



# Attendee Manual



**October 21, 2020**  
**8am-4:30pm PT**

You will be able to access the Virtual Congress starting at 8am on the day of the event.

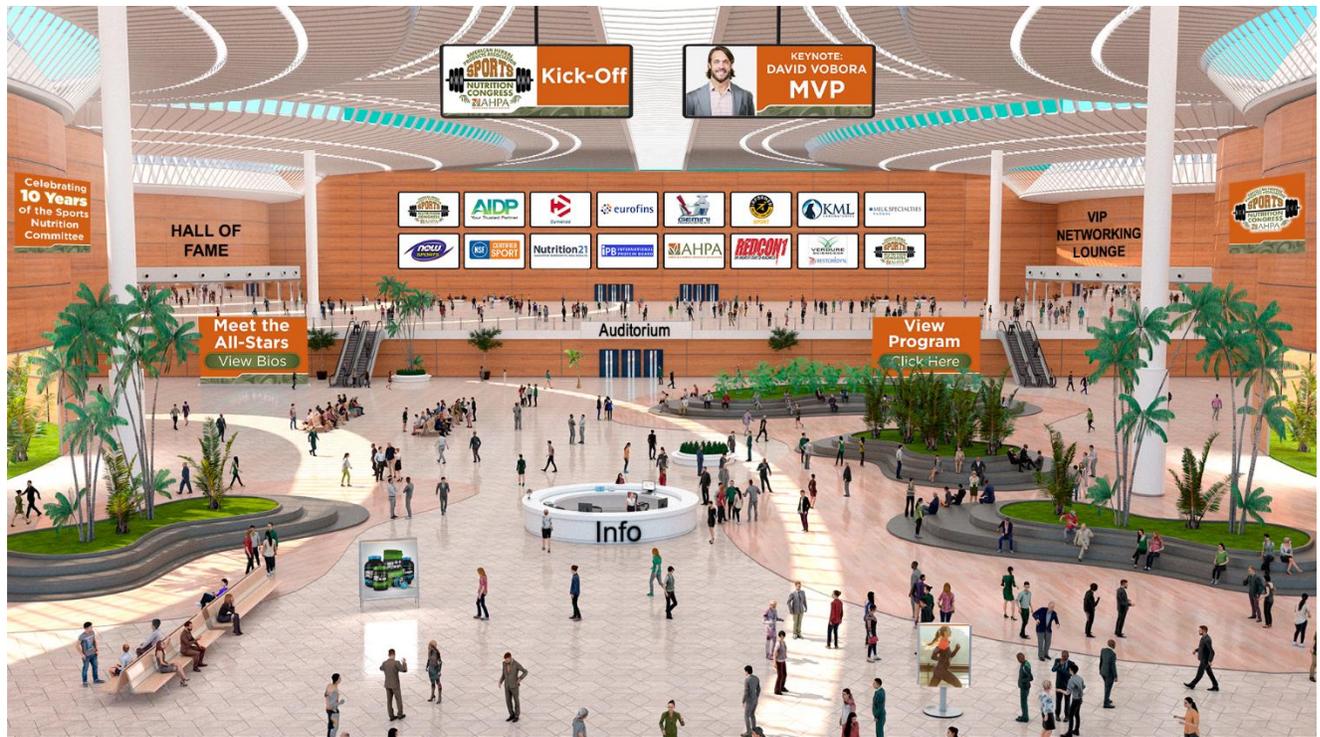
This attendee manual will explain how to navigate the AHPA Sports Nutrition Congress, watch the sessions in the Virtual Arena (i.e., Auditorium), navigate the VIP Networking Lounge, visit the Hall of Fame (i.e., Exhibit Hall), and more.

## Join the AHPA Sports Nutrition Congress:

- Go to <https://ahpasportsnutritioncongress.vfairs.com/>
- Click Login
- Enter the login credentials you created when you registered
- If you still have trouble, email [rhaas@ahpa.org](mailto:rhaas@ahpa.org)

## Concourse (i.e., Lobby)

Once logged in, you will enter the Concourse:



You have this Navigation Bar to explore:



**Concourse | Hall of Fame | Arena | VIP Networking Lounge | Press Box |  
Leaderboard | Briefcase | Survey | Video Vault | Resources**

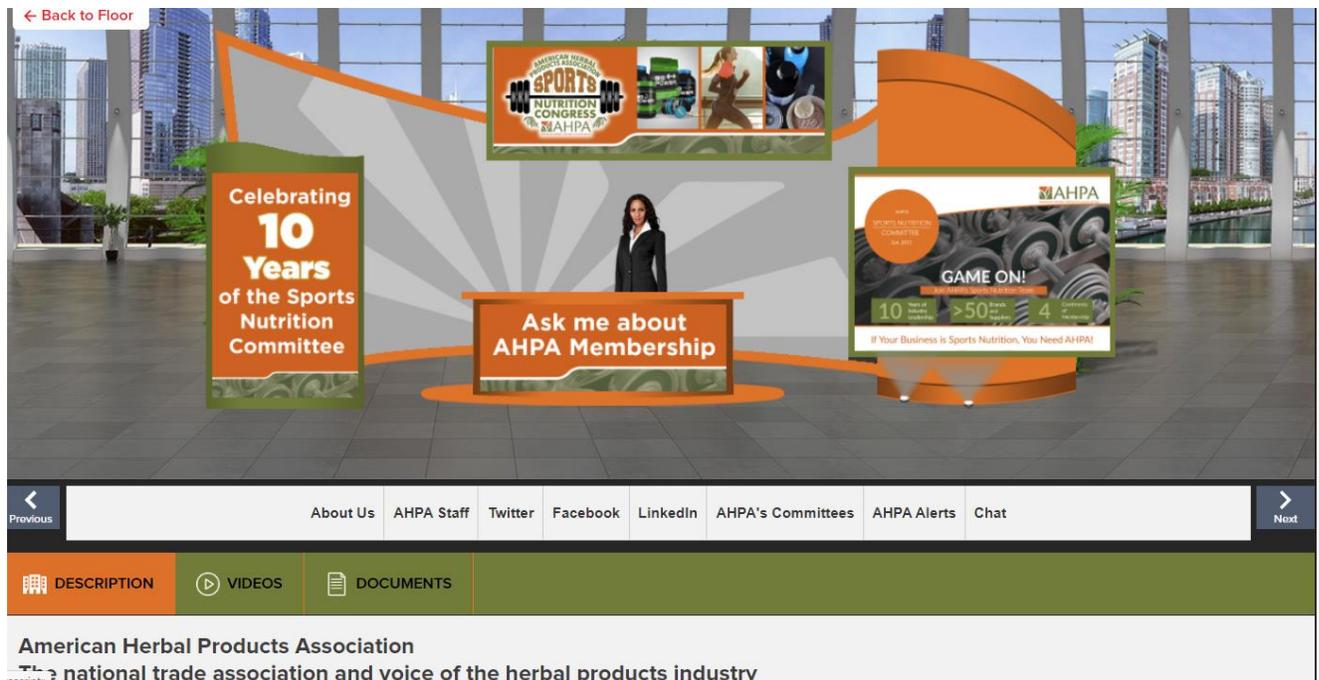
## Hall of Fame

To visit and interact with sponsor booths, click on Hall of Fame in the navigation bar or on the left-hand side of the Concourse. Once you are in the Hall of Fame, you can view the exhibiting sponsors. Visit the booth you want by clicking on the sponsor's name listed directly in front of each virtual booth, or by clicking directly on the booth you want to view:



## Virtual Booth View

Clicking on a virtual booth will take you inside that virtual booth:

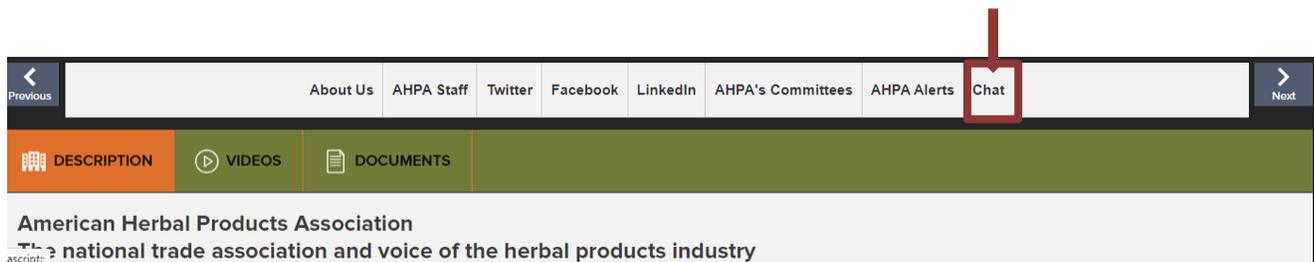


There are resources for each booth you can view at the bottom as videos or documents. You can add sponsor's documents and videos into your virtual Briefcase by clicking +Briefcase at the bottom right of the screen:

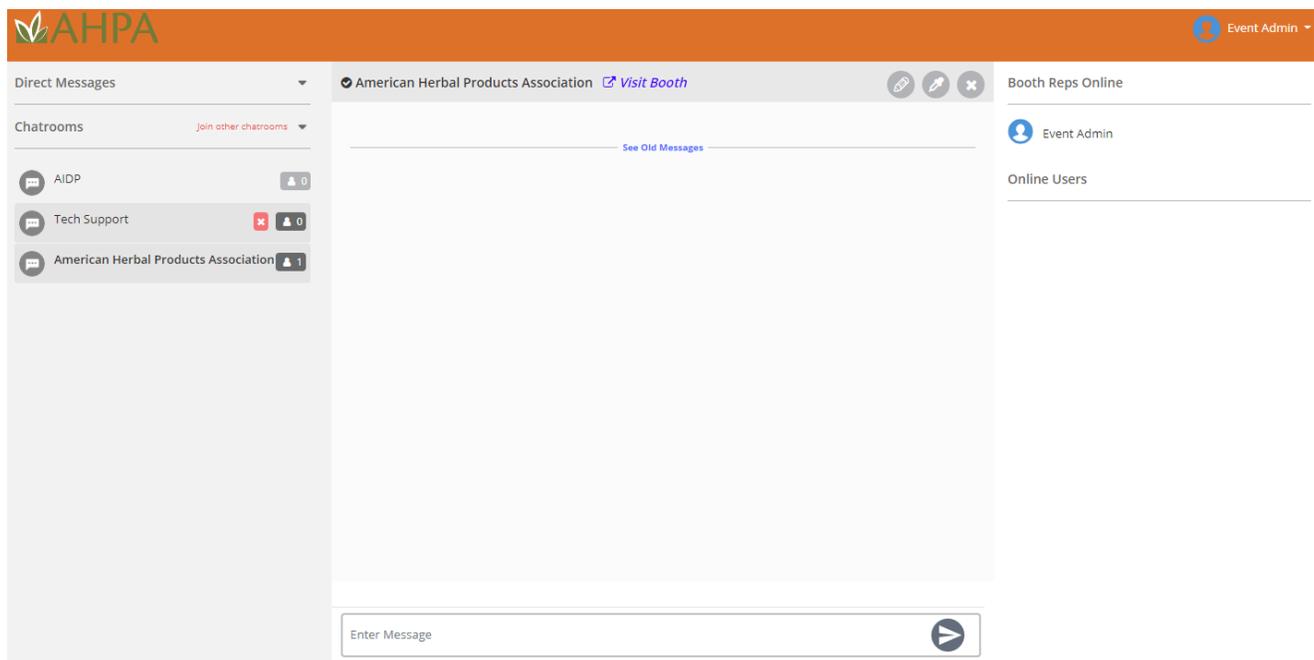
| DESCRIPTION   | VIDEOS | DOCUMENTS  |
|---|--------|--|
| AHPA Member Benefits  |        | <a href="#">View</a> <a href="#">+ Briefcase</a> |
| AHPA's Slack-Fill Guidance  |        | <a href="#">View</a> <a href="#">+ Briefcase</a> |
| AHPA Guidance Policy: Labeling of Protein in Food and Dietary Supplements |        | <a href="#">View</a> <a href="#">+ Briefcase</a> |
| AHPA Guidance Policy: Dietary Supplement Label Registries                 |        | <a href="#">View</a> <a href="#">+ Briefcase</a> |

Later, you can click on Briefcase at the top Navigation Bar from anywhere in the virtual Congress and have those items emailed to you.

You can also start a chat with booth reps:



Click on the Chat button at the booth you are visiting. Once you click Chat, you will be redirected to that virtual booth's chat room. You will see a list of online booth reps in the panel on your right. In the chat room, which is also the VIP Networking Lounge, you can chat with the booth reps, have one-on-one chats, group chats, or a face-to-face phone call:



To start a private chat with a virtual booth rep, hover your cursor over their name and click on Chat Now. You will now be able to chat privately with that specific virtual booth rep. All private chats will appear under 'Direct Messages' in the left panel. You will also be able to start an audio and/or video call with them. To initiate this feature, click on the phone and webcam button, respectively.

In case you encounter any technical issues, click on Press Box (i.e., Info Desk) in the Navigation Bar and then click on Tech Support and a representative will be there to assist you.

## Virtual Arena (i.e., Auditorium)

To access the virtual Arena, click on Arena in the Navigation Bar or above the three doors marked “Arena” in the center of the Concourse. You will be redirected to the virtual Arena:



To view the Congress sessions, click on the main screen where it says “View Program,” or “Click Here to Join the Session,” and you will be redirected to the program (i.e., agenda):

| OCTOBER 21 <sup>ST</sup>  |  |
|---|--|
| <b>PRE-GAME! PRESIDENT'S Welcome: Introduction and Agenda</b>   | Wed, October 21, 8:15 AM (PST)<br>2 days, 15 hours, 43 minutes |
|  Amber Bennett, Director of Membership, AHPA   |  |
|  Michael McGuffin, President, AHPA   |  |
| <b>GAME ON! US and INT'L Trends in the Sports Nutrition Market</b>  | Wed, October 21, 8:25 AM (PST)<br>2 days, 15 hours, 53 minutes |
|  Lindsey Ormond, MSc, RNutr, Director of Nutrition & Research, Milk Specialties Global |  |
|  Tom Vierhile, VP Strategic Insights, North America, Innova Market Insights            |  |

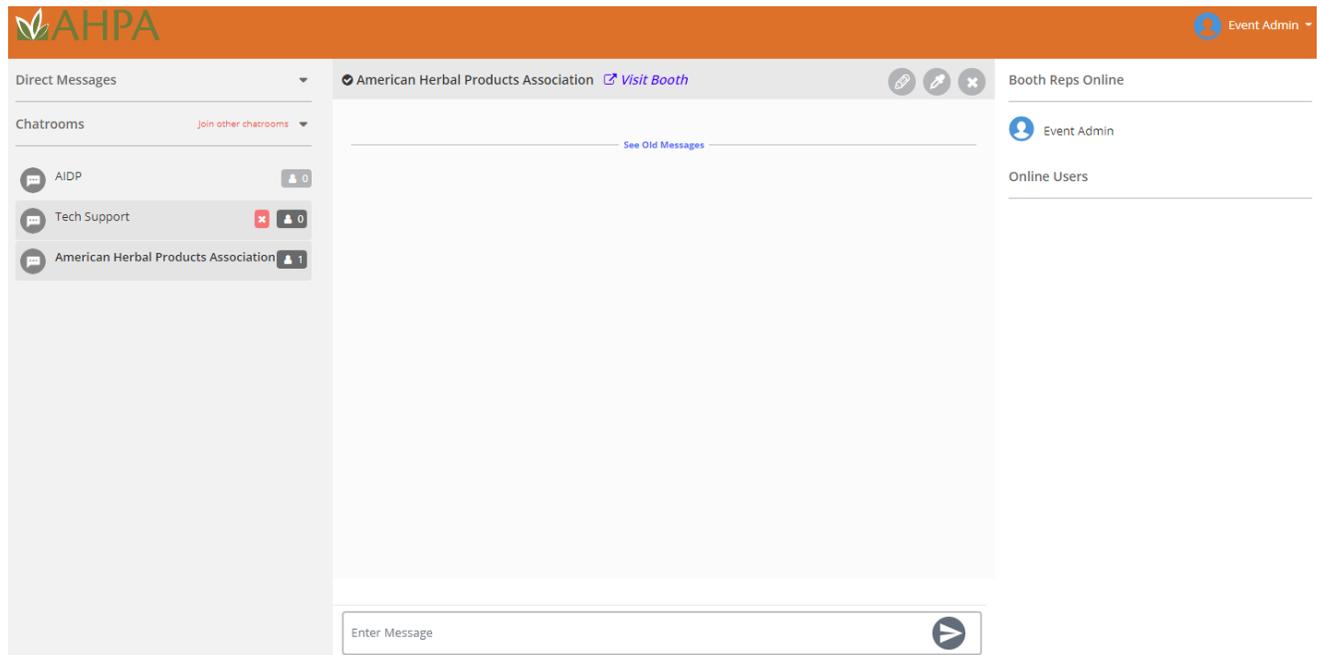
Please note, you can click on any presenter's name to get a pop-up window of their bio.

During each session there will be a Q&A box if you'd like to submit questions for the panelists. Time permitting, the panelists will either respond to you within the Q&A box directly via private chat, or answer your question publicly during the Q&A session. Presenters will do their best to respond to as many questions as time permits, although it's quite possible not all questions will be answered in the allotted time period.

We will be recording each session and making the recordings available on-demand starting the following day for 90-days after the Congress.

## VIP Networking Lounge

To access the networking area, click on VIP Networking Lounge in the Navigation Bar or on the right-hand side of the Concourse.



Click on “Chat with Fans” to join the large public networking area. All attendees in the VIP Networking Lounge will be listed on the right-hand side of the screen under “Online Users”. Make sure to scroll all the way down to find the attendee you are looking for. Utilize this feature to discuss the previous panel, catch up with industry friends, make new industry connections, and network in general between each session. There are four scheduled networking breaks as well as a networking lunch. Just remember to rejoin the sessions at their scheduled time by going to the Arena and clicking on “Click Here to Join the Session”.

## Press Box (i.e., Info Desk)

To access the Press Box (i.e., Info Desk), click on Press Box in the Navigation Bar or the round Info desk in the center of the Concourse. You will be redirected to the virtual Press Box.



In the Press Box, you can view the program, access the Hall of Fame sponsor booths, seek technical support from the platform provider, and have all other questions answered by AHPA staff.

## Leaderboard

To access the Leaderboard contest, click on Leaderboard in the Navigation Bar. We hope you are ready to play because we are giving away some really great prizes! All you have to do to be entered to win is make your way around the AHPA Sports Nutrition Congress... it's that simple! For each activity you complete on October 21, 2020, such as attending a session, visiting a booth or viewing content, you will accumulate a certain number of points. Meet the minimum point requirements for each prize and you are in the drawing to win. One-hundred (100) points will be awarded post-Congress to everyone who completes the Survey.

## Briefcase

To access the Briefcase, click on Briefcase in the Navigation Bar. Any sponsor's documents and videos you added to the Briefcase while visiting the Hall of Fame will appear in your Briefcase, and can be emailed to you from this access point.



## Survey

To access the Survey, click on Survey in the Navigation Bar. Please complete the Survey ASAP so AHPA staff can continue to assess the quality of our educational events. Plus, you will be awarded 100 points in the Leaderboard contest.

### AHPA Sports Nutrition Congress

1. Please enter your first name, last name, email address, and company affiliation.

2. Please rate the overall quality of your experience at AHPA's Virtual Sports Nutrition Congress.

- Excellent
- Good
- Fair
- Poor

## Video Vault

To access the Video Vault, click on Video Vault in the Navigation Bar. The Video Vault is a repository of videos uploaded by sponsors. All videos can be found within the various sponsor booths. You have the option of playing the video and/or adding it to your Briefcase, where it will appear and can be emailed to you from this access point.

**Video Vault**

Filter By Partner: -- All Booths --

|   |  |
|---|--|
|  OUR BRAND STORY   | <a href="#">Play</a> <a href="#">+ Briefcase</a> |
|  @teamdymatize @arashrahbar . Lifting heavy doesnt mean you can't train with | <a href="#">Play</a> <a href="#">+ Briefcase</a> |
|  Discover Informed Choice  | <a href="#">Play</a> <a href="#">+ Briefcase</a> |
|  Discover Informed Sport   | <a href="#">Play</a> <a href="#">+ Briefcase</a> |
|  NSF International Certified for Sport® Program                              | <a href="#">Play</a> <a href="#">+ Briefcase</a> |
|  Certified for Sport® App Information  | <a href="#">Play</a> <a href="#">+ Briefcase</a> |

## Resources

To access Resources, click on the Resources tab in the Navigation Bar. Resources is a repository of PDF documents uploaded by sponsors. All documents can be found within the various sponsor booths. You have the option of viewing the document and/or adding it to your Briefcase, where it will appear and can be emailed to you from this access point.

**Resources**

Filter By Partner: -- All Booths --

|   |  |
|---|--|
|  Nutrition Labeling Digital Guide                        | <a href="#">View</a> <a href="#">+ Briefcase</a> |
|  Probiotic and Prebiotic Analytical Services             | <a href="#">View</a> <a href="#">+ Briefcase</a> |
|  Eurofins COVID-19 Testing: DETECT, DETERMINE, DISINFECT | <a href="#">View</a> <a href="#">+ Briefcase</a> |
|  Allergen Testing Flyer                                  | <a href="#">View</a> <a href="#">+ Briefcase</a> |

We hope you enjoy AHPA's Sports Nutrition Congress