

USER GUIDE

2nd Asia Pacific Patients Congress



2nd Asia Pacific Patients Congress

Patient Leadership in Health Systems Strengthening

3 - 4 December 2020

7:00 AM – 5:00 PM (IST)

GETTING STARTED

This manual aims to guide you so you can make the most of your participation in **2nd Asia Pacific Patients Congress 2020**. The manual will elaborate on how you can navigate through the virtual platform as an attendee.

MAIN PAGE

Type in the URL: <https://appc2020.vfairs.com/> in the address bar of your browser to visit the online event. We recommend that you use either Chrome, Safari or Firefox for best performance.



2nd Asia Pacific Patients Congress

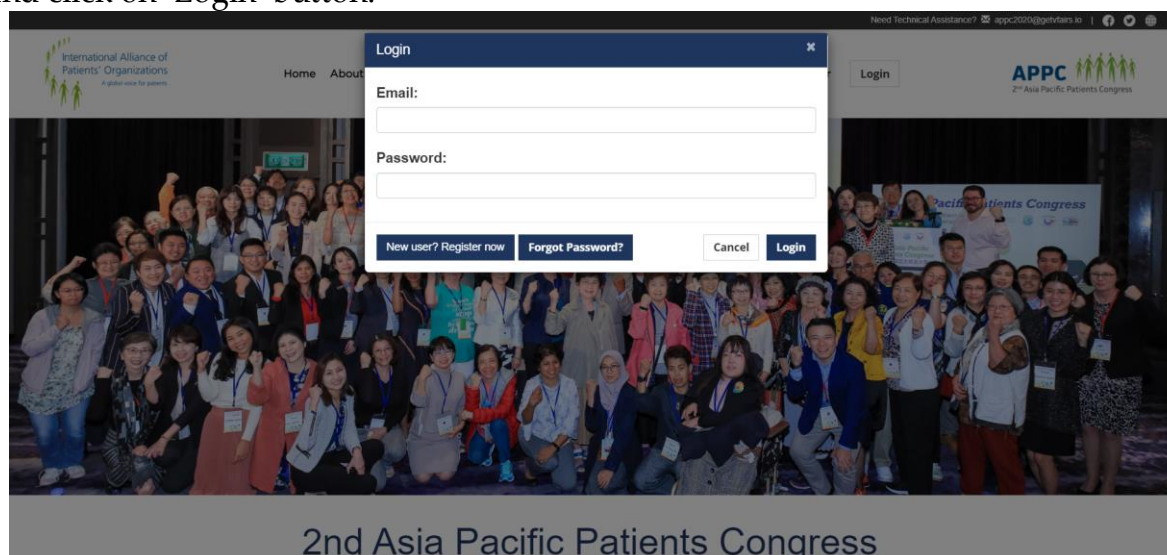
Patient Leadership in Health Systems Strengthening

REGISTER NOW

LOGIN

Log-in

To login to the virtual event, you need to click on 'Login' button(header or main page), enter your email and click on 'Login' button.



Navigating your way around the virtual event

Lobby / Navigation Bar:

The view below is the lobby of the event. The navigation bar contains the list of all the functionalities.

Exhibitors & Attendees can click on any of the tabs & it will lead them to that specific area of the environment.

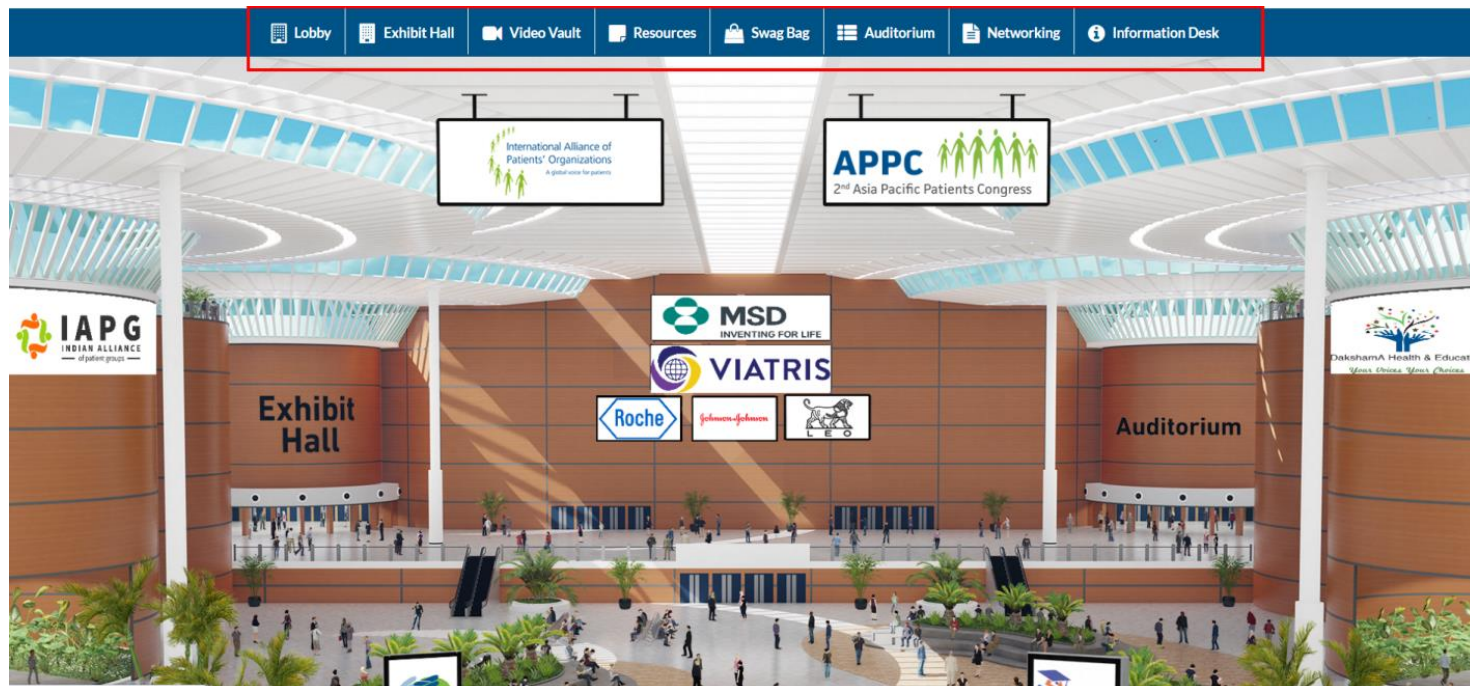
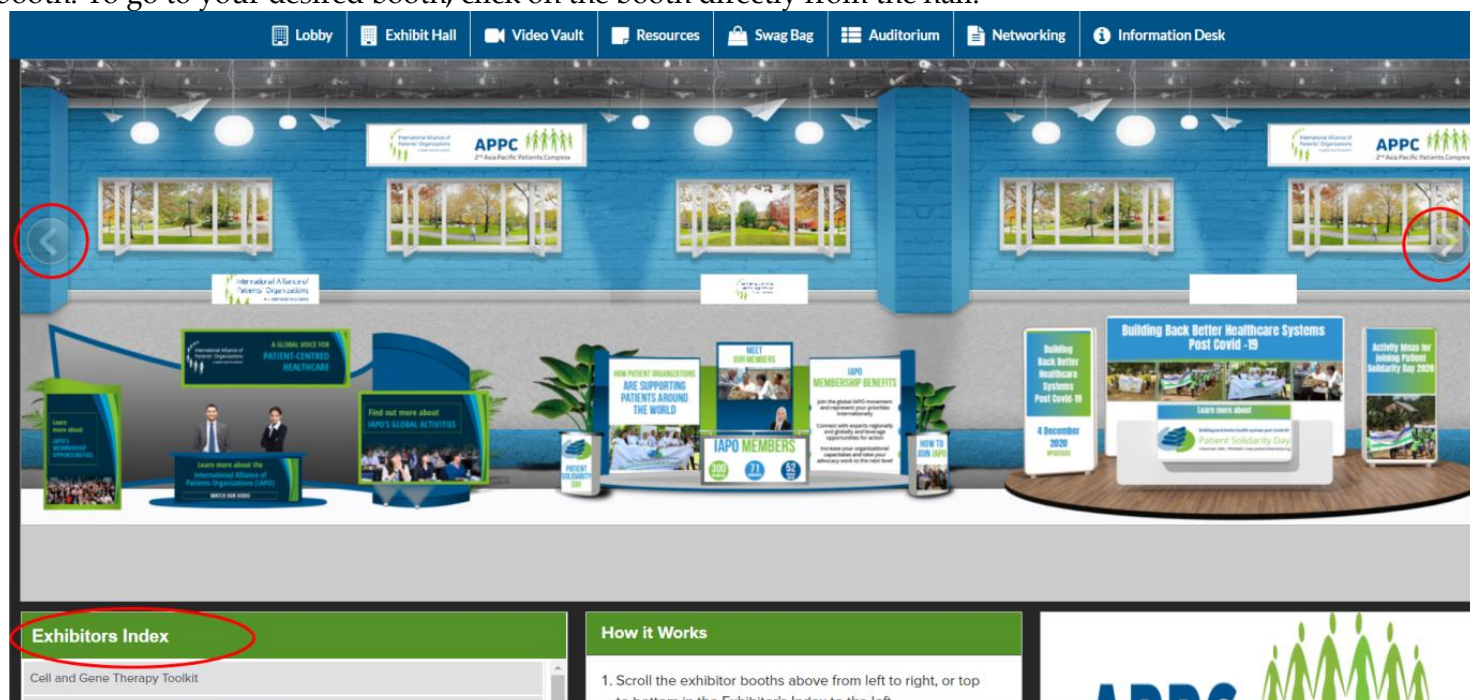


Exhibit Hall:

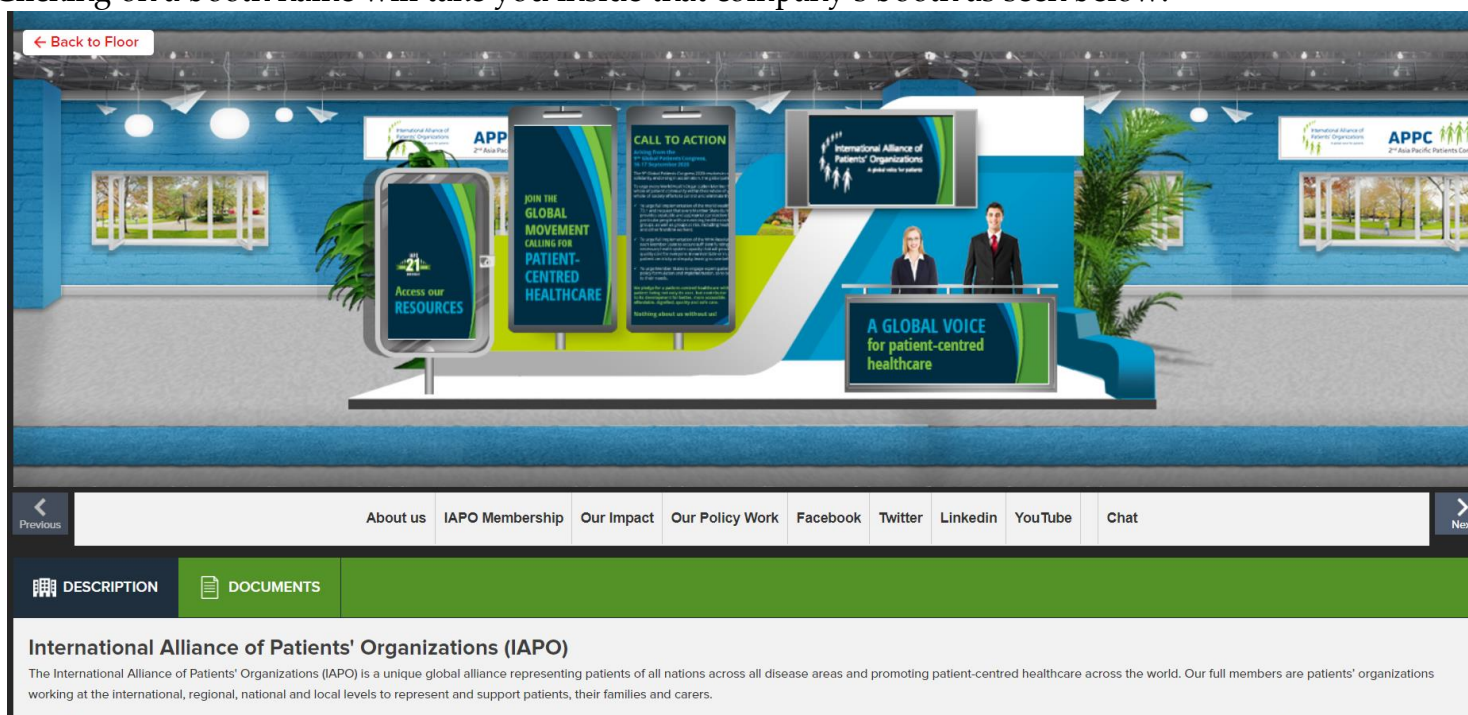
All exhibitor booths can be seen in the Exhibit Hall. You can scroll right or left in order to find your desired booth. To go to your desired booth, click on the booth directly from the hall.



Alternatively, the list of all booths is also available in the “**Exhibitors Index**” in the Exhibition Hall, you can also go to your booth by clicking on the name of your booth in the Exhibitor Index.

Booth View:

Clicking on a booth name will take you inside that company's booth as seen below.



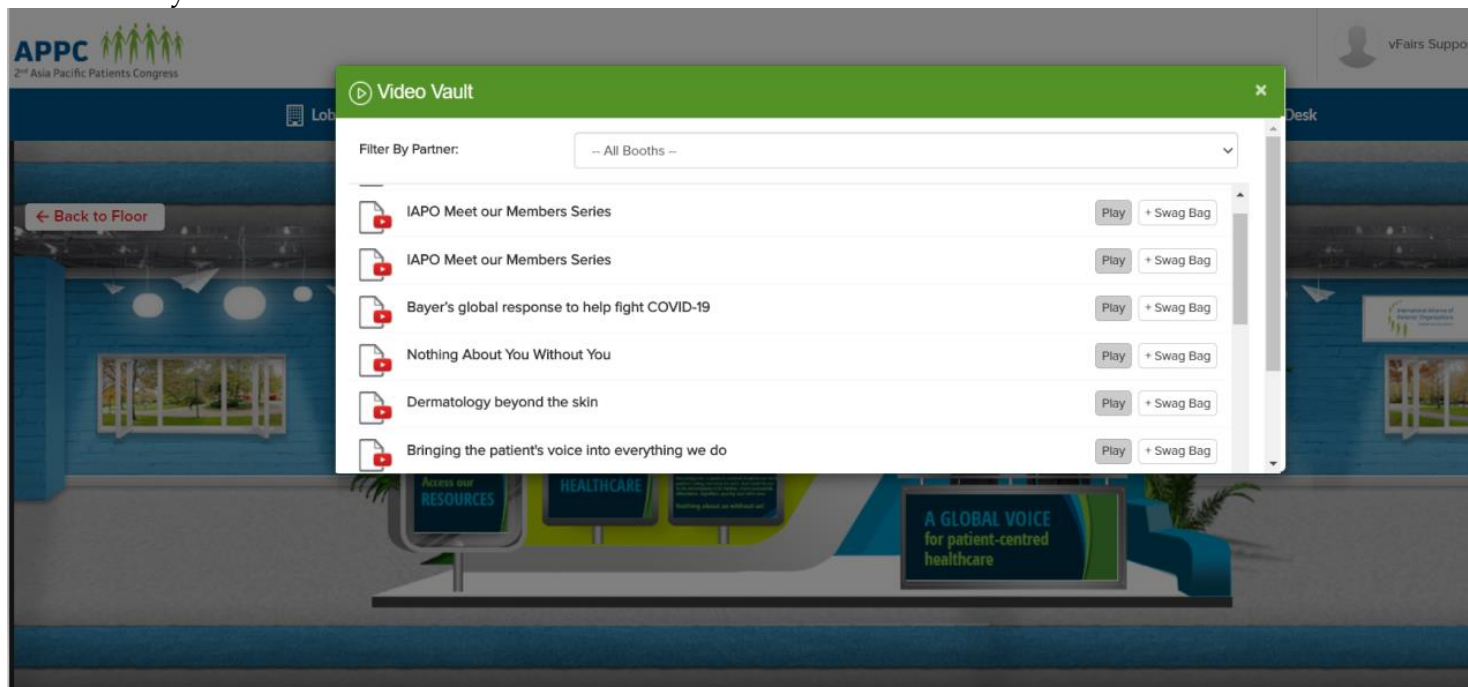
Description: A brief profile of the company/firm.

Documents: Displays a list of Documents available which can be viewed by clicking on the view button

Videos: Displays a list of Videos available which can be viewed by clicking on the view button.

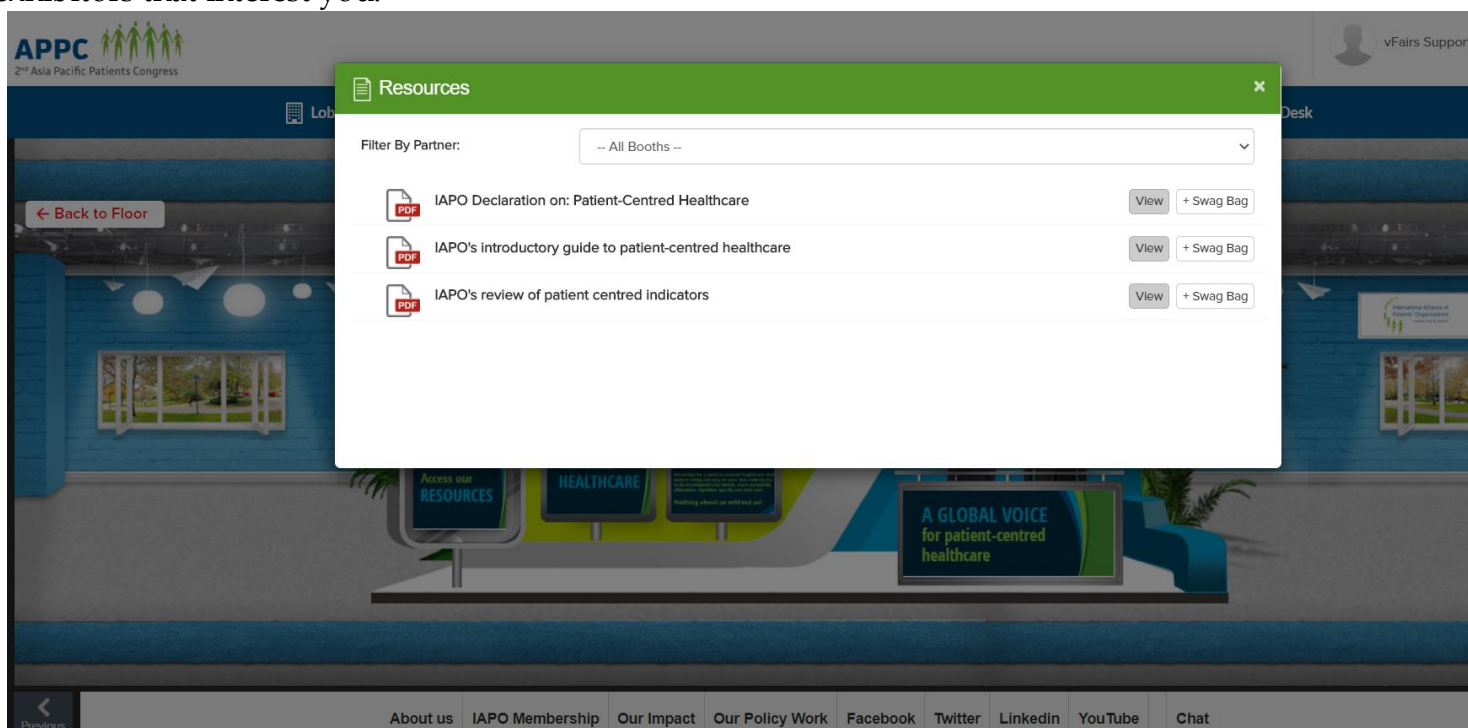
Video Vault:

The video vault is an area which accumulates all the videos uploaded by different exhibitors participating in the event in one place. You can use the video vault to filter out videos from exhibitors that interest you.



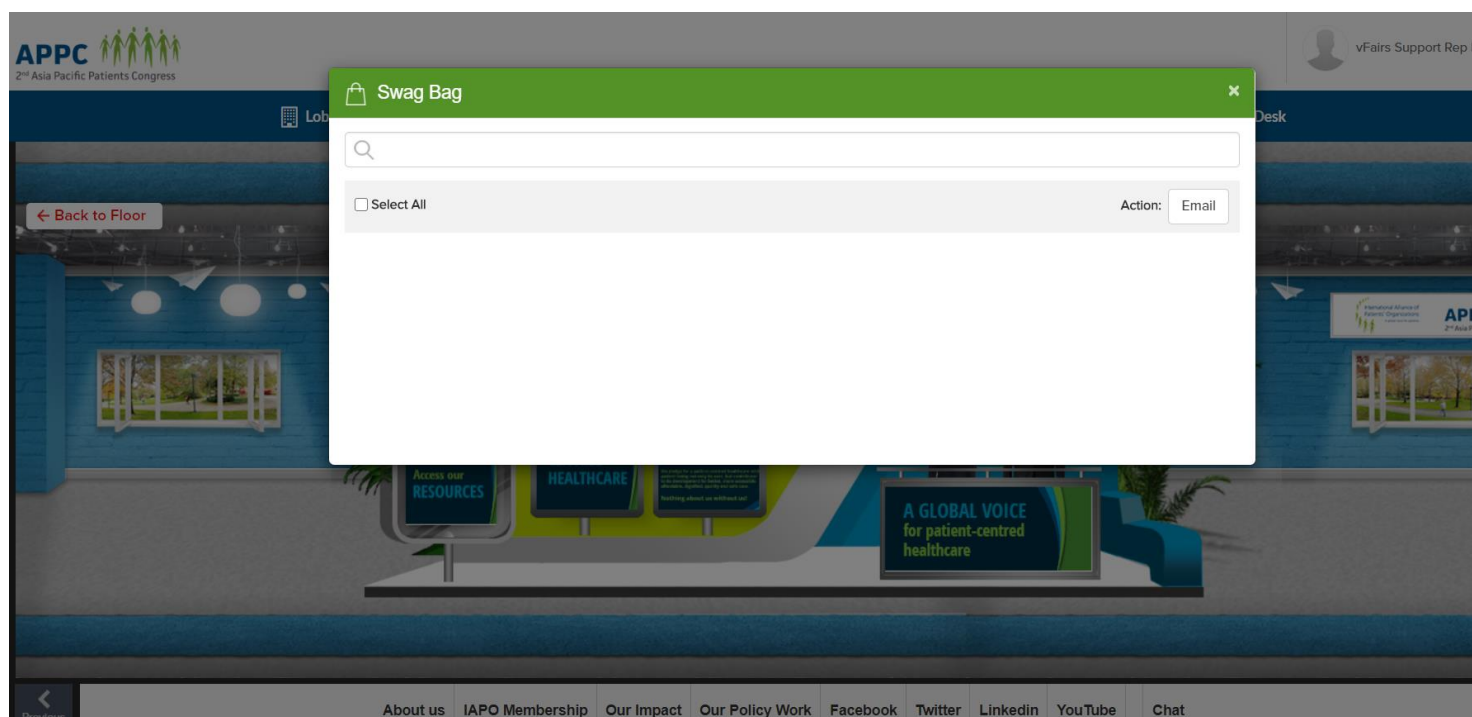
Resources:

Like the video vault, the resources tab accumulates all the documents/ presentations uploaded by different exhibitors participating in the event in one place. Use the video vault to filter out videos from exhibitors that interest you.



Swag Bag:

Swag Bag is a counterpart to the shopping bag. To add documents in your swag bag, go to Resources tab, click on **+swagbag** option visible in front of each listed document & it will be added into your swag bag – from where you can email yourselves the selected documents.



Auditorium:

This section is intended for webinars whether it is live or recorded.



 Lobby

 Exhibit Hall

 Video Vault

 Resources

 Swag Bag

 Auditorium

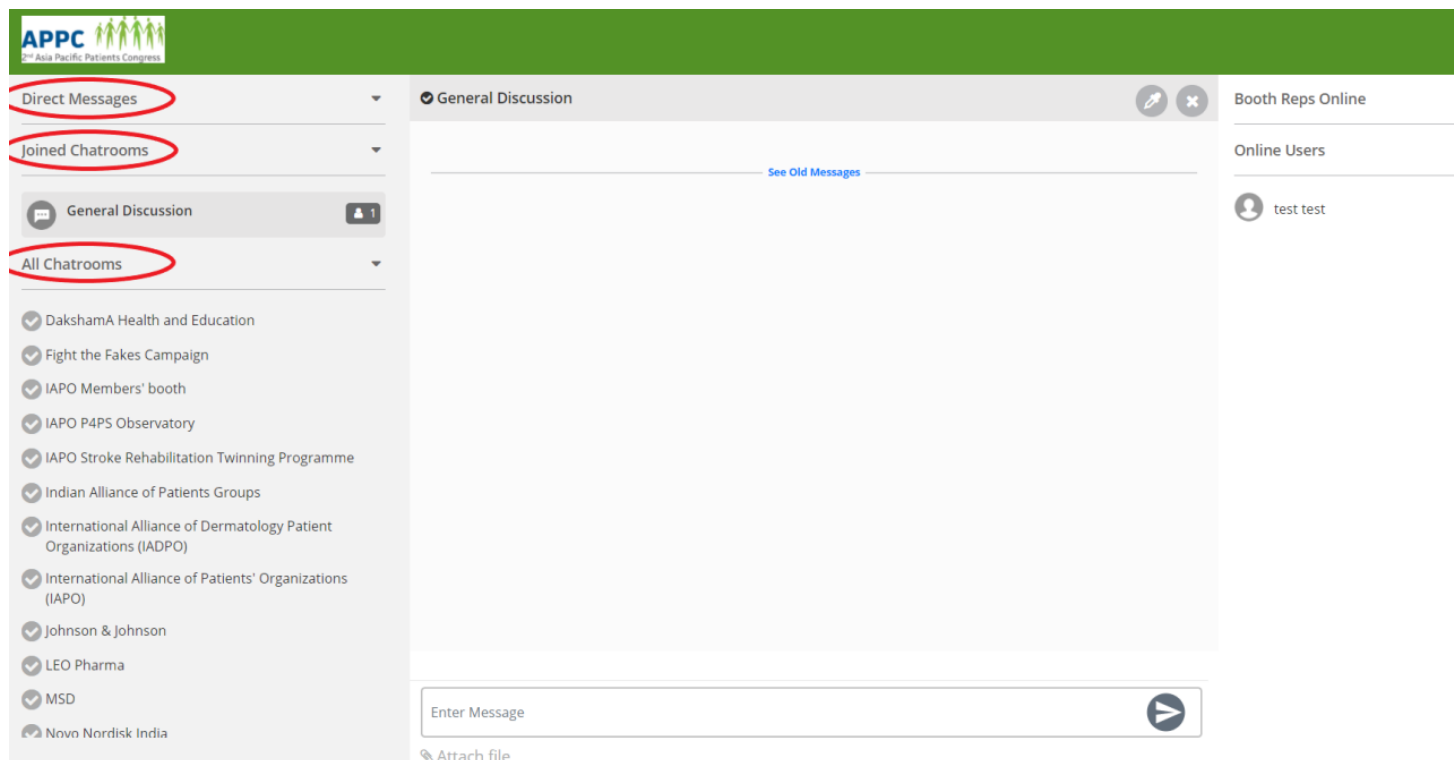
 Networking

 Information Desk



CHAT INSTRUCTIONS:

Click on the 'Networking' tab and you'll be taken to the Live Chat room. Booth Reps and visitors can have public as well as private chat.



Public Chat

Center space seen above is for public chat where anyone can send message. Messages sent in public chat area will be visible to all.

Private Chat

Booth reps can initiate a private chat with attendees (Audio/video chat is also available). Once they start chatting directly, this will be your private one to one chat.

We hope you have a great & productive event!