

FUTURE PROOF || ▶

The Online Medical Education Summit



GUIDELINES FOR ATTENDEES

Welcome to Future Proof – The Online Medical Education Summit.

To access the platform and sessions, please take the time to read these guidelines and if you require further assistance, please contact the Summit Managers at futuremeded@arinex.com.au

BEFORE THE EVENT

1. We recommend that you access the event 15 minutes prior to the start of the session to check your sound settings and gain familiarity with the system. To test your sound, you will need to visit the control panel of your desktop.
2. Ensure you have a stable internet connection. Do not use a VPN connection. Institutions and other facilities may use a VPN that blocks access to the platform.
3. Ensure you have the latest version of Adobe Flash installed on your computer.
 - a. [Click here](#) to check your version of Flash.
 - b. [Click here](#) to update or install Adobe Flash Player.
 - c. If you are joining using Google Chrome, you will have to enable Adobe Flash manually. [Click here](#) for instructions.

HOW TO DOWNLOAD THE EVENT PLATFORM - OnAIR

You may use the event platform on both desktop and tablet. We recommend using Google Chrome to access the platform. For Google Chrome download and install instructions, please [click here](#).

Please refer to the instructions below and log in early to update your profile to get the most out of your networking.

FUTURE PROOF 

The Online Medical Education Summit



Step 1: Please visit

<https://portalapp.arinex.eventsair.com/VirtualAttendeePortal/meded2020/mededportal/>



Sign In

Email

PIN

Sign In

[Forgotten your PIN?](#)

Step 2: You will then be asked to sign in, please do so by using your **email address** and pin sent to you via email.

Step 3: Once logged in, you will be asked to accept the Privacy Terms, update your contact details and select your time zone for your Program Schedule to update automatically.

Event Checkin
Welcome Gemma. Please review your privacy settings below

About You
Your contact details were provided as part of your registration

First Name	Last Name
<input type="text" value="Gemma"/>	<input type="text" value="Weltman"/>
Organization	
<input type="text" value="Arinex"/>	
Address	
<input type="text" value="Level 10, 51 Druitt St, Sydney, NSW, Australia, 2000"/>	
Email	
<input type="text" value="gweltman@arinex.com.au"/>	

Time Zone
Please let us know what time zone you are in and we will adjust your timeline

Time Zone

FUTURE PROOF

The Online Medical Education Summit

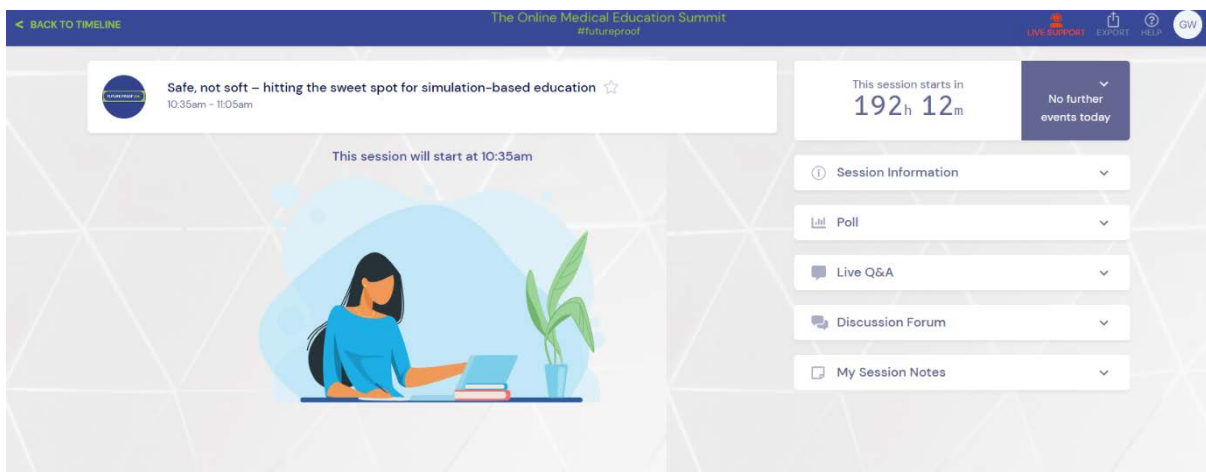


HOW TO NAVIGATE THROUGH THE PLATFORM

How to access the sessions

To enter a session, select the **“Join”** button. Once you have clicked into the specific session, a presentation slide with the speaker will appear in the middle of the screen at the designated start time.

To view another session, simply click the **“Back to Timeline”** icon on the top left-hand side of the navigation bar. Do not click the “back” arrow from your browser.



How to communicate and ask questions

There will be no verbal communication with speakers and attendees. You will be able to interact in two ways:

1. Participate in the public **“discussion forum”** located on the right-hand side of the screen. Once selected, the discussion pop up will appear on the right-hand side of the screen.



FUTURE PROOF

The Online Medical Education Summit



- Submit questions to speakers, under **“live Q&A”** located on the right-hand side of the screen. All questions will be reviewed by the moderators and a selection of diverse questions will be seen on screen and presented to the speakers by the Chair. You can upvote questions by clicking the thumbs up button that appears next to a question that has been asked.

Live Q&A

TOP RECENT MY QUESTIONS ANSWERED

Type a question

Post Anonymously

Send

- If a speaker has included a **“live poll”** in their presentation; the poll question will launch on the right-hand side of the screen. The poll results will appear once attendees have selected their answer and the speaker selects to display the outcome.

Live Poll

What exercise do you do? **LIVE**

Cycling ✓

Walking

Running

Gym

Swimming

How to take notes

You may take personal notes in each session within the **“my session notes”** section featured on the right-hand side of the screen. You may export your notes by selecting the export icon in the top right of the screen near your profile image.

My Session Notes

These can be exported out at the end of the event from the export button in the top right corner.

Start typing your notes here..

Save

FUTURE PROOF

The Online Medical Education Summit



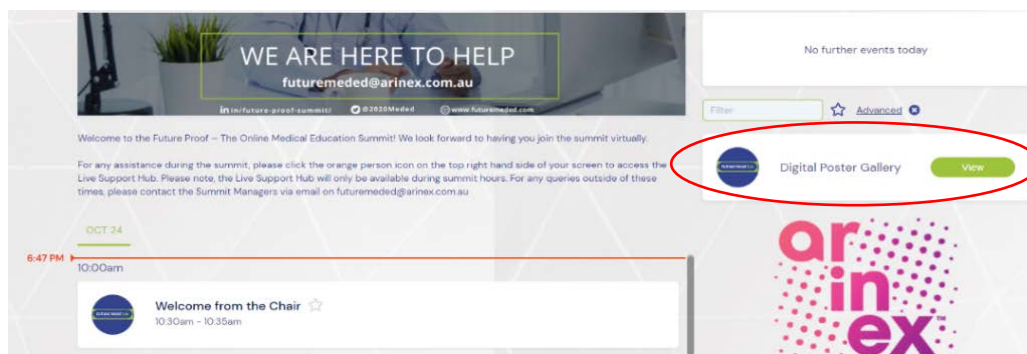
Virtual networking session

The virtual networking session allows you to connect and communicate with other attendees. There are a few ice breaker questions included within the session information to help start conversations. The “join” button on the virtual networking session will appear 5-minutes prior to the start of the session. When you enter a session your microphone and camera will be on. At any stage you can turn these off. After a 5-minute conversation, you will be redirected back to the session screen where you will be able to join another group in the virtual networking session by selecting the “**Join Conversation**” button.

Digital Poster Gallery

You will see on the Digital Poster Gallery on the right-hand side of the screen/ opposite the welcome message.

Once you select “view”, you will be able to view digital poster presentations and speak live to the contributing authors.



Please note, not all presenters will be available in these sessions. To see who is available for discussion you will see a red dot on the presenter’s profile image on their presentation card. If the red dot is present it means that the presenter is online and available to begin a conversation.

When a presenter is online you can “join queue” to be added to the next available conversation.

See below examples:

FUTURE PROOF 

The Online Medical Education Summit



My Example Paper 



Brittany Lee
Leishman Associates

View

Speaker Management for Virtual Events
Poster Session
11:00pm - 11:59pm



Helene Stewart
Leishman Associates

IN PROGRESS

A presentation in progress.

Please join the queue and you will be automatically joined to the next available presentation.

Join Queue

TECHNICAL ASSISTANCE



For any assistance during the summit, please click the orange person icon on the top right-hand side of your screen to access the Live Support Hub. Please note, the Live Support Hub will only be available during summit hours.

For any queries outside of these times, please contact the Summit Managers via email on futuremeded@arinex.com.au

Thank you for your help in making the 2020 Future Proof Summit a success!