



It is with great pleasure that we welcome you as an attendee to the **High Risk Emergency Medicine Meeting 2021**. To access the virtual platform and sessions, please take the time to read these guidelines.

BEFORE THE EVENT

- We recommend that you log into the platform at least **20 minutes** prior to the start of the event to gain familiarity with the system. If you are having any issues, then this gives us more time to assist you and ensure you do not miss out on any valuable program content.
- Ensure you have a stable internet connection.
- **We recommend using the latest version of Google Chrome to access the platform.** For Google Chrome download and install instructions, please [click here](#). To use the platform in a different browser, please [click here](#) to review how to confirm or configure the correct audio and video settings.

LOGGING IN TO THE VIRTUAL PLATFORM

You may use the virtual platform on either **desktop** or **tablet**.

1. Access the virtual platform here:
<https://portalapp.arinex.eventsair.com/VirtualAttendeePortal/hrem2021/virtual-platform/>
2. Sign in via the direct link or use your email address and the PIN sent to you via email.
3. Review and update your details, privacy settings and time zone.

TIPS FOR USING THE VIRTUAL PLATFORM

- Click on a session name to learn more about it. This session information will appear on the right.
- Click **JOIN** to access the session. Please note, sessions will be made accessible at the designated session time. If the session time has commenced and no speaker is active, please be patient as the session will start shortly.
- Click **BACK TO TIMELINE** to return to the main screen.
- Edit your details at any time by clicking on your initials in the top right-hand corner.



SESSION FEATURES

Once you have entered a session, the following features appear on the right-hand side.

Live Q&A

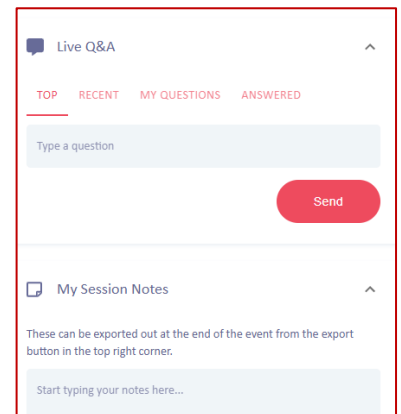
Submit a question to the presenter. **Questions are moderated. Note:** not all questions submitted may be selected due to time constraints.

Discussion Forum

Chat to your fellow attendees in the session. Do NOT submit questions to the presenter here (see Live Q&A).

My Session Notes

Make notes and export these as required.



GAMIFICATION

Engage in activities that are built around goals to gain points to earn a spot in the leader board. These activities allow you to connect and fully enjoy the virtual event.

How it works

On the top bar of the platform, there is a small box with numbers which is your gamification panel. It displays the number of points you have earned. Once you click on this icon, a new window will pop up.

Rules of the game

You will be able to see all details of the game by clicking on the information icon on the right corner.



What are the goals?

Goal	Points
Upload a profile photo	100
Submit a question	150
Complete a session survey	200
Connect with someone in the meeting hub	250
Visit the virtual exhibition	300
Meet with an exhibitor	350
Join a live exhibitor presentation	400
Attend a networking session	450
Full event participation	500



MEETING HUB

Use the Meeting Hub to connect with other attendees by messaging, live chat, live video call or organising a meeting during the event. You must **connect** with a fellow attendee prior to engaging with them via the Meeting Hub.

Connect with fellow attendees

1. You will see a list of all participants in alphabetical order on the left-hand side.
2. Click on the profile of the attendee you want to connect with. A large window will open on the right side with the name and profile of the person.
3. Click the **Connect** button next to their profile information. The name of the person will appear in the middle in the “**Pending**” connections and the person will receive a notification.

In the middle of the page, you may see:

- **Connections** – here you may find all connections which you already made.
- **Pending** – here you may find all your requested connections.
- **Invitations** – there are all invitations from other attendees.

Once the person accepts your invitation, you may start interacting with each other. In the right-hand side window, you have several options how to do that:

- **Live Chat** – live chat with other attendees.
- **Call** - call each other. Simply click on “Call” below the person’s name to open the video-call window. Click on large button at the bottom left of the window to video call the person.
- **Meeting** – schedule a meeting with each other. Once your Meeting is set, it will appear in your timeline in the main program page.
- **Messages** – if the other attendee is not available at the moment, you may leave a message.
- **Notes** – take notes during your meeting and export them afterwards.



HOW TO ACCESS THE VIRTUAL EXHIBITION

Our Sponsors are an integral part to the success of HREM 2021. Please be sure to visit them in our Virtual Exhibition.

Visiting during opening hours:

To visit the Virtual Exhibition during the opening hours, please click on the “Meet with Exhibitor” button. The Exhibition will be open and available 24/7, however the exhibition may not be staffed at all times.




Within the Virtual Exhibition you will be able to view all Sponsors' and/or Exhibitors' names, logos and profiles. To view their "booth", please click on **"View"** at the bottom of their profile. Within their **"Booth"** you will be able to not only view their electronic brochures and videos, but also request to meet with the exhibitor.


When you are in the Exhibitors' **"Booth"**, if you would like to meet with an Exhibitor, you will be able to **"Request Live Meeting"** or **"Request Live Chat"**. You will then be advised that you are in a queue until the Exhibitor is available to meet.

How to get technical support

Need help?

Click  the button at the top right-hand corner for general information.

Need additional help?

Click the  in the top right-hand corner of your screen during event hours.

A text box will appear for you to submit your question to the Meeting Managers.

Evaluation

The Meeting evaluation will be issued electronically following the conclusion of the event. We ask that you complete the evaluation in its entirety which should take no longer than 5 minutes. We appreciate your feedback on the Meeting, which is important for the planning of future events.

We look forward to welcoming you to the High Risk Emergency Medicine Meeting 2021.

HREM 2021 Meeting Managers
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