Joining EventPilot for Transducers 2021 Virtual Conference
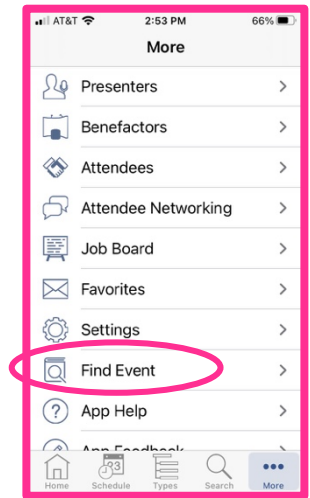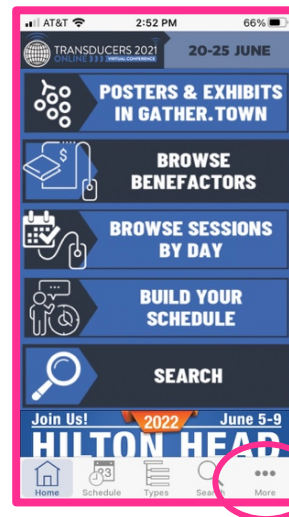

1. Look for the "Join Here" button on the [conference website](#) to join the Conference Online Planner (EventPilot).

2. You will need to use the email address from which you received the registration email and your last/family name as your password (case sensitive). Your email and password will be good for two (2) devices.

We suggest you use the Online Planner to view/watch all conference sessions from your computer, but also download the conference app to your mobile device as a companion for questions and the attendee listing.

To download the conference app to your mobile device, please go to the App Store or Google Play and search for "EventPilot Conference App". After installation, open the app and enter **TR21** as the event code. If you already have EventPilot installed for another conference, please go to "More" and select "Find Event" (or something similar) and enter the code.
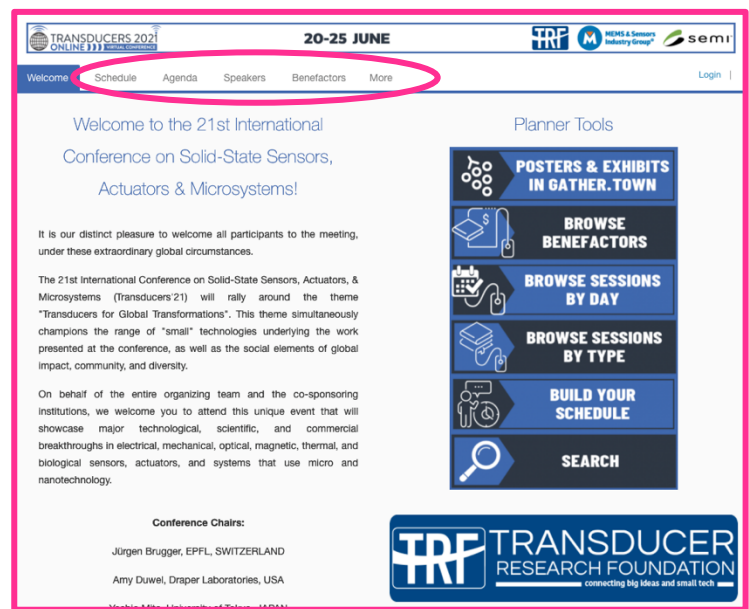

Online Planner

The Online Planner allows you to bookmark presentations, take notes, and create your own schedule. You have the option to email these items to yourself for future reference so make sure you add ATIV Software (alerts@ativsoftware.com) to your contact list.

There are five (5) main tabs in the Online Planner.

Schedule – This is where you can create your own schedule. All event times listed are GMT/UTC Time. For additional information on schedule see Online Planner Information at the end of this file.

Agenda – This is where you will find the program schedule for the conference by day. Select the day at the top and then scroll down to see all presentations in chronological order. Select a session, and details on that session and presentations will appear in the left panel. For oral and poster sessions, scroll down to see the individual poster pages within that session. Presentations are color-coded to easily distinguish from the different types (Plenary, Invited, Oral, Poster, etc).

Speakers – This is a list of all presenting authors. Search by name or affiliation within the list to view presentations by the speaker.

Benefactors – This is a complete list of all benefactors of the Transducers 2021 Conference. This is also where you will find the list of virtual exhibitors. Please visit their pages for useful information and contact them directly with questions you may have or to request additional information.

More – Here you will find the Job Discussion Board, Help, and Info.

Live Content

Three minutes before the Plenary, Invited, and Oral live Q&A sessions start, a "Join Webinar" button will appear on the individual presentation page. Click this button to join. The live Q&A session will not open until the session actually starts. If you are watching from your phone, you may need to swipe left to see the video.

Join Webinar

The Q&A sessions will be recorded and available on the platform from one hour after the presentation and may be viewed until the platform closes.
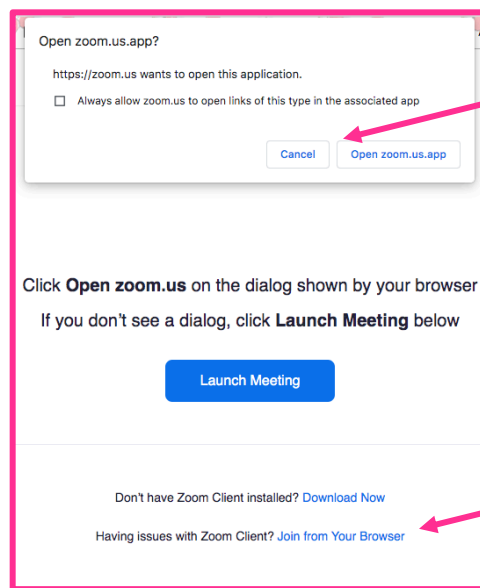
View Recording

Due to circumstances beyond our control, two sessions will NOT have a Join Webinar button.

Industry Session 3 during Block 3 on Wednesday, 23 June 00:00 – 00:30

Plenary Panel Discussion II during Block 5 on Thursday, 24 June 07:00 – 07:30

For these talks, you will need to scroll down and select the JOIN LIVE DISCUSSION box.

JOIN LIVE DISCUSSION

NOTE: For Industry Session 3, we recommend you connect via the browser.

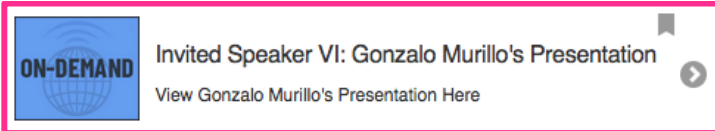**Step 1 - Select Cancel**

Step 2 – Join from Your Browser

On-Demand Content

Each presentation has its own page where you may view the Technical Digest Manuscript and presentation video that you can watch ON-DEMAND prior to the live Q&A Sessions during the week of the conference.
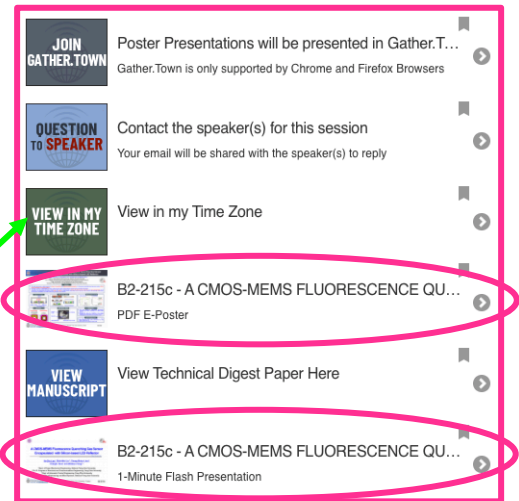
Invited & Plenary will look like this.

Oral Presentations will look like this.

In addition to the video and Technical Digest Manuscript, poster presentations will also have their E-Poster, 1-Minute Flash presentation and a button to "Join Gather.Town" where we will be hosting our live poster session in outer space.
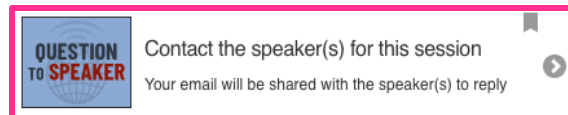

HINT: All presentations have a VIEW IN MY TIME ZONE button, this will take you to a new window and show the presentation time in your zone.

All poster sessions have a session video where you can watch all of the 1-minute flash presentations within a particular poster session.

Ask Questions

Questions may be sent directly to all presenting authors via the "Question to Speaker" button on their presentation page. Keep in mind that they will receive your name and email in order to respond back to you.
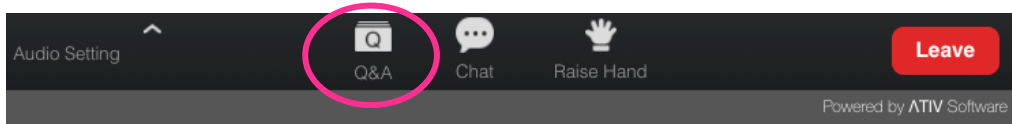

Remember, for Plenary Panel Discussions, all questions MUST to be sent 2-days prior to the scheduled event. Questions will not be taken during the live session.
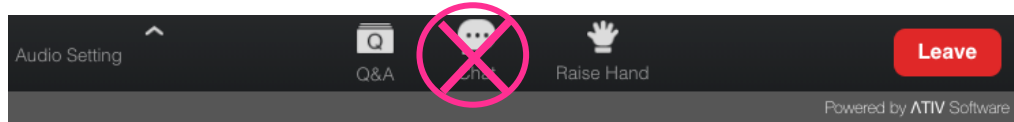
For Invited and Oral discussions, please use the "**Q&A**" feature at the bottom of the screen during the live Q&A Session to ask questions. We ask that you do NOT send questions anonamously and that you add your affiliation before your question.

HINT: If someone asks a question you like, hit the thumbs up icon to move it up

Please **DO NOT** use the chat feature during live presentations. It is not compatible across all platforms and will not be monitored or responded to by conference staff.

Tips for Optimizing the Platform

The Online Planner is supported on the latest versions of Chrome and Safari on your computer. Make sure that your **browser is updated and current**.

The full-screen feature only functions with **Chrome** browser (not Firefox) If you are using a browser other than Chrome and wish to view full screen, please consider installing/using Chrome for the Online Planner. We know that this is not ideal for all and we are sorry for the inconvenience.

If you are unable to log into the system, please clear your browsing history and restart your web browser. Check your firewall settings on your computer browser.

For those in China and anyone else having problems viewing content, please try using a Virtual Private Network to access the platform. More information can be found via this link.
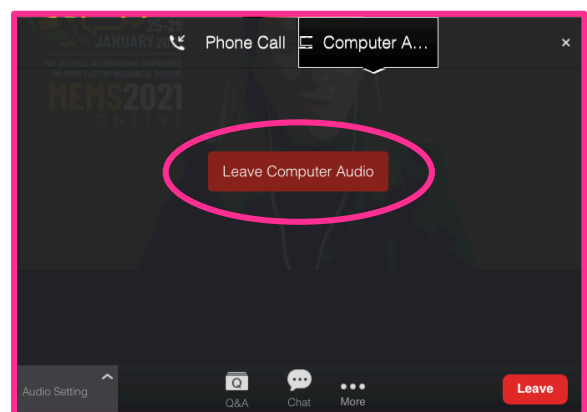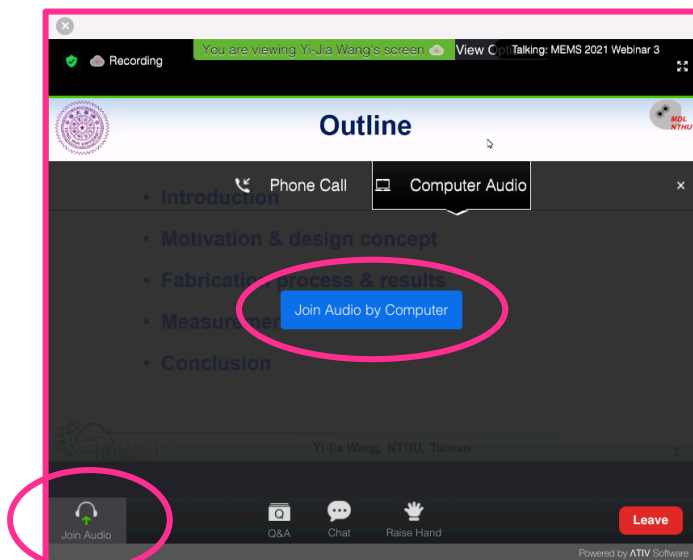
Zoom will be used for all live presentations. If you are not familiar with Zoom, or do not have it on your desktop, you can sign up for a free account at https://zoom.us/. For those of you that do not have Zoom, you can watch presentations through your web browser. When the Open zoom.us.app opens, hit cancel and then select "Join From Your Browser" at the bottom of the window. Options may be limited (i.e. gallery view) but you will still be able to watch live presentations.

Zoom is not supported by Safari. If you use Safari as your web browser instead of the Zoom app to connect, you will not be able to hear. Please use Chrome, Chromium Edge or a combination of Safari and your phone.

Audio During a Presentation

If during a live presentation you are not able to hear any audio through your computer speakers, first check to make sure your speakers are not muted or turned off. The next step is to refresh your screen by clicking the "refresh" button in your web browser.

Another option for audio is to go to Computer Audio in the bottom left corner (within the video frame) Leave Computer Audio, and then Join again. You may have to do this a couple times.

Please ensure your computer meets hardware, software and bandwidth requirements well in advance. Visit this website page for specific information.

Online Planner Information

Add to Schedule

Press the Calendar icon inside a session to add it to your schedule

Bookmark

If there are two concurrent sessions and you are not sure which one to attend, use the bookmark/star icon to bookmark the session.

Notes

You can add notes whenever you see the Note icon in a view.
All your notes are automatically

Export Schedule or Notes

Open the left panel to export your schedule in a variety of formats and your notes as a PDF. The schedule download includes an .ics option which allows you to import your schedule into your calendar program.

Download My Schedule

Export Notes & Stars

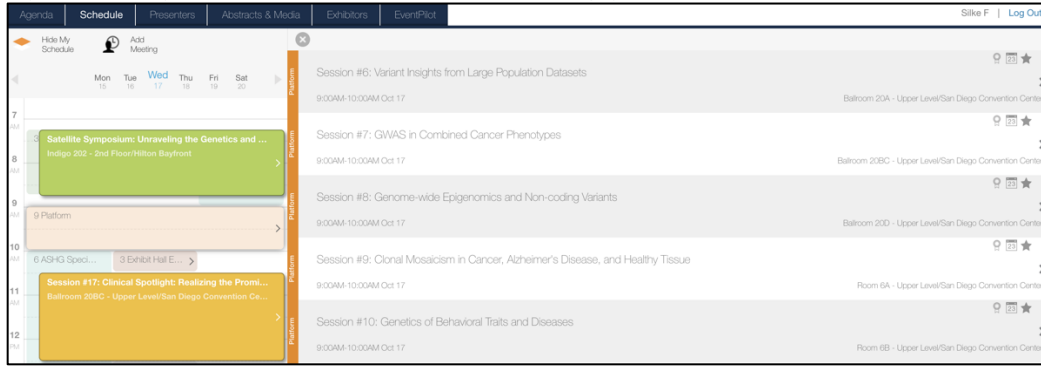## Schedule at a Glance Calendar View

One of the most helpful views is the Schedule tab in the Online Planner. Depending how your organizer has set up this view, you could see a combination of your own personal itinerary plus other sessions and events going on at the meeting. The sessions are displayed in manageable blocks to help know if an event is going on where you have gaps in your schedule.

| Agenda | **Schedule** | Presenters | Abstracts & Media | Exhibitors | EventPilot |

Hide My Schedule   Add Meeting

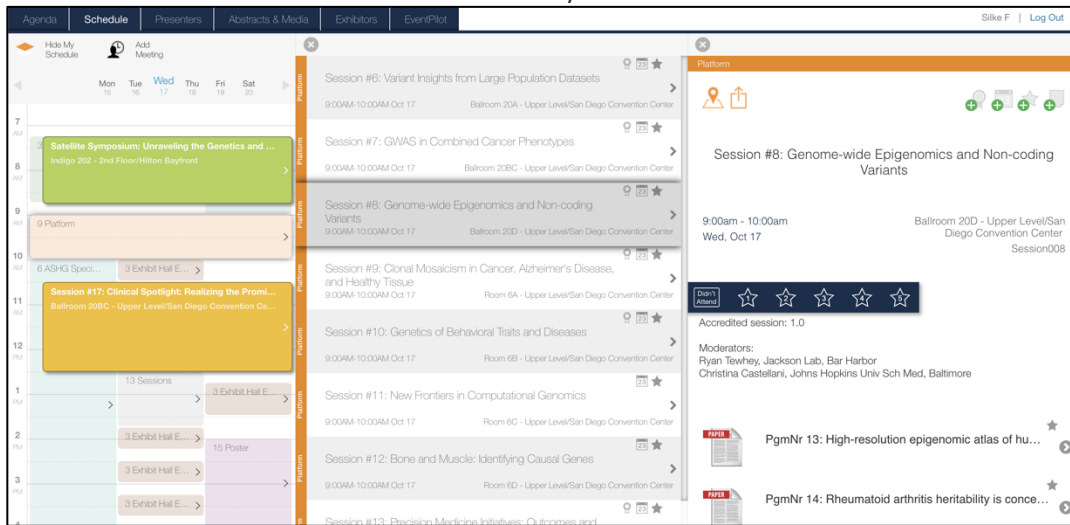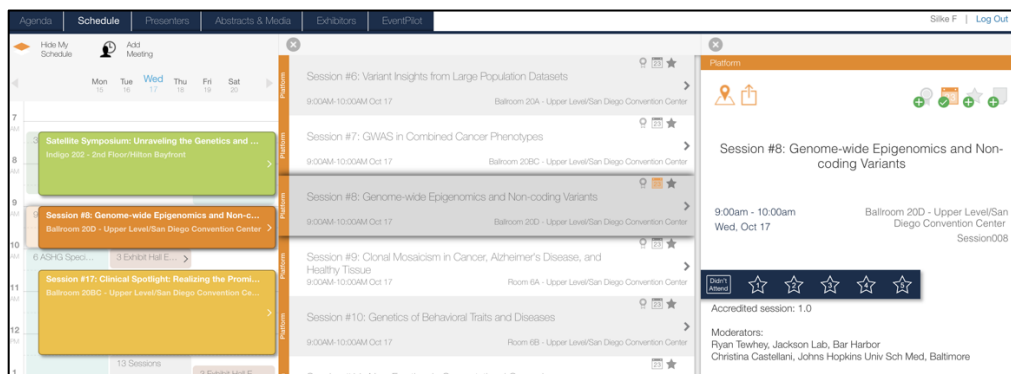|	Thu 18		Fri 19	
7 AM	2 **BioDiscovery Exhibitor Education Event: Clinical Ge...** Room 28B - Upper Level/San Diego Convention Center	2 Workshops/T...	3 ASHG Com...	Beckman Coult...
8 AM				
9 AM	9 **Session #43:...** Ballroom 20B... / **Session #44:...** Ballroom 20D... / **Session #45:...** Room 6A - Up...	9 Platform	6 Sessions	3 Exhibit Hall E...
10 AM				9 Invited
11 AM	3 Exhibit Hall E... / 9 Platform			
12 PM				

If you have a gap in your itinerary, select an available time block in that gap to see the available sessions for the block.

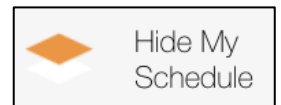Select a session from the list to see details for that session to add to your schedule.

And fill the gap

Hide/Display Your Schedule

To see the program at a glance, use the **Hide My Schedule** button, which hides your personal scheduled sessions.

Add Personal Meetings

If you would like to plan time on your schedule for other meetings than sessions in the program, you can use **Add Meeting.**