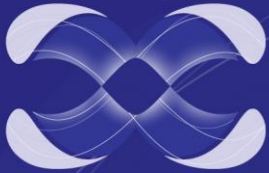




Log in

- Navigate to your login details email (sent out one week prior to the conference) and click on your personalised virtual conference portal link. If required, your sign in email and PIN can also be found in this email.
- Select your camera and mic settings
- If you are unable to log in, please email energy-evaluation@expertevents.com.au or phone +61 7 3848 2100



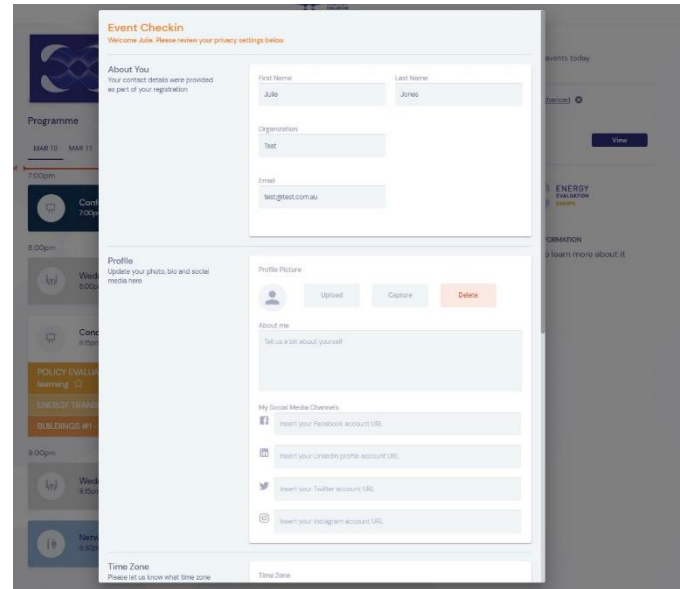


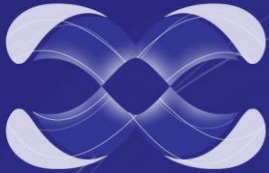
Event check in

- Update and select your profile settings including adding a profile picture, brief biography, social media links and privacy settings.
- Update this information at any point throughout the conference by selecting your initials or profile picture in the top right hand corner of the portal.



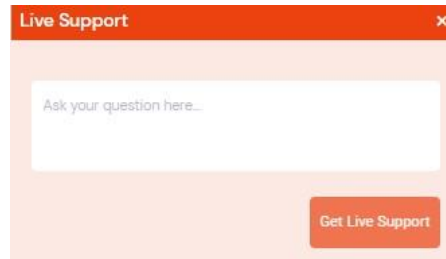
- To leave event check in, scroll to the bottom and select update and close.





Live support

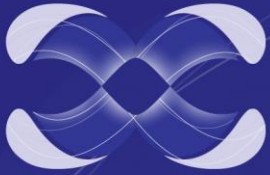
- If you are experiencing any technical difficulties, please lodge a **Live support ticket** located in your tool bar at the top right of your portal.
- Enter your problem or question in the live support chat and select **Get Live Support**.
- When you submit your ticket, you will see your position in the queue. A support team member will respond to your ticket as soon as possible.




Browse the home page and programme

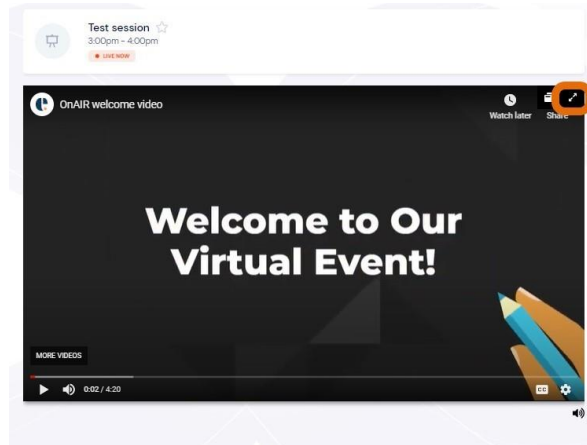
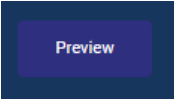
- View the programme for each day by selecting the dates above the programme timeline
- Click on a session to view further details
- Click the star next to each session to mark as a favourite. *To just view your favourite sessions, click the star above the sponsors portal on the right*
- Access the meeting hub where you can connect with fellow attendees via messaging, video chats or arrange meetings
- Access the sponsors portal where you can view sponsor profiles, contact details and download the handouts

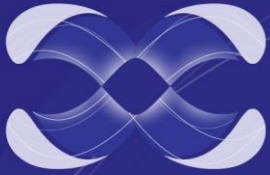
The screenshot displays the conference website interface. At the top, the Energy Evaluation Europe logo and conference title are visible. Below the header, a 'Programme' section features a timeline with dates MAR 10, MAR 11, MAR 15, and MAR 16. A star icon is highlighted next to the 'Evaluation in times of emergency keynote panel' session. On the right side, a navigation menu includes 'View Sponsors' and 'Meeting Hub' buttons, both with star icons. A 'MORE INFORMATION' section at the bottom right encourages users to click on events for more details.



Watch a live streaming session

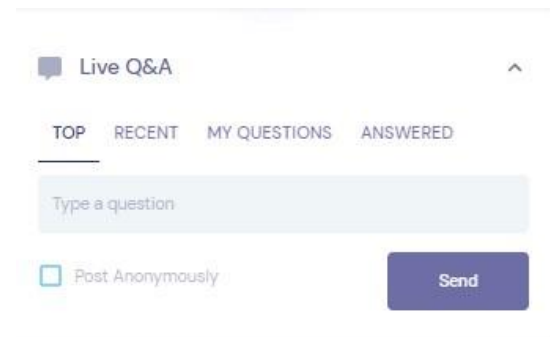
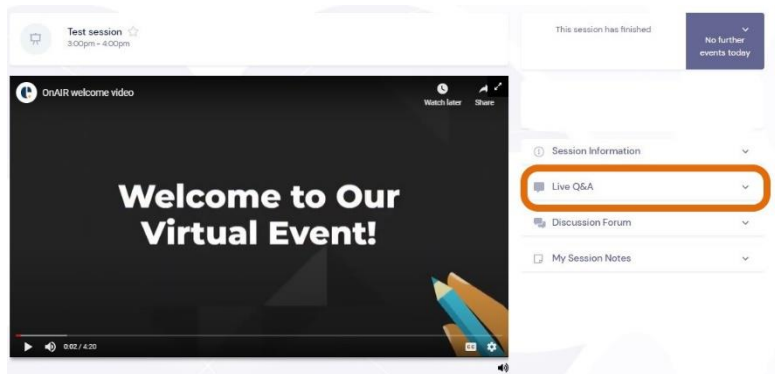
- Simply click on the blue 'join' or 'preview' button next to the scheduled session. **Any sessions that have 'join' have already commenced.*
- To view in full screen mode, select the two arrows  at the top right of the session screen.

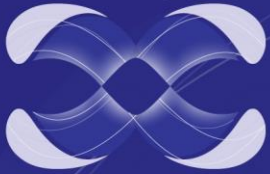




Ask a question

- Select the live Q&A drop down on the right of the session
- Type in your question and select send
- Like another attendee's question to show your interest
- You may choose to post a question anonymously





Engage in discussion

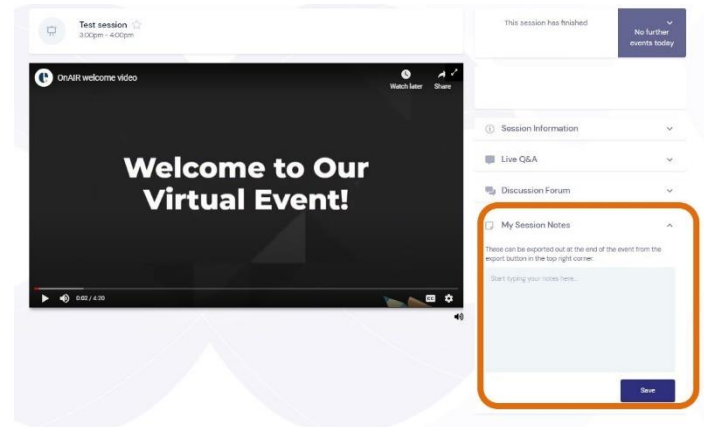
- The discussion forum is an informal channel open for delegates to comment, share information or chat with each other about the presentation. To utilize the discussion forum simply:
- Select the discussion forum drop down to the right of the session
- Type in your text and click enter

The image shows a screenshot of a virtual event interface. On the left, a video player displays a welcome message: "Welcome to Our Virtual Event!". To the right of the video player is a sidebar menu with options: "Session Information", "Live Q&A", "Discussion Forum" (highlighted with an orange circle), and "My Session Notes". Above the sidebar, a notification states "This session has finished" with a button that says "No further events today". On the far right, a "Discussion Forum" chat window is open, showing a message from "Me" at 10:46am that says "hi everyone". Below the message is a text input field with the placeholder "Type a message".



Take notes

- Take notes directly in the portal while watching the session
- Select the my session notes dropdown in the session
- Type in your notes and click save
- To Export your notes and save them to your computer simply select the export icon in your tool bar at the top right of the portal



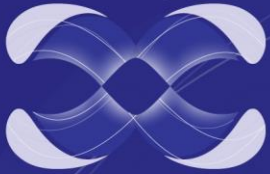
LIVE SUPPORT

DND

EXPORT

HELP

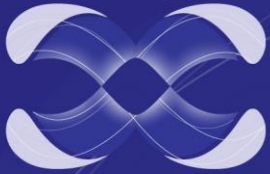
JJ



Download the supporting documents

- Download the authors' final paper or extended abstract
- Select the supporting documents tab in each session
- Click the down arrow icon to download the file to your computer

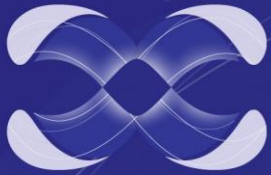




Networking functions

- Networking functions are scheduled on Wednesday 10 and Tuesday 16 March
- These are a fun and informal way to connect with other attendees
- Participants are randomly allocated into a group of four
- Each conversation lasts for five minutes
- At the end of each conversation you can select to join another conversation.





Meeting hub

- The meeting hub is located on the right of the programme home page
- Request connections with other attendees to send messages, have video chats, schedule meetings or exchange contact details.
- Attendees who have a green dot next to their name are currently logged into the portal

