



**Know Before You Go**

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## Accessing the Platform:

To access the virtual conference, go to: [www.virtualeventplace.com/sacrs2020](http://www.virtualeventplace.com/sacrs2020)

Click the **LOGIN or SIGN UP – IT'S FREE** button.

On the **Login for Existing Users** tab, click the **Forgot Password?** hyperlink and enter your email address.

You will receive an email with a link to set your password to log into the site. \*This email will be coming from [noreply@virtualeventplace.com](mailto:noreply@virtualeventplace.com).

Once you change your password, in the upper right corner of the page, click on the 'My Virtual Events' button. On this screen you will see the virtual events for which you are registered. Click on 'SACRS Annual Fall Conference 2020' to be brought into the lobby of the 'SACRS Annual Fall Conference 2020' event. From the 'SACRS Annual Fall Conference 2020' lobby, you can navigate to the other areas of the 'SACRS Annual Fall Conference 2020' virtual event, such as the expo halls and the webcast auditorium where our sessions are housed.

**NOTE:** If you receive an error saying your email address is not registered, please contact the event organizer; do not sign up as a new user.

## There are four main sections of the platform:

*Lobby* – here you can chat with fellow attendees or find your way to other areas of the virtual platform.

*Webcast Auditorium* – here is where you will find all the sessions, their titles, descriptions, and presenters. Just prior to a session starting, you will see a button that says 'Attend Webcast' which will open up a new window for the session. If you missed a session or want to go back and view it again, you can also access the webcast videos on-demand which become available in the days following the original time.

*Networking Lounge* – this is another great place to chat with your fellow attendees, either as a large group, or 1:1

*Exhibit Halls* – explore all the exhibitors and their booths in the exhibit halls. You can watch videos that they have provided, download informational materials, and chat directly to someone from their company\*.

*\*during hours designated by the individuals of the specific booths.*

## How to use the chat function:

Chat is available in each area of the event, as well as each exhibitor booth. You can chat to everyone in the room using text, or have private one-on-one text, audio, or video chat! Here's how it works:

**Chat to all** - use the text bar at the bottom of the chat window to type a message. Simply hit send and your message will be public and visible to all.

*TIP: To tag someone in your message simply use the @ symbol to search for their name. The chat will automatically populate names of those who are in the same chat.*



**Private text chat (1:1)** - To have a private text conversation select the person you would like to chat with from the right-hand side of the screen. When you click their name a private message window will pop up. From here you can engage by text, audio, or video.

**Audio & Video calls:** To make a 1:1 audio or video call follow the steps above to pull up who you would like to connect with. Once you are in your private chat window you will be able to see a phone icon (voice only) and a video camera icon (video call). Click on the corresponding icon to initiate your call.

*TIP: Use the group or private text chat to confirm someone has time and is ready to connect by phone or video.*

### Logging into the event Ahead of Time:

We recommend you log in 24 hours before & look around the site ahead of the event starting. This will help you familiarize yourself with the different areas and help you get more comfortable before you are hopping on to join a webcast.

Prior to the event being available, you can also log into a demo site to click around and familiarize yourself with the site functionality as the functionality will be very similar, if not the same, for the event.

Click or copy the following link into your browser to access the demo site: [www.virtualeventplace.com/demo](http://www.virtualeventplace.com/demo)

*\*If you are not already logged in, you will want to log in with your login information provided above.*

### Where to go for help:

In the upper right corner of the platform, click on Helpdesk. There, you can find many frequently asked questions, as well as the contact for support. Additionally, there is a chat box in the lower, right corner of the platform that you can use during normal show hours for any additional issues you may have.