## ATTENDING A VIRTUAL CONFERENCE – TIPS AND TRICKS

**1. TRULY BE PRESENT IN THE EXPERIENCE**
Engage with others and take advantage of the tools the platform has to offer including chat features and other networking tools.

**2. BLOCK TIME OFF ON YOUR CALENDAR AND MINIMIZE DISTRACTIONS**
Especially for the live sessions you don't want to miss. Attending live allows you to actively participate and get your questions answered. Get ready to learn!

**3. ACCESS EVERY SESSION**
You never have to choose between sessions as replays are available post-conference for all content. You'll have access to all content for three months post-event. Make sure to take advantage of this feature!

## VIRTUAL CONFERENCE USER INFO

**LIVE EVENT DATES**

**MONDAY, JULY 12 - 4:00 TO 6:00 P.M. CT EARLY ACCESS HOURS & FIRST-TIME ATTENDEE RECEPTION**
**TUESDAY, JULY 13 - 10:00 A.M. TO 3:45 P.M. CT  CONFERENCE DAY ONE**
**WEDNESDAY, JULY 14 - 10:00 A.M. TO 4:30 P.M. CT  CONFERENCE DAY TWO**

### LOGIN ACCESS QUESTIONS

• **How do I login on the day of the virtual event?**
You will receive information on how to access the virtual platform from **AONLAnnualConference@aha.org**.

• **What email should I use when logging in?**
Please use the email address you used when registering for the event. To confirm the email address, please reference your event confirmation email.

• **What is my password?**
You will not have a password if this is the first time you're logging in. To create your password, simply select/click the login button/link and follow the instructions provided to set your password.

• **What if I forgot my password?**
If you have forgotten your account password, please request a password reset.
1. Go to the event login page URL:
   **https://tools.eventpower.com/event_app/user/login/21AHA-AONL**
2. Select Forgot Password?
3. The system will send a six digit code to your email address. Please enter that six digit code to reset your password. If you don't see the email in your inbox, please check your JUNK/SPAM folder.

### VIRTUAL PLATFORM TECHNOLOGY QUESTIONS

• **What technology do I need to attend this event?**
For the best experience, we suggest using a desktop or laptop computer and Google Chrome internet browser. To download Google Chrome internet browser for free: **click here**. Also, please check that your system is compatible with the virtual environment by viewing our Technical Check: **click here**. Ensure that you have the latest version of Zoom installed for use during the live Roundtable sessions.
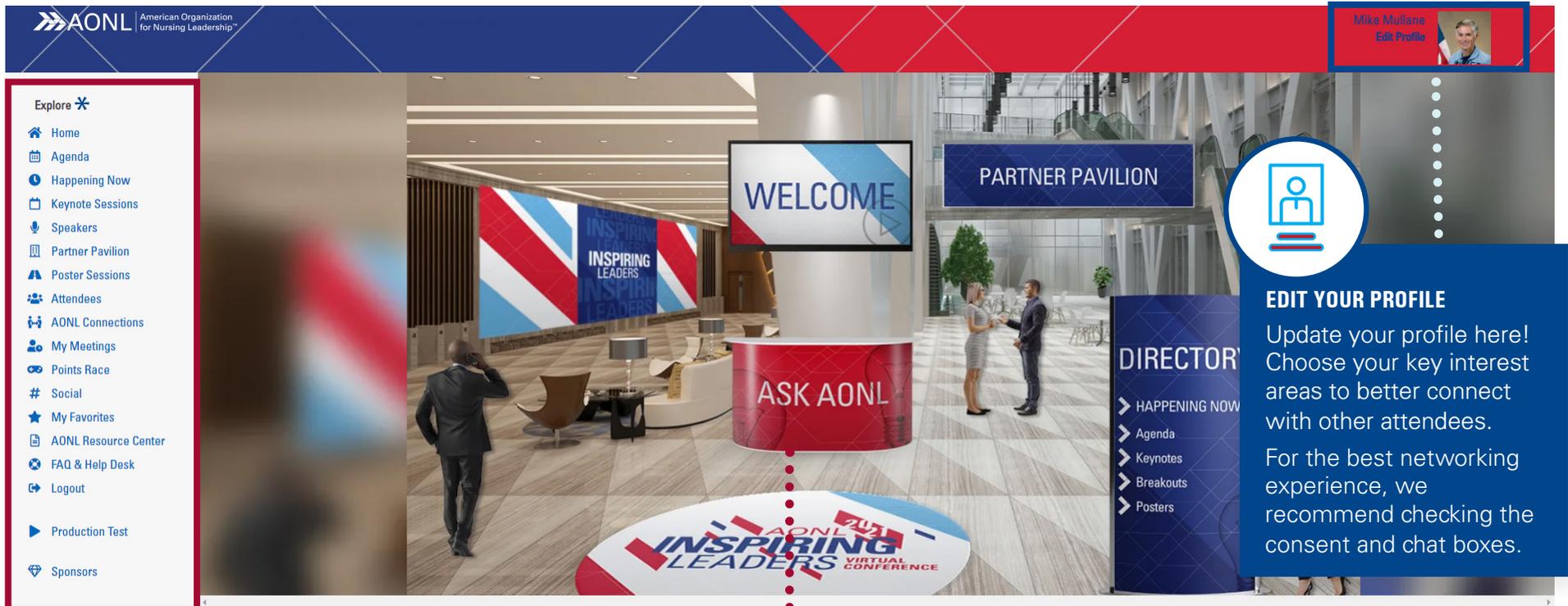
• **Does the virtual platform require you to download software?**
No, you will not be required to download software prior to the event. You will be provided  a link to access the virtual platform.

• **Do I need to have a webcam for the event?**
No, you do not need a webcam to attend the virtual event. However, some exhibitors or attendees may have the ability to request a video chat. We encourage you to use your  webcam during Roundtable sessions to allow for a face-to-face experience with speakers and other attendees.

## HOW TO NAVIGATE YOUR CONFERENCE EXPERIENCE



**EDIT YOUR PROFILE**

Update your profile here! Choose your key interest areas to better connect with other attendees.

For the best networking experience, we recommend checking the consent and chat boxes.

**MAIN SITE NAVIGATION**

The main site navigation options are located on the left side of your screen.

**ASK AONL**

Do you have a question about the conference? Visit Ask AONL for all your conference questions.

**CHAT BUBBLE**

Keep an eye on this Chat bubble for messages from others!

*Explore menu subject to change.

## INTERACTION IS KEY!
### USE THE VIRTUAL PLATFORM TO MAKE LASTING CONNECTIONS.



**SCHEDULE A MEETING**
Want to request a formal meeting with someone? Head to the AONL Connections in the left navigation menu and select the person you'd like to meet with.

**CATCH UP VIA THE CHAT FEATURE**
You'll be able to chat publicly with attendees, sponsors and speakers, here. To chat directly with an attendee, please select the "AONL Connections" in the navigation to begin networking. You can also video chat by inviting up to 5 friends to video chat to-gether. Just click the chat button at the bottom right corner of your screen and click on the video camera icon.
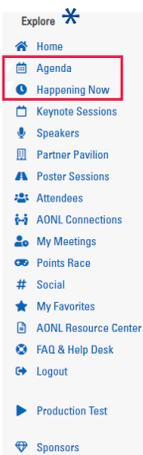
## EDIT YOUR PROFILE

Make sure to update your profile and select your interests to increase engagement with fellow attendees.

### • How do I edit or update my virtual profile?

To edit your virtual profile, please select "Edit Profile" on the top right under your name and make the necessary changes. Note: Certain fields will be locked and can only be updated by event management.

## GET READY TO LEARN!

Explore *
- Home
- Agenda
- Happening Now
- Keynote Sessions
- Speakers
- Partner Pavilion
- Poster Sessions
- Attendees
- AONL Connections
- My Meetings
- Points Race
- # Social
- My Favorites
- AONL Resource Center
- FAQ & Help Desk
- Logout
- ▶ Production Test
- Sponsors

Our virtual platform makes it easy to find the session you are looking for and dive right in. The educational programming features:

### • Keynotes
Hear from inspiring speakers including Doris Kearns Goodwin, Dr. Peter Buerhaus, Dr. David R. Williams and Vijay Gupta
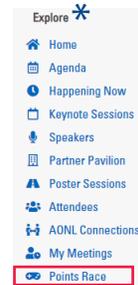
### • Breakout Sessions
Interact with speakers and ask questions through the chat.

### • And Poster Presentations and Small Group Discussions
**Click on Agenda to see the full schedule.**

**Click on Happening Now to see your options at that given time.**

## CONNECT WITH INDUSTRY PARTNERS

Explore *
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- Partner Pavilion
- Poster Sessions
- Attendees

Check out the **Partner Pavilion** and learn more about the resources that our **Sponsors** can share with you and your organization. Make sure to share your business card to keep engagement going.

## CONFERENCE EVALUATIONS

To receive contact hours for the conference you must complete the overall evaluation and individual session evaluations and download your certificate. A link to complete evaluations will be made available to all attendees.

## POINTS AND PASSPORT TO PRIZES

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- Points Race

### • How can I earn points?
Certain activities, such as updating your profile and chatting with Sponsors will earn you points towards prizes. Learn more in the Giveaways section and see who is in the lead in the Points Race Section.

### • What are Giveaways?
The ever popular Passport to Prizes is back again! Visit participating companies in the Partner Pavilion, chat with industry partners and submit your entry for a chance to win American Express and Southwest Airlines gift cards, an iPad and more. All entries must be received by 4:30 p.m. (CT) on July 14.
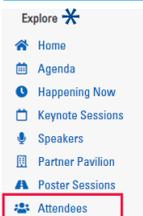
## SCHEDULING TIPS

### • How can I add a session on my calendar?
To add a session to your calendar, select "Add to Calendar" from the Agenda navigation. The system will automatically link the session directly to your Google or Outlook (.ics) calendar.

### • Are there recordings available after the events?
Sessions will be recorded and available on-demand to all registrants through November 1. On-demand sessions will be available within 24 hours of the live session.

## TECHNICAL HELP

### • What happens if there are technical issues during a session?
With the added strain on networks as more people are at home and online, sessions may encounter technical glitches. If your session is disrupted, we encourage you to continue the session if at all possible. If you cannot get into the session due to network or platform issues, please email our Technical Team directly at **AONLAnnualConference@aha.org** or visit the Ask AONL booth in the virtual platform.

### Is there an event hashtag?
**#AONLVirtual**– use this hashtag to join the conversation on social media.