



# **CIPS Global Conference FAQs and User guide**

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# Logging in to the conference

## Internet browser

For the best user experience, we recommend using [Google Chrome](#), [Firefox](#) or [Safari](#) internet browsers.

**Internet Explorer and Edge are not recommended.** Mobile devices including smartphones, tablets and iPads are also known to cause a poorer quality experience.

Please check your [organisation security policies](#) to **ensure pop ups are not blocked** as this functionality is required for the live sessions.

All [sessions are broadcast via Zoom](#), so for the best experience we recommend you download Zoom before the event (if you don't already have it). For the best possible experience of our virtual environment make sure your system is up to date.

## Sound

If you can hear an [echo](#) or the live stream being played twice, this is usually the result of multiple tabs or windows being open.

If the problem persists after closing the other tabs, please close the virtual platform window completely and restart in a new window.

## Accessing content after the event

From 10 June, all sessions will be available, on demand until 17:00, (BST) 09 July 2021. You can login during these dates, at any time.

## Still having technical difficulties?

Please email [cipsglobal@getvfairs.io](mailto:cipsglobal@getvfairs.io) with a description of the issue you are experiencing.

**#CIPSGlobalConference**

# Event platform access

**CIPS Global conference platform can be accessed from 07:30 (BST), 08 June 2021**

## Logging in to the platform:

**Please note:** you can only login in to the platform from 07:30 (BST), 08 June.

Using the unique link supplied in your joining instructions emails, sign in with the email address you provided to register for the event.

## Opening times

Tuesday 08 June 07:30 - 18:00 (BST)

Wednesday 09 June 07:30 - 18:00 (BST)

For international conference timings please check the [FAQs](#)

## Accessing content after the event

From 10 June, all sessions will be available, on demand until 17:00, (BST) 09 July 2021  
You can login in during these dates, at any time.

# Conference programme



## Watching a session live

Go into the **Conference hall** and click on the main screen. You will be able to view the programme and see the sessions which are currently streaming live.

Choose which live session to watch by clicking the link on the right hand side of the session's description.

## Watching a session on demand

Sessions will be available to watch as 'on demand' content, the next working day, until 17:00 (BST), 09 July 2021.

Click on the screen in the **Conference hall** which will take you to the programme page.

Select and play the sessions you would like to view on demand.

# Conference Programme

## Q&A – how to ask the speakers a question

Q&A is only available for live streaming, not on demand.

During a **live session click on the Q&A feature** at the bottom of the screen. Type and submit your content related questions for the session speaker(s).

## Downloading speaker presentations

Subject to speaker permissions, presentations will be available to download via this platform from week commencing 14 June.

Go into the **Conference hall** and click on the screen. Select which session to download presentations from and choose the option to download the presentation as a pdf.

# Exhibitors



## Visiting an exhibition stand

Click on '**Exhibition hall**' via the **Lobby** or the navigation bar and scroll through the individual stands. Click onto a stand to discover more information and chat to the exhibitor.

There is also an easy three-step guide on how to make the most of the **Exhibition hall** when you click into the page.

# Exhibitors



## Chatting to an exhibitor

Click on to the stand then click on the 'Chat' button on the far right hand side of the tab bar to start a conversation.

## Make the most of your stand experience

Keep the chat room functionality open, so when you do visit the exhibitor, stands, they can say 'hello' and tell you more about their products and services.



## Delegate bag

When visiting a stand, click on the 'Documents' tab and click on 'Delegate bag' to add documents. View the documents and email them to yourself and others via 'Delegate bag' on the navigation bar.

# Networking opportunities



## Social media

Be part of the conversation across the CIPS Global Conference social media channels within the Networking lounge.

Share on [Twitter](#) and network on [LinkedIn](#).

Don't forget to use the following hashtag [#CIPSGlobalConference](#) throughout the event.

## Chat to other attendees

Accessible via **Networking** on the navigation bar. Click to enter the chat room, where you can see the various exhibitor chat groups you may have already joined.

Join the '**Global conference networking and discussion**' group, where you can speak to other attendees. Click on an individual name to start a 1-on-1 conversation.

**Please note:** Your name and job title will be visible to other participants in these groups.

[#CIPSGlobalConference](#)

## Data sharing

The first time you login to the platform you will be asked to opt in or out of sharing your data with any Exhibitors you choose to visit on the platform. If you **didn't tick the box** on the **login page**, **your data will be shared** with the **exhibitors whose stands you visit** in the **Exhibition hall** by clicking on their information.

## Need help?



Visit the **Information desk in the Lobby** or **via the navigation bar** and one of the team will be able to help.

**We look forward to seeing you there!**