GETTING STARTED WITH ZOOM EVENTS

Visit the Virtual Conference FAQ: https://nursing.ucsfmedicalcenter.org/virtual-events-faq

Once you have entered the Lobby, you should see the below window.

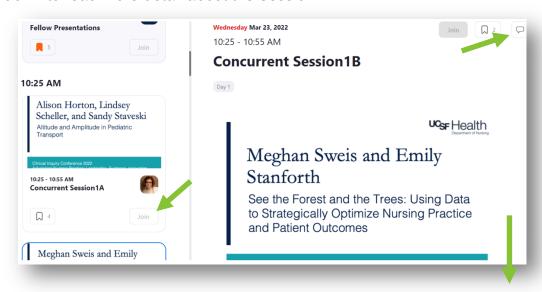


Home

• This is the main conference event tab. Sessions will be streamed to the Lobby and you can click Join to participate.

Sessions

- Discover and bookmark sessions to build your Itinerary. Join a session when the Join button is lit up, and view the recording of a complete session when it is available.
- To bookmark a session, click the bookmark icon in either the left panel's session tile view or at the top of the session detail page.
- To join a session, click the Join button in either the left panel's session title view or at the top
 of the session detail page.
- Click the Chat button on the upper right to add your comments before the session starts
- Scroll down to read more detail about the Session.



Itinerary

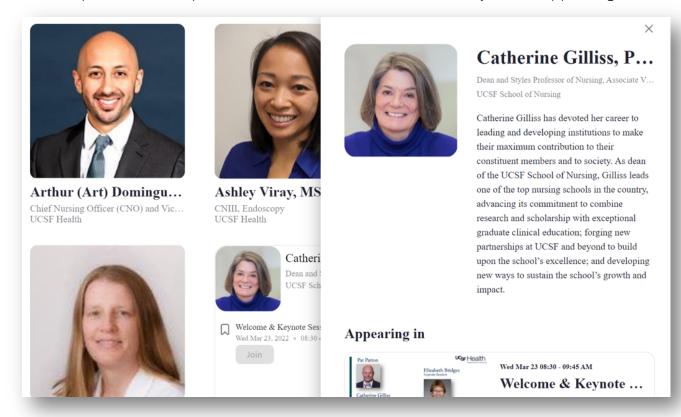
- Note: You must bookmark sessions from the Sessions tab for the sessions to be displayed.
- You can join your bookmarked sessions from the Itinerary tab. Itinerary is your shortlist of
 sessions you can join during the event, displaying all your bookmarked sessions in calendar
 view. You can view all your sessions in one place, join a session directly from your itinerary,
 and have sessions where you're a speaker to be displayed in a more prominent color in the
 calendar view.
- At the top of the page, you can also use the search box and filters to find sessions that fit your schedule.

Expo (Poster Hall)

- Expo is a place where you can interact and network with other attendees and Sponsors (Poster Presenters).
- View the Attending Zoom Events Expo (Poster Hall) from the <u>Virtual Conference FAQ</u>

Speakers

• Click their photo to read Speaker's bio and view which session they will be appearing in.



Sponsors (Poster Presenters)

- You can contact and learn more about the event's Sponsors (Poster Presenters) in this tab.
- Click a Poster Presenter's name and poster title to view the poster snapshot
- Scroll down to download their full poster. <u>Note</u>: Depending on your internet speed, it may take a bit of time for posters to download.
- Click the chat button on the right side to connect with the Poster Presenter. <u>Note</u>: Poster Presenter will not see the chat until they log into the virtual platform.
- If the Poster Presented a short video/audio recording, click the Play button on the poster snapshot.

