How to Get the Most Out of Your Virtual Conference Experience

Virtual Schedule at a Glance (all times PT)

Friday, April 12th

11:00 am - 11:45 am PT: Virtual Networking

Sunday, April 14th

8:00 am -9:00 am PT: Virtual Workshops (VW1-VW4)
9:30 am-11:30 am PT: Opening Plenary 1 Live Stream
11:45 am - 12:45 pm PT: Workshop (A4) Live Stream
12:50 pm - 1:50 pm PT: Virtual Workshops (VW5, VW7-VW8)
2:00 pm - 3:00 pm PT: Workshop (B4) Live Stream
4:00 pm - 5:00 pm PT: Workshop (C4) Live Stream

Monday, April 15th

7:30 am-8:30 am PT: Virtual Workshops (VW9-VW13)
8:30 am - 10:15 am PT: Plenary 2 Live Stream
10:00 am - 11:00 am PT: AMCHP's Innovation Hub Live Stream
11:00 am - 12:00 pm PT: Workshop (D4) Live Stream
1:00 pm - 2:00 pm PT: Virtual Roundtables (VRT2 and VRT and VW14-VW17)
2:30 pm - 3:30 pm PT: Workshop (E4) Live Stream
4:30 pm - 5:30 pm PT: Workshop (F4) Live Stream

Tuesday, April 16th

8:00 am - 10:00 am PT: Closing Plenary 3 Live Stream
10:00 am - 11:00 am PT: Workshop (VW6)
11:00 am - 12:00 pm PT: Workshop (G4) Live Stream
12:30 pm- 1:30 pm PT: Virtual Workshops (VW18-VW20)

AMCHP 2024
Partnering with PURPOSE
APRIL 13-16 | OAKLAND, CA

How to Get the Most Out of Your Virtual Conference Experience

OVERALL PRO TIPS

- The conference platform works best in the **Google Chrome browser**!

- Be sure to favorite/bookmark the [virtual conference schedule](#) on your computer!

- Please have your access key easily accessible. You **will have to reenter your access code** after it times out or if you log off from the platform.

- Make sure you **complete your conference profile** – this will make it easier for folks to put a face to the name and know that you are an engaged attendee who would likely respond to messages.

- When you are completing your conference profile, we recommend that you **choose to share your information**. This makes it a more personal experience – you can favorite other attendees (and vice versa) and get their contact information. When completing your profile, we also encourage you to upload a photo and complete your bio so other attendees can learn more about you.

- This year, we will have **virtual ribbons** that you can choose from to have displayed on your profile!

- When you set up your conference profile, it will give you an option to **display sessions in your local time zone**. We recommend doing this so there is less confusion about session start times.

- We suggest that you **spend 5 or 10 minutes manually adding the virtual sessions to your calendar** as a reminder of when sessions are taking place. The conference platform does not have the capability for downloading sessions to your calendar directly; however, you can add sessions directly to your calendar from the conference app.

- Go through the attendee list and **favorite or like other attendees** you saw present or connected with virtually.

AMCHP 2024 Partnering with PURPOSE
APRIL 13-16 | OAKLAND, CA

How to Get the Most Out of Your Virtual Conference Experience

OVERALL PRO TIPS

- You can also **favorite or like sessions** – just make sure you are logged in first so it saves to your profile.

- In addition to being able to join the live-streamed sessions from the conference platform on a laptop, are **now able to join using a cellphone or tablet**.

- Things can be delayed in-person due to a number of factors, so do not be alarmed if some of the sessions (especially plenaries) don't start on time. If you choose to **turn on push notifications**, you can get the latest updates on any changes to the schedule. Also, it would be good to **submit any questions early** that you may have during the sessions because of possible delays within the live stream.

- All sessions (live streamed and Zoom) will have **automatic closed captioning available**. To enable this in the conference platform, click the "CC" button on video player window.

  Please note the closed captioning is auto generated and will be accurate to 85-90%. To enable this in Zoom, in the meeting controls toolbar, click on "More" and then "Captions." Then, you can select Show Captions to show the captions on the screen.

  You can also view a Full Transcript in real time on a separate screen if you'd prefer that instead of on-screen captions. You should also be able to toggle between speaking languages.

- If you are ever concerned about anything or have questions, please reach out to your virtual AMCHP and Conference Manager liaisons:

  Logistical/Technology questions: AMCHP Speaker Department
  AMCHPspeakers@conferencemanagers.com

  Content or other questions: Candice Simon
  csimon@amchp.org

AMCHP 2024
Partnering with PURPOSE
APRIL 13-16 | OAKLAND, CA

How to Get the Most Out of Your Virtual Conference Experience

ENGAGING WITH PARTICIPANTS

- There will be a **virtual networking session** on Friday, April 12th, 11:00 am- 11:45 pm PT. The virtual networking will take place in Zoom.

- Let us know what you're learning and new connections you're making throughout conference on social media! Use #**AMCHP2024** for any social media posts.

- You can **send messages via the conference platform/app**. If people chose to share their information when they set up their profiles, you can search for them in the platform/app and their contact info (phone and/or email address) will be accessible.

- There is a **conference activity feed** on the conference app. You can take photos of what your virtual conference experience is looking like and upload them to the app. You can also follow along to see some of what is happening in-person and like and comment on other people's posts.

HELLO!

AMCHP
2024
Partnering with PURPOSE
APRIL 13-16 | OAKLAND, CA

Engaging with Sessions

Virtual attendees are able to participate in plenary sessions, workshops, and access posters. Automatic (not live) closed captioning will be available for all session types. How you engage with each type of session varies slightly as described below:

Plenary Sessions (April 14th-16th)

Virtual participants can now join the plenary sessions from the conference platform on a computer or cellphone. To join any of the plenary sessions, go to the virtual attendee schedule and click on the session. A separate box will open up with information about the specific plenary, including speakers and a session description. Click on the "Join session" prompt that will appear in this box.

During the plenary sessions, you'll be able to engage with other attendees in the chat tab of the conference platform; you can also ask questions of the presenters via the Q&A tab.

Livestreamed Workshops (April 14-16)

Virtual attendees will join these sessions by clicking on the session in the virtual attendee schedule and selecting the "Join session" prompt. The workshops will be live streamed via the conference platform. Virtual attendees will be able to engage with each other via the chat box throughout the sessions and you can also type questions of the presenters via the Q&A tab. During the Q&A portion, there will be an AMCHP staff person in the session room who will serve as a bridge to ask questions on behalf of virtual attendees.
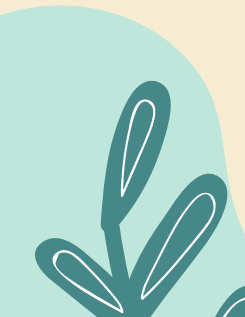
Virtual Workshops (April 14th - 16th)

These virtual workshops will be conducted via Zoom and all attendees will join them by going to the workshop in the virtual attendee schedule and selecting the "Join session" prompt. Virtual attendees will be able to engage with other attendees and presenters via the chat box, and come off of mute to ask questions out loud during the Q&A if desired.

Virtual Student and Early Career Roundtable (April 15th)

This virtual roundtable features three distinct presentations and will be conducted via Zoom. Virtual attendees interested in attending one or more of the presentations can select the "Join session" prompt via any of the three titled sessions in the virtual attendee schedule. Virtual attendees will be able to engage with other attendees and presenters via the chat box and come off of mute to ask questions out loud during the Q&A if desired.

Posters

Virtual attendees can access posters at any time during the conference. We asked all poster presenters to upload audio to accompany their poster and include QR codes with presenter contact information. You can favorite posters, rank them, and share with colleagues via social media.

CONFERENCE PLATFORM

VS.

CONFERENCE APP

WE RECOMMEND USING THE CONFERENCE PLATFORM FOR:

- Participating in plenary sessions, workshops, and viewing posters

WE RECOMMEND USING THE CONFERENCE APP FOR:

- Accessing slides and taking notes directly on them. You can then email yourself your notes to review!

- Following along with the in-person happenings as well as engage with virtual and in-person attendees. The Attendee Feed allows all users to post photos as well as like and comment on others' posts. It's a great way to virtually share your conference experience.

- Receiving conference push notifications. While many will be applicable to in-person attendees only, this will be a great way for virtual attendees to receive any last minute schedule changes or important notices.

Other important terms/abbreviations in the schedule:
VW = virtual workshop (virtual workshops are followed by a group letter and number)
PL = plenary

CE Credits
The AMCHP Conference has applied for CEUs through the Centers for Disease Control and Prevention. If awarded, live-streamed plenary and workshops will be eligible to earn CEUs for the sessions they participated in virtually. This **does not** include watching sessions on demand. AMCHP notice of CEU approval will be granted on or around April 10.

AMCHP 2024
Partnering with PURPOSE
APRIL 13-16 | OAKLAND, CA