

Attendee Guidelines for the 6th International Transplant Course 2021

To access the platform and sessions, please take the time to read these guidelines and if you require further assistance, please contact the virtual platform managers at itc2021@etechsuite.com

HOW TO ACCESS THE PLATFORM - eMeeting

A unique login will have been emailed to you to access the virtual platform (eMeeting) This will be the website URL mentioned below and the email you have registered with. By clicking the 'Join Now' button the landing page, you will be able to enter your email you have registered with. You will only be able to join the platform from the morning of Friday 3 September 2021.

Website: <https://emeeting3d.etechsuite.com/site/6th-international-transplant-course-2021/1146>

TECHNICAL SUPPORT

If you have any queries about the portal including to update your profile or using the platform, please click on the **"Information Desk"** that is in the lobby or the menu bar on the right side once inside the platform. This will take you to the support area where you can contact the technical help desk to assist you. The online support will endeavour to assist as soon as possible. Please note that the support team is available during the following times:

8:00am – 7:50pm Friday 3 September 2021
9:00am – 8:10pm Saturday 4 September 2021

Outside of these times, please contact the virtual platform managers via email at itc2021@etechsuite.com and your query will be directed to the appropriate person to answer. If you do not receive your unique login details, please contact the email mentioned above.

HOW TO NAVIGATE THE PLATFORM

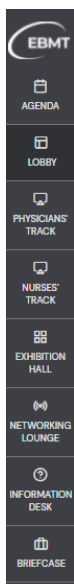
1. Basic navigation

Once you have logged in, you will be taken straight into the platform and into the lobby. It is here in the lobby that you will be able to access the various areas of the platform by clicking on the doors, the banners or the help desk.

You will also be able to access the various areas by clicking on any of the buttons on the menu bar on the left side of your screen.

The areas within the platform include:

- Agenda
- Lobby
- Physicians' track
- Nurse' track



- Exhibition hall – this will lead you to the sponsors and exhibitors of ITC 2021
- Networking area
- Information desk
- Briefcase

2. Editing your profile

If you would like to edit your platform profile at any stage of the event, please click on the circle (or photo image) on the top right corner of the platform and select **“Edit Profile”**. In this area you will be able to upload a photo, edit your name, company and location details.

3. How to access program sessions

You will be able to access the program sessions in various ways. Listed below are two ways on how you can go to the sessions:

- Clicking on the door to the track you would like to gain access to
- Clicking on the track name on the menu bar on the left hand side

Each of the ways mentioned above, will take you to the auditorium room to watch the session. The session will automatically stream the session at that specific time mentioned during the program.

If you would like to view the speakers prior to going into the session, you may do so by clicking on the **“Agenda”** in the menu bar on the left side of your screen. It is here that you will be able to view the speakers for each session including their biography as well as bookmark a session and add it to your Outlook, Gmail or Yahoo calendar.

To exit out of the session, you can click on one of the areas on the menu bar on the left hand side.

4. Asking questions within a session

Within each session you will be able to ask questions that the chairs will then moderate and ask the speakers during the Q&A at the end of each session. To do this, please click on the **“Ask A Question”** button on the right hand side of the auditorium.

5. How to access the Sponsors and Exhibitors

Our Sponsors and Exhibitors are an integral part to the success of the ITC 2021. Please be sure to visit them in the Exhibition Hall. Once you have selected the organisation you would like to learn more about, you will be taken to their booth or lounge area.

Sponsor/Exhibitor Lounge Area

It is here within their lounge area that the organisation will have various information for you to access. To access the lounge area for AiCuris and BMS, please visit the exhibition lounge.

External Booth

Therakos' booth in the exhibition all will link you to their external booth and will take you to another tab of your web browser.

6. Other features of the platform

You will also have access to other features within the platform:

- **Networking:** To search and network with other attendees, visit the **"Networking"** area. It is here that you can search to find other attendees and request a chat with them, email them or share your business card with them. Your business card is linked to the information in your settings. Should you wish to adjust this at any stage, please edit your profile or this can be edited within the networking area before you send your business card.
- **FAQ:** A FAQ has been put together to assist you with answering most questions. This can be found within the **"Information Desk"** area of the platform. Once you are here, you can click on the banner for the FAQ to pop-up.
- **Resources:** EBMT have supplied many useful resources for attendees. This can be found within the **"Information Desk"** area of the platform where you can click on the area for the pop-up to display with resources.
- **Briefcase:** If you add any documents or business cards that are within the platform, this will be added to your **"Briefcase"**. You can then access your briefcase by clicking on the button in the menu bar on the left side and you can download all items in one go.

REQUIREMENTS FOR THE PLATFORM

- Laptop/desktop computer with Windows or MacOS
- Internet connection (hard-wired is recommended over Wi-Fi connection for stable connection)
- The platform works best on a screen with the display resolution as 1680 x 1050. To adjust this, go to your 'display settings' area.
- Please ensure the following two urls's are unblocked or advise your technology team to unblock them:
 - <https://vconfex.com/slikeplayer.html?videoid=1xh1f4bzkz&docktype=native&autoplay=true&loadavr=false&zerostart=true&pib=true>
 - <https://vconfex.com/>