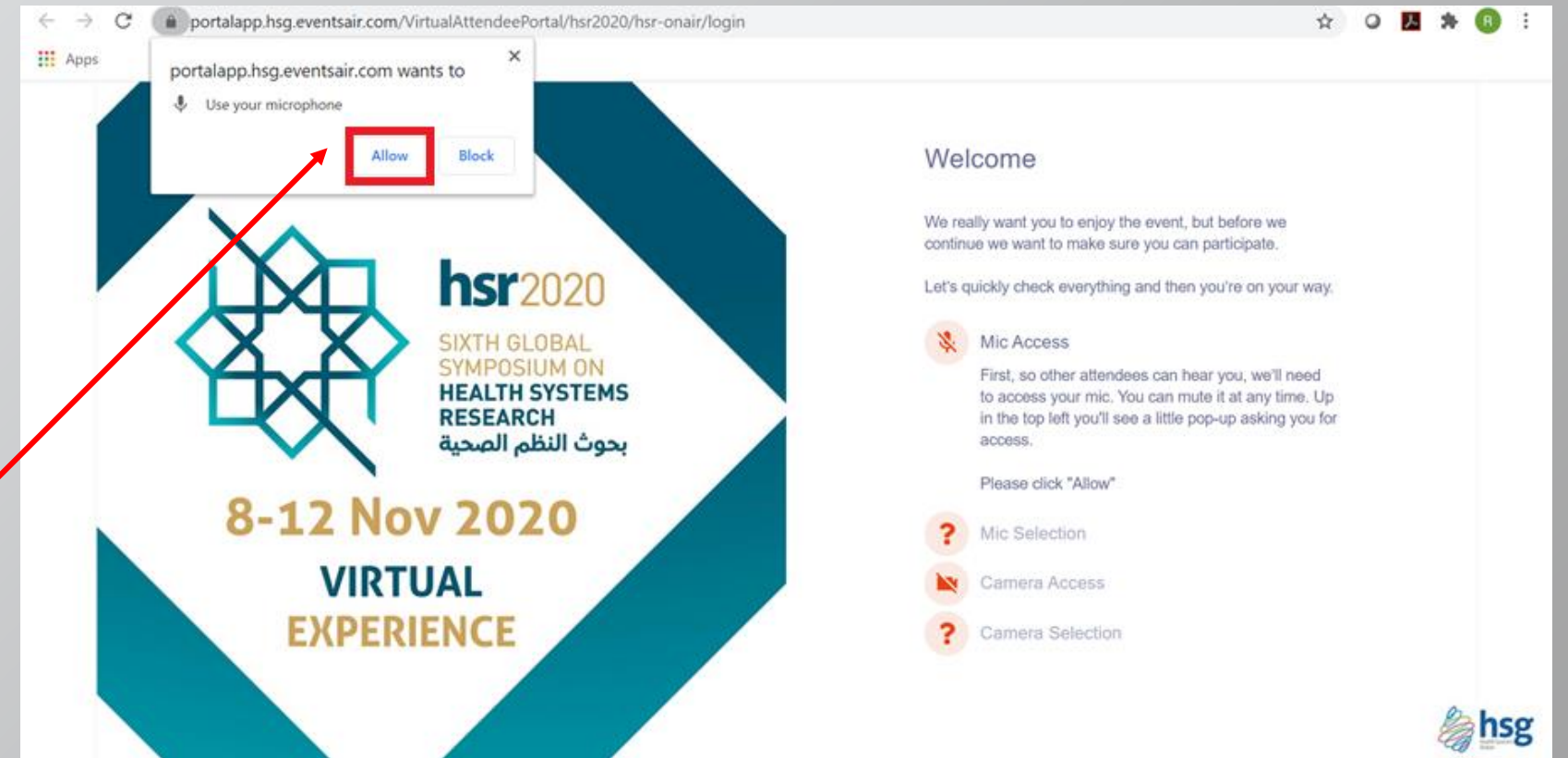
Welcome Page 🏠

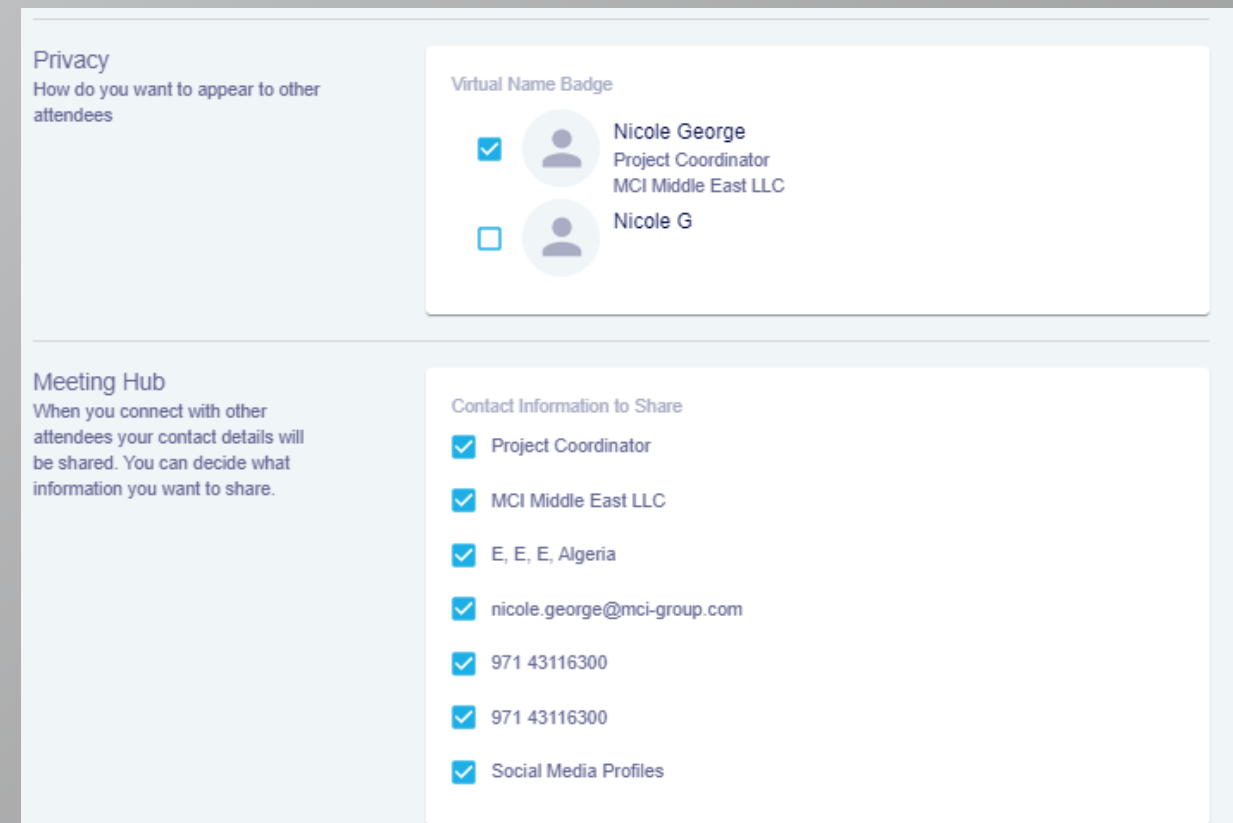- On the Welcome page you will be asked to verify your details.

Update Your Profile 👔

- In the profile section, you will be required to upload a photo and update any missing information.

- In the privacy settings, you will have the choice to select your preferred display name.

- In the Meeting Hub, you will have a choice to select your details (email id, organization name etc.) that would be shared with other participants when you connect with them or vice versa. After this you will be taken to the home screen.
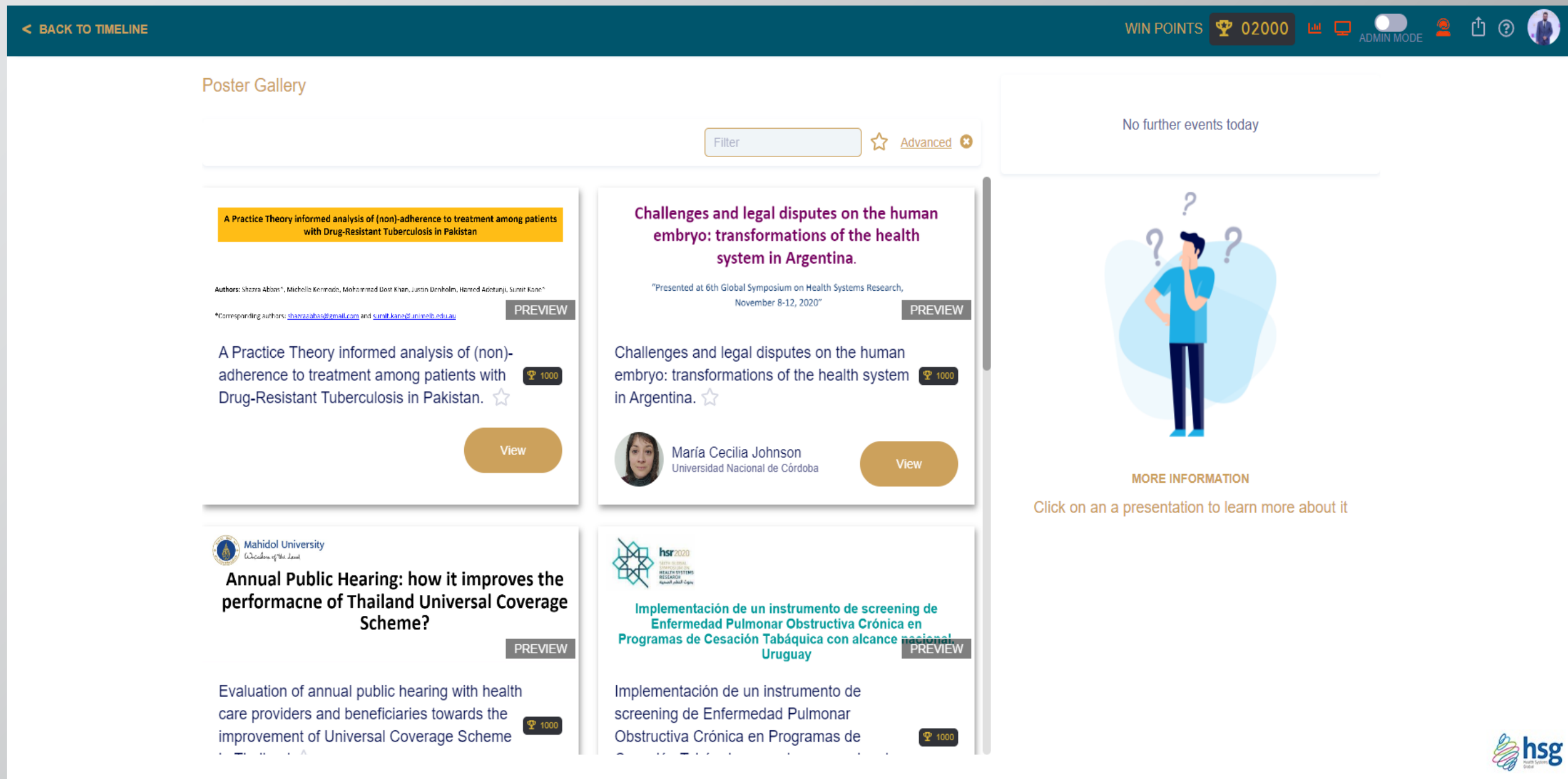
Digital Poster Gallery Format

- Posters are accessible in the poster gallery, below is how the posters will be listed in the gallery.
- Posters will be accessible at all times during the event dates
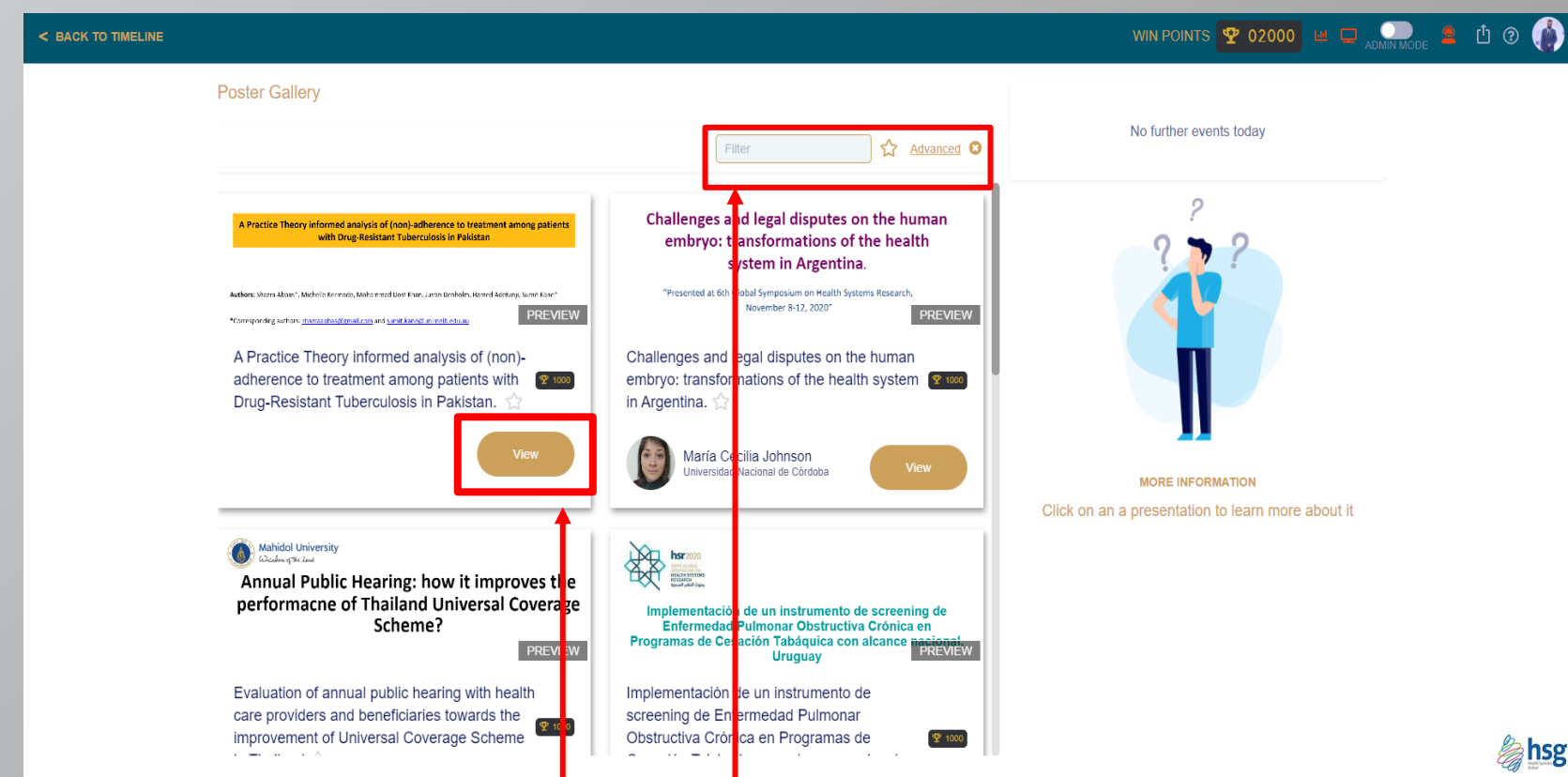
Digital Poster Gallery 🪧

How to view digital posters in the poster gallery
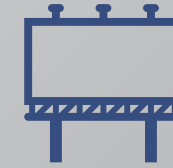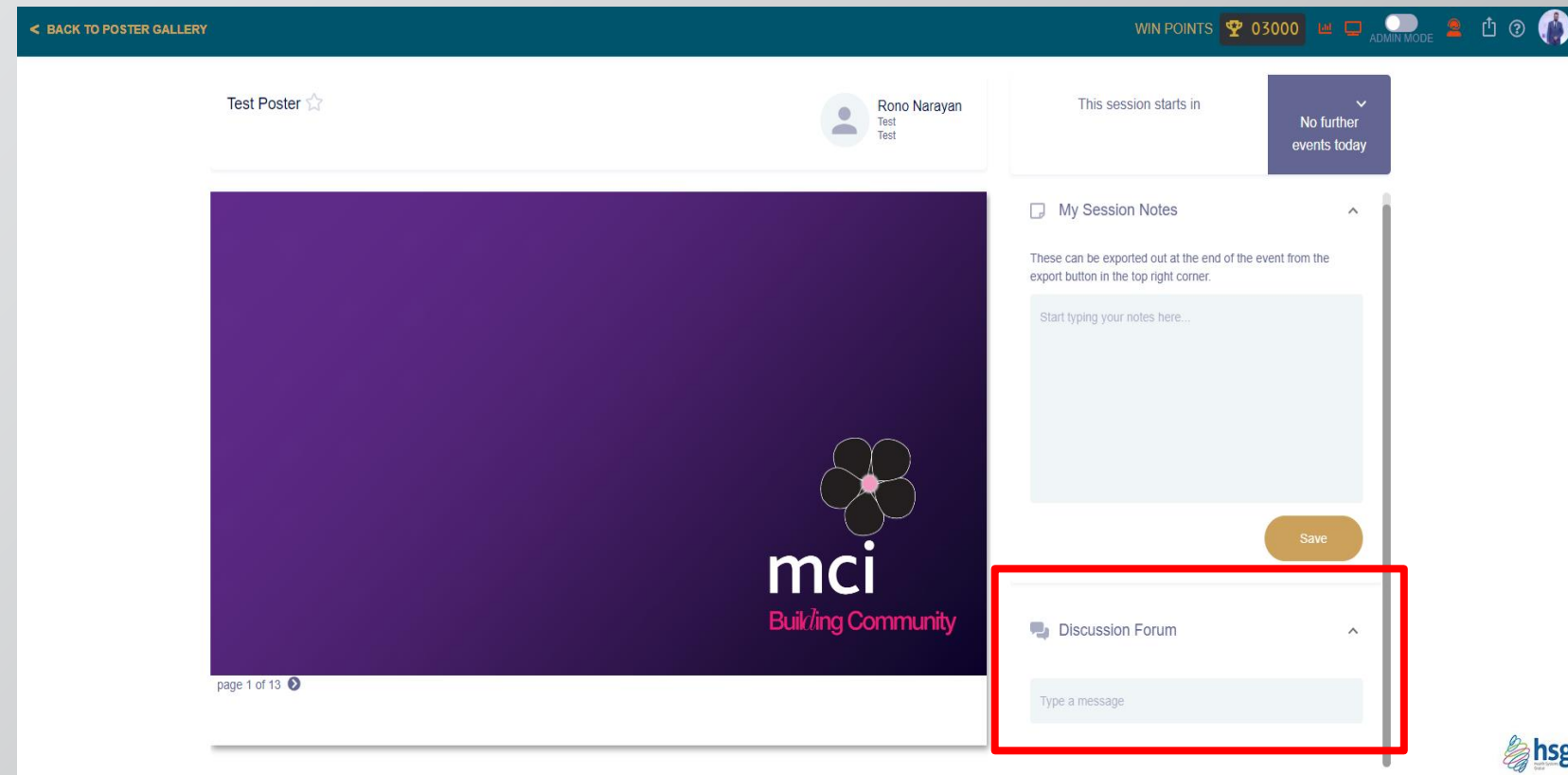
STEP 1
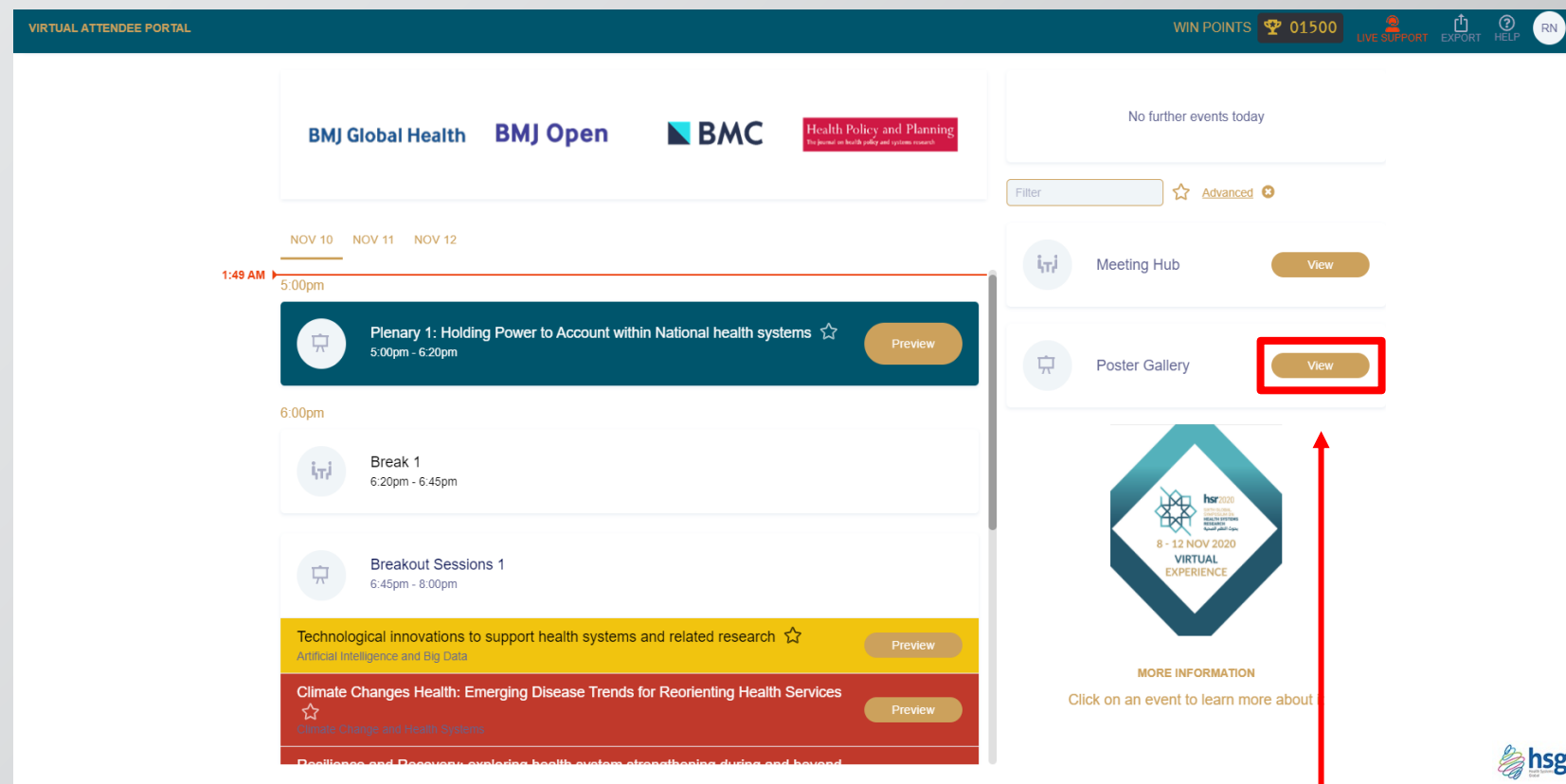
- On the Agenda & Timeline, please click on "View" as indicated in the above screenshot next to "Poster Gallery"

STEP 2

- Click on "View" for your poster that you wish to view.
- You may use the advanced search filter to search for posters based on specific themes

Digital Poster Gallery

STEP 3

- As attendees will leave comments and questions in the "Discussion Forum", kindly ensure to keep checking the forum to view and answer their questions and engage in discussions.

- Attendees may connect with you on a 1 on 1 call or vice versa by navigating to the Meeting Hub (as shown in the next 3 slides slides) to discuss more about the poster.
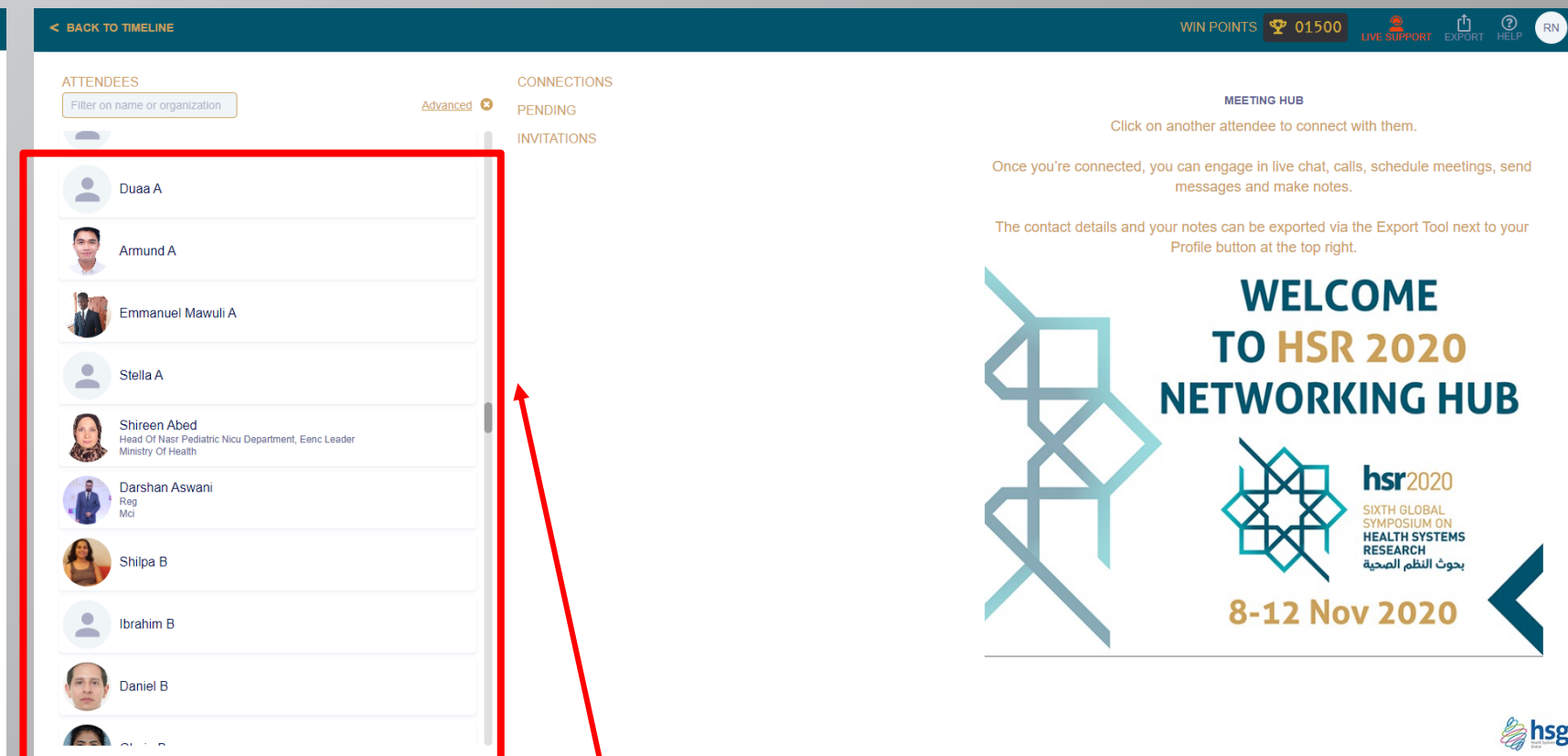
Networking Option: Meeting Hub

1 on 1 meetings (voice/video calls)

STEP 1
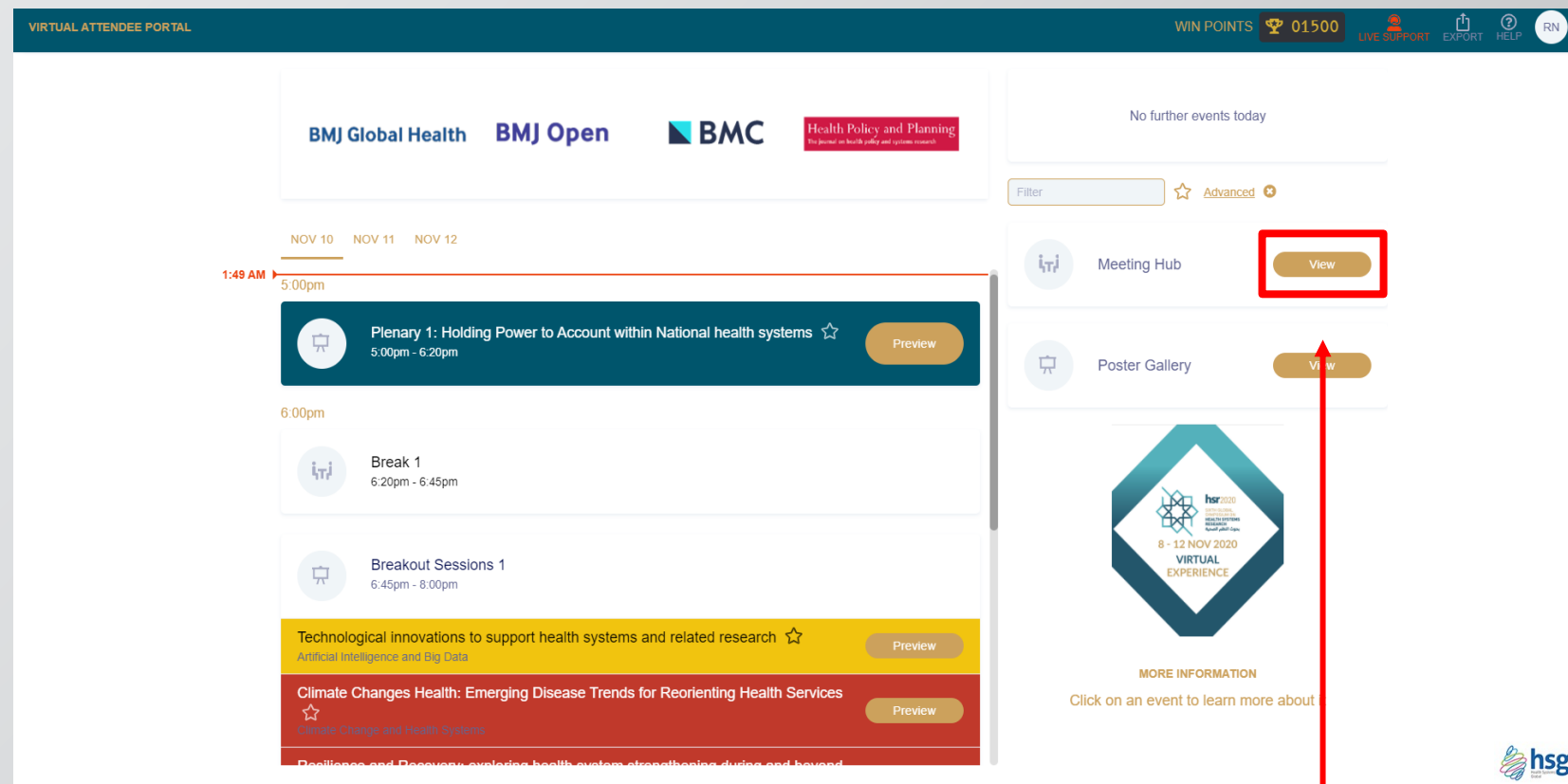
- On the Agenda & Timeline, please click on "View" as indicated in the above screenshot next to "Meeting Hub"
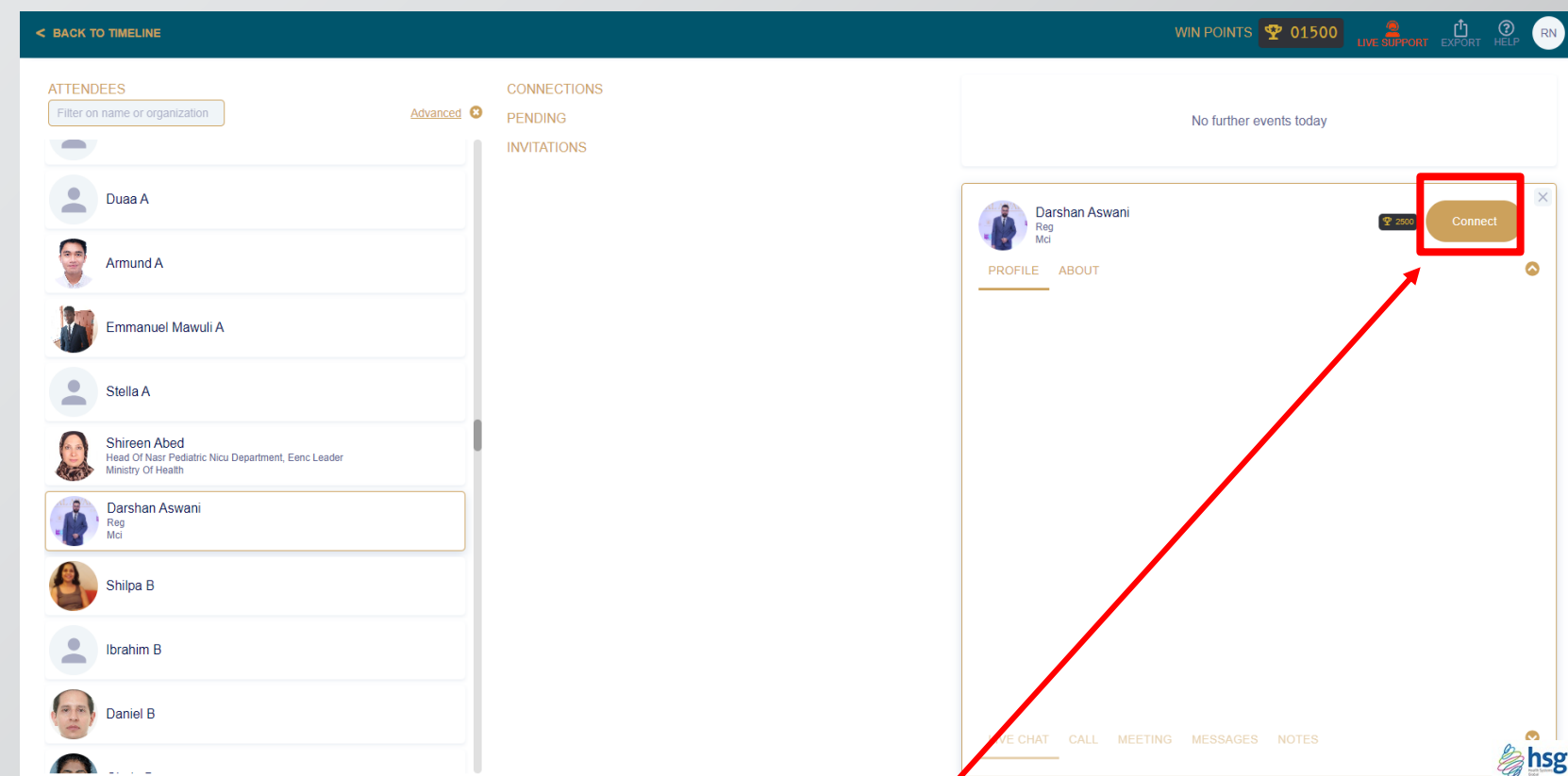
STEP 2

- Click on an attendee that you would like to connect with, you can search/filter for a particular attendee
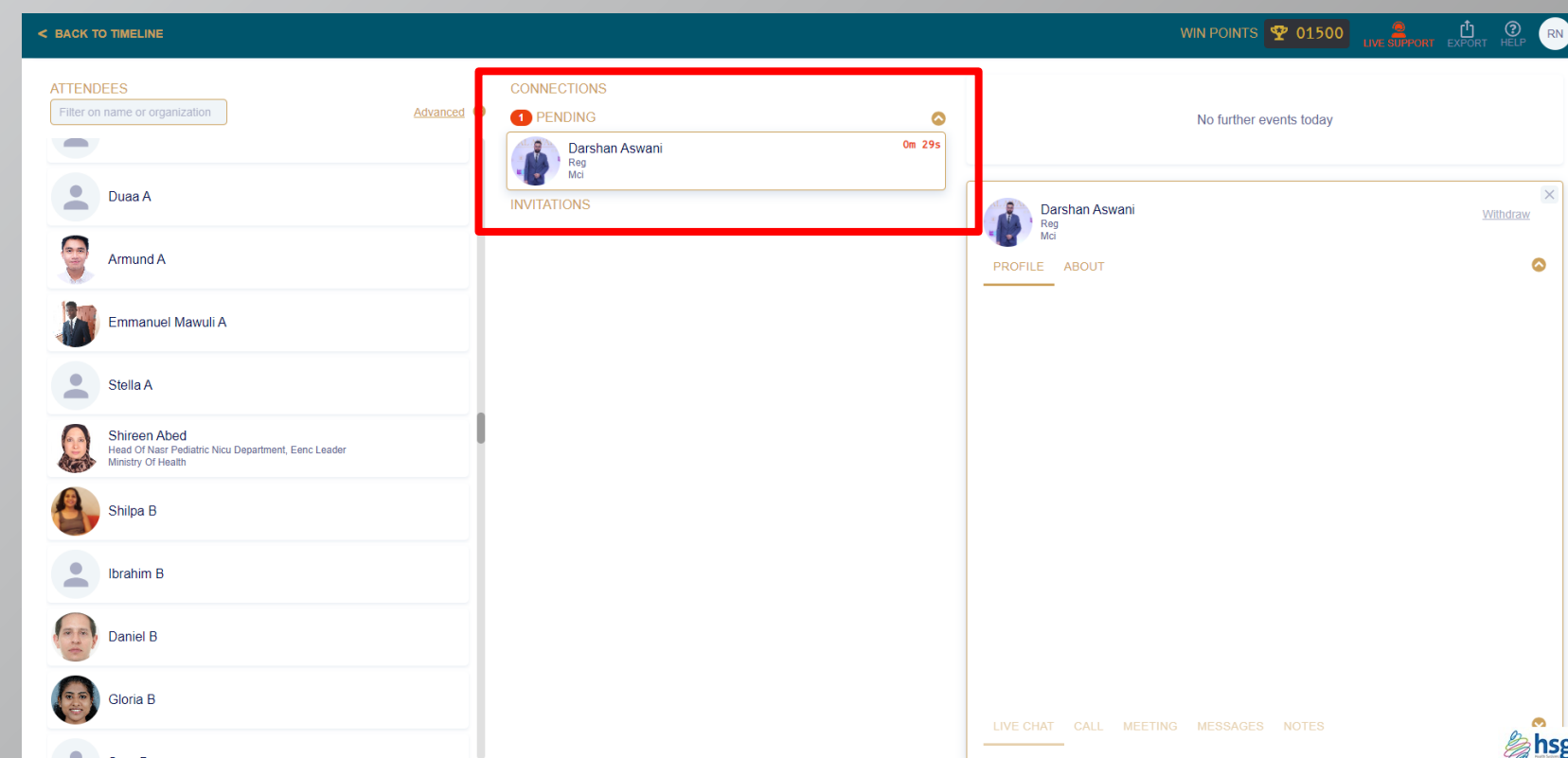
10

Networking Option: Meeting Hub

1 on 1 meeting (voice/video calls)

STEP 3
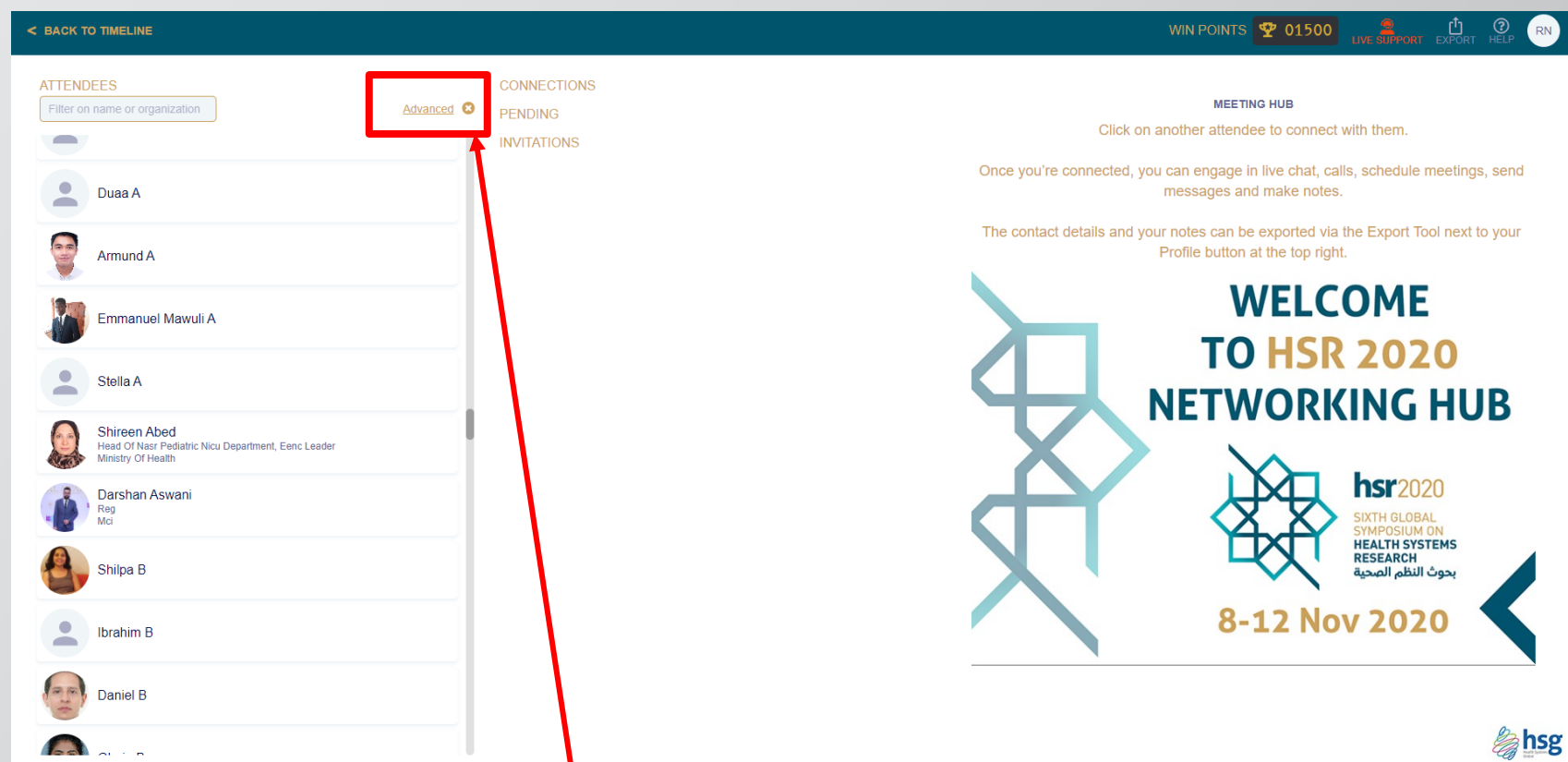

- Then click on "Connect".

STEP 4

- Once a request is sent, you will be able to see that your request is in "Pending". Once an attendee accepts your request, you will be able to schedule a video call or chat or vice versa.
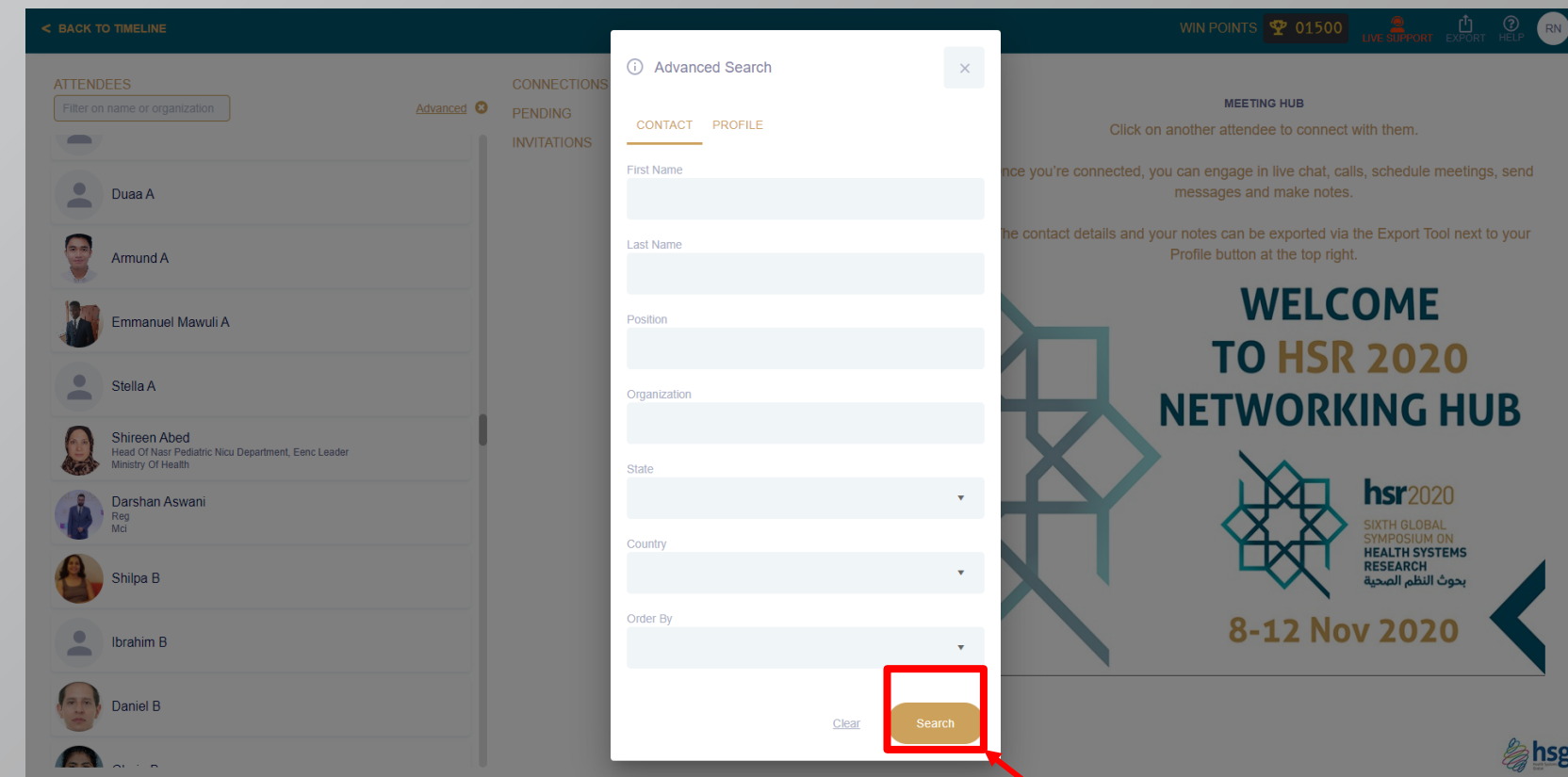
Networking Option: Meeting Hub

1 on 1 meeting (voice/video calls)
How to use advanced search

STEP 1
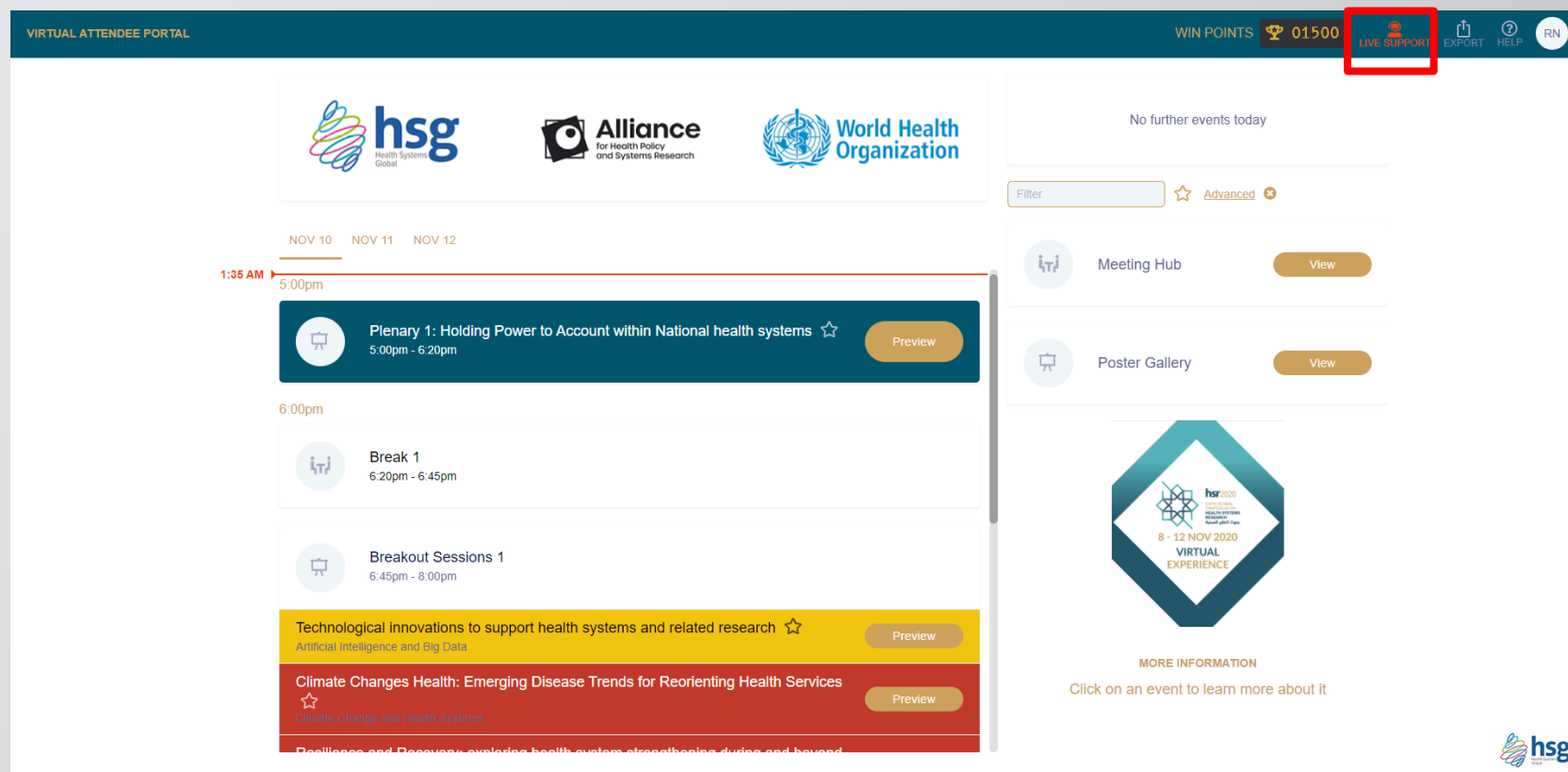

STEP 2

- Click on "Advanced"

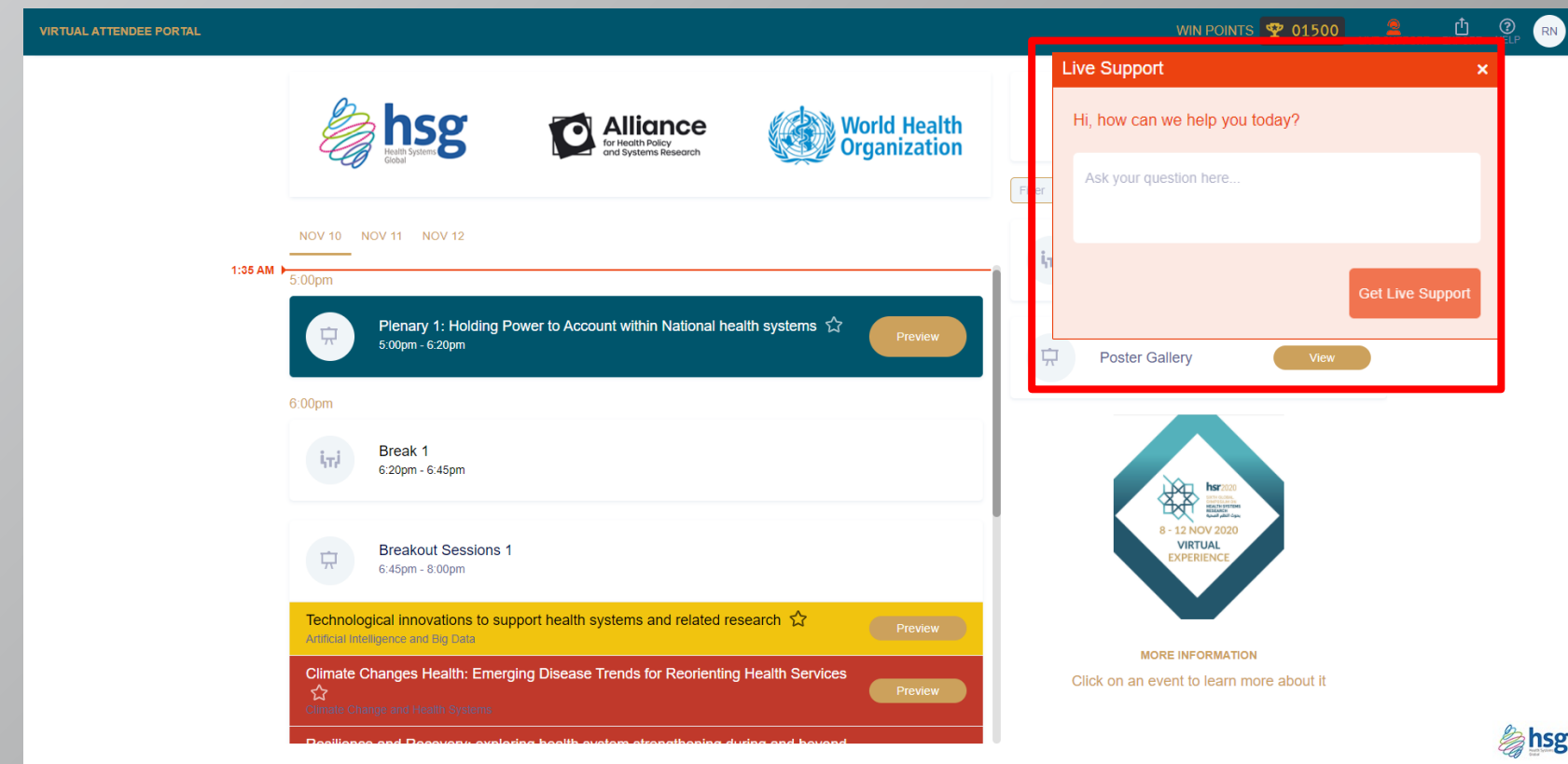- Then choose the advanced filter that you prefer to use and click on "Search"

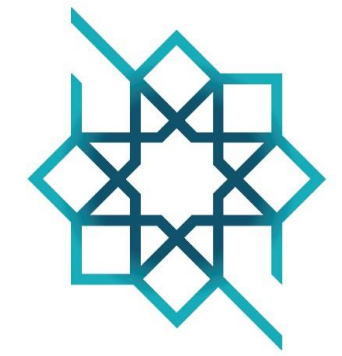# Live Support

How to access live support

STEP 1

STEP 2

- Click on the icon "Live Support" LIVE SUPPORT to seek live support during the event timings

- After clicking on the "Live Support" icon, LIVE SUPPORT please drop in your queries and click on "Get Live Support"

Thank you

For any queries, please contact
hsr2020@mci-group.com