Instructions Manual for Attendees SAA Conference 2021

June 30 – July 2

Live Sessions: 15:00 - 21:30 CET



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Getting Started

This manual aims to guide you through the vFairs platform to make the most of your participation at the **SAA Conference 2021**. The manual will elaborate on how you can navigate through the virtual platform as an attendee.

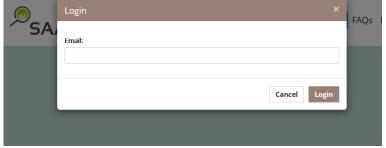
1. Landing Page

Type in the URL: https://saa2021zurich.vfairs.com in the address bar of your browser to visit the online event. We recommend that you use either Chrome or Firefox for best performance.

2. Log-in

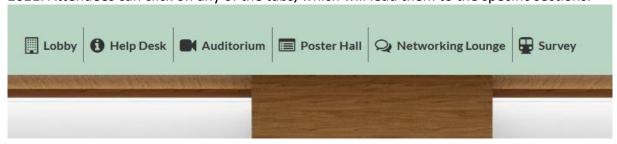
To login to the virtual SAA Conference 2021, you need to click on the 'Login' tab, enter your email and click on 'Login' button.





3. Navigation Bar

The navigation bar contains the list of all the functionalities enabled for the SAA Conference 2021. Attendees can click on any of the tabs, which will lead them to the specific sections.



Provided below are brief descriptions of all the navigation bar tabs.

3.1. Lobby

The lobby is the main hall of the meeting. You can enter the auditorium to listen to the symposia, paper sessions and flash talks, enter the poster hall, access the networking lounge and chat with the help desk if you have any problems.



3.2. Help Desk

Click on the Help Desk booth if you need assistance on the day.

3.3. Auditorium

If you are interested in a specific symposium, paper session or flash talk session, click on "Auditorium" in the lobby or click on "Auditorium" in the main navigation bar to join the session.

3.4. Poster Hall

Click on the Poster Hall to access the posters or click "Poster Hall" from the main navigation bar.

3.5. Networking Lounge

Click on the Networking Lounge to access the networking possibilities or click "Networking Lounge" from the main navigation bar.

3.6. Survey

Click on the "Survey" tab and you will be redirected to a Survey where you can evaluate the meeting. We would be very happy if you could give us feedback on the SAA Conference 2021.

questback

The University of Zurich and the Society for Ambulatory Assessment would like to obtain your feedback on this year's SAA meeting. For this pur pose, we would welcome your time in responding to a few questions regarding the conference and future plans for workshops. We will use the da ta solely to identify areas for improvement. Thank you very much for your time!

4. Help Desk

The Help Desk is the technical chat room. During the meeting, a dedicated vFairs representative and a dedicated SAA Conference 2021 organizer will be available to answer any questions regarding the virtual environment and how to access it. Just click on the Help Desk in the Lobby and it will lead you to the Tech support chat room.

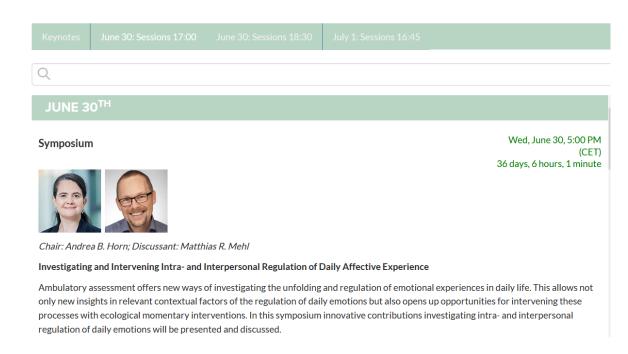


5. Auditorium

To view the symposia, paper sessions and flash talk sessions, click on the main illustration in the auditorium.



To access a symposium, paper session or flash talk session, simply click on the button "join the webinar" on the right in green available 2 minutes before the start of the webinar. Please turn off your camera and microphone when you join the Zoom Webinar. The webinars will be recorded and can be viewed on-demand for up to one month following the meeting.



6. Poster Hall

This tab will redirect you to the posters. For each poster a PDF and in some cases a video is available. PDFs and videos can be viewed throughout the conference and for up to one month on-demand following the meeting. During the designated live poster sessions, the poster authors are available for a chat (Q&A).



There are blue arrows to scroll left and right.





7. Networking Lounge

This tab redirects you to several networking possibilities: Chat with other attendees, meet keynote speakers or visit the SAA website.



This is all from our side. We hope you have a great and inspiring meeting!

Yours,

SAA Conference 2021 Organizers