

Attendee Guide

Accessing the Virtual Event

When you are ready to access the event, you can click the 'Join the Conference' button found at aaapc.org.au/ARC.

Cvent is compatible with the latest versions of Firefox, Chrome, Microsoft Edge, and Safari. Make sure you are using the latest version of your browser to mitigate slow performance which can cause the Attendee Hub to behave incorrectly.

Logging In

After clicking the link to go to the virtual event, you will be prompted to log in. After entering your first name, last name, and email address, a verification code will be sent to your email or cell phone.

AAAPC 2021 Annual Research Conference

Log in

First name

Last name

Email address

Next

[Still haven't registered?](#)

[Event Website](#) [Privacy Policy](#)

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Almost done!

Check your phone and email for the verification code.

Verification code

Log in

[Didn't receive a code? Try again.](#)

[Event Website](#) [Privacy Policy](#)

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Troubleshooting Log In

Ensure you are entering the same email you registered with for the event.

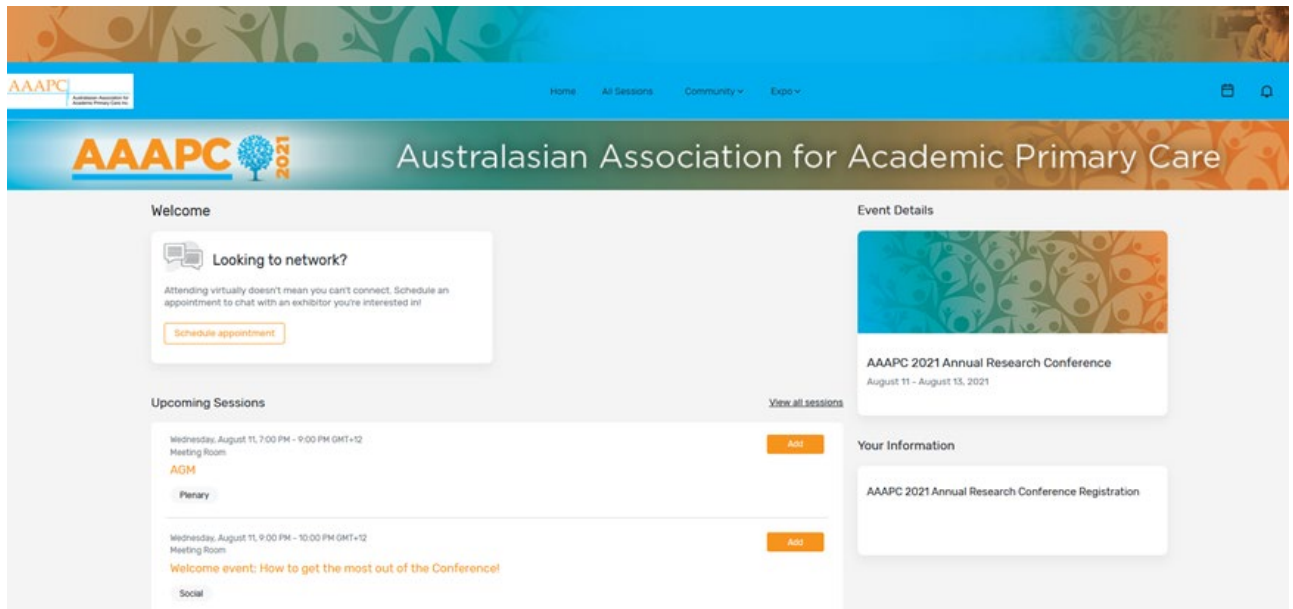
The email or text should be triggered in less than a minute. Check spam and junk folders for the email. If you still do not receive the verification code, contact us at secretariat@aaapc.org.au.

*Once logged in, if you accept website cookies, you will stay logged into the event for 24 hours.

Navigating the Virtual Event

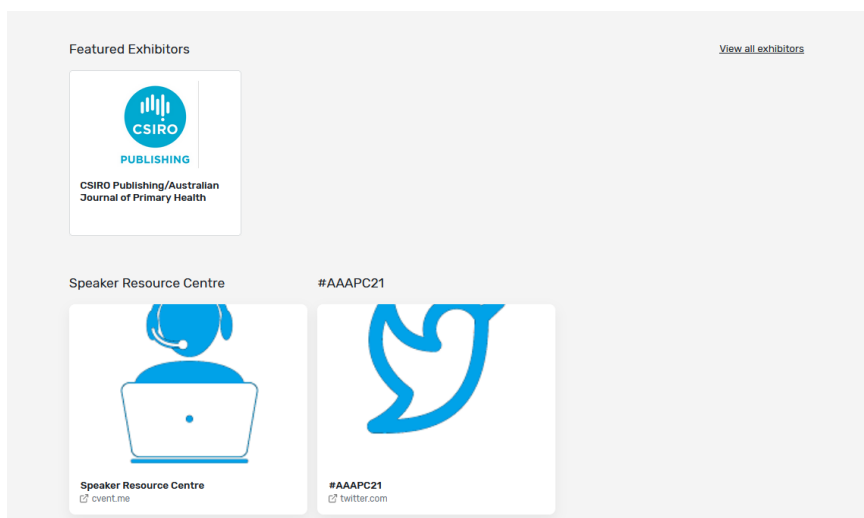
My Event Page

This is the homepage of the virtual event. You will be able to view live and upcoming sessions, featured sponsors or exhibitors, and basic event details. You can click into an individual session or exhibitor booth straight from this page.



At the bottom of the page you will find direct links to the:

- CSIRO Publishing/Australian Journal of Primary Health virtual booth
- Speaker Resource Centre
- Program PDF
- Poster Voting Form
- Twitter Feed #AAAPC21
- User Guides
- Conference Evaluation



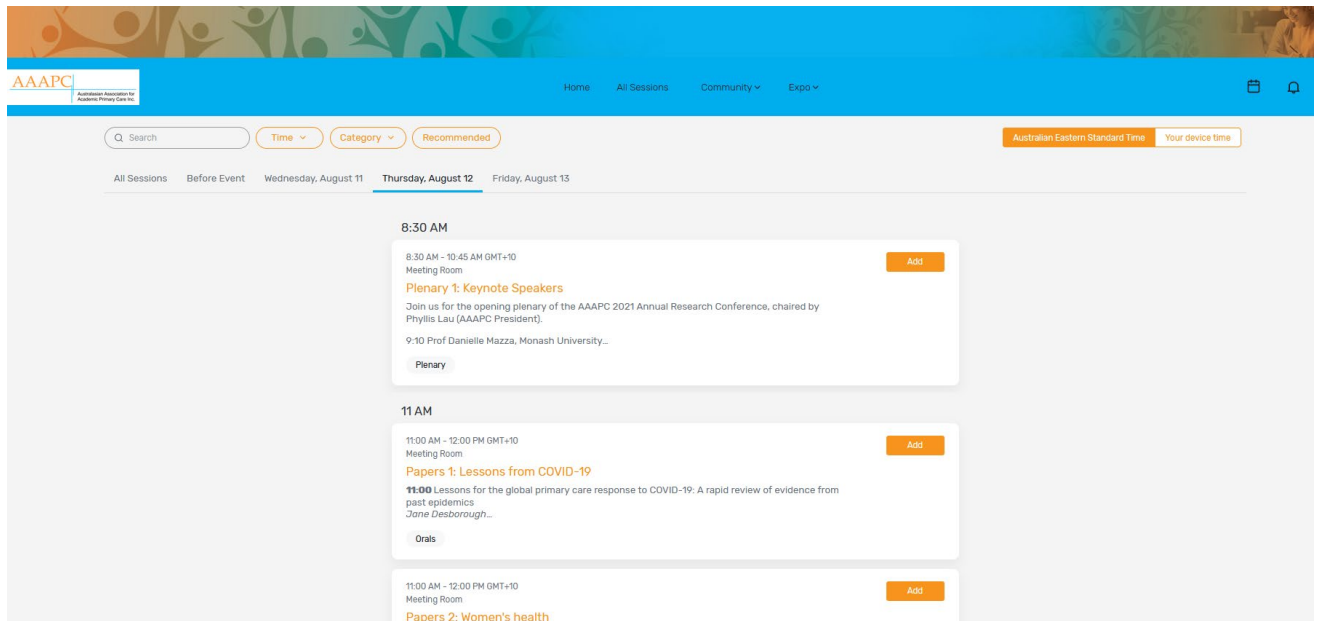
Click on your initials in the top right hand corner and select 'View Profile' to update your details.

All Sessions Page

This tab lists all the sessions available for you to attend during the event. They are listed in the order they will occur. The page will appear in the time zone of the event by default but you are able to adjust the times to the time zone you are viewing in for ease of use.

You can click on the session name to access the content of the session.

You also can add or remove sessions from your personalised schedule on this page.



The screenshot shows the AAAPC website interface for the 'All Sessions' page. The header includes the AAAPC logo and navigation links: Home, All Sessions, Community, and Expo. Below the header, there are filters for Search, Time, Category, and Recommended. The current time zone is set to Australian Eastern Standard Time. The main content area displays a list of sessions for Thursday, August 12. The first session is 'Plenary 1: Keynote Speakers' starting at 8:30 AM in the Meeting Room, with an 'Add' button. The second session is 'Papers 1: Lessons from COVID-19' starting at 11 AM in the Meeting Room, also with an 'Add' button. The third session is 'Papers 2: Women's health' starting at 11:00 AM in the Meeting Room, with an 'Add' button.

Exhibitors tab

Via this tab you can access the exhibitor booth and virtual posters for the event.

By clicking an exhibitor's name/poster title on the Exhibitors Page, you will have access to their booth. This booth has information about the Exhibitor/Poster, ways to connect with them via social media, and link to join their virtual meetings if available. You can also see and download files or links. If you would like more information, you can select 'Contact us' to send them a message.

Exhibitors at the CSIRO Publishing/Australian Journal of Primary Health booth will be available for virtual meetings at all breaks. Poster presenters and exhibitors will be available for virtual meetings during the poster walks.

Attendees tab

Clicking on 'Attendees' will take you to a list of all the attendees for the event. You can also use this page to setup 1:1 Zoom appointments with fellow conference delegates.

How do I attend a session?

Once you have logged into the Attendee Hub, you can attend any sessions. The default tab, **My Event**, will display the current sessions and upcoming session. You can also find sessions under the **All Sessions** tab and **My Schedule** tab. You can simply click on the session name to be directed to the Session Details page and join the session.

On each session page, you can view a description of the session, information on who is speaking, and any session documents that were shared. If you are viewing the sessions before it begins, you have the ability to add that session to your personal calendar.

Five minutes before the session start time, the **Join Session** button will appear.

Clicking on the 'Join' button will prompt a Zoom window to open. You can select 'Open Zoom Meeting' or join via your browser window.

All sessions will be in the Zoom collaborative meeting format. If you are not speaking, please turn your camera off and audio to mute. If directed to by the chair, you can unmute to ask a question during the Q&A periods.

*** A reminder to all presenters to please join your session via the Speaker Resource Centre ***

[Asking a question](#)

All sessions will open in a new Zoom window. To ask a question during the session, please use the chat box.

[Social media](#)

#AAAPC21

Twitter will be used to broadcast the ideas from the conference and delegates are encouraged to tweet throughout the Conference. Follow the hashtag by clicking on the #AAAPC21 card on the My Event home page. Please ensure you include #AAAPC21 in all of your posts.

[Evaluation](#)

Evaluation is an important mechanism for measuring your satisfaction with the Conference and providing information for the planning of future conferences. Please click on the 'Evaluation' card on the My Event home page and complete the questions at the end of the Conference. We appreciate your time is precious and thank you in advance for your willingness to comment on your experience. The survey will take less than 5 minutes to complete.