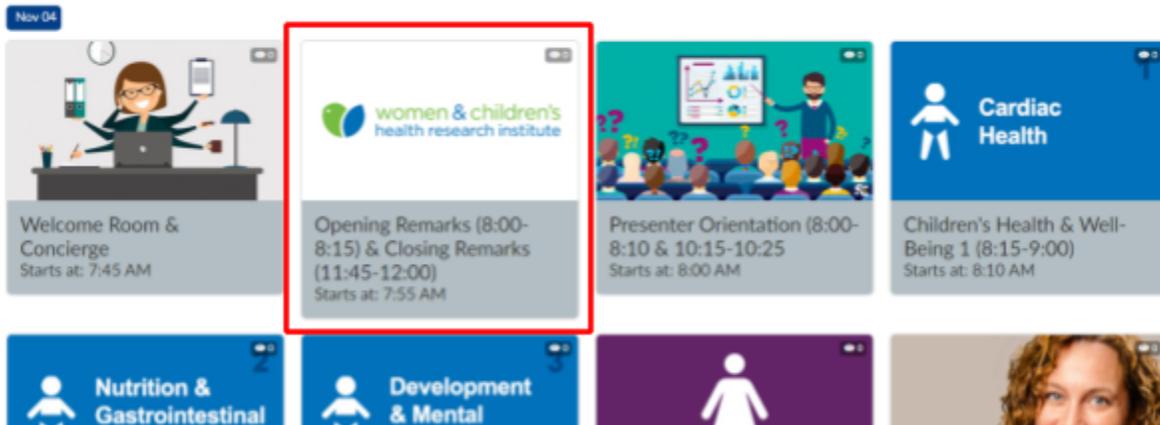# WCHRI Research Day 2020
# Information for attendees

You will receive an email with your personalized InEvent access link on November 2 from "WCHRI Research Day 2020," subject line "IMPORTANT: Your login details for WCHRI Research Day 2020." If you do not receive this link, contact Katie: katie.buchanan@ualberta.ca.
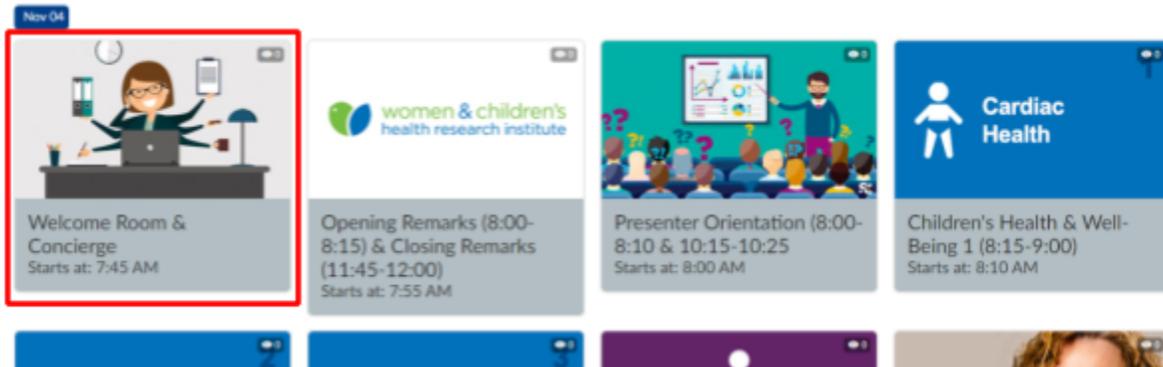
When you join InEvent, you will automatically enter the "Virtual Lobby."



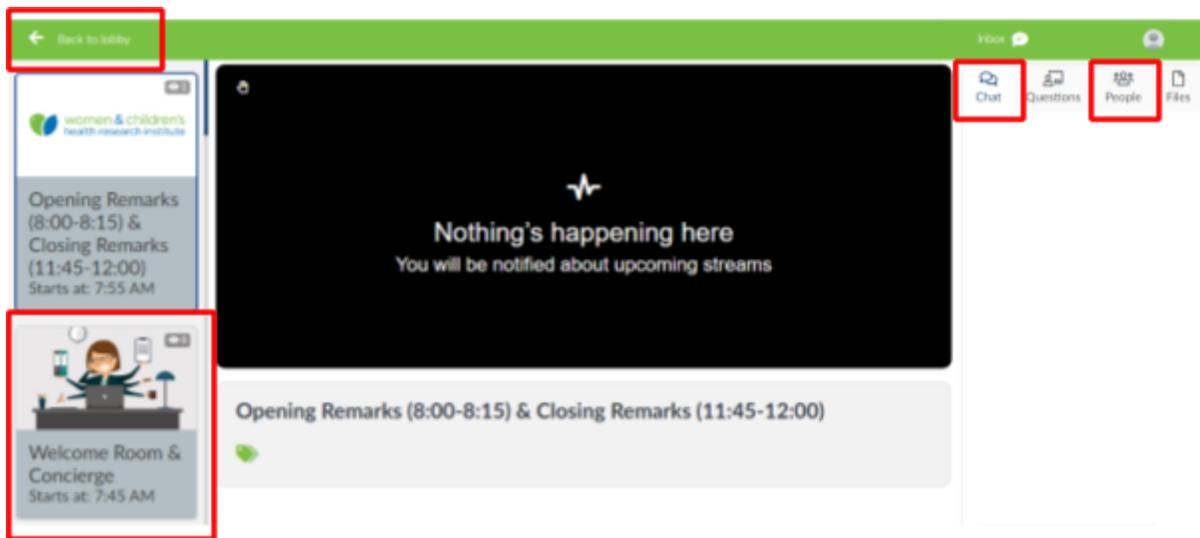Attend our "Opening Remarks" room for welcome messages from our speakers.

If you have any questions, please visit our "Welcome Room & Concierge" and we'd be happy to help!



Once you enter a room you will see the speaker's video in the main part of the screen.
- You can leave the room by clicking "Back to lobby" on the top left corner of your screen.
- You can also jump directly to another room by choosing that room from the scroll bar on the left side of your screen.
- To chat with the **entire group**, or ask a question of a speaker, you can enter your text in the chat box on the right side of your screen.
- On the right side of your screen, you will also see a "People" button where you can see all those also in this room and you can chat with them privately.
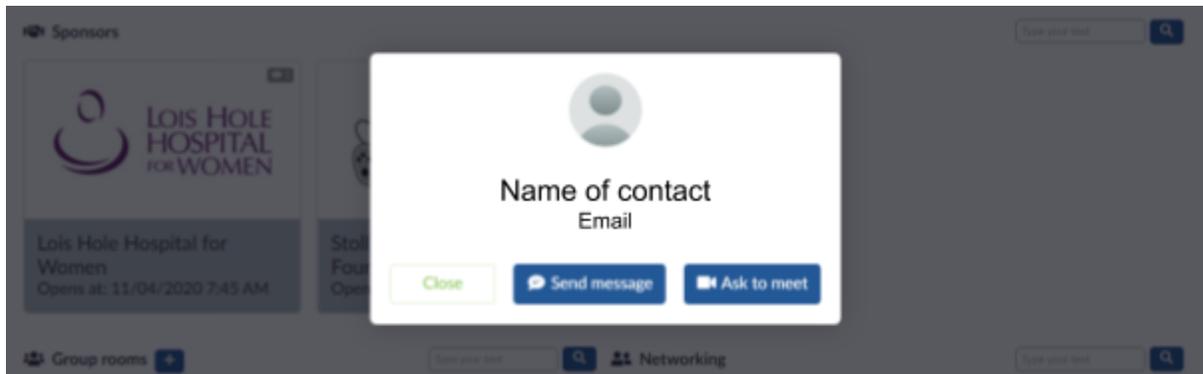
## Networking

The InEvent platform allows you a variety of virtual networking opportunities as well. To chat with someone else on the platform, simply click on that person's name from the networking section on the bottom of the "Virtual lobby."
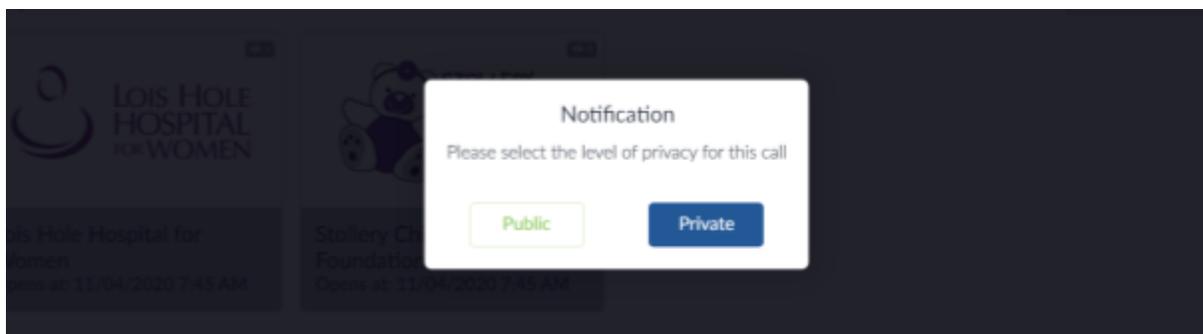


Once you click on the individual you can then choose to send them a private chat or invite them to a video meeting.
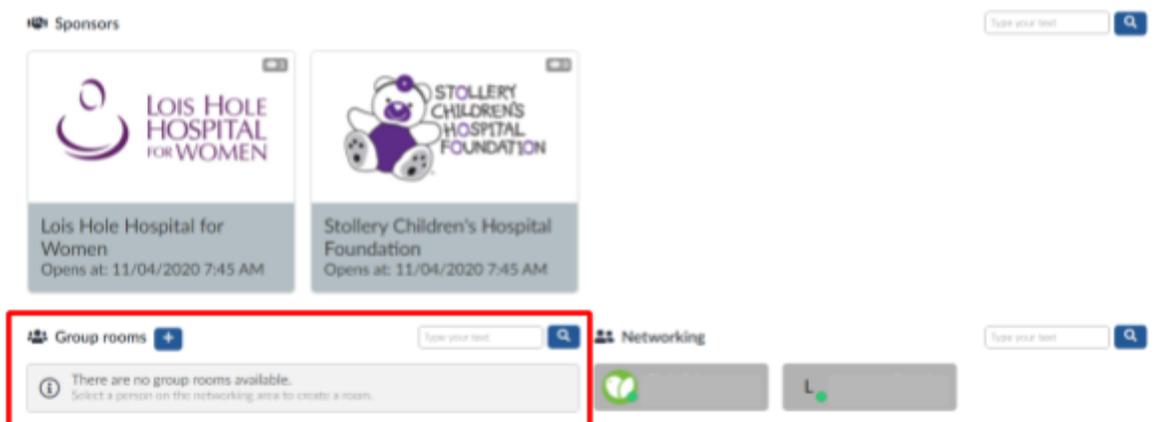


You can then choose to make this video meeting private between the two of you or public and allow others to join. You cannot change this setting after this step. Also, you cannot add others to a private meeting.

*To allow additional individuals to participate in a networking group via video, the one who created the room needs to invite each person separately.*

If you choose to create a public meeting, all event participants will be able to view the meeting under "Group rooms" at the bottom of the screen. They will also be able to join your meeting.



## Questions?

If you are having problems with accessing your video or audio, here are some troubleshooting notes from InEvent:

http://faq.inevent.com/l/en/general/troubleshoot-virtual-lobby

Further tips on sharing a certain window of only your Slide, or a video with audio:

http://faq.inevent.com/l/en/in-event-start/virtual-lobby-how-to-share-a-powerpoint-presentation

**Any questions please contact:** katie.buchanan@ualberta.ca