

Virtual

EU Policy Events

A guide to participating in virtual events



Access to the event

- You will receive a URL which will take you directly to the event.
- If you have any issues with access please email spectrum@forum-europe.com



Have your tech ready

- Ensure that you are using **Google Chrome** 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.



Join the event

- The event will be open 5 minutes before the conference is due to start. To gain access please click the personalised link in the email you were sent by Jordan Francombe.
- Use this time to fill out your profile so other delegates know a little about you. 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.

Using the platform



The main features on Hopin

- The main 'Stage' will host all of the main sessions, presentations and panel discussions.
- 'Sessions' will host the 'Have your say' sessions and Showcase Stages. The 'Have your say' sessions will be an opportunity for participants to bring their audio and video live and join the discussion.
 - Please only press the 'Request to share audio and video' 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 'Chat' function will appear on the right of your screen. The 'Session' tab is a chat about the current session, the 'Event' tab is to communicate with everyone in the event more generally.
- The 'People' tab will show you who is present at the event. Click on someone to find out more information. You can start a private chat, or 'Invite to video call' for a one-to-one meeting.
- 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.
- Should you need help at any point in the event, please click on the 'People' tab, and click on James Curtin to send him a private message. .

The event platform