



AAAPC Australasian Association for Academic Primary Care

*Transforming Primary Health Care:
Creating a Vision of Health for All*



Attendee Guide

Accessing the Virtual Event

This year's Conference will be accessed entirely through our online platform. The Virtual Attendee Hub will be the home of the conference - the place from which you can watch the live event, review the program and speakers' biographies, engage in this year's interactive game and network with other delegates. Please see further instructions [online](#) on how to login and use the [Attendee Hub](#).

When you are ready to access the event, you can click the 'Join the Conference' button found at aaapc.org.au/ARC or go directly to cvent.me/mEMrAB.

We recommend you access the event's Virtual Attendee Hub on Google Chrome. Please note, the platform is not supported on Internet Explorer. To prevent bandwidth issues when live-streaming the event, we recommend you use your home network to access the event, rather than your work network.

Logging In

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

AAAPC 2022 Annual Research Conference

Log in

First name

Last name

Email address

Next

[Privacy Policy](#)
Copyright 2022

Almost done!

Check your phone and email for the verification code.

Verification code

Log in

Didn't receive a code? Try again.

You might not be registered for this event. If that doesn't sound right, check your email for your event confirmation.

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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 do not receive your verification code, try clicking the "Didn't receive a code? Try again" link on the Attendee

Website login page. To avoid potential delays in receiving your verification code, we recommend that you log in from 30 to 60 minutes before the conference begins. If you still do not receive the verification code after repeat attempts, 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

Home Page

From 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.

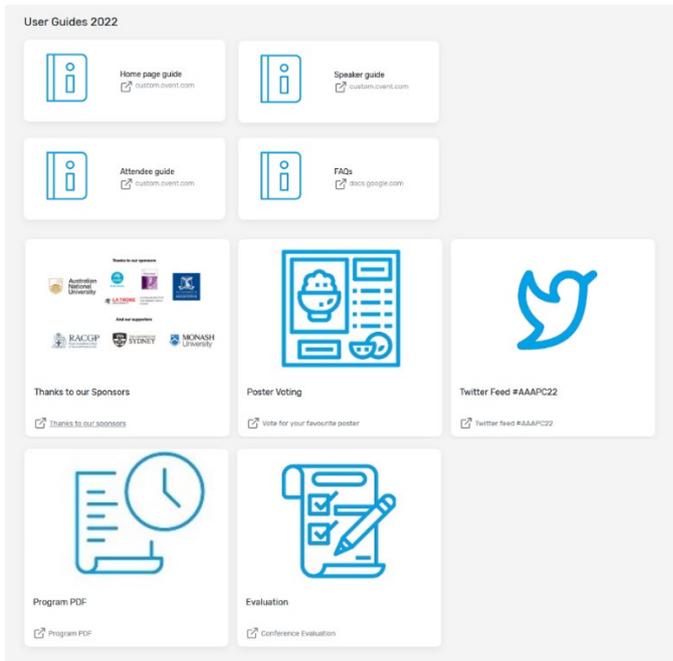
Click on your initials in the top right hand corner and select 'View Profile' to update your details.

The screenshot shows the homepage of the AAAPC 2022 Annual Research Conference. The top navigation bar is blue with the AAAPC logo on the left and links for Home, All Sessions, Community, and Expo. On the right of the navigation bar are icons for a calendar, notifications, and a profile picture. The main content area is divided into several sections:

- Welcome**: A simple header.
- Upcoming Sessions**: A list of sessions with dates, times, and titles. Each session has a 'Remove' or 'Add' button. The first session is 'Information session: How to get the most out of the Conference!' on Wednesday, August 17. The second is 'Site opens' on Thursday, August 18. The third is 'Plenary 1: Creating a vision for primary care reform' on Thursday, August 18.
- Featured Sessions**: Three session cards with titles like 'FACES Peer-Networking', 'Meet the Editor', and 'How to make AAAPC work for you'. Each card has an 'Add' button.
- Featured Exhibitors**: Two exhibitor cards, one for CSIRO Publishing and another for tech support.
- Event Details**: A section on the right with a decorative background and text: 'AAAPC 2022 Annual Research Conference, August 17 - August 19, 2022'.
- Your Information**: A section on the right with a placeholder for user details.

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

- AAAPC Conference Challenge
- User Guides
- Poster Voting Form
- Twitter Feed #AAAPC22
- Program PDF
- Conference Evaluation

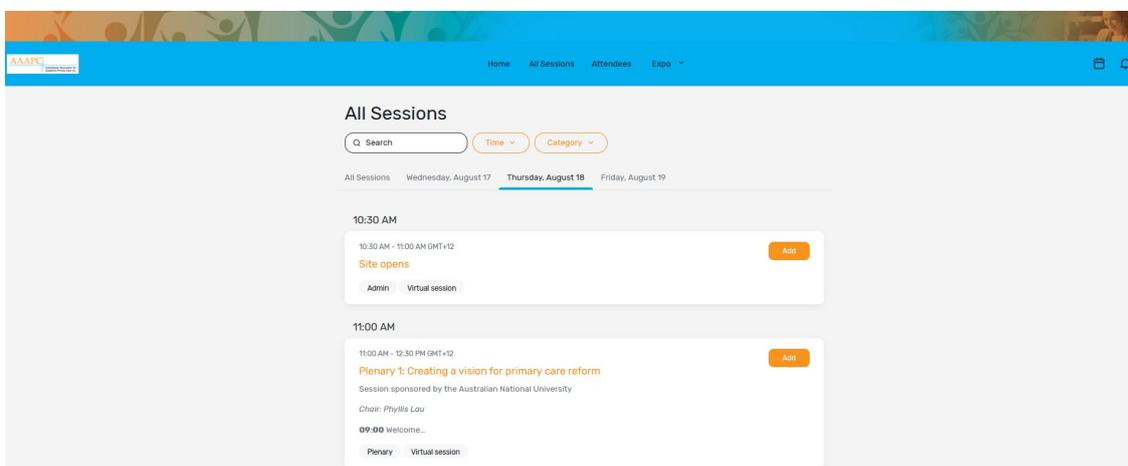


All Sessions Page

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. You can adjust the times to your time zone by clicking on your initials in the top right hand corner, and selecting 'Settings' then 'Language and Time'.

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.



Community tab

Clicking on 'Community', and selecting Attendees will take you to a list of all the attendees for the event (where permissions were granted). You can also use this page to send chat messages to conference delegates.

Click on Game to take part in this year's Conference challenge. Score points for visiting booths, attending sessions and chatting to fellow attendees.

Expo tab

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

By clicking an exhibitor's name/poster title, you will have access to their booth. This booth has information about the Exhibitor/Poster, ways to connect with the exhibitors/authors through the chat function, and a link to join their virtual meetings if available. You can also see and download files or links.

Exhibitors at the CSIRO Publishing/Australian Journal of Primary Health booth will be available at the following times:

- Thursday 18th August, 12:30pm AEST
- Thursday 18th August, 2pm AEST
- Friday 19th August, 12:30pm AEST

Or make an appointment at a time that suits you.

Poster presenters will be available in their booths during the poster walks. **As a poster presenter, to start the poster walk session you will need to copy and paste the host URL displayed above your abstract into a new tab.** As an attendee wanting to speak to a poster presenter, you will need to click on the 'meet now' button to join the session.

How do I attend a session?

You will need Zoom to access the sessions. You can download Zoom onto your desktop or by searching Zoom in the Play Store or App Store on your mobile device. All sessions will be available live through the Attendee Hub. Sessions are not being recorded so make sure you login live to see your favourites.

Once you have logged into the Attendee Hub, you can attend any sessions. You can find sessions under the **All Sessions** 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. Click on the title of each presentation to access the abstract.

If you are viewing a session before it begins, you can add that session to your personal calendar. Once you have added sessions to your calendar, click on the calendar icon to view **My Schedule**.

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 audio to mute. If directed to by the chair, you can unmute to ask a question during the Q&A periods.

How do I participate in the poster walk?

Poster presenters, please follow these simple steps to kick off your poster walk session:

- 1) visit Expo > Poster presenters, find your poster in the list and click on the title to open the booth,
 - 2) copy and paste the long URL that is available in the description into a new tab in your browser.
- This will launch a Zoom meeting that the attendees can join to chat with you about your poster.

Attendees, please find the poster you're interested in and click the 'meet now' button to join the poster walk session. Please note, the icon next to the title in the poster list will indicate whether the poster presenter will be available to meet on Thursday or Friday.

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

#AAAPC22

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 #AAAPC22 card on the Attendee Hub home page. Please ensure you include @AAAPC_ANZ and #AAAPC22 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 at the bottom of the 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.