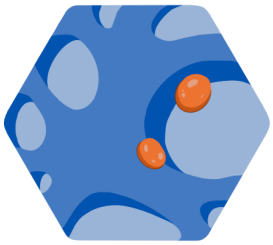

CBS 2021

Translational Biomaterials and Beyond

Conference User's Handbook

May 13th, 2021

Last revisioned on May 6, 2021

Introduction

The 36th Annual General Meeting of the *Canadian Biomaterials Society* will be held on the virtual events platform, Hopin. This document serves to familiarize you with the platform and to help avoid technical difficulties during the conference.

Technical Recommendations for your Web Browser

To obtain the best virtual experience possible:

1. Use Google Chrome or Mozilla Firefox
    a. These have the best modern web technologies to support Hopin and its tools
2. Access the conference in Incognito mode (Google Chrome) or Private mode (Mozilla Firefox)
    a. Some third-party extensions may affect your Hopin experience, so removing them while attending the conference is recommended

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Navigating the CBS 2021 Annual Meeting

How to Navigate the Event on Hopin May 13th - 15th

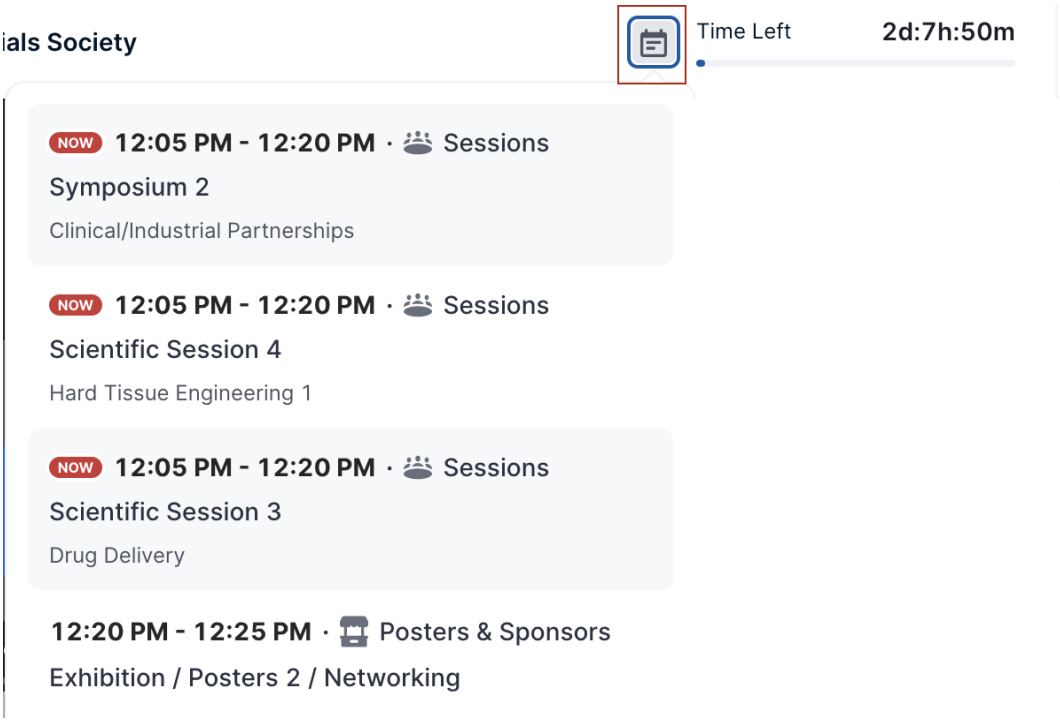
There are many ways we will be communicating information to you on Hopin to make sure you are aware of what events will occur and when . These include:

- ➔ **Event Schedule:** shows you what's happening, where it's happening, when, and who's speaking
- ➔ **Live** and **Now** tags: when the Stage is live, or Sessions, Networking, and Expo are happening according to the schedule, you will see *Live* and *Now* tags over the tabs on the left-hand side
- ➔ **What's happening now banners:** large clickable button in the Reception page for you to click to go to the specific event segment
- ➔ **Highlighted chat messages:** we will be sending chat messages in the conference chat to alert you of any updates or when events are beginning

Reception

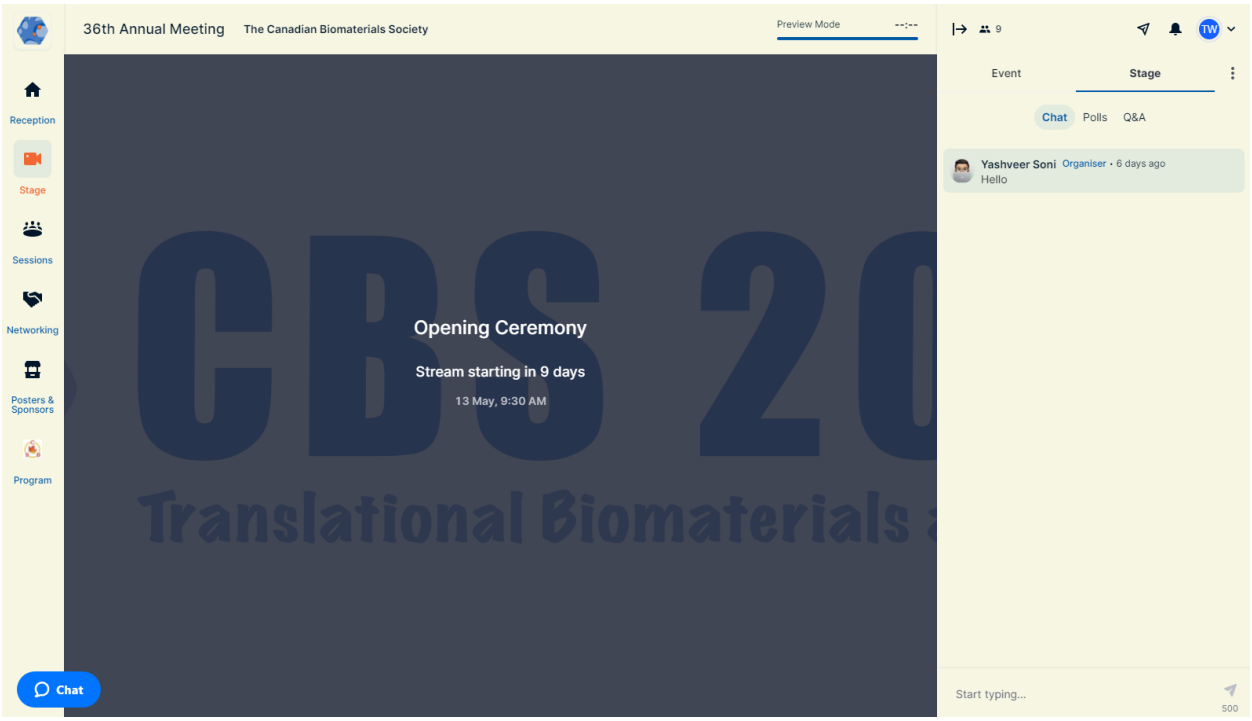
Once the conference begins, you will be greeted at the Reception page.

Sessions will appear 5 minutes before they start and disappear from the sessions page once they have ended. You may view the list of previous sessions by clicking ***Show Past Segments*** in the Reception area of the event.



Stage

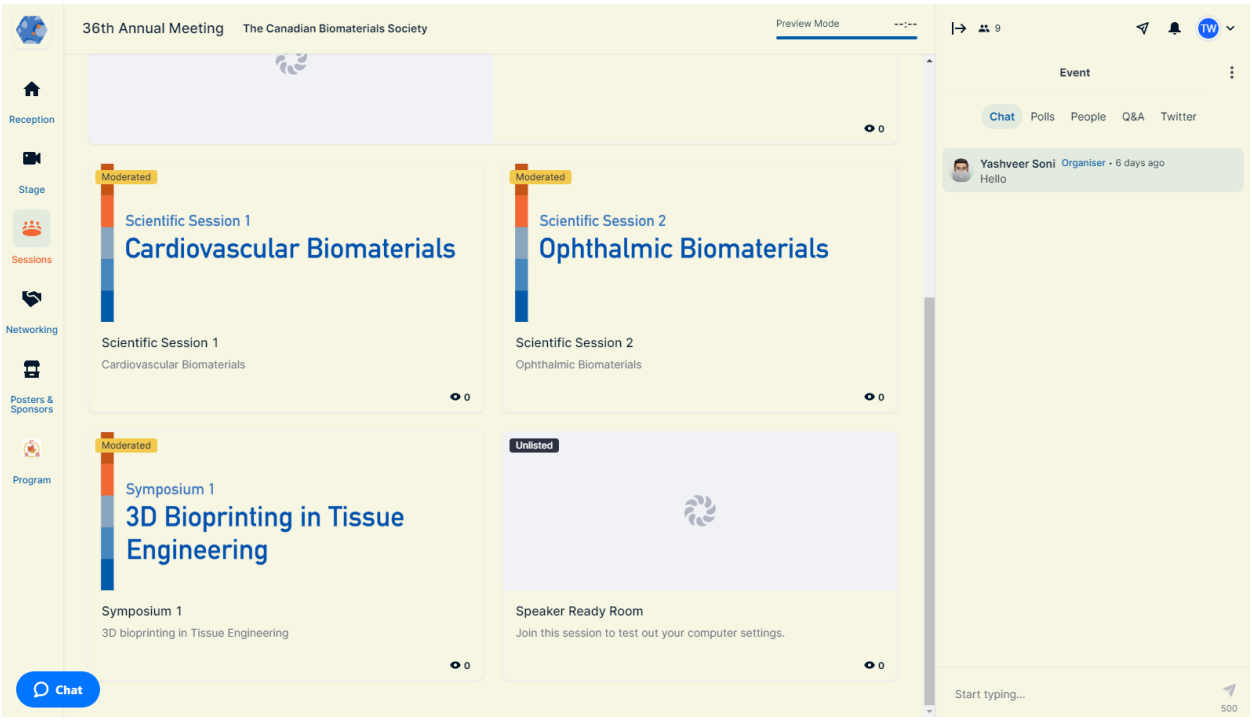
This is a one-to-many interaction area where we will be hosting our plenary talks. When the Stage is live, you can see a “Live” tag on the left-hand side.



Sessions

Since we are running a multi-track conference with simultaneous sessions and symposia, all such events will be held under the Sessions tab. The Fireside Chat will also be held in a Session.

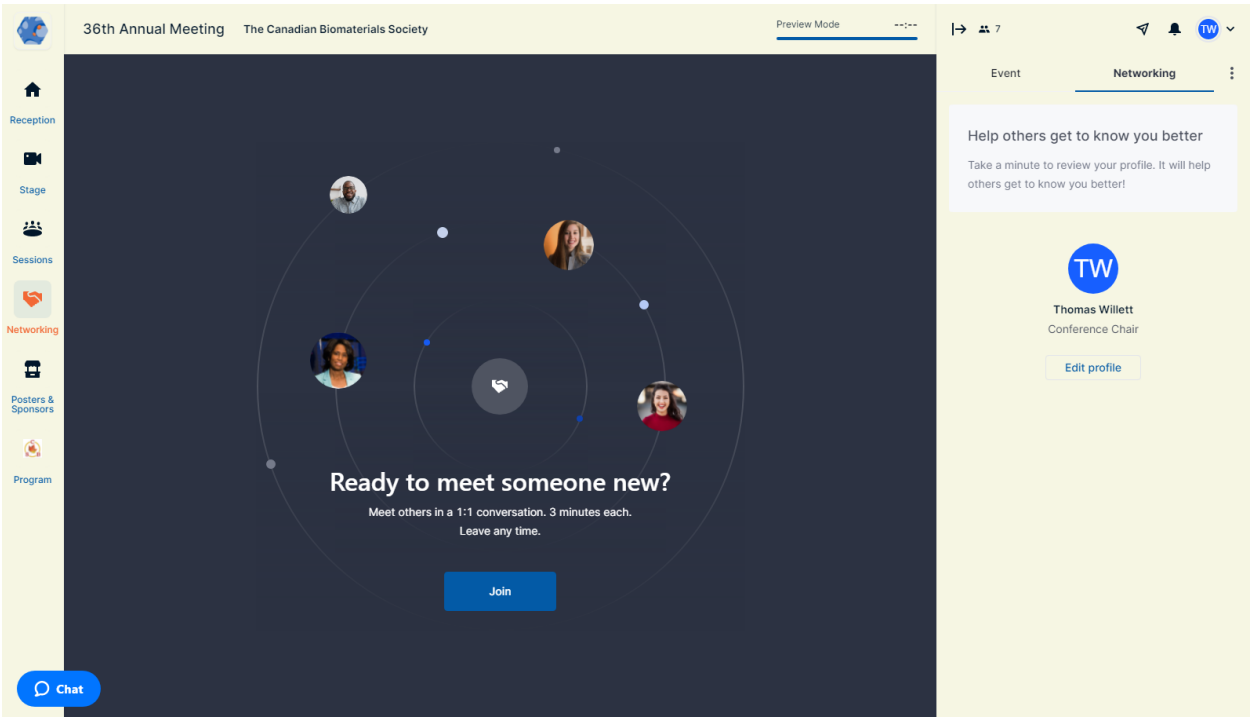
Once you enter a session, you will see that there are session specific tabs (chat, polls, people) as found in the Reception area. Sessions differ from the Stage because you can ***Ask to Share Audio and Video*** when you are attending a session. Once clicked, a moderator may let you hop on live, enabling you to ask a question, for example.



Networking

In the People tab, you will find a list of all the conference attendees. From here you can connect (or reconnect) with colleagues any time using the chat or video call functionality.

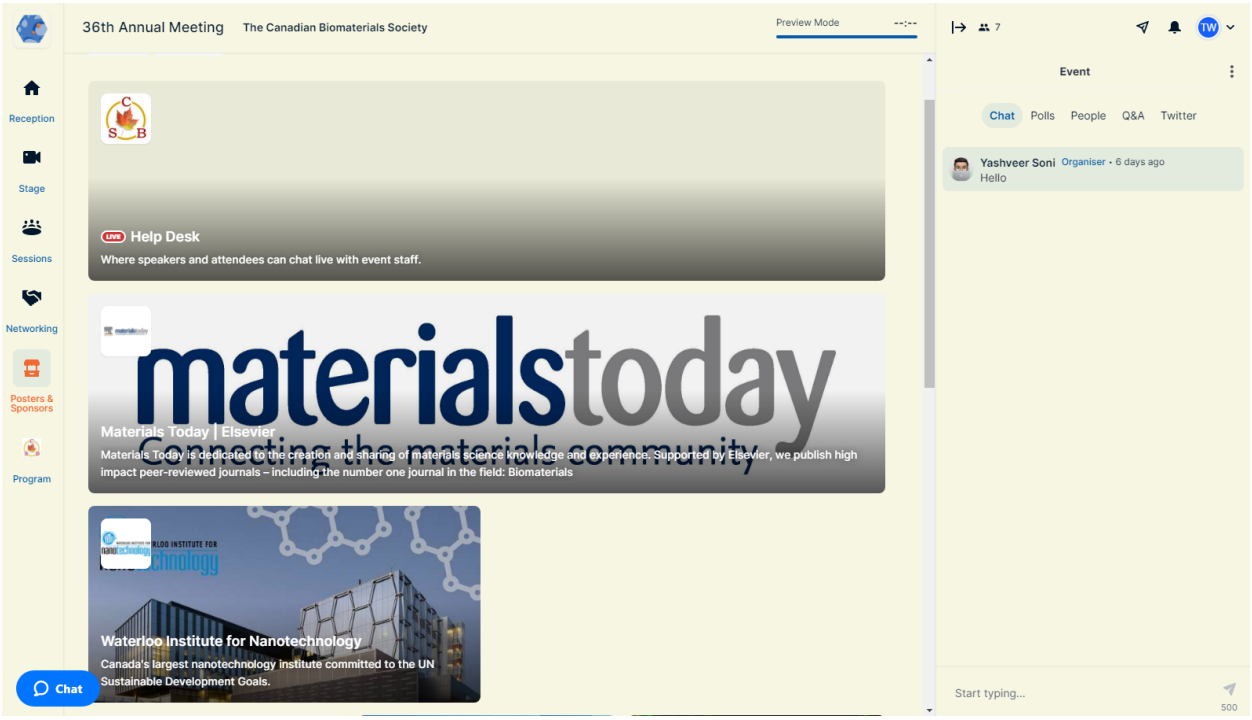
For a more spontaneous networking experience, consider the Networking tab. Within the Networking Tab, you can click ***Connect*** to be paired with someone at random—much like speed dating. Any newly made connections you make while networking will be shown in your individual profile.



Poster and Sponsor Booths

Sponsors

Our sponsors will have their booths set up in the Posters & Sponsors (Expo) area and you will be able to access their booths to interact with their representatives (if present). In each booth, there will either be a live session hosted by the sponsor, or a pre-recorded video/slide deck for you to view. There is also a booth specific chat you can use to ask the sponsor questions or comment on anything. You can click on the *Register Interest* button to provide the sponsor with your email so you can connect by email in the near future.



Posters

Our poster presentations also occupy booths in the Posters & Sponsors (Expo) area. These may include a slideshow from each presenter. You can access this booth throughout the conference or during our scheduled breaks. We will have two poster sessions when the presenting author will attend their poster and answer questions.

Menu Panel

Throughout Hopin, there is a right-hand panel that includes important integrations that allows you to interact with the rest of the conference. There are also event-specific tabs on the right-hand panel for both sessions and expo booths. Here are the following integrations you can find in this panel:

- **Chat:** Introduce yourself or open a discussion with the attendees in your section with the option of direct messaging to any attendee
- **Polls:** You can participate in polls that the organizers/moderators will post
- **People:** You can view the people who are attending the conference or those in your specific section
- **Q&A:** Ask questions with the option of anonymity during any event
- **Twitter:** View the twitter feed of the Canadian Biomaterials Society account

Question & Answer Section

Whether you are attending a plenary talk, session, or exhibition booth, you will find a Q&A tab on the menu panel next to the chat, polls, and people tabs. You may ask your questions there, with the choice of anonymity. You can also view all the approved questions in the same tab and upvote your favourites.

Here is a link to a YouTube video that may also help you navigate Hopin as an attendee: https://youtu.be/gnf4obI7zTU.

Navigating Hopin as a Speaker

Session or Symposium Speaker

This section is for scientific sessions and symposium speakers.

You can access your session as you would any other session occuring during the conference. Once you are in a session, you will need to ask to ***Share Audio and Video*** to be able to give your presentation. Once clicked, a moderator will approve your request and you will be allowed to present. It is recommended that prior to your speaking engagement, you attend the Speaker Ready Room session to ensure your audio, video, and screen sharing are all working.

Your session will be both chaired and moderated. The chair will provide introductions and help guide questions. The moderator will be controlling the functions of the session, from allowing speakers on to managing attendee questions and technical difficulties. Once your presentation as well as the questions period have finished, click the ***Leave*** button to exit the live presentation area and return to the audience. At this point, you will be attending the session as a member of the audience again.

- ➔ Linked here is a video to help guide you around the platform as a session speaker: https://youtu.be/3uGDia726mU.

Navigating Hopin as a Sponsor

Running Your Exhibition Booth

To navigate to your booth, find and click the “Posters & Sponsors” icon found on the left hand menu bar. Here you will be greeted with a variety of sponsor booths of varying sizes as per sponsorship tier (higher the tier, the larger the booth size). As a sponsor, you will be assigned as a moderator to your respective booth. This will allow you to toggle a live session on and off (found at the top right of the session window), freely share your audio and video, create polls and approve requests for attendees to join you live for conversation.

When a live session is not toggled in the sponsor booth, it is designed to show by default the slide deck or YouTube video you have sent us. However, you may choose to go live at any point during the conference, and when you do so, a “Live” badge will appear on your booth to indicate to attendees that you are presenting live.

➔ Linked here is a video to help guide you around the platform as a sponsor: https://youtu.be/5wH36QGrQbU.

Technical Support During the Conference

There will be a **Help Desk** available on each day of the conference that you can access to ask any questions about the platform or conference in general. You will find the Help Desk link on the Reception page, or navigate to the “Posters & Sponsors” tab on the left hand menu and find the Help Desk there

If you have any questions, comments, or concerns after reading this document, please email us at conferences@biomaterials.ca and we will get back to you as soon as possible!

Please fill out this Google form once you have read through this information:

» https://forms.gle/qrdwAJj8jLovmGPS8 «