37th General Assembly (GA) of the

European Seismological Commission

Virtual Platform

Manual for a better Virtual Experience

Organizing Secretariat

ERASMUS

KYVERNITIS GROUP | Conferences & Events

How to **Sign In**

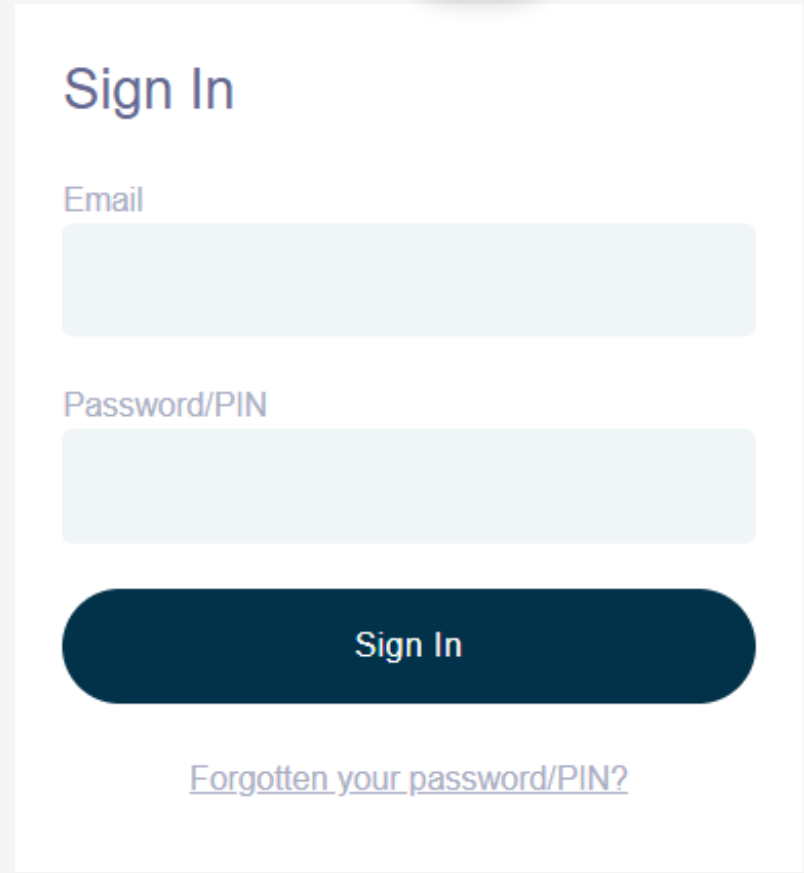
For optimal performance of our virtual platform, we recommend using **Chrome** Browser

1. Follow the **«Auto Login»** link as sent to you by email

Or

2. Enter the event's platform link and then use your **e-mail & PIN** that you have received with your last-minute information letter

In case you don't remember your pin, press the ***Forgotten your password/PIN*** *button*

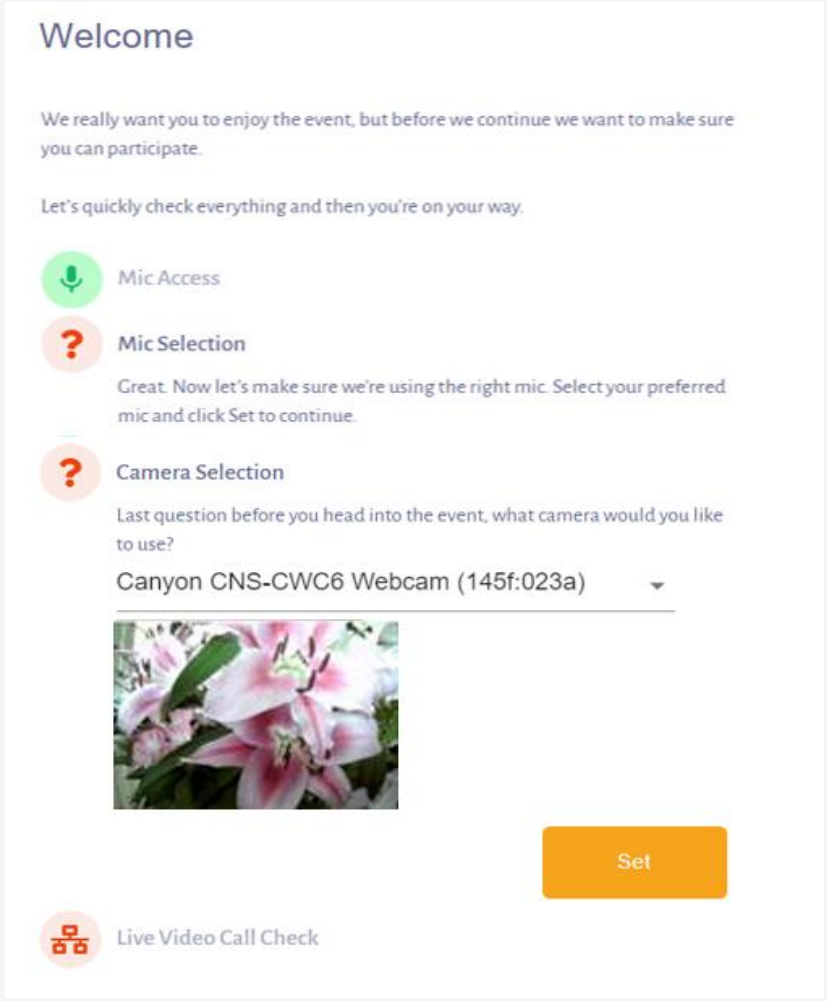


What to set up the first time you sign in

After the sign in page, the first thing you will be asked to do is to turn on your camera and microphone

Turn on your microphone

Turn on your Camera



Your Personal Profile Settings (1/2)

See the instructions for using the platform

Enter your Photo (Profile)

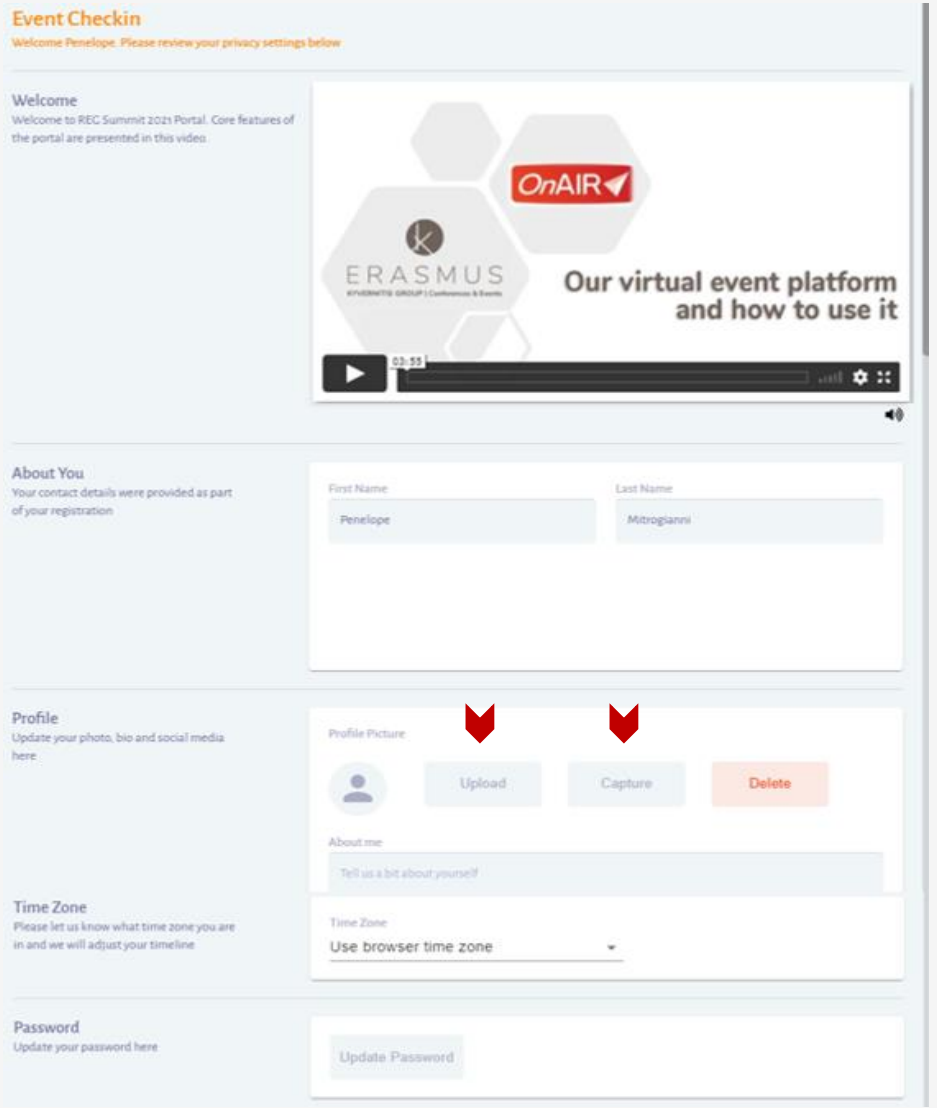
- Using the **Upload** button, you can upload a photo that you already have stored on your computer
- Using the **Capture** button, you can take a photo right away using your computer's camera

Tell us a bit about yourself (About me)

If you do not wish to enter any information about yourself, **add a dot**

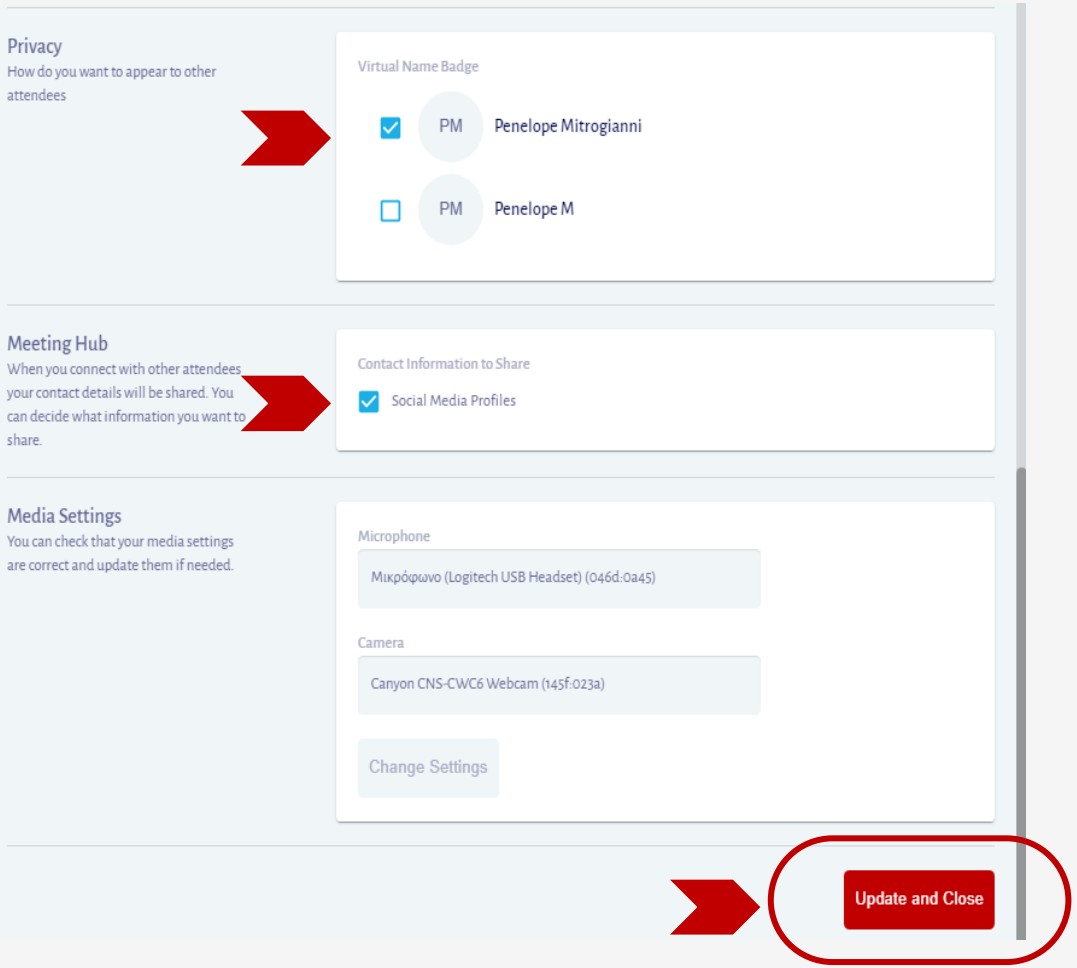
Set your local Time Zone

Update your personal password



Your Personal Profile Settings (2/2)

- In the **Privacy** section you can choose how you wish your name to appear on the list of attendees, ***Meeting Hub*** (full name or only your first name and the first letter of your surname)
- In the **Meeting Hub** you can choose which personal information you wish to share
- Once you have updated your personal information page, click "**Update & Close**"



How to browse through the Platform as Attendee (1/4)

After completing the initial settings, you will be taken to **ESC 2021** Virtual Portal, which is the main page of the platform. Here you can see **the Sessions (per day)**, visit the **ePoster** and **Presenters Galleries** and **communicate with other attendees (Meeting Hub).**

We recommend that you press F11 (or Fn & F11) button on your keyboard in order to see the full screen view.

Connect with other delegates through the Meeting Hub

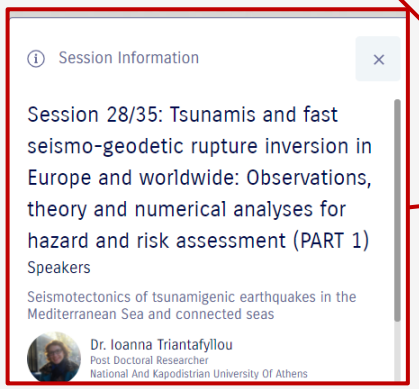
View the Presenters & ePosters Galleries

View the at-a-glance programme of the Assembly

Platform Browsing as Attendee (2/4)

Look for the date of the Session you wish to attend

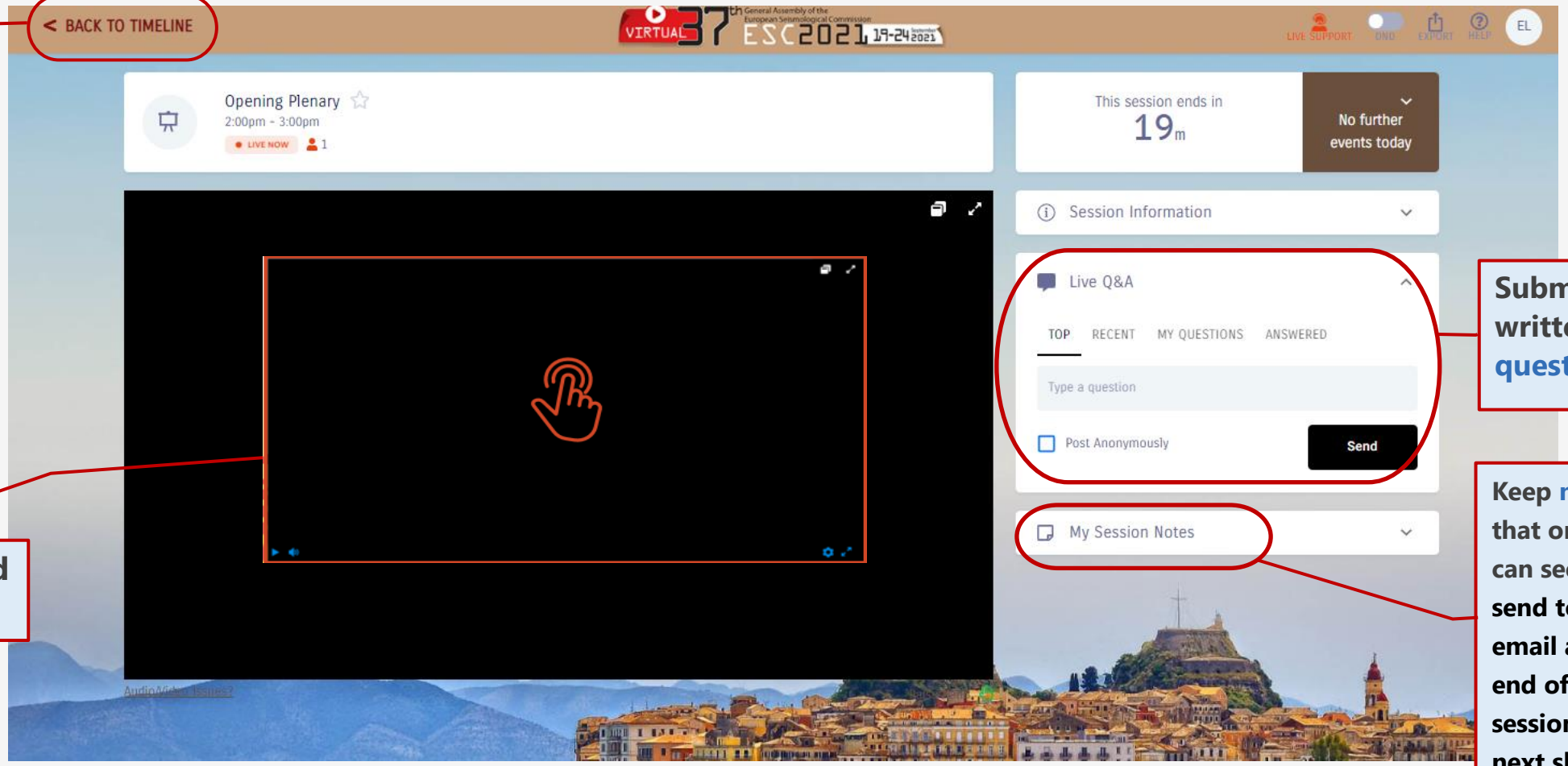
Click on the icon and see the session details (speakers & presentations) **Session Information** window



15 minutes prior to session's start press to the watch the Session

Platform Browsing as Attendee (3/4)

Once selecting and joining from the **Timeline** the preferred Session to attend, you will be automatically transferred to the below environment



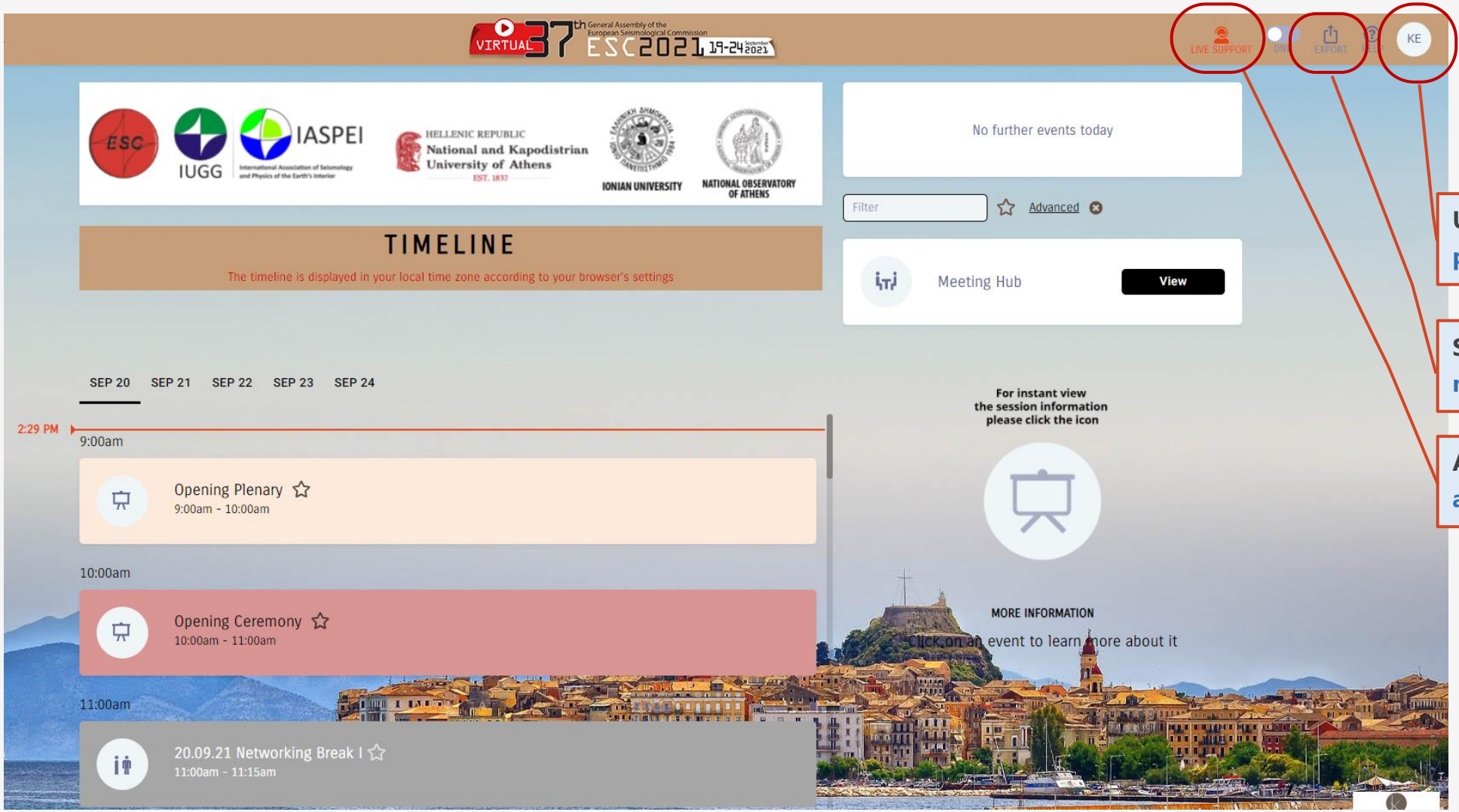
Press here to return to the home page (TIMELINE)

Click to connect and watch the Session

Submit written questions

Keep notes that only you can see and send to your email at the end of the session (see next slide)

Platform Browsing as Attendee (4/4)

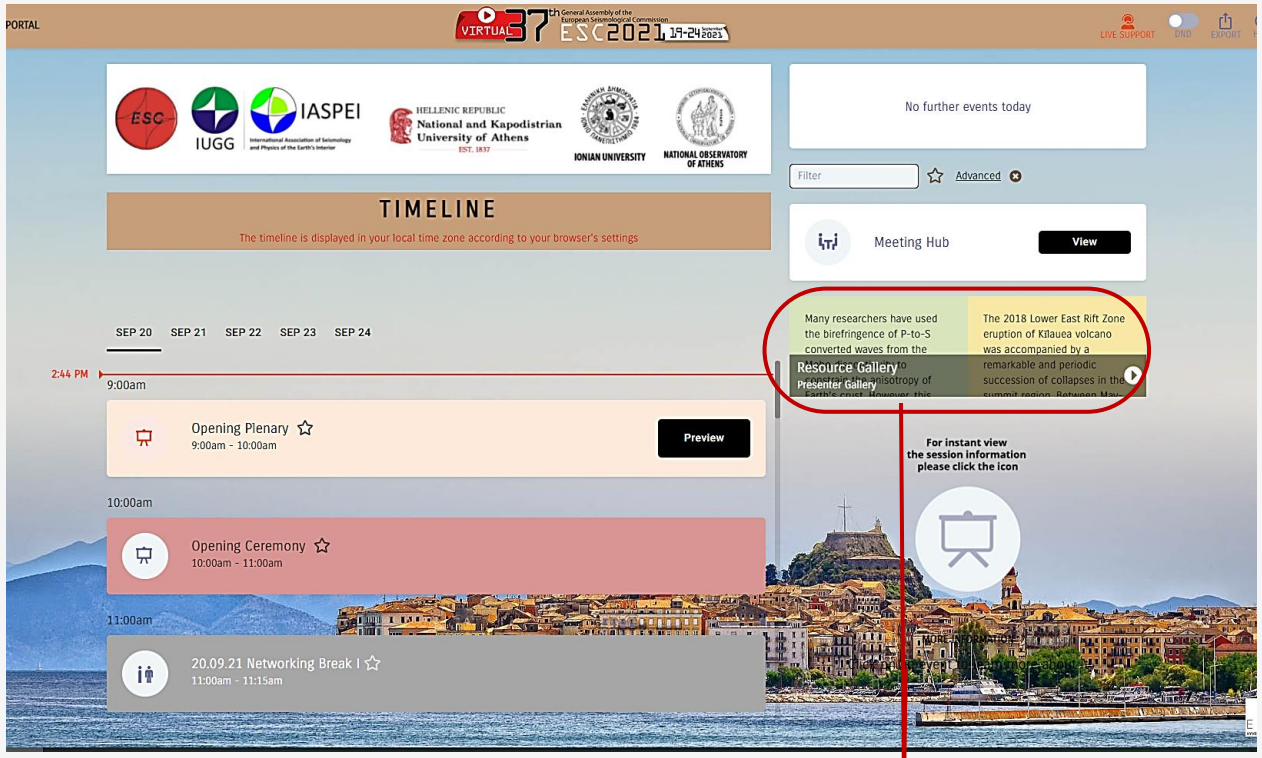


Update your profile, refresh, sign out

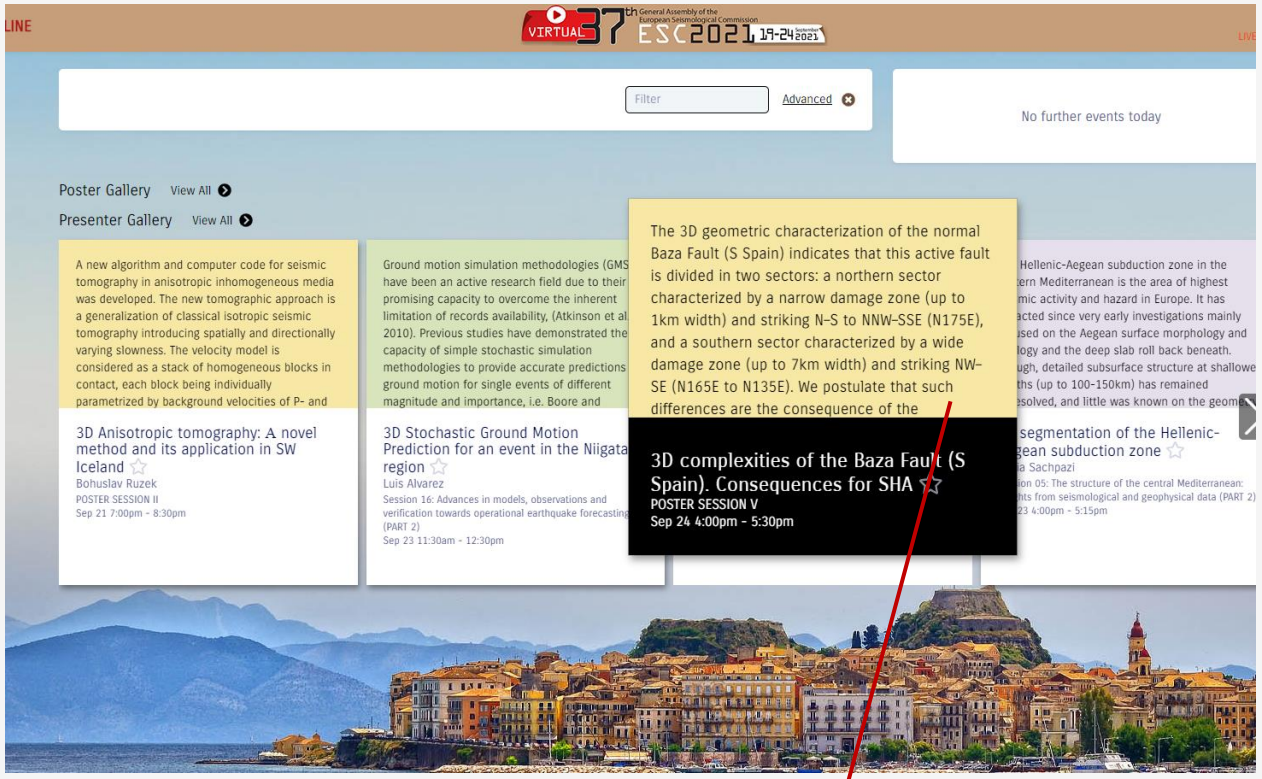
Send your personal notes to your e-mail

Ask for Technical assistance

Presenters & ePosters Galleries

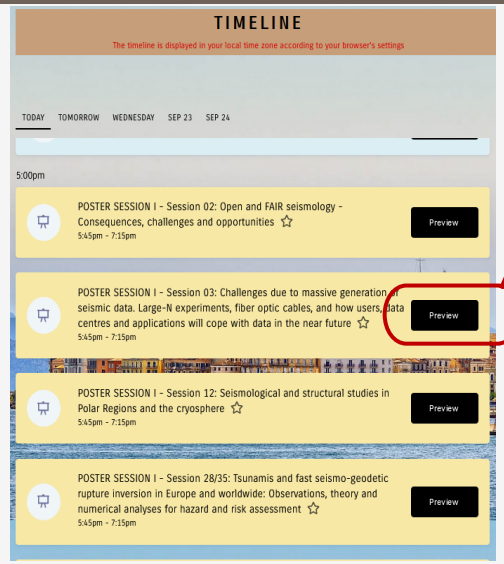


Visit the Presenters & ePoster Galleries

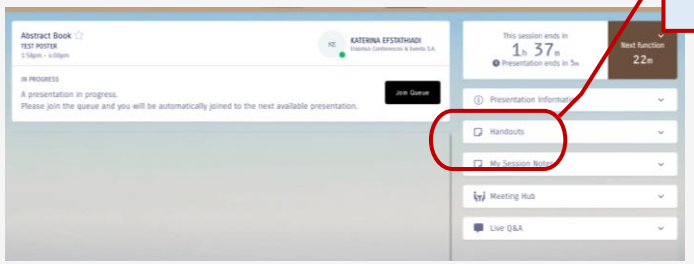


Click on an ePoster to view the presentation

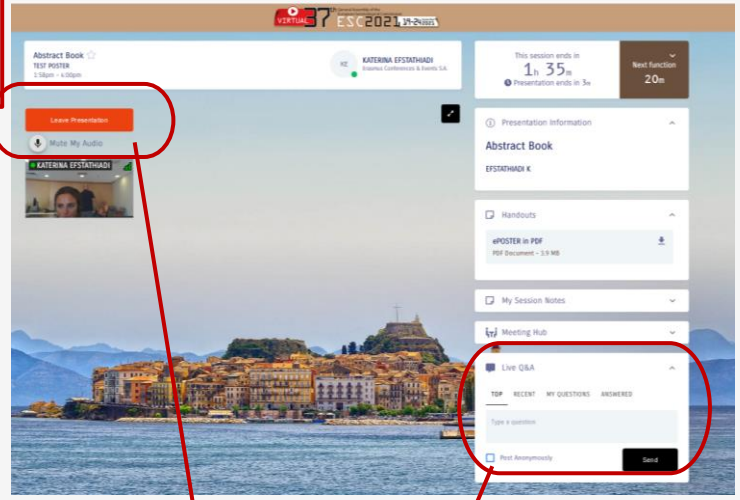
Poster Sessions



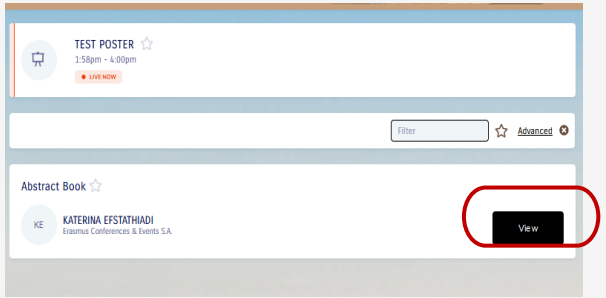
1. Select Poster Session

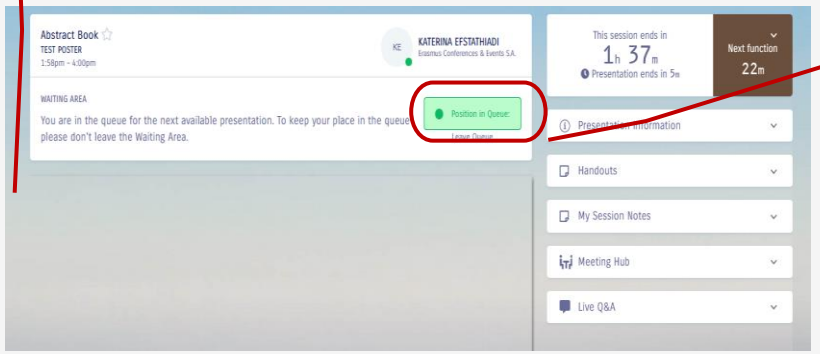


3. Select "Join Queue"



2. Select Poster presentations and lick on "View



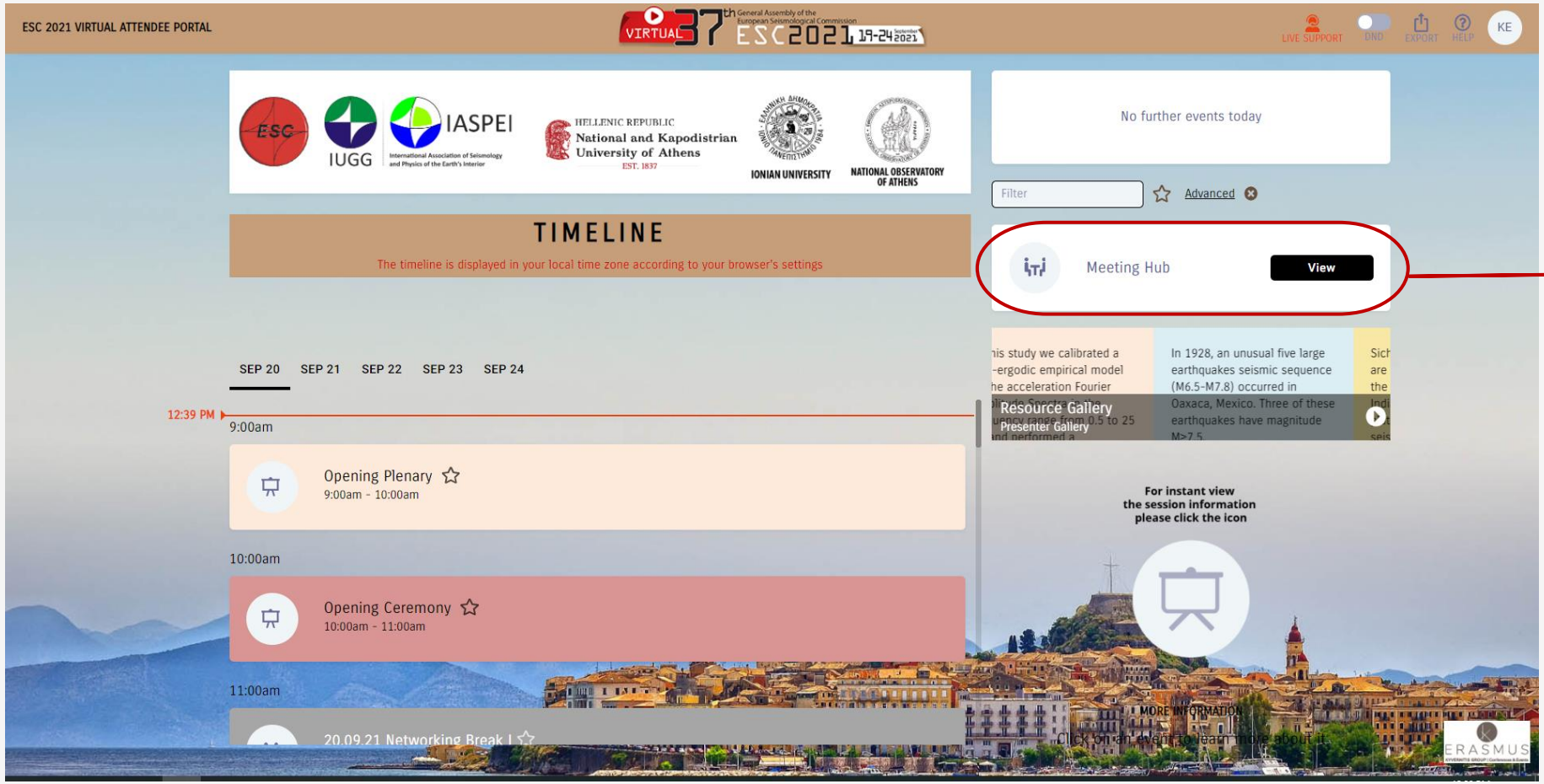


4. Wait for the presenter to accept

5. Use the Live Q&A for you questions to the presenter

6. Leave presentation

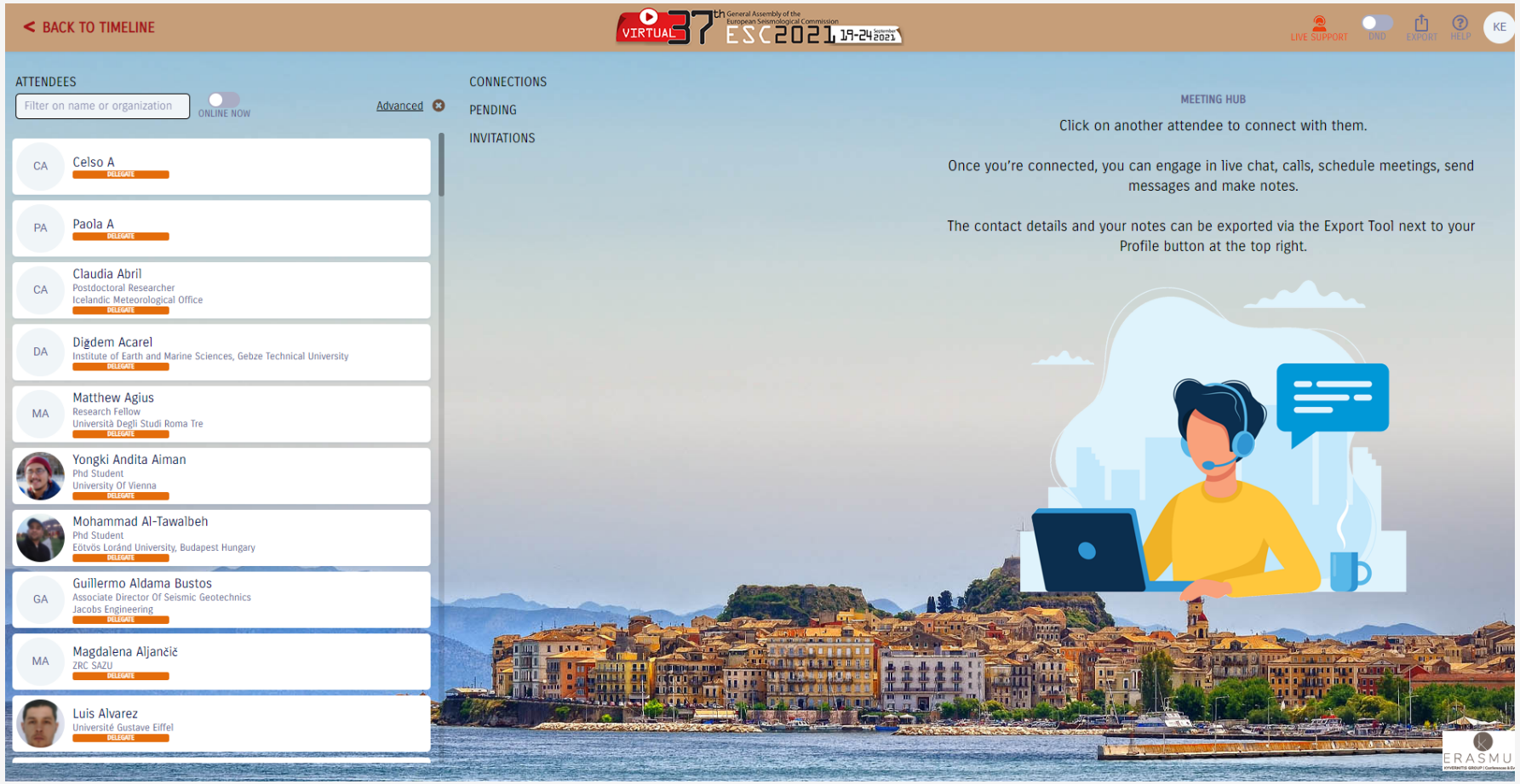
Meeting Hub (1/3)



Meeting Hub

Find and communicate with other attendees

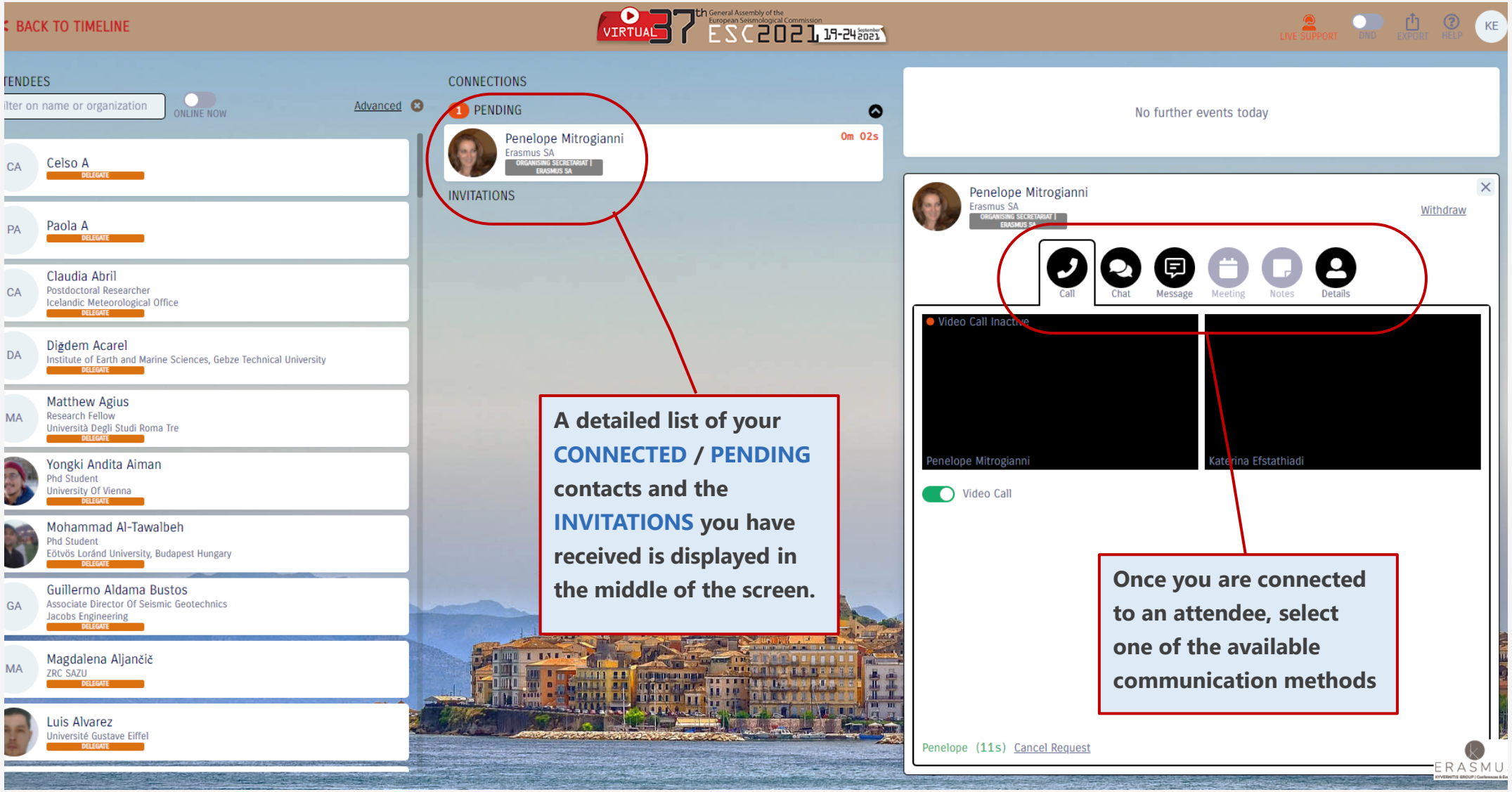
Meeting Hub (2/3)



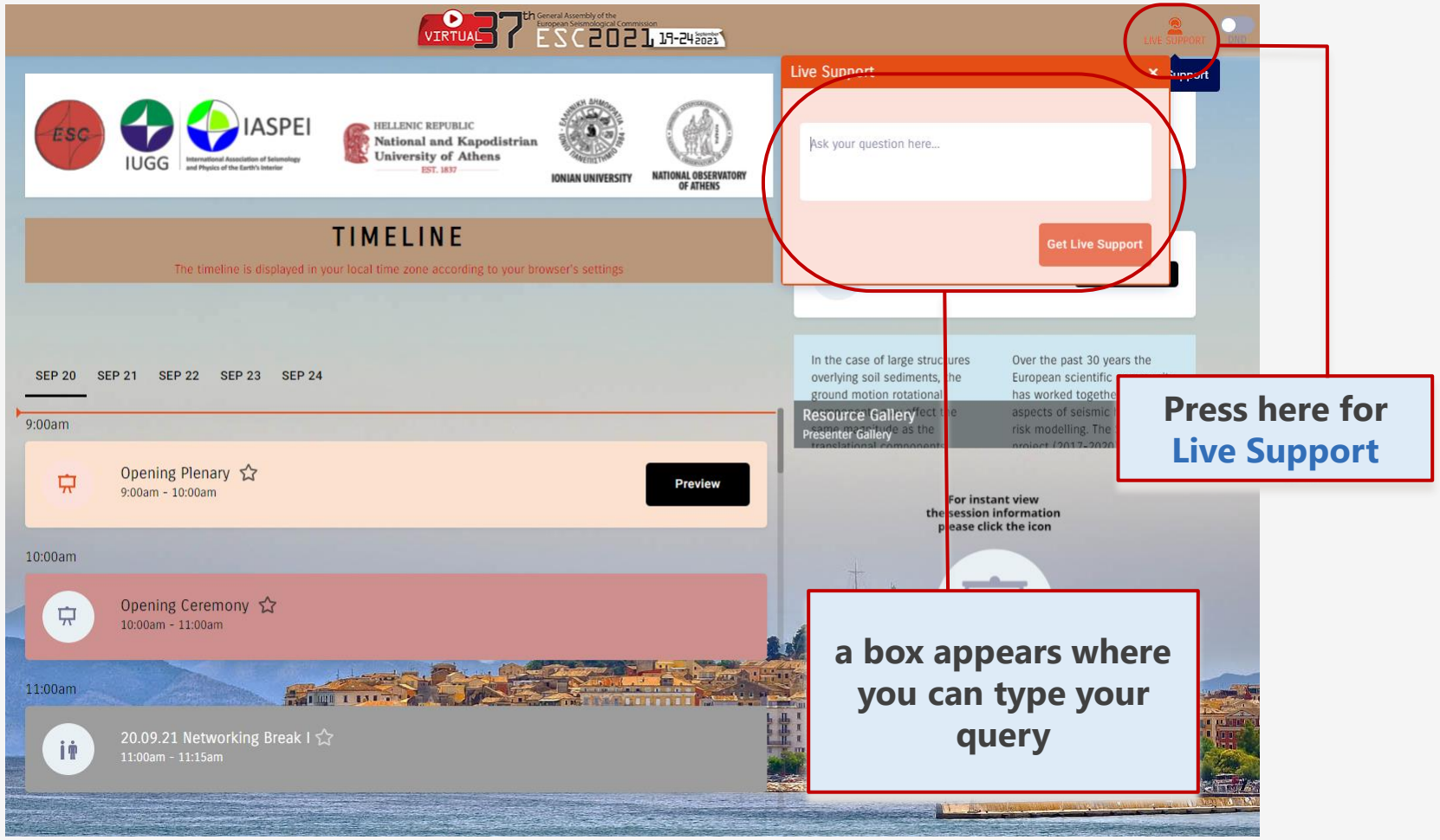
- **Search for and select the attendee you wish to connect with from the Attendees list**
- **Online users are highlighted in green**

- **By selecting an attendee his/her card is displayed. To connect with the attendee press Call to send an invitation**

Meeting Hub (3/3)

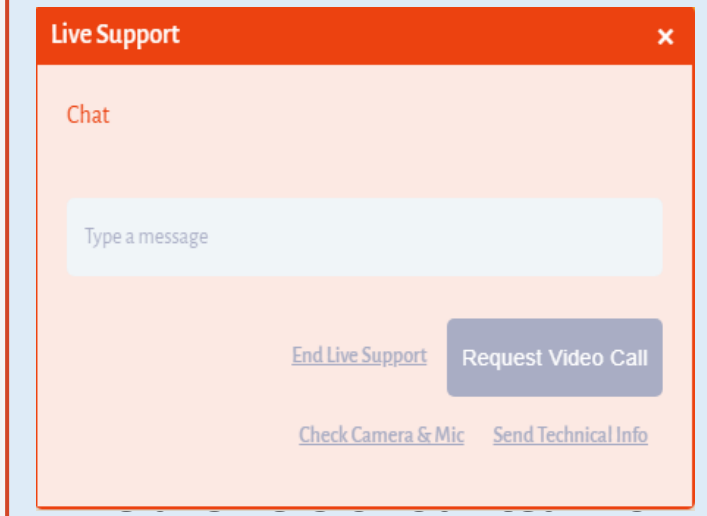


Live Support



Press here for Live Support

a box appears where you can type your query



Technicians are displayed directly on your screen, while at the same time you can request for support via a Video Call

Thank you for your attention!