

October 3 & 4 and 24 & 25





# **AAFP 2020 Virtual Conference Navigation Guide**

Greetings, and welcome to the AAFP's 2020 Virtual Conference! Our interactive conference platform is a dynamic tool to help you easily navigate all the offerings available this year. This guide is intended to provide you with a summary on how to use the website platform and get the most out of the conference experience. You can search and browse presentations and ePosters; create your own schedule; view events by date, speaker, program/category; and more!

As a registered attendee, you can favorite any item on the agenda in order to add it to "My Schedule" to help you plan your conference experience in advance. Note: the website is meant to be utilized on your computer, tablet or iPad. If you plan to use your phone, we recommend you download the App for the best experience.

#### How do I use the AAFP Virtual Conference Platform?

Our virtual conference was designed for easy access to presentations/sessions, networking opportunities, exhibitors, the Product Showcase, ePosters and more all from our main page. This guide will walk you through the following areas:

- 1. Navigating the Conference Homepage
- 2. Logging in and Activating Your Profile
- 3. Watching CE Sessions
- 4. Speaker Q&A
- 5. Visiting the Virtual Expo Hall
- 6. People and Attendee Connect
- 7. Live Stream
- 8. Product Showcase
- 9. Scavenger Hunt
- 10. ePosters and Oral Abstract Sessions
- 11. Video Chat Discussion Forums & Networking Happy Hour Video Chat (10/24)
- 12. Other Features



# 2020 Virtual CONFERENCE

Feline Head & Neck: Diseases, Disorders, & More

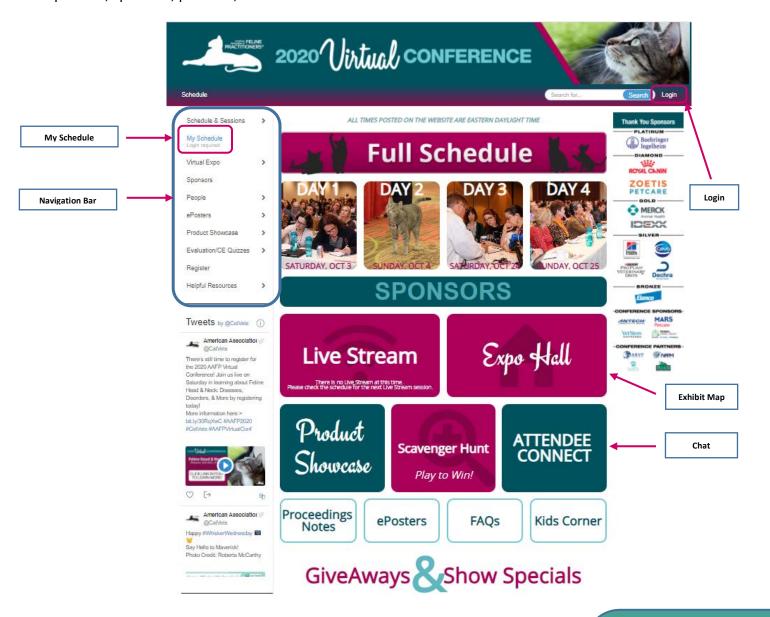
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# 1. Navigating the Conference Homepage

The AAFP Virtual Conference homepage offers a variety of ways to navigate the rich content prepared by our speakers, sponsors, partners, and exhibitors.



- **Navigation Bar:** Access any feature or portion of the conference using this vertical navigation bar.
- Login: Attendees can log in here with their credentials that were emailed to them.
- Chat: Use the Attendee Connect button to chat with your colleagues and friends.
- **Exhibit Map:** A visual floor plan of all the exhibitors and sponsors.
- My Schedule: You can favorite most aspects of the conference for future reference in "My Schedule" by clicking the reference in that you will see throughout the website. "My Schedule" will sort and organize your selections into categories at the top (sessions, attendees, exhibitors, posters, etc.), as well as generate a personalized agenda for you.

TIP: Log in early to ensure your registration and conference features are functioning. It is also a good time to explore the conference homepage, get a feel for the events and programs, as well as start adding items to "My Schedule" by clicking on the favorite icon. You can even start watching some of the ondemand CE!



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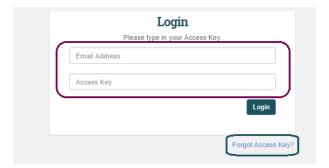
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# 2. Logging In

Conference attendees begin their experience by logging in on the upper right corner of the conference homepage:

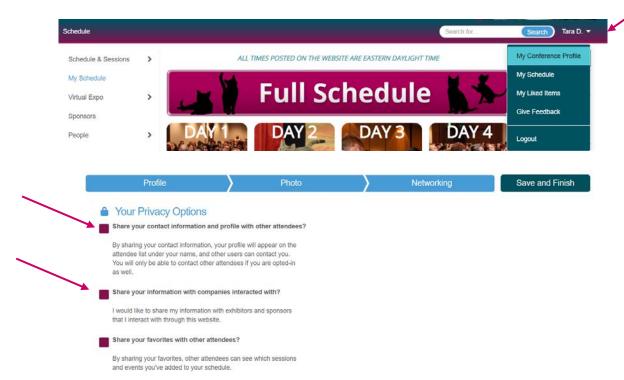


Enter the email address and Access Key located in your log-in information email received on October 2. If you can't find the email, you can request a new email be sent to you by using the "Forgot Access Key?" function.



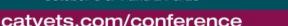
# Your Profile:

After you have logged in, don't forget to edit your profile and opt in for sharing your information so everyone can see you, you can send and receive messages, as well as provide information to the exhibitors whose profiles you visit.



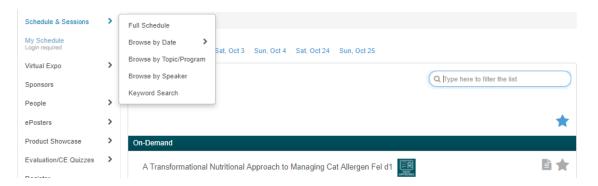
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### 3. Watching CE Sessions

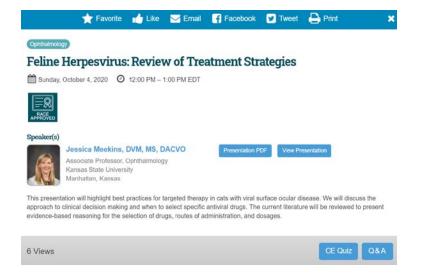
Our library of live and on demand presentations is available from the "Schedule & Sessions" option in the left navigation bar. You may browse the full schedule or filter by date, topic/program, speaker, or any of the related keywords.



You can plan your own custom agenda by clicking the icon on any presentation. Starred content will be added to the "My Schedule" option in the left navigation bar.



Click on any presentation to view full details and all related materials, including presentation PDFs, slides, a handout, Q&A, and the CE Quiz. If the session is on the schedule and has not launched yet, you will not be able to view it until the date/time on the schedule.



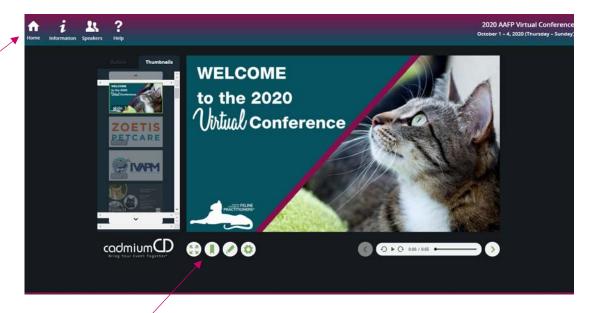


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To watch the CE click on the "View Presentation" button. If there is no "View Presentation" button then there will be a "Video" button. Once you enter the room, you can watch the presentation. There are multiple features here including entering full screen, changing your preferences, and bookmarking a slide. Please note that you can take notes on the website and in the App but there currently isn't a way to save or download the notes on the website, only in the App. To leave the presentation, simply close the browser or click on the HOME button in the top left corner.

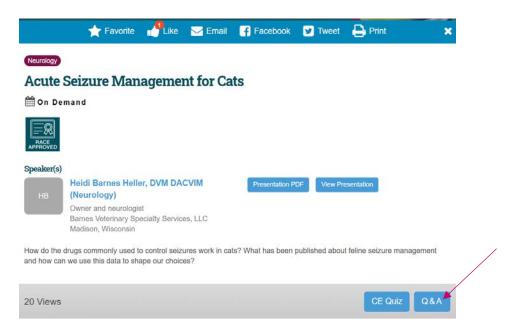


#### 4. Speaker Q&A

Our conference platform offers attendees the opportunity to interact with and ask questions of our speakers. Attendees can ask specific questions and view other questions by other attendees.

#### How can I ask a question?

Navigate to a specific presentation and select the "Q&A" button option at the bottom of the presentation details.





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From this screen, you may view a list of previously asked questions, as well as a field to ask a new question. To ask a new question, click the "Ask Question" button.



When finished, simply click "Submit" to add your question for the presenter.

#### **Live CE Sessions**

You can also ask questions during our live presentations and Ask the Expert Panels. Simply type your question into the right-side bar and it will be served up to the moderator. Please only include questions for the speaker and not technical issues or other inquiries.





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#### 5. Visiting the Virtual Expo Hall

Our interactive virtual expo hall offers many of interactive features as an in-person visit. Attendees can navigate our expo hall using our interactive floorplan, logo wall, or browse by company name or product/service. The list of Giveaways and Show Specials is also available here.



The virtual exhibit hall will be "open" and feature live hours during each conference day. This is when representatives from the companies may be LIVE in their booths to video chat with and ask questions. The virtual exhibit booths will be available for attendees to view at any time throughout the rest of the year.



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The Logo Wall provides a convenient visual guide to all our exhibitors and sponsors.

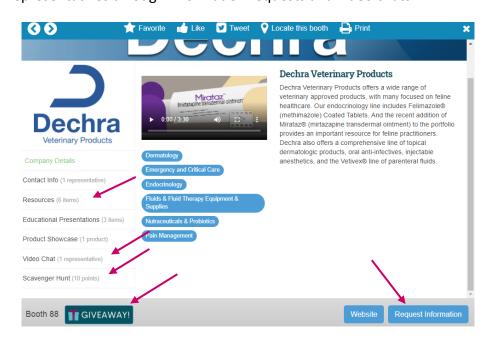


TIP: Make sure to visit all our conference sponsor booths! Many of them are offering giveaways and points for our Scavenger Hunt!

TIP: "Walk" the hall with a friend!
Coordinate a time to visit exhibitor
booths together and sit in on video
chats with company reps to ask
questions and get more information.

#### What is in a booth?

Exhibit booths offer a wealth of information on products, company details, resources, and contact opportunities. You may save an exhibit booth to your "My Schedule" option by clicking the icon. You can also find scavenger hunt questions and attendee giveaways in some of the booths. Many exhibitors also offer attendees an opportunity to connect directly with representatives through information requests and video chats.



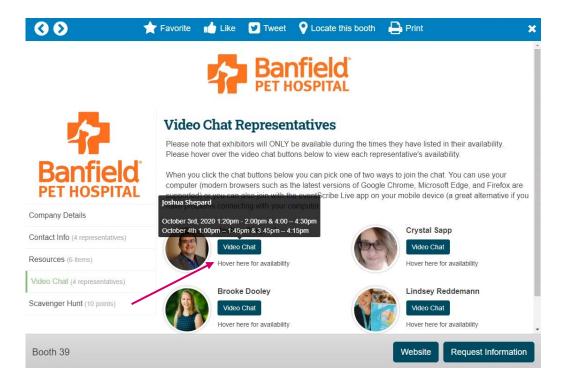


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Live Video Chats are available at specific dates and times during the conference. See a specific exhibitor's availability by hovering over their "Video Chat" button.



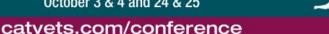
#### 6. Speakers and Attendee Connect

Attendees can learn more about our speakers, as well as network with other attendees through the "People" option in the left navigation bar.





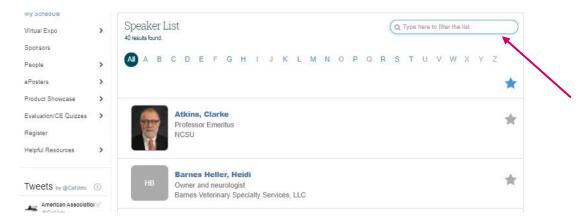
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#### **Speakers**

Speakers are available in alphabetical order. You may also search for a specific person using the search filter.

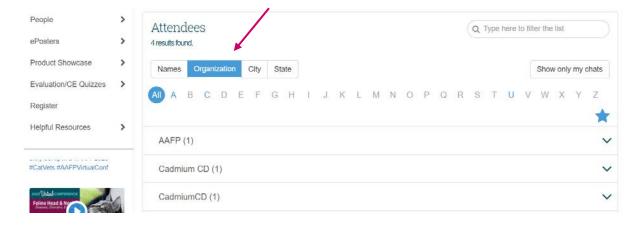


Presenter profiles offer a biography and full listing of all content and presentations. If a speaker has opted to enable contact, you may email them directly using the email button at the bottom right of their profile.



#### **Attendees**

The list of attendees is available in alphabetical order. You can also choose to sort the attendees by Organization, City, or State.





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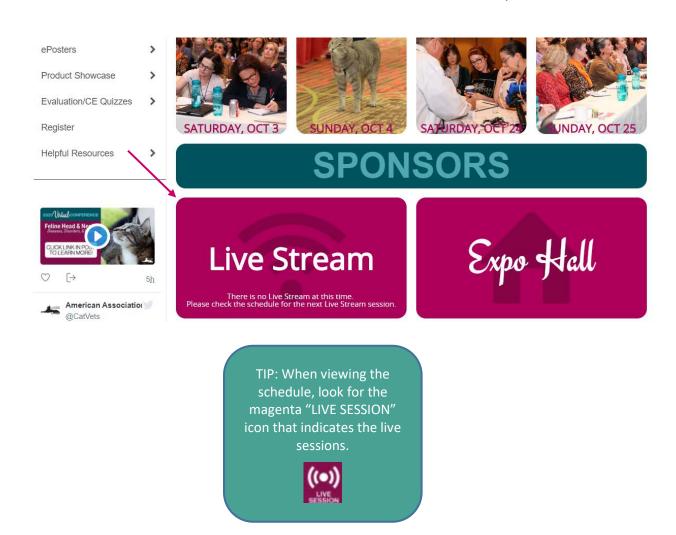


To start a chat with an attendee, click on their name and in their profile at the top you will see "Chat." Click that button to start a chat with another attendee.



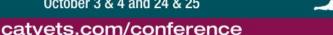
#### 7. Live Stream

Our Live Stream provides easy access to our live content, such as our President Welcome, Keynote with Dr. Steagall on the Feline Grimace Scale, Ask the Expert Sessions, and the Happy Hours! You can access the Live Stream from this tile screen 30 minutes before the start of the session or in the Schedule next to the specific session.





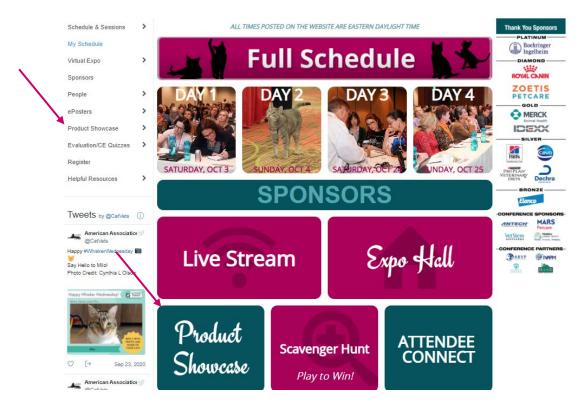
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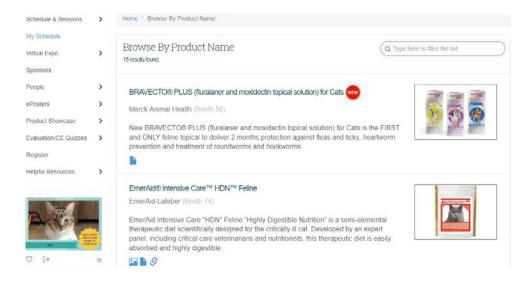


#### 8. Product Showcase

There are two ways to access the Product Showcase. In the left navigation bar, you can sort and filter all products by name, company, and service category.



You can learn more about each product, bookmark an entry for future reference, as well as request additional information from the company directly through each product card.





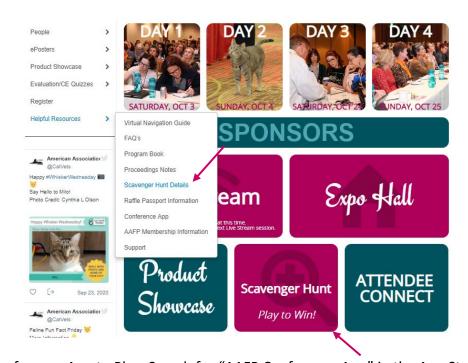
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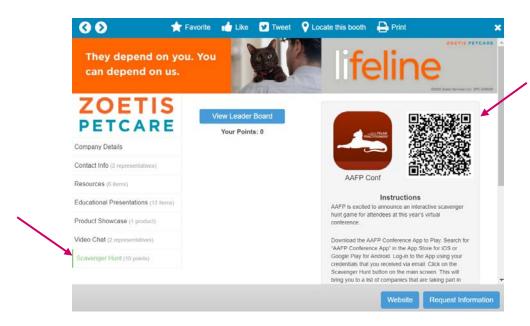


#### 9. Scavenger Hunt

Test your knowledge and join us for some fun! Instructions and the Leaderboard can be found by clicking on the Scavenger Hunt Tile on the Home Screen or under "Helpful Resources" and then "Scavenger Hunt Details" in the left navigation bar.



Download the AAFP Conference App to Play. Search for "AAFP Conference App" in the App Store for iOS or Google Play for Android. Log-in to the App using your credentials that you received via email. Click on the Scavenger Hunt button on the main screen. This will bring you to a list of companies that are taking part in the Scavenger Hunt. Choose each company to answer the questions and gain points. A screen will show up for you to scan a QR code. This QR code can be found by visiting that company's associated booth profile in the virtual conference website using your computer/laptop. Scan the QR code by holding your phone's camera up to it and the scavenger hunt question will pop up on your phone. Answer the question correctly and move onto the next question!





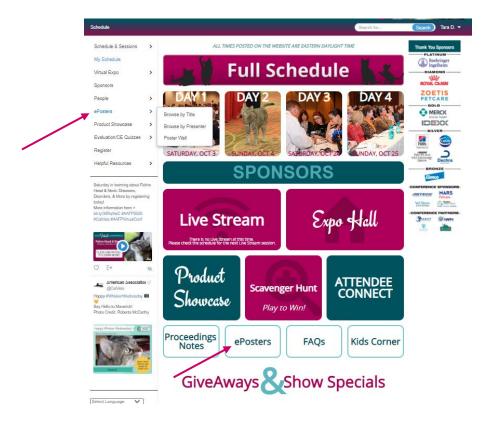
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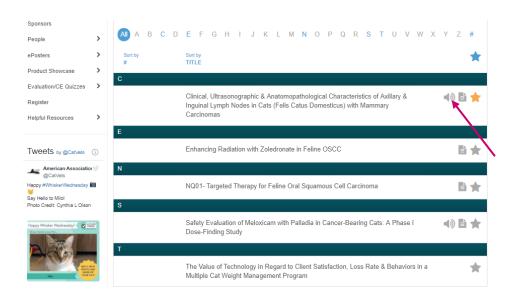


#### 10. ePosters

This feature allows you to search and view all Posters. Click the Posters button to view the complete listing for all Posters, or click the Posters link in the left navigation bar to filter Posters by Title or Presenters. You may also view all ePosters on our "Poster Wall."



The sound icon represents the ePoster has an audio recording along with the poster. You are also able to select the icon to save a session in your "My Schedule" summary.





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Click on the title of any ePoster to view more details and access the digital ePoster. You can also rate an ePoster from this window as well as ask the Poster presenter a question by clicking the Q&A button in the bottom right hand corner.



# 11. Video Chat Discussion Forums & Happy Hour Video Chat

Both the Video Chat Discussions Forums and the Video Chat Networking during the Happy Hour on October 24 will take place in a Video Chat room. The Video Chat rooms are designed to be a face to face, interactive area where a small group of people (usually no more than 15) can come together to talk about a common topic. Below is an example of what a Video Chat room looks like with six people.



Pre-registration is required to attendee one of the Video Chat Discussion Forums. If you signed up for a Video Chat Discussion Forum, you will have access to the Video Chat that you signed up for. You will not be able to access any of the other video chats. For Video Chat Networking during the Happy Hour, you will be able to join whichever chat room you want and can hope between them if you choose.

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#### 12. Other Features

Some other features include:

- Sponsors Button: located on the Homepage and left Navigation Bar check out our fabulous sponsors with links directly to their booths.
- Evaluation/CE Quizzes: located on the left Navigation Bar here you will find more information about CE, certificates, and evaluations of presentations and speakers. There is a <u>CE Quiz Guide</u> that provides you with more detailed information on how to access and complete the quizzes as well as where to get your CE Certificate.
- Kids Corner: located on the Homepage at the bottom trying to listen to CE and have kids popping in and interrupting? Check out our Kids Corner for downloadable pages and activities to print.
- Helpful Resources: located on the left Navigation Bar here you will find:
  - Navigation Guide you can access this document there
  - o FAQ's have a question? You might find the answer here
  - Program Book this is your onsite program book with all the conference details and information including the full schedule, session abstracts, and more
  - o Proceedings Notes offers a quick link to the updated Proceedings Notes
  - o Scavenger Hunt Details includes the Scavenger Hunt instructions and Leaderboard
  - Raffle Passport Information print out your raffle passport to keep track of how many exhibitors you've visited. If you visit 22 booths and participate in 3 Video Chats, you are entered to win some great prizes!
  - Conference App instructions on how to download the Conference App
  - o AAFP Membership Information not a member? Learn more about joining this great Association!
  - O Support Need help with something? Find out who would best be able to help you. This information is also listed below.
- Google Translate is also available for those attendees who would rather view the website in another language use the dropdown on the left side bar to change the language on the pages.

#### **Have Questions?**

Our team of dedicated staff are available to answer any of your questions or requests. We also have tech help scheduled below. If you are having difficulty or have any questions, please contact us at:

#### **Technology Issues**

Cadmium Phone Support on Weekends: (443) 640-6895

Cadmium Phone Support on Weekdays: (443) 640-6955 or (877) 426-6323 (toll free)

Available: Saturday, October 3 from 9:00am - 6:00pm; Sunday, October 4 from 9:00am - 2:30pm; Saturday and Sunday, October 24th and 25th TBD

#### Other Inquires for Staff

Phone: (800) 874-0498 Email: info@catvets.com

Available: Monday – Friday from 8:30am – 5:00pm; Saturday, October 3 from 9:30am – 6:00pm; Sunday, October 4 from 9:30am – 4:30pm; Saturday, October 24 TBA