

# Welcome to the AAIDD 145th Annual Meeting!

## June 21-23, 2021

#### **Preview Date**

We are pleased to offer a platform preview on Friday, June 18. Please note that conference content (all sessions and posters) will not be available until the first day of the conference, June 21st.

Use this day to familiarize yourself with the platform and to build your personal schedule.

## Time Zone

All times indicated in the platform are Eastern Daylight Time (EDT). If you need assistance converting to your local time, please use this <u>Time zone converter</u>.

#### **Archive**

Following their broadcast, all conference content (except live chats) will be available "on demand" in the platform for attendees for 30 days after the end of the conference.

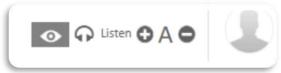
#### **Code of Conduct**

By attending the AAIDD Annual Meeting you are agreeing to our Code of Conduct. The policy is posted on the conference home page and in the meeting lobby. Please report any incidents to Dr, Margaret Nygren at mnygren@aaidd.org.

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## **Accessibility**



On the top of your screen, you will see icons that will help you experience the meeting in a more accessible way.

- Increase or decrease the font size by clicking on the + or buttons.
- Change the background color from light to dark by using the eye icon.
- Use the headphones icon to hear the top navigation bar.

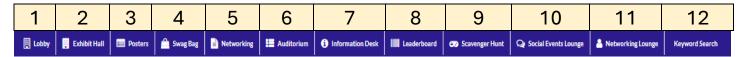
## **Accessing the Event Platform**

**Login in** - AAIDD emailed you a link to the platform and log in instructions. If you have any problems, please contact Laura Thorn at <a href="lthorn@aaidd.org">lthorn@aaidd.org</a>. You can use any online device (computer, laptop, tablet, phone) to enter the platform, but your login credentials will allow only **one** device to be logged in at a time pin the platform.

**Technology needed -** For the best experience, we recommend using a desktop computer or laptop with a strong internet connection. Browsers supported by the platform are **Chrome, Edge and Firefox**.

**For CEs:** Please note that entering the platform via desktop or laptop is the best way to assure that the system accurately documents your attendance. AAIDD is not responsible for any failure of the platform to document your attendance.

**Virtual Lobby** - Once logged in, you will enter the virtual lobby of the conference. Explore the different meeting components by using the top navigation bar or the signs in the lobby.





**Using The Top Navigation Bar** 

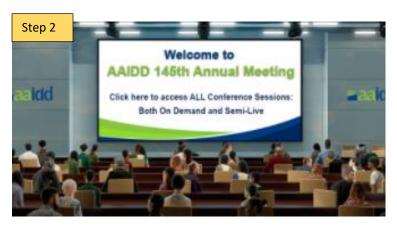


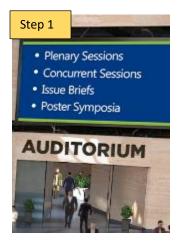
- 1. Lobby Click to return to the main lobby.
- 2. Exhibit Hall Visit sponsor and exhibitor booths.
- 3. Posters The poster hall is open on-demand throughout the conference, poster presenters will be available for discussion in the hall during the scheduled session.
- 4. Swag Bag (Virtual Briefcase) You can add files from the exhibitors and presenters to your swag bag to review later. You can also download the files and/or email them to yourself from the swag bag.
- 5. Networking Find or create a chatroom. You'll be able to chat with other attendees who are online in the chatroom. Please note that chats are NOT private. Anyone entering the chat room will be able to see/join the conversation threads.
- 6. Auditorium See the agenda and join the semi-live conference sessions (Plenary, Concurrent, Issue Briefs, and Poster Symposia).
- 7. Information Desk Visit the information desk for tech assistance, program questions, or CEs information.
- 8. Leaderboard Earn points and win prizes by participating in different events. See the top contestants on the leaderboard and find out more about the prizes.
- 9. Scavenger Hunt Find and click on icons hidden throughout the conference platform. Earn points towards the conference game with each icon you click! Click on the Scavenger Hunt tab to see the whole list.
- 10. Social Events Lounge Check out the conference social events. All events in this lounge will be held live via Zoom, with the exception of the Awards Ceremony, which will be broadcast on YouTube Live.
- 11. Networking Lounge Find a chat room to connect with fellow attendees.
- 12. Keyword Search Search conference content by a keyword and add to your schedule.

## **Agenda and how to Find and Watch Presentations**

All presentations will be shown semi-live, meaning the speakers have been pre-recorded; however, the speakers will be available in the Q&A Chat during their scheduled presentation time to respond to comments and answer any questions.

**Step 1**. Click on "Auditorium" in the top navigation bar or on the "Lobby" sign.

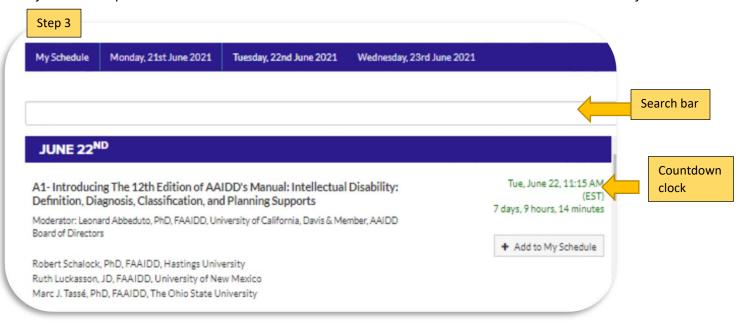




**Step 2.** Once inside the Auditorium click on the main screen: "Click here to View all sessions".



**Step 3**. Agenda – Once you click on the welcome screen, you will be taken to the agenda. All presentations (Plenaries, Concurrent, Issue Briefs and Poster Symposia) will be listed by date and then by scheduled presentation time Click on a date tab to see a list of sessions broadcast on that day.



<u>Search Bar</u> – Use the search bar to find sessions you are interested in. To search within a particular day, first select the day, then enter the author first or last name or partial (or whole) title in the search bar.

**Step 4**. Once you have found a session of interest, you will see a countdown to the start time in green text. All sessions will start at their **scheduled date and time**. Five minutes before a session begins, a



"Join" button will appear. Click the join button to enter the session.

If the session has not yet started, there will be no "Join" button--just countdown to the start time. If the session has started, by clicking the join button you will join the session in progress. You cannot rewind or advance

sessions while they are in progress.

These functions are only available when viewing a session "on demand."



Once a session has ended, it will be listed at the bottom of that day's agenda. A "Play" button will allow you to view the session "on-demand" for 30 days after the conference.



## **Building your Schedule**

You can add sessions and posters to create your personal schedule.

- 1. Click on "Auditorium." Once inside, click on the welcome screen to find the agenda.
- 2. Select the conference day to see the list of sessions for the day. Click on the button "+Add to My Schedule" button to add a session to your agenda. You can also add posters, by visiting the posters hall and clicking on the "+add to my schedule" button.



#### **Poster Presentations**



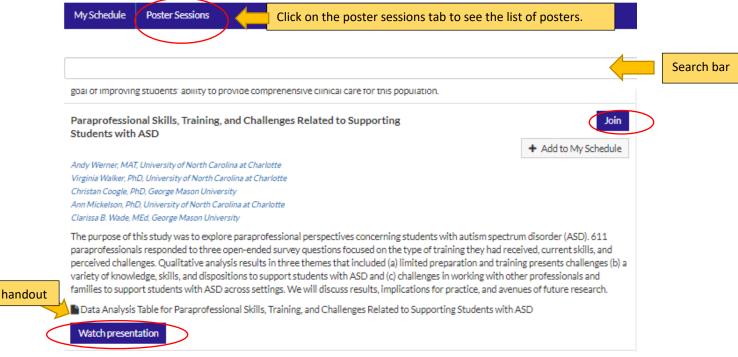
Click on "Posters Session" in the lobby or on "Posters" on the top navigation bar to enter the poster hall. All the posters in the poster hall will be available on-demand for the duration of the meeting and 30 days after the meeting ends.

On Tuesday, **June 22**<sup>nd</sup> **from 12:15 - 2:45 pm**, poster presenters will be available at their posters to chat live with you and answer any questions.

We recommend that you look at the list of posters ahead of the poster session and add posters of interest to your schedule. This will allow you to quickly find and chat with poster authors you are interested in during the live session.

Poster are listed by title in alphabetic order. Use the search bar to search by author's first or last name or poster title.





All posters will have the "join" blue button for you to see the poster itself; however, some will also have a short video presentation and/or a handout.

- To see the poster, click on "Join."
- To see their mini video presentation, click on "Watch presentation."
- To download their handout, just click on the dark rectangle at the bottom of their description.

#### **Exhibit Hall**

Enter the exhibit hall through the door located in the Lobby or by clicking on "Exhibit Hall" on the top navigation bar.

Once in the Exhibit Hall, visit a booth by clicking on the booth. You will enter the booth where you will be able to:





- Chat with exhibitor representatives.
- Join an audio or video call.
- Collect information of interest from booths.

Each exhibitor will have materials, videos, flyers, and information about their products or services. Videos and documents can be added to your Swag Bag. All items saved in your swag bag can be viewed later, download, or e-mail to yourself at your convenience.



## **Networking Opportunities**

**Updating Profile -** Before you start interacting with other attendees, we suggest updating your profile and adding a photo so other attendees will be able to recognize you more easily. To do so,



click on Networking from the top navigation bar and once you are inside of the chatrooms area, click on the down arrow by your name (located on the top right corner). Please note, this option will not be visible unless you are in the networking/chat area.

Maria Alfaro

O Update Profile Picture

O Disable Notifications

U Logout

Check out the different networking opportunities at the conference! See the schedule <a href="here">here</a>.

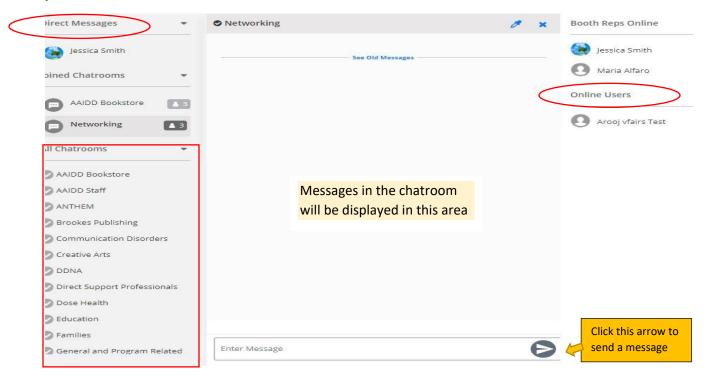
**Social Events Lounge** – Participate in our live social events. All social events are scheduled for a particular date and time and are open to all attendees. All will be held via ZOOM, except for the Awards Ceremony which will be streamed on YouTube Live.

**Networking Lounge** –Join others in pre-set chat rooms to discuss of areas of interest. Please note that chats are NOT private. Anyone

entering the chat room will be able to see/join the conversation threads.

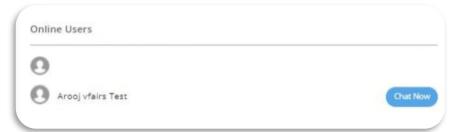
#### **Chatrooms**

The chatrooms will allow you to connect with your colleagues around similar interests. Inside of the chatroom, you will be able to participate in a group chat. A list of all available public chatrooms including exhibitors' chatrooms will be visible on the left column. You can join as many chatrooms as you like.



Find other attendees who are online in the chat and send them direct messages, voice, or video call. Only attendees who enter the chat will be visible on the "online users list." Please note that chats are NOT private. Anyone entering the chat room will be able to see the conversation threads. The only messages that are private are the direct messages that you send to another attendee.





**Direct messages** - To start a private conversation with someone, just hover your mouse over their name and click on the blue "chat now" button. This will take you to a private chatroom.

**Audio or video call** – To initiate an audio/video call, first follow the steps for sending a direct message. Once you are in the private room, you will see the icons to send the request for a video call.





If someone sends you a request for a video call, you will see this message appear in the chatroom. Click the button to join the call.

#### **Games**

#### **Leaderboard and Scavenger Hunt**

There are two ways to win points in the conference game: finding icons and participating in the sessions/visiting exhibitors. The leaderboard will display attendees with the highest points. Access the leaderboard and see the scavenger hunt icons using the top navigation bar.

# **Technical Support**

For login assistance, send an email to aaidd@getvfairs.io.

If you need assistance while you are inside of the platform, visit the info desk and a representative will direct you to the right support chatroom where dedicated support staff will be able to help you.