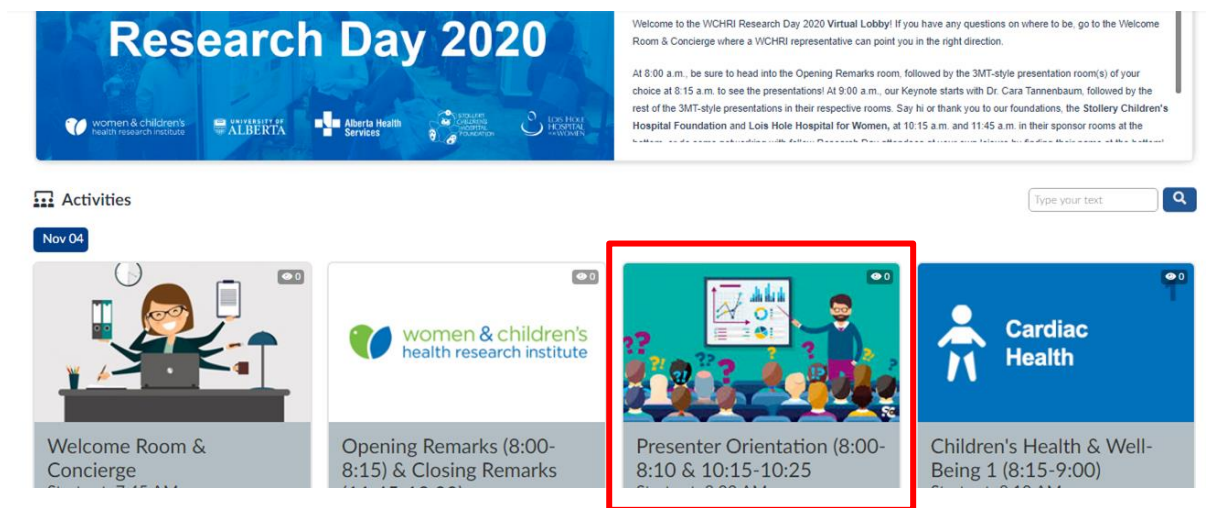


WCHRI Research Day 2020 Information for moderators

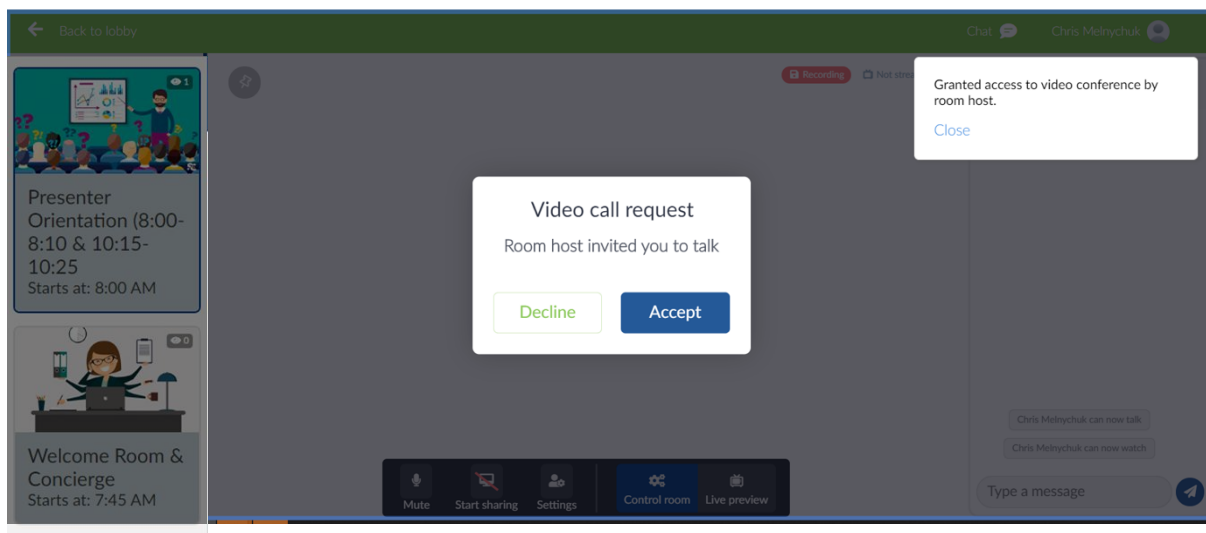
You will receive an email with your personalized InEvent access link on November 2 from “WCHRI Research Day 2020,” subject line “IMPORTANT: Your login details for WCHRI Research Day 2020.” If you do not receive this link, contact Katie: katie.buchanan@ualberta.ca.

As room Moderator you will introduce each speaker, keep track of time for each presentation, call for questions in the chat from a member of the WCHRI abstract review committee, and moderate the Q&As.

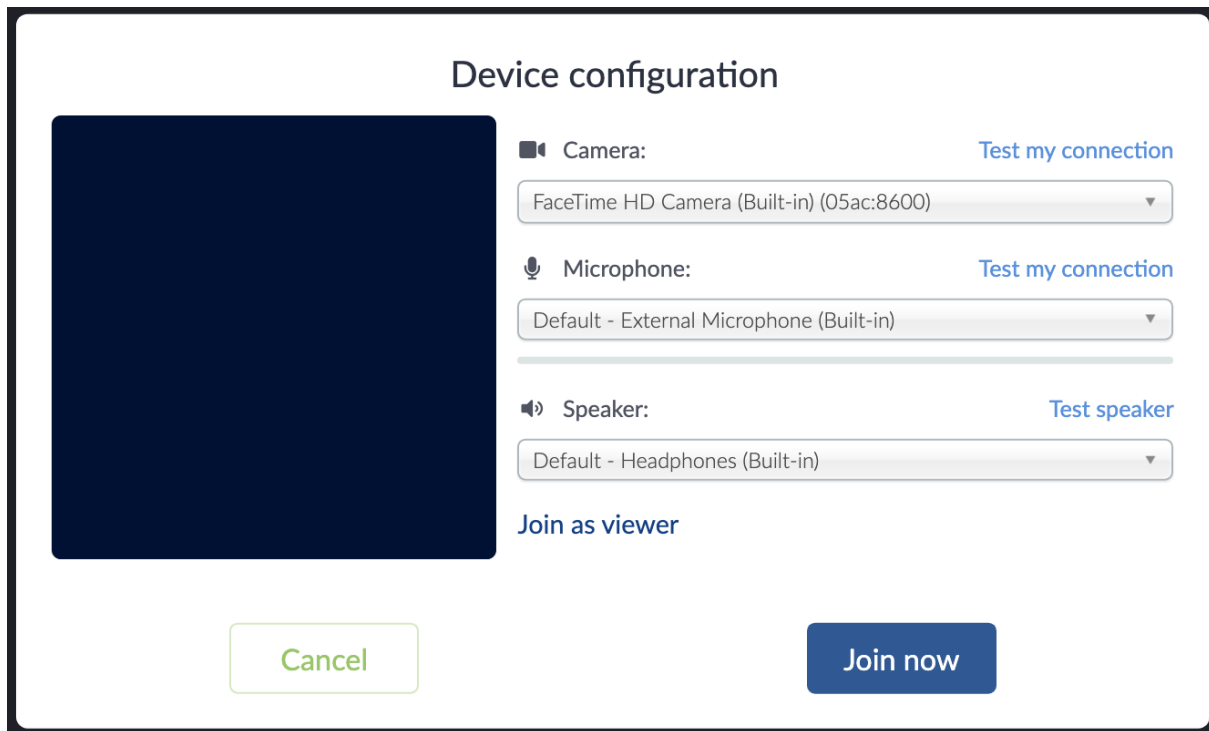
When you join InEvent, you will automatically enter the “Virtual Lobby.” Make sure you click on and enter the “Presenter Orientation” by 8 a.m. on November 4 for instructions from Michelle Bailleux. From this room, you will then move to your assigned presentation room.



The presentation room Host will send you a **Video Call Request** when enter the room, hit **Accept**:



Make sure the correct Camera and Microphone options are selected for your setup (see screenshot below) and hit **Join Now**:

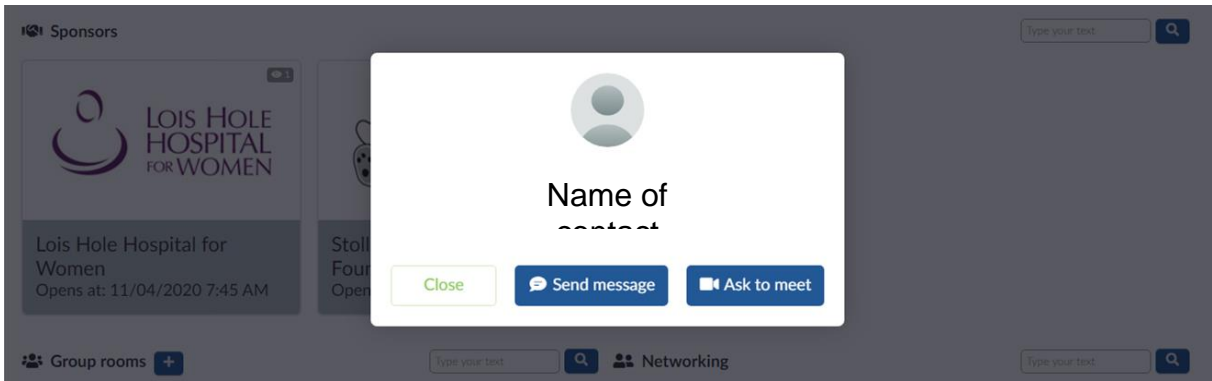


Networking

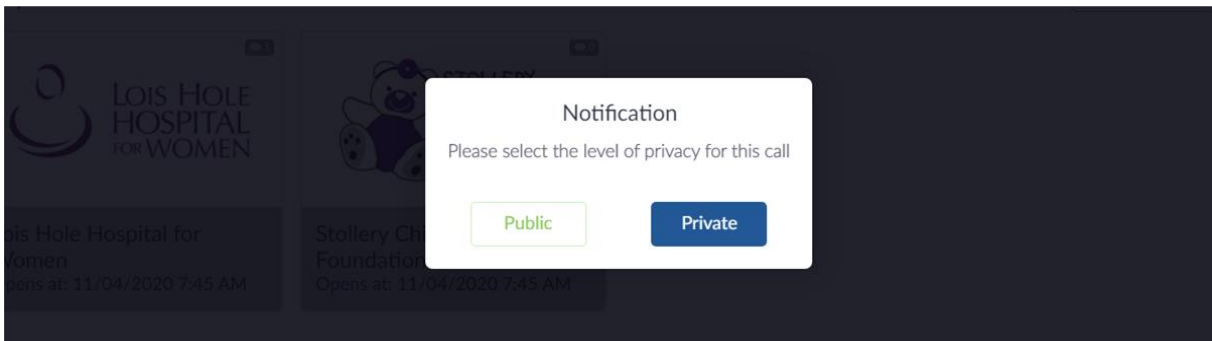
The InEvent platform allows you a variety of virtual networking opportunities as well. To chat with someone else on the platform, simply click on that person's name from the networking section on the bottom of the "Virtual lobby."



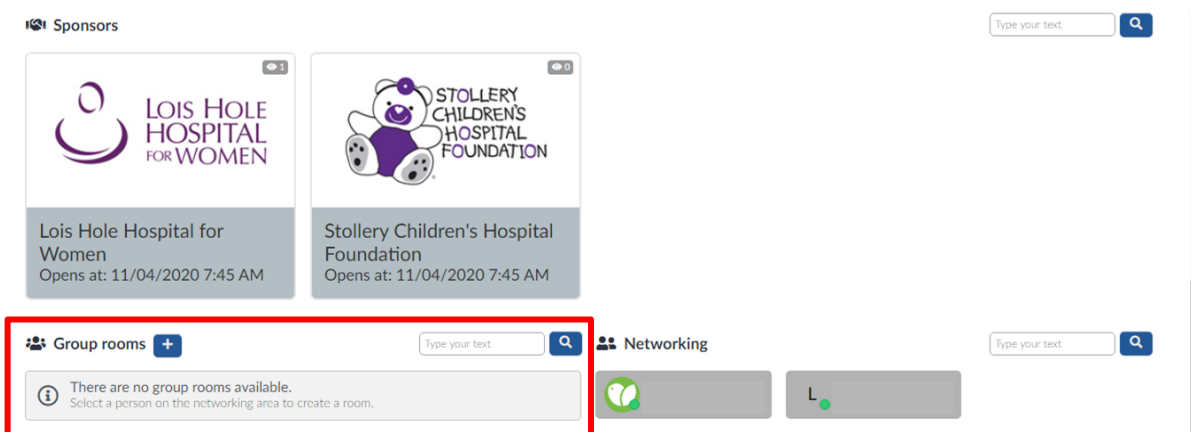
Once you click on the individual you can then choose to send them a private chat or invite them to a video meeting.



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.



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//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//en/in-event-start/virtual-lobby-how-to-share-a-powerpoint-presentation>

Any questions please contact: wcgrants@ualberta.ca