ForumEurope

ForumVision

Virtual EU Policy Events

A guide to participating in virtual events

Register for the event

- Make sure you register yourself for the event. All URLs and details can be found on the Forum Europe website forum-europe.com or via your invitation email.

Have your tech ready

- Ensure that you are using either **Google Chrome or Mozilla Firefox** Internet browsers and that you have a strong and stable connection.
- A laptop or computer should be used to be able to use all the interactive features, but the conference can also be watched on a phone or tablet.
- Use headphones to listen to the sessions and test your audio before joining.
- To be able to use the networking aspect, make sure your microphone and webcam are also enabled.

Join the event

- The event will be open 5 minutes before the conference is due to start. To gain access please click the link in the reminder email that you will receive 24 hours before the event is due to start.
- Use this time to fill out your profile so other delegates know a little about you, which is crucial for the networking aspect. You can connect your Twitter account or LinkedIn profile here if you wish and upload a photo of yourself.
- You will find the schedule and speakers of the day displayed on the reception page. Once the event has begun you will see the session labelled 'LIVE': click to join.
- Be an active participant! Do not hesitate to respond to speakers and moderators' questions via the chat function and the poll feature.

Using the platform

The main features on Hopin

- The main 'Stage' will host speeches and smaller panel discussions.
- 'Sessions' will host bigger panel discussions and breakouts with the option for participants to create their own sessions, or request to join others.
    - Please only press the 'Request to Participate' button if you wish to join the session via video, if you would simply like to watch the session you do not need to click anything, the session will automatically start once it is live.
    - If you would like to see a participant in full screen, please double click on them.
- The 'Networking' feature matches you with another attendee via video. If both participants 'connect', contact information will be exchanged which can be found in the event dashboard.
- Drop into 'Expos' just like you would at a physical conference to see what our sponsors are demoing and chat with representatives.
- The 'Chat' function will appear on the right of your screen. The 'Session' tab is a chat for just those participants in your session, the 'Event' tab is to communicate with everyone in the event.
- The 'People' tab will show you who is present at the event. Click on someone to find out more information or start a private chat.
- Should you need help at any point in the event, please visit the Event Help Desk in the Expo area where a colleague can assist you.

The event platform