

Thank you for registering to attend the VAEEC's virtual [Fall Forum & Trade Show](#). To make the event the best that it can be, we are using a new platform, [Hopin](#). This user guide will help you get the most out of your event experience.

Create a Hopin Profile

Create a profile when you [register](#) for the event, and add the event to your calendar. Update your profile at any time by accessing your account from the upper-right corner and selecting 'Profile'. You can add information about yourself and a headshot.

Join the Event

You can access the event 5 minutes before it starts. There are two ways to join. 1) Log into your Hopin account, go to your profile dashboard, and select the event. 2) You will receive a reminder email shortly before the event starts, which will provide a direct link to the event.

Navigating the Platform

Once you login and join the event, you will enter the reception area. There you will find the event agenda, and overview of each event area, and additional details about the event. Similar to an in-person event, you are able to choose where you want to go and what you would like to attend.

The [main event chat](#) can be found on the right side of the screen. This is where you can comment, ask questions, and interact with other event attendees, including VAEEC staff. Be sure to keep an eye on the event chat for important event updates and announcements.

Event Areas: Navigate through the various areas from the left side of your screen.



Reception

Reception Area: This is where you will land once you join the event. Think of this as a venue's lobby. It is the [information hub](#) where you will find the event agenda to see what is currently happening and what's coming up next. There will be a "[What's Happening Now](#)" button that will navigate you to where the current action is.



Stage

The Stage: The Stage is akin to the main stage of a physical event. This is where we will hold the Forum's opening 'Welcome & Updates' portion of the event.



Sessions

Sessions: The Session area is where all four [breakout sessions](#) will take place. Speakers will offer presentations and take Q&A from the audience. Each session has its [own chat](#) where you can interact with participants and ask questions to the speakers. We ask that you please keep your audio muted and your video turned off.



Networking

Networking Area: Throughout the event, there will be dedicated breaks for attendees to network and visit the Expo Area. Enter the Networking area and you will **automatically be matched with another attendee** for a brief, one-on-one meeting. Each meeting will last up to three minutes, and you can leave at any time. When time is up, the meeting will end automatically. If you'd like to **exchange contact information** with the person you met, click the "Connect" button. If both participants click this button, Hopin will share your name and email address with the other participant. All of the contacts you make throughout the event can be found in your Hopin profile under the "Connections" tab. You also have the option to select "Unmatch" to lose the connection. Click "Ready" to be matched with a new participant, or venture to a different area.

Do note, you will be *randomly matched* with another event participant in the Networking area. To **network with a specific individual or a small group**, DM participants under the "People" tab, and invite them to a **video call**. If they accept, both of you will be placed into a private meeting room. As a courtesy, please make sure the other person is aware and interested in holding a video call with you before sending the invitation.



Expo

Expo Area: This is where the Trade Show will take place. Enter this area to find **virtual booths hosted by event exhibitors**. Select a booth to gather information about the organization and to interact with a representative. Exhibitors have the ability to show presentations, live demos, or videos. Each booth will have its own chat for you to ask questions and interact with other participants.

Tips & Tricks

- We recommend joining the event using a **laptop or PC**. We are unable to guarantee a flawless experience on a mobile device.
- For the best experience, we recommend using either **Chrome or Firefox**.
- When an area (Stage, Session, etc.) is "live" according to the event agenda, you will see a red **"LIVE" tag at the top of the page** indicating where the action is at the time.
- Any announcements or pinned messages from VAEEC staff will appear in the event chat.
- **Send a direct message to any attendee** via DMs in the People tab. You can also ask someone to join you in a private meeting room by inviting them to a video call. To send a DM, go to the People tab to find the person you want to chat with. Click their profile photo to start your conversation.
- Each Session and Expo Booth will have a separate chat. Here you can interact with other attendees or ask questions to speakers or exhibitors.
- If you experience any issues during the event, please contact VAEEC staff through the event chatbox or by emailing info@vaeec.org.

FAQ

Don't see what you're looking for? Please email info@vaeec.org.

Q: How do I access the online conference?

A: Once registered, attendees will receive an email with the subject "Invitation to Online Event - VAEEC Fall 2020 Forum & Trade Show" that will give you access to the official Hopin event. Click the Accept Registration button to enter the conference. It may take a few minutes for your email to arrive.

Q: What technology do I need?

A: Use a modern browser for best experience. Hopin recommends Chrome or Firefox. An internet connection that allows you to participate in a Google Meet or Zoom call should be sufficient for the Hopin platform.

Q: Do I have to download something to run Hopin?

A: No. Hopin runs in your browser.

Q: Can I listen to the conference via phone?

A: No. Audio can only be heard through Hopin directly.

We look forward to seeing you online soon!