

### Joining EventPilot for MicroTAS 2022 Conference

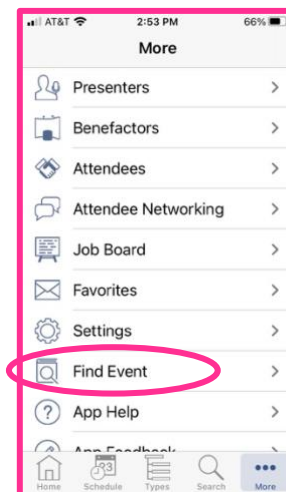
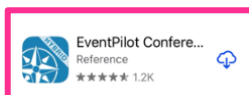
In addition to the below instructions, you may watch our brief [demonstration video](#).

1. Look for the “Join Here” button on the [conference website](#) to join the Conference Online Planner (EventPilot).
2. You will need to use the email address from which you received the registration email and your last/family name as your password (case sensitive). Your email and password will be good for two (2) devices.



We suggest you use the Online Planner to view/watch all conference sessions from your computer, but also download the conference app to your mobile device as a companion for questions and the attendee listing.

To download the conference app to your mobile device, please go to the App Store or Google Play and search for "EventPilot Conference App". After installation, open the app and enter **UTAS22** as the event code. If you already have EventPilot installed for another conference, please remove it from your device and re-install. Then go to “More” and select “Find Event” and enter the code.



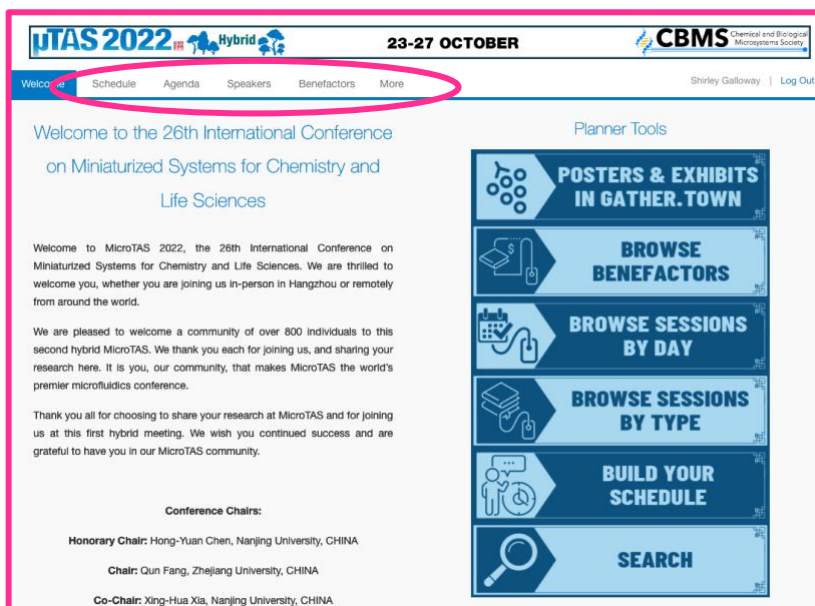
### Online Planner

The Online Planner allows you to bookmark presentations, take notes, and create your own schedule. You have the option to email these items to yourself for future reference so make sure you add ATIV Software ([alerts@ativsoftware.com](mailto:alerts@ativsoftware.com)) to your contact list.

There are five (5) main tabs in the Online Planner.

**Schedule** – This is where you can create your own schedule. All event times listed are PDT Time. For additional information on schedule see Online Planner Information at the end of this file.

**Agenda** – This is where you will find the program schedule for the conference by day. Select the day at the top and then scroll down to see all presentations in chronological order. Select a session, and details on that session and presentations will appear in the right panel. For oral and poster sessions, scroll down to see the individual poster pages within that session. Presentations are color-coded to easily distinguish from the different types (Plenary, Oral, Poster, etc.).



EventPilot will be available on a 24-hour basis until **22 November 2022**.

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**Speakers** – This is a list of all presenting authors. Search by name or affiliation within the list to view presentations by the speaker.

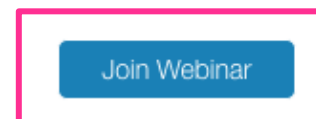
**Benefactors** – This is a complete list of all benefactors and exhibitors. Please visit their pages for useful information and contact them directly with questions you may have or to request additional information.

**More** – Here you will find the Job Recruiting Board, Future Conferences, Info, and Conduct Policy. You may post and view Open Positions and share and learn about future CBMS-sponsored conferences and other conferences. Postings will direct a viewer to the relevant website (i.e., URLs are acceptable, but PDF documents are not).

To network with other conference attendees, you will need to download the app to your phone. You will find Attendee Networking under More. Select the person you want to message and compose/send message. Note this is NOT instant messaging. Expect a delay when both sending and receiving messages.

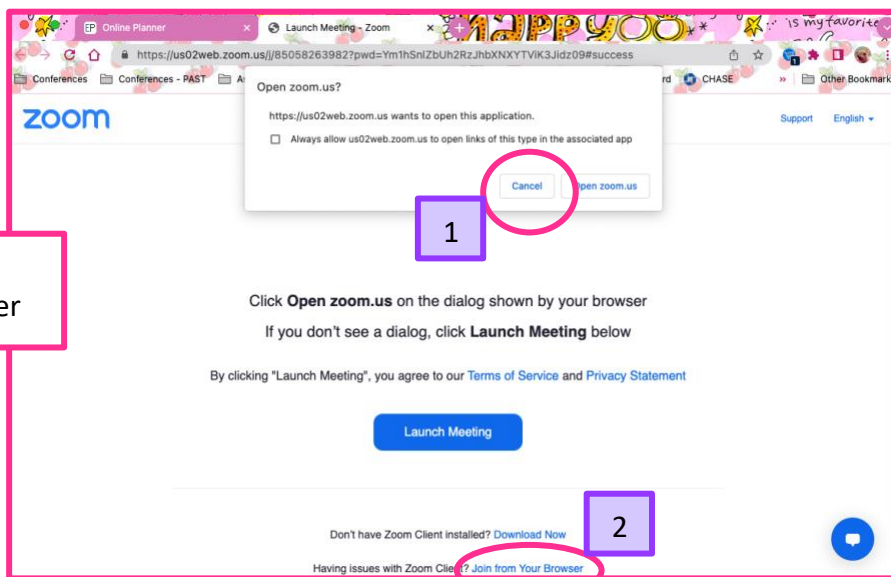
**Live Content**

Three minutes before sessions start, a “Join Webinar” button will appear on the individual presentation page. Click this button to join. The live session will not open until the session actually starts. If you are watching from your phone, you may need to swipe left to see the video.



A new window will open for the Zoom connection. If you do not have Zoom you can watch through your browser.

1. Hit cancel to open zoom
2. Select Join from Your Browser



The sessions will be recorded and available on the platform from one hour after the presentation and may be viewed until the platform closes.



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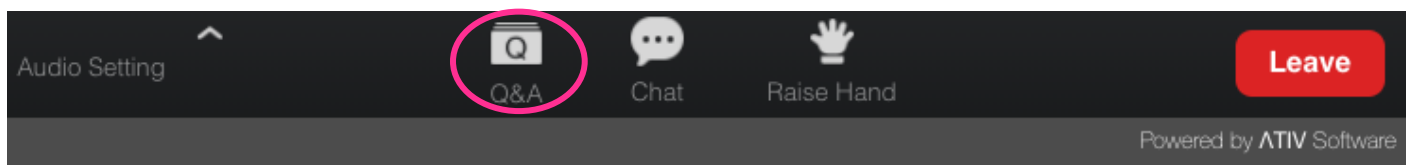
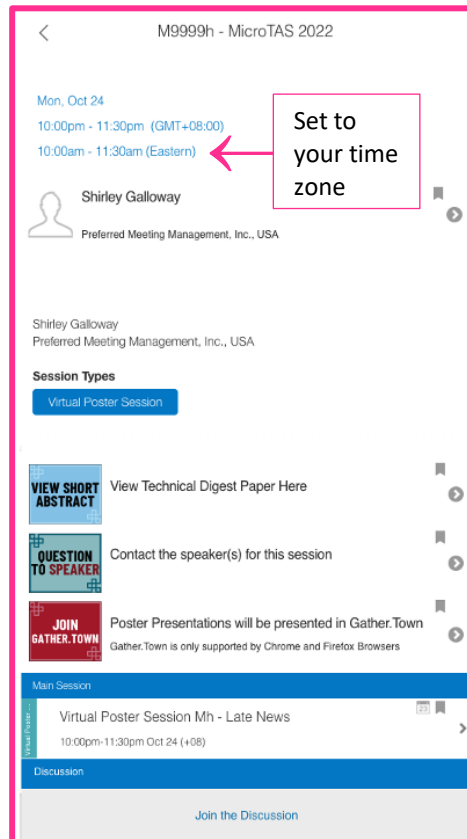
**Presentation Page**

Each presentation has its own page where you may view the Technical Digest Manuscript (short abstract) and send a question directly to the speaker. Poster presentations will also have a button to “Join Gather.Town” where we will be hosting the virtual poster sessions.

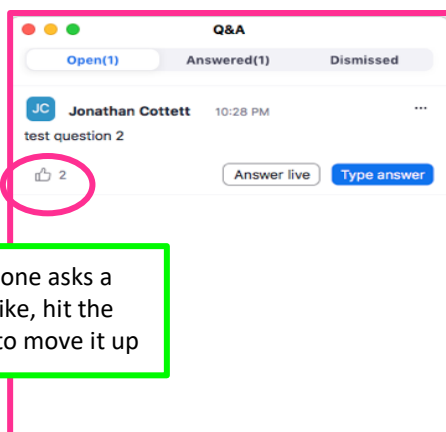
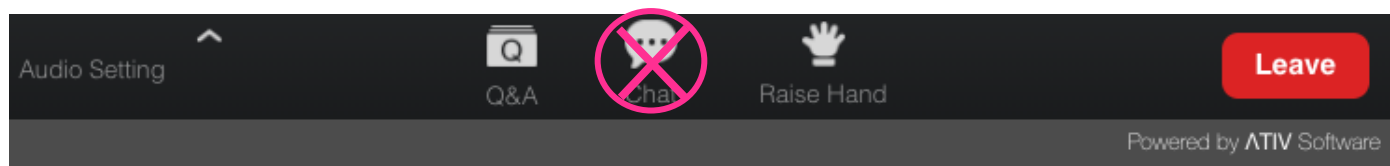
The Question to Speaker button will send your question directly to the presenting author. Keep in mind that they will receive your name and email in order to respond back to you. **NOTE: Do not** use the discussion box at the bottom of the presentation page as it does not contact the speaker.

You will also be able to set your time zone in addition to the presentation time in China.

During live sessions, please use the “**Q&A**” feature at the bottom of the screen to ask questions. We ask that you do **NOT** send questions anonymously and that you add your name and affiliation before your question.

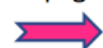


Please **DO NOT** use the chat feature during live presentations. It is not compatible across all platforms and will not be monitored or responded to by conference staff.

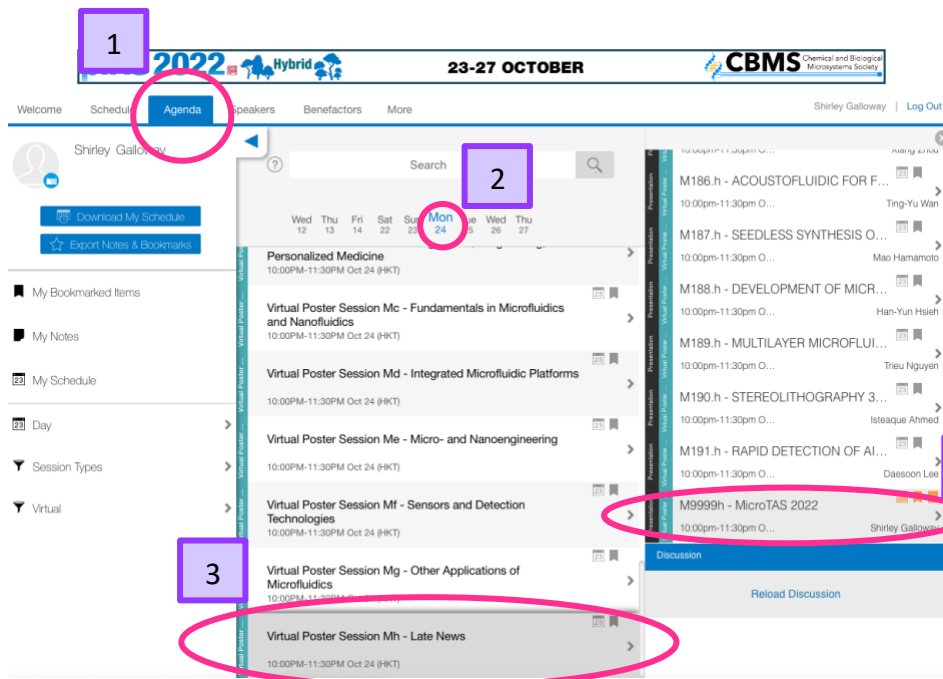


**HINT:** If someone asks a question you like, hit the thumbs up icon to move it up

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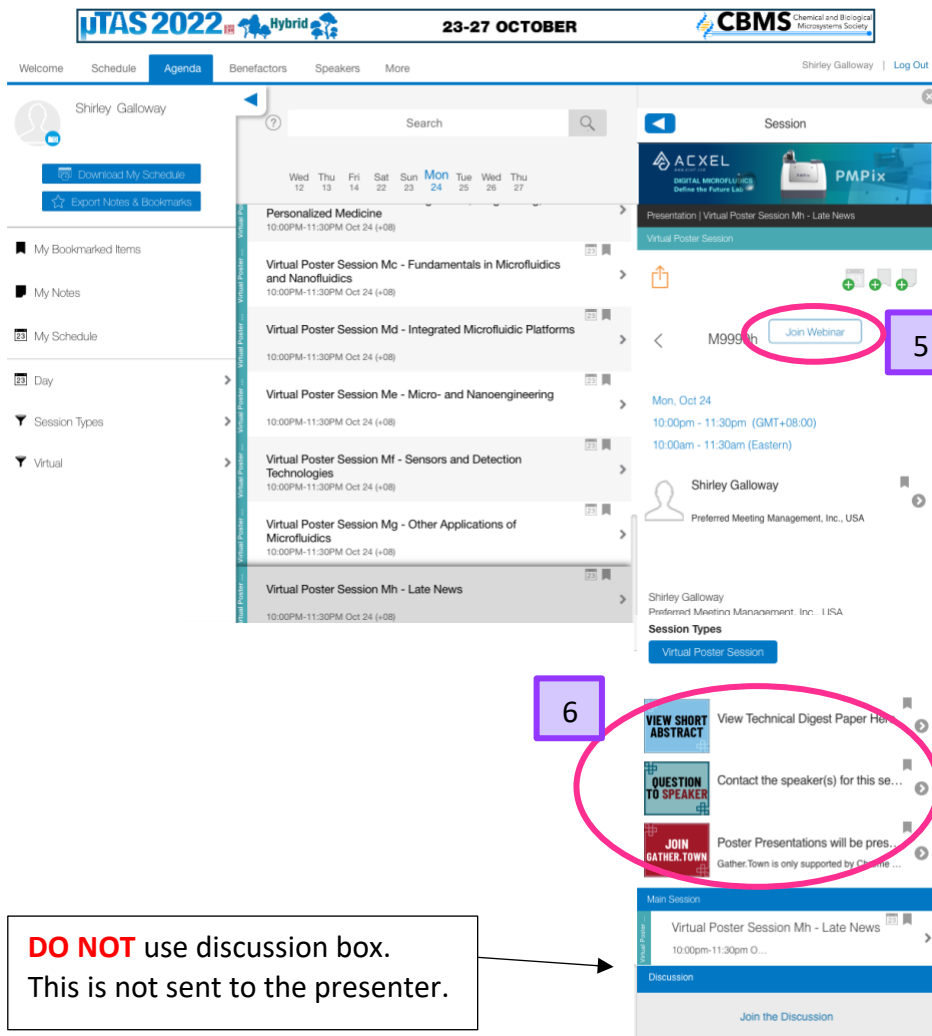


# Presentation Navigation



Watch a brief demo of the platform [here](#).

1. Go to Agenda
2. Select the Day
3. Select Session
4. Select the Presentation
5. Select Join Webinar Button for Live Session  
(this button will appear 3 minutes before the start of the session)
6. View Manuscript - Send Question to Speaker  
(for posters, you will also see a button for Gather.Town)



**DO NOT** use discussion box.  
This is not sent to the presenter.



### Tips for Optimizing the Platform

The Online Planner is supported on the latest versions of Chrome and Safari on your computer. Make sure that your **browser is updated and current**.

The full-screen feature only functions with **Chrome** browser (not Firefox). If you are using a browser other than Chrome and wish to view full screen, please consider installing/using Chrome for the Online Planner. We know that this is not ideal for all and we are sorry for the inconvenience.

If you are unable to log into the system, please clear your browsing history and restart your web browser. Check your firewall settings on your computer browser.

For those in China and anyone else having problems viewing content, please try using a VPN (Virtual Private Network) to access the platform. More information can be found via this [link](#).

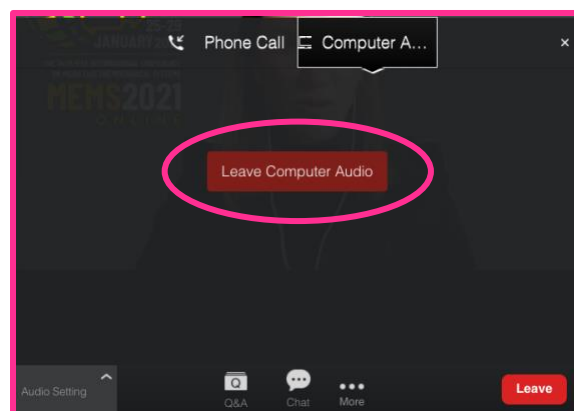
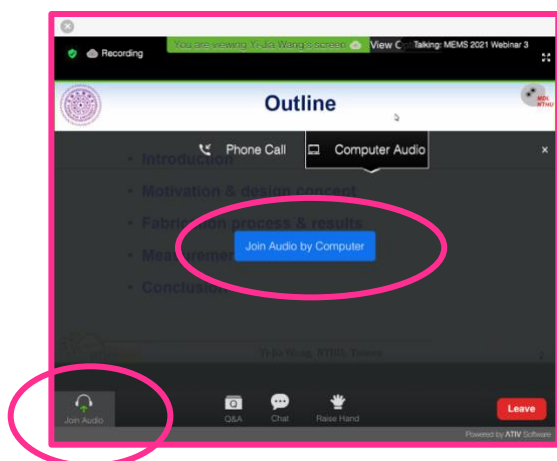
Zoom will be used for all live presentations. If you are not familiar with Zoom, or do not have it on your desktop, you can sign up for a free account at <https://zoom.us/>. For those of you that do not have Zoom, you can watch presentations through your web browser. When the Open zoom.us.app opens, hit cancel and then select “Join From Your Browser” at the bottom of the window. Options may be limited (i.e. gallery view) but you will still be able to watch live presentations.

Zoom is not supported by Safari. If you use Safari as your web browser instead of the Zoom app to connect, you will not be able to hear. Please use Chrome, Chromium Edge or a combination of Safari and your phone.

### Audio During a Presentation

If during a live presentation you are not able to hear any audio through your computer speakers, first check to make sure your speakers are not muted or turned off. The next step is to refresh your screen by clicking the “refresh” button in your web browser.

Another option for audio is to go to Computer Audio in the bottom left corner (within the video frame) Leave Computer Audio, and then Join again. You may have to do this a couple times.



Please ensure your computer meets hardware, software and bandwidth requirements well in advance. Visit the bottom of this [website page](#) for specific information.

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## Online Planner Information

### Add to Schedule

Press the Calendar icon inside a session to add it to your schedule



### Bookmark

If there are two concurrent sessions and you are not sure which one to attend, use the bookmark/star icon to bookmark the session.



### Notes

You can add notes whenever you see the Note icon in a view. All your notes are automatically



### Export Schedule or Notes

Open the left panel to export your schedule in a variety of formats and your notes as a PDF. The schedule download includes an .ics option which allows you to import your schedule into your calendar program.



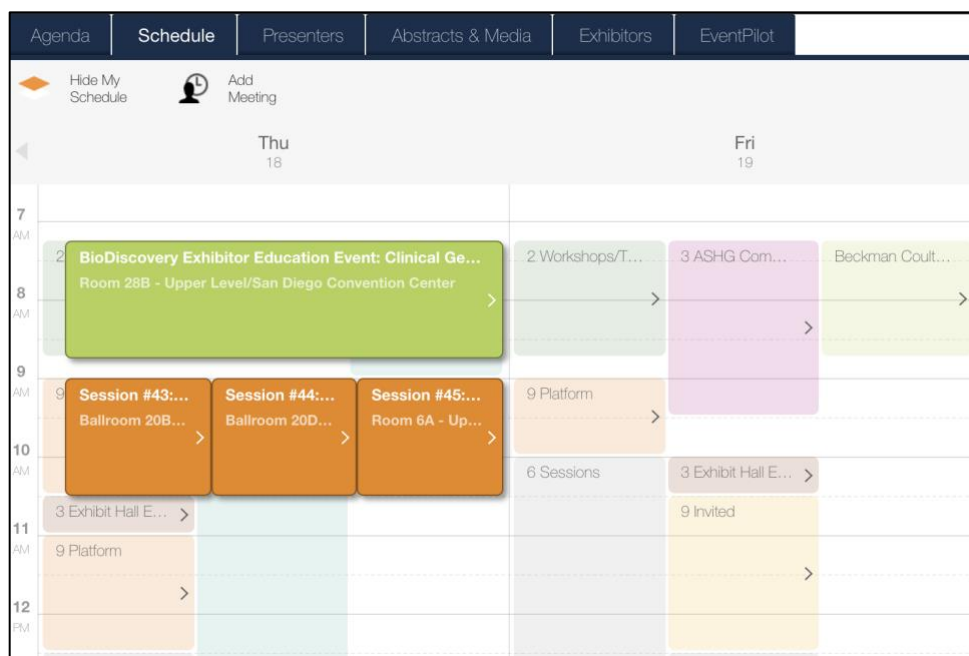
Download My Schedule



Export Notes & Stars

### Schedule at a Glance Calendar View

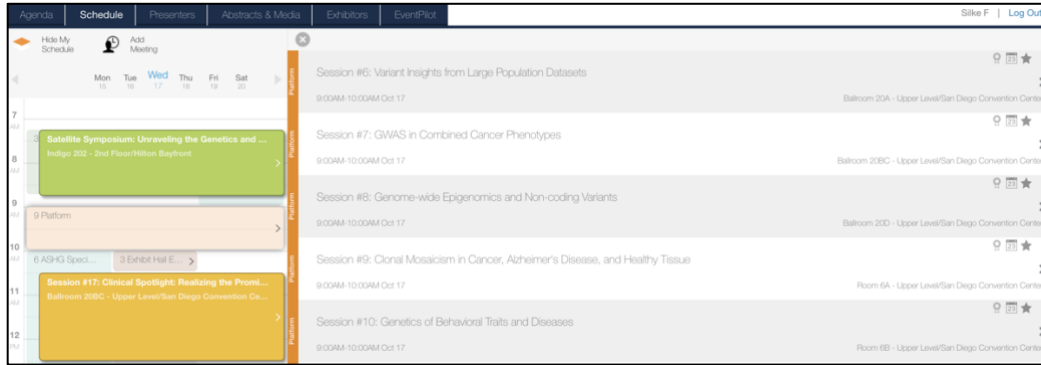
One of the most helpful views is the Schedule tab in the Online Planner. Depending how your organizer has set up this view, you could see a combination of your own personal itinerary plus other sessions and events going on at the meeting. The sessions are displayed in manageable blocks to help know if an event is going on where you have gaps in your schedule.



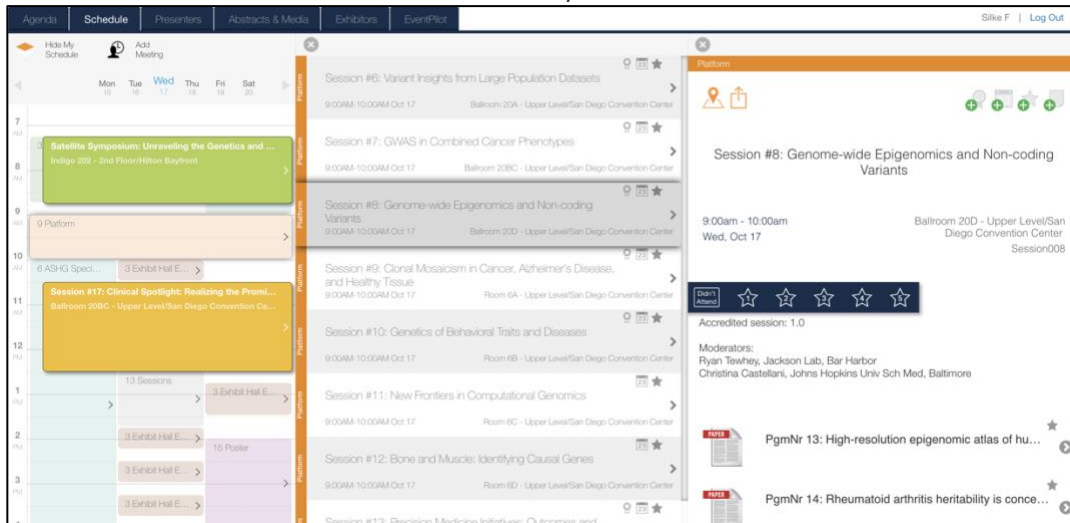
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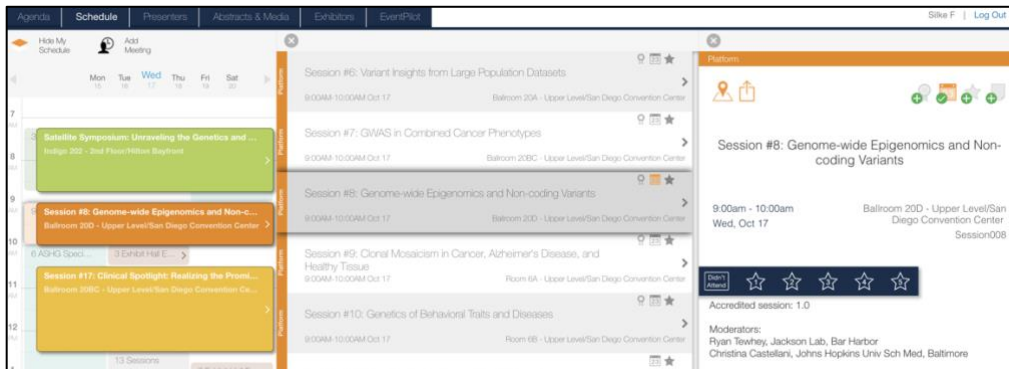
If you have a gap in your itinerary, select an available time block in that gap to see the available sessions for the block.



Select a session from the list to see details for that session to add to your schedule.

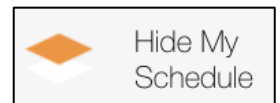


And fill the gap



## Hide/Display Your Schedule

To see the program at a glance, use the **Hide My Schedule** button, which hides your personal scheduled sessions.



## Add Personal Meetings

If you would like to plan time on your schedule for other meetings than sessions in the program, you can use **Add Meeting**.

