Attendee Instructions

VNPP Autumn Conference 2020

Thank you for attending the VNPP Autumn Conference 2020. We have an exciting day planned, and here is all you need to know to get the most out of this virtual event.

Which browsers work best?

We are using an online events platform called Hopin and the latest versions of Chrome or Firefox guarantee the best experience. Please avoid Brave, Safari, and Microsoft IE or Edge since these browsers lack the modern web technologies necessary for online events to run in a web browser.

The link for the event is:

https://hopin.to/events/vnpp-fall-conference

The event password is:

VNPP2020!

Once you have picked up your badge, you can enter the event. We have opened up the "venue" early so you can have a look around and get ready for Wednesday.

The five areas of Hopin

There are five areas at the VNPP Autumn Conference 2020 to give you many opportunities to interact with the other attendees, our wonderful sponsors, and the speakers.

1. Reception

The Reception area is the welcome page or "lobby" for the event. Here you can quickly find out what's happening at the event currently: our welcome message, the sponsors and the schedule. Check back here throughout the day for any event updates.

2. Stage

Most of today's speakers will appear on the stage. Just click on the *stage* icon at the left-hand side of the screen to enter the main auditorium.

3. Sessions

There will be two group discussions before lunch and two after. These will be held in the sessions area of the platform. This area is more like a video conference rather than an event and you will be able to participate in the conversation either through the session chat or by asking to join the facilitators on the screen.

To attend a session, click on the *sessions* icon on the left of the screen and then pick the session you want to attend. The sessions area is also where you will find the organisers office. We will have someone in there all day to answer any questions.

4. Networking

In planning the VNPP Autumn Conference 2020, we spoke with many past attendees and one of the things that they really valued from previous events was the opportunity to reconnect with friends and colleagues. Hopin offers this opportunity in the networking room, which was a key consideration when we picked this platform.

The networking room is similar to a one-on-one meeting on a FaceTime call. This is as close as you can get to recreating the "coffee-in-the-lobby" conversations that are important at an in-person event. When you participate in the networking, will be matched with a random attendee and meet for up to three minutes.

To go to the networking room, click on the *networking* icon on the left-hand side of the screen. Once in the room click on the *Ready* button and you will be matched with another attendee and you can chat on video for at least thirty seconds and up to three minutes. You can click the *Connect* button during a conversation to exchange contact information. If both attendees push the button, the newly made contacts will appear at the Connections page of your Hopin profile after the event.

5. Expo

The Expo area is the virtual exhibitor hall with our sponsors' booths. Every booth has a live video session with a representative with whom you can have a face to face conversation. You can also talk to them in the booth chat and take advantage of any offers that each booth has on offer.

6. Checking in on the Chat

There are multiple chat channels in the Hopin platfrom. Each one serves a different purpose.

- **Event chat** — global event chat where all participants can post messages.

- **Stage chat** — chat about a stage-related discussion and ask questions for the speakers all attendees have access to.

- **Session chat** — each session in the Sessions area has a dedicated chat room. Attendees who are off-camera can chat to interact with people on camera and vice-versa.

- **Booth chat** — like sessions, each booth has its own chat for group discussions and interaction.

- **Meeting chat** — in the networking room, a private 1:1 chat channel is available to the participants.

- **Direct messages** — anyone can send messages to an individual at an event on Hopin via DMs in the People tab. To send a DM, find the person you wish to chat with in the People tab, click their profile photo, and send a direct message to them.