

# Attendees Navigation Guide



## 2021 ICHP/MSHP Spring Meeting

19<sup>th</sup> – 20<sup>th</sup> March 2021

## Getting Started:

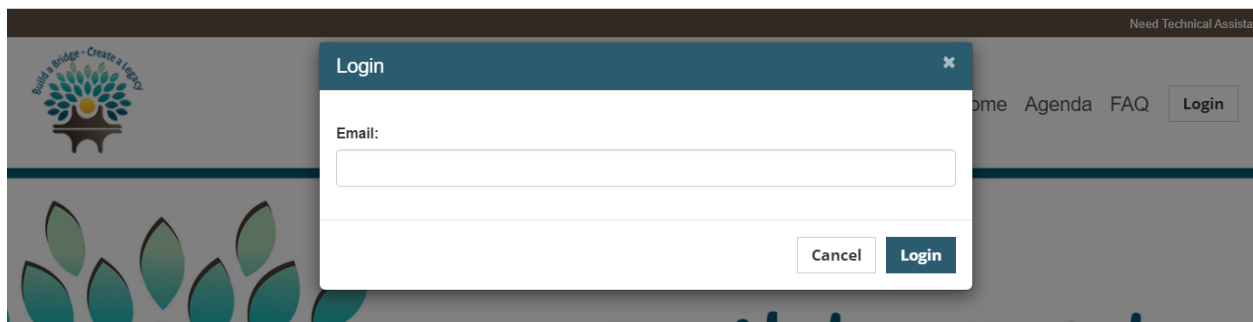
This manual aims to guide you so you can make the most of your participation in the 2021 ICHP/MSHP Spring Meeting. The manual will elaborate on how you can navigate through the virtual platform as an Attendee.

## Main Page:

Type in the URL: <https://ichpmshp2021sm.vfairs.com/> in the address bar of your browser to visit the virtual platform. We recommend that you use either Chrome, Safari or Firefox for best performance.

## Login:

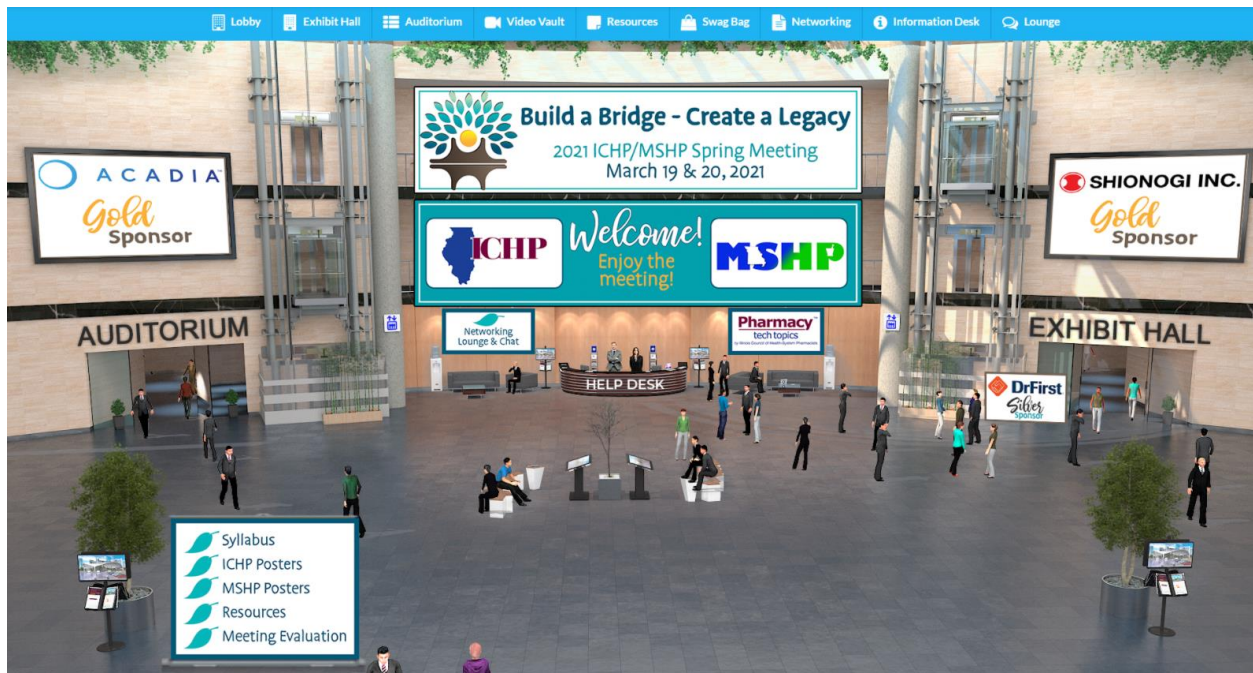
To login, click on the 'Login' tab on the Homepage. It will open a pop-up window asking for your Username. Enter your registered email and then click on 'Login'.



# Navigating your way around the Virtual Event

## Lobby:

Once you have successfully Logged in, you will enter the virtual lobby. To get to your booth either click on the 'Exhibit Hall' tab from the top navigation bar or the Exhibit Hall link from the lobby layout.



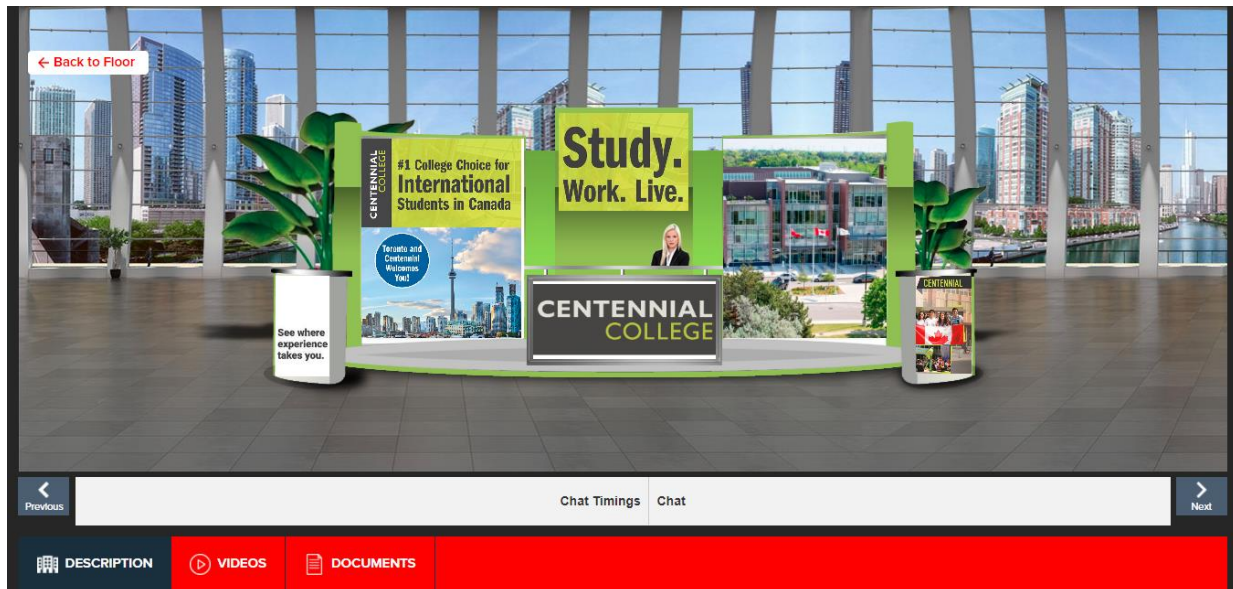
## Exhibit Hall:

Clicking on the exhibit Hall tab / link will take you to the Exhibition Hall where all the exhibitor booths will be displayed.

To enter the booth, simply click on the booth image displayed in the Exhibition Hall.

# Booth View

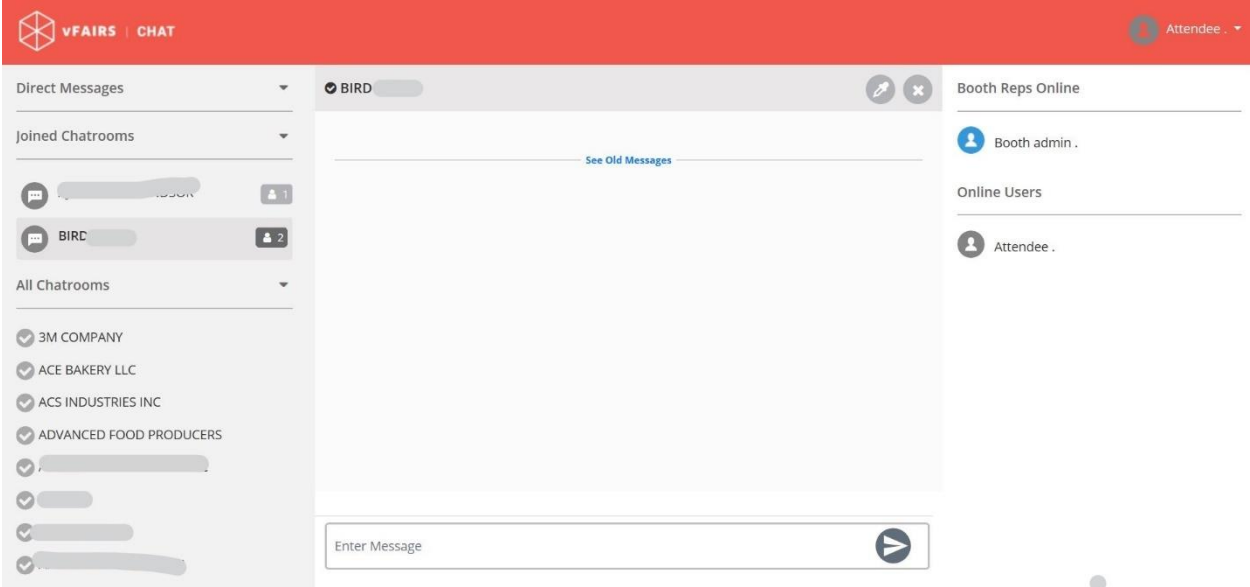
Clicking on the booth image will take you inside the booth as shown below.



*Every booth has its own designated chatroom for networking. Click on the 'Chat' tab from within the booth to access the chatroom and interact with your fellow attendees and the Booth Representatives.*

# Networking:

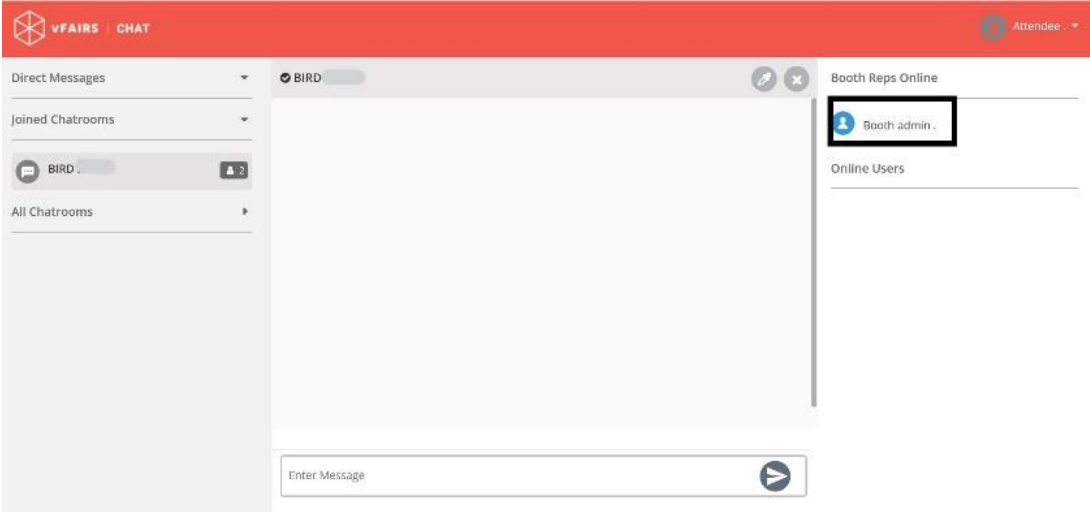
Once inside the booth, click on the 'Chat' tab and you'll be taken straight to the chatroom.



Center space seen above is for public chat where anyone can send a message. Messages sent in public chat area will be visible to all.

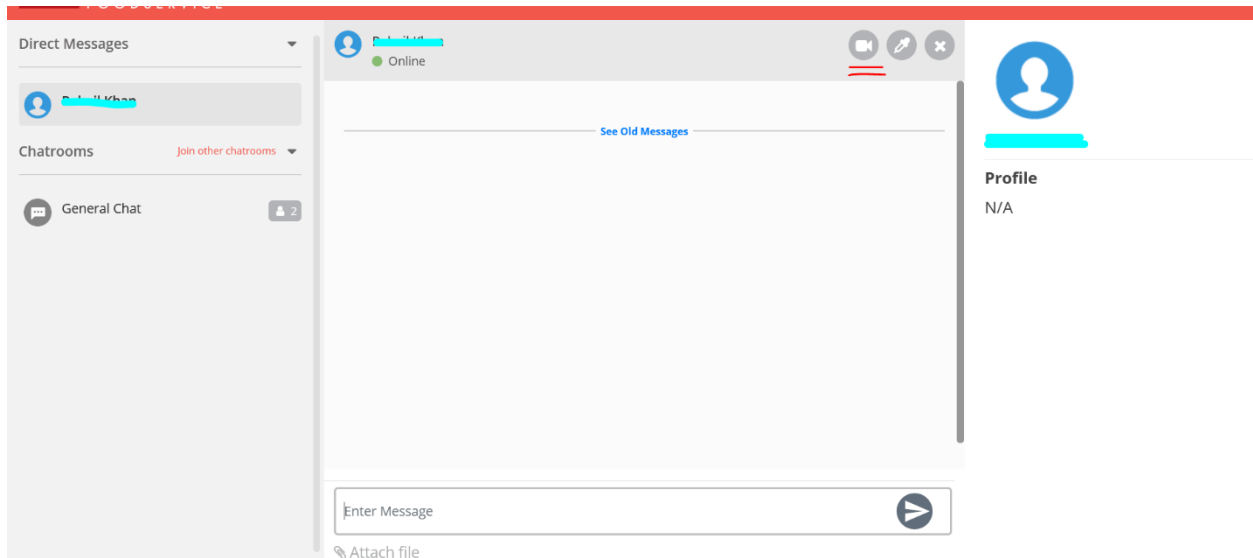
Once you are in the chatroom,

- The list of the booth reps and all the users that are online for that booth will be visible to you in the right panel

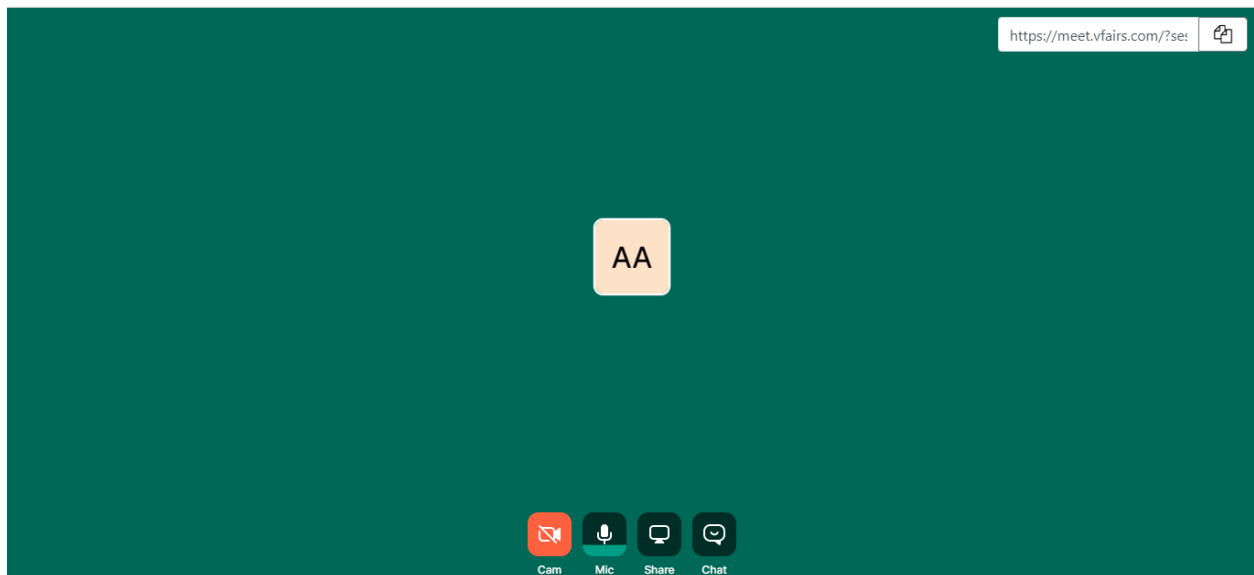


- To initiate a private chat with a booth rep or any other user you can send them a direct message by
  - Hovering over their name and clicking on the 'Chat now' button that appears

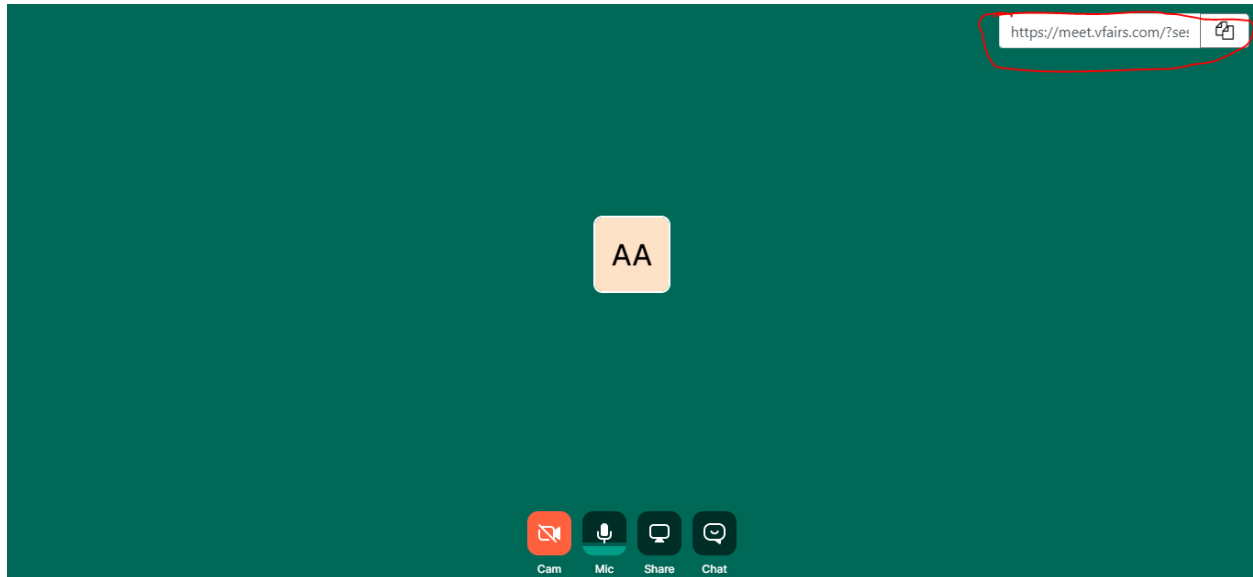
This will open a private screen as shown below. You can either exchange text-based messages with the booth rep or other online users or click on the **Video icon** to initiate the video / audio chat.



Clicking on the video icon will open the video / audio chat in a new tab as shown below.



You can even share the meeting link with other participants and have a group call. We can have around 12 participants in one group call.



## Auditorium:

To access the event webinars, simply click on the 'Auditorium' tab in the top navigation bar. This will take you to the auditorium display. From there, click on the large middle screen and you will be able to see the list of sessions displayed.

Please note that the Join button will appear next to each live session listed only at the time when the session goes live (countdown turns zero). Click on the join button and you will be directed to the live session.

Scroll down on the list to view all the sessions for the day.

## Information Desk:

In case you have any technical queries, please visit the **Info Desk** to talk to the technical reps available online to help you. If you have any questions, please feel free to email us at [ichpms2021sm@getvfairs.io](mailto:ichpms2021sm@getvfairs.io) and we will be happy to assist you.