



Virtual VITAL2020 Conference Site User Guide: Attendees

Important Reminders

- You must complete account activation (via the emailed link you received the week before the conference) before logging in to the virtual conference site. If you did not receive this link, please contact events@essentialhospitals.org.
- We strongly suggest using Google Chrome as your web browser ([download](#)). Firefox and Safari will not allow users to hear audio on sessions.
- Zoom must be installed on your computer or mobile device to attend networking sessions and one-on-one meetings. You can [download Zoom for various browsers and devices at this link](#).

Homepage

Start your visit on the [Virtual VITAL2020 homepage](#), where you can find navigation for all the site's features, as well as conference highlights, social media links, keynote speakers, and other important details.

Schedule

ADDING SESSIONS TO 'MY AGENDA'

We strongly recommend you reserve spots in education and networking sessions. You can do this by following these steps to add a session to your personal **My Agenda** page:

- Hover your mouse pointer over the **Schedule** tab in the navigation bar and click **Agenda** to view the full schedule.
- To add a session to your personal schedule, click the **red plus sign button** on the session listing; or, click through to the session description and click the **+Reserve Spot** button at the top of the page.

ATTENDING CONFERENCE SESSIONS

Attendees do not need to download Zoom to view conference sessions. However, you do need Zoom to participate in Networking Lounges and one-on-one video meetings with attendees and sponsors. To join a session:

- Navigate to the session's page via **Agenda** or **My Agenda**.
- Click the **Join Live Meeting** button.
- Use the panel at the right to interact with presenters and fellow attendees:
 - Use the **Polls** tab to ask a question (in the tab, click the red **Ask a Question** button).
 - Use the **Chat** tab to conduct live text chat with the presenters.
 - Use the **Files** tab to download session documents.
 - Use the **People** tab to view all session attendees.
 - Use the **Notes** button above the panel to take notes, which you can download later.

You can view the presenters' profiles by clicking on their names or photos under the session title. Each education session will remain open 10 minutes after the official end time. This will allow attendees to "Continue the Conversation" with the presenters. Also, note that each session page includes a **Session Evaluation** link—please remember to complete a brief online evaluation for each session you attend.



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Presentation recordings will be available for viewing about 30 minutes after each session concludes. *Note: Attendee video and audio will remain muted during all sessions, except Networking Lounges.*

People

You can communicate with attendees, speakers, and exhibitors directly through the conference website.

VIEW AND SEARCH CONFERENCE ATTENDEE LIST

- Hover your mouse pointer over the **People** tab on the navigation bar to browse and/or search speaker and full attendee listings. You can search for people by name, company, job title, and more.
- Click on a person's name to see their full profile. From here, you can schedule a private meeting, add them to your **Want to Meet** list (see below), or send them a message.

SCHEDULE PRIVATE MEETINGS

You can schedule private Zoom meetings (either one-on-one or a small group) with attendees directly within the conference site:

- Visit an individual's profile and click **Schedule Meeting** or mouse over the **Schedule** tab in the navigation bar and click **Schedule Meeting**.
- You can add other conference participants to this meeting by clicking **New Member**.
- Click **Continue** and select a meeting time on the next page from available 15-minute increments.
- Selecting a time will take you to a new page, where you enter a brief meeting title and description. Then, click **Send Invitation**.
- An invitation will be sent to all meeting participants via email. Recipients may accept or decline the meeting, or they may propose a new date and time.
- The confirmed meeting will be added to **My Agenda**.

WANT TO MEET LIST

This feature is much like collecting virtual business cards and helps you keep track of who you would like to contact. Click the **Want to Meet** button on an individual's profile to add that person to your list. You can view your full list by clicking the **Want to Meet List** button at the top left of the attendee list. Note that attendees are not notified when you add them to your **Want to Meet list**.

Sponsor Hall

You can visit each sponsor's page by clicking on the **Sponsor Hall** tab in the navigation bar. A sponsor's page will allow you to browse their resources, conduct a live video chat with their representatives, schedule a meeting with an individual representative, and request more information from the organization.

Networking

VIEW AND POST TO PUBLIC FORUMS

This space allows conference participants to start public conversations with their fellow attendees. You can start a new discussion or reply to an existing thread.

- To start a new discussion, click **New Conversation**.
- To respond to an existing comment or post, click **Reply**.



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USING YOUR INBOX

Your private messages with attendees will be housed here. You can search by keyword and initiate new conversations to individuals or groups from this page:

- Select **New Conversation**.
- Begin typing the recipient's name into **Select Recipients** and click on the full name when it appears in the drop-down menu.

Support

The **Support** page offers a site tour video, FAQs, and a live help desk (via Zoom).

Account

Visit this tab to edit your profile and add details, such as your current role, areas of expertise, and a headshot; access your **Want to Meet** list; and adjust your privacy and notification preferences.