

Detailed User Manual

Virtual Event: Provincial ABI Conference!



October 28-29, 2021

Getting Started:

This manual aims to guide you so you can make the most of your participation in the Virtual Event: Provincial ABI Conference 2021. The manual will elaborate on how you can navigate through the virtual platform.

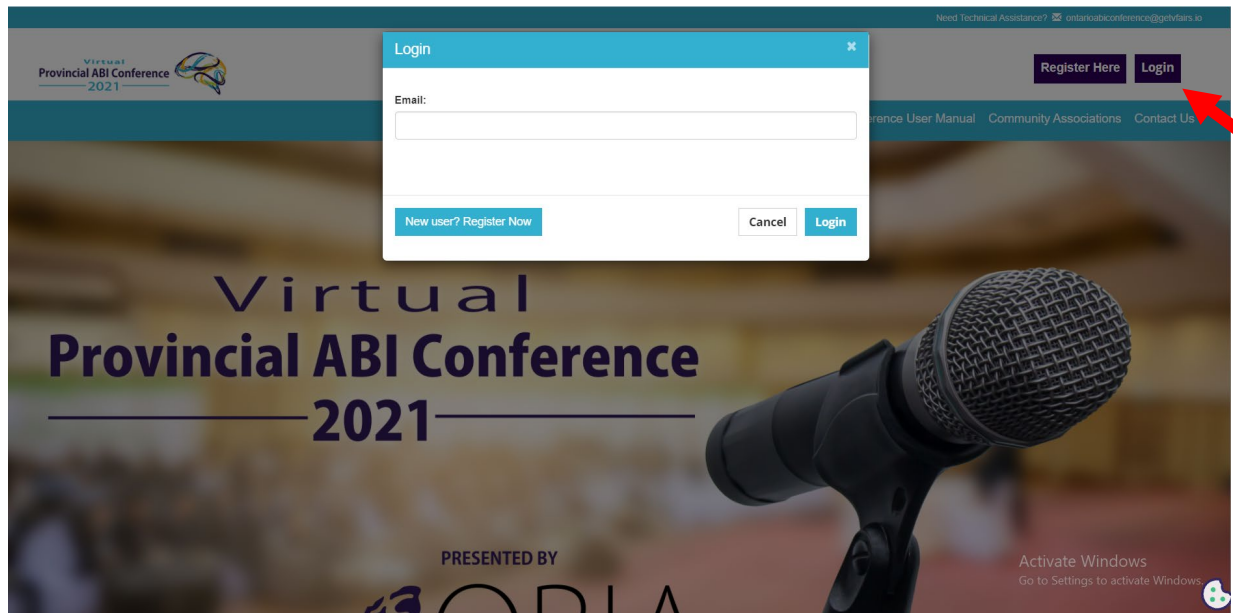
Main Page:

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

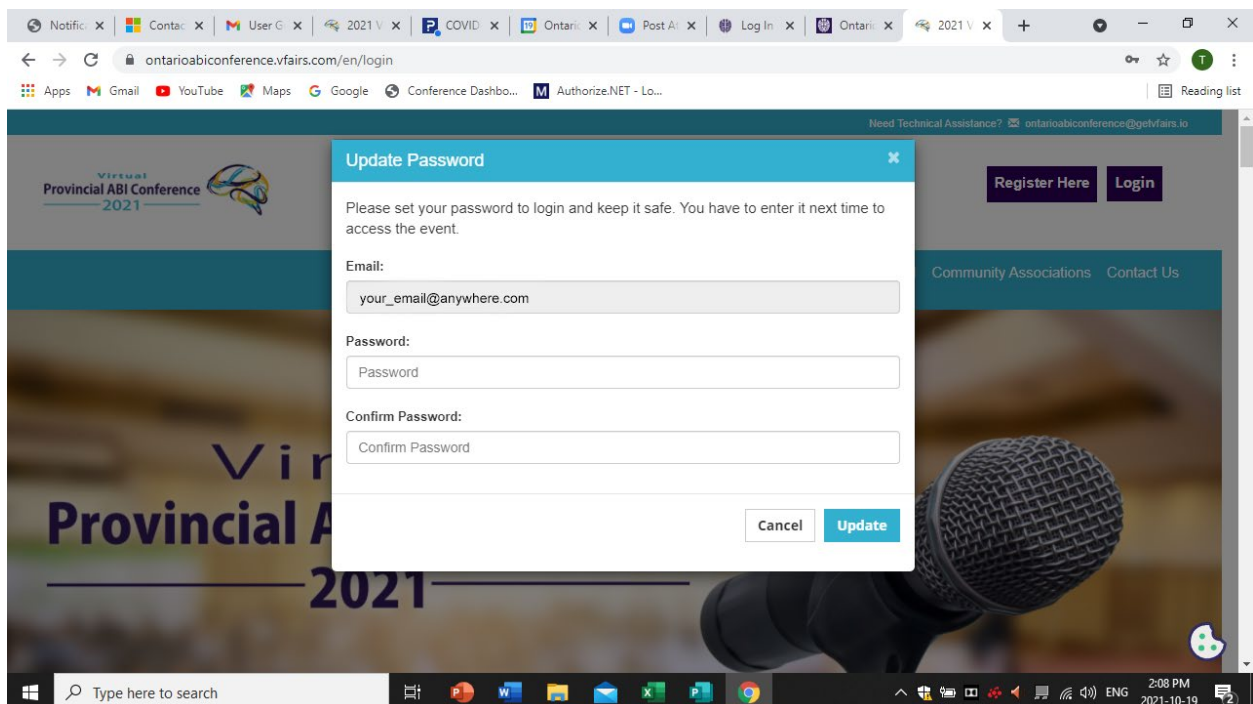


Login:

Click on the Login button on the Homepage. It will open a pop-up asking for your Email. Enter your email and click “Login”

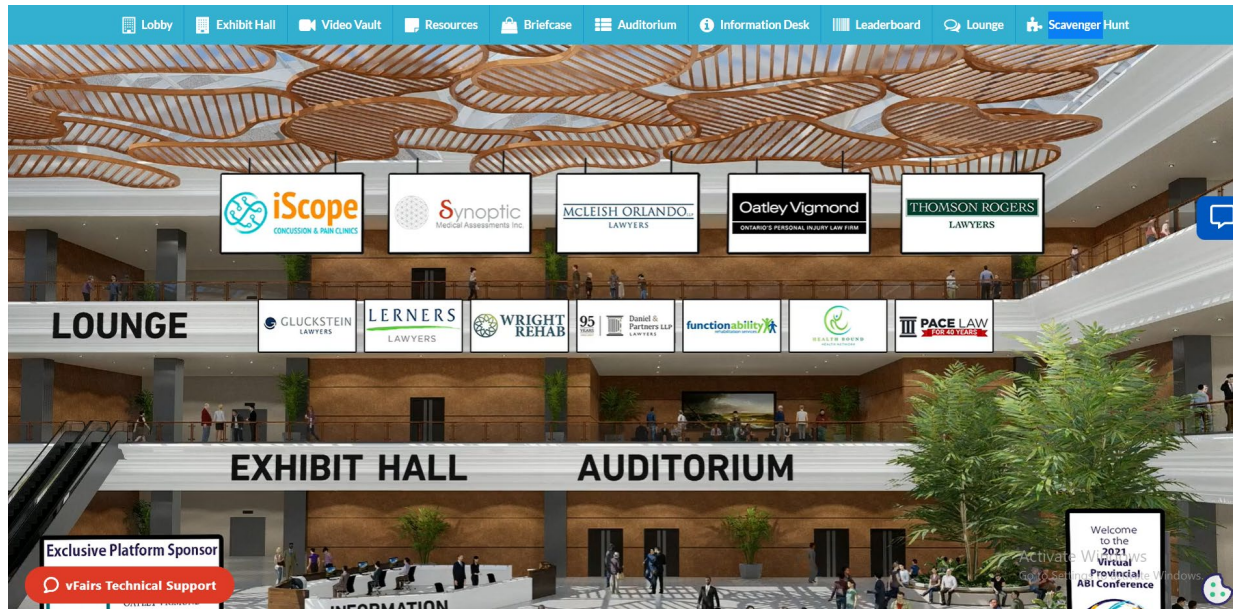


You will be prompted to enter your password, then click on “Login” to access the event. If this is your first time accessing the platform, you will be prompted to enter a password.



Lobby:

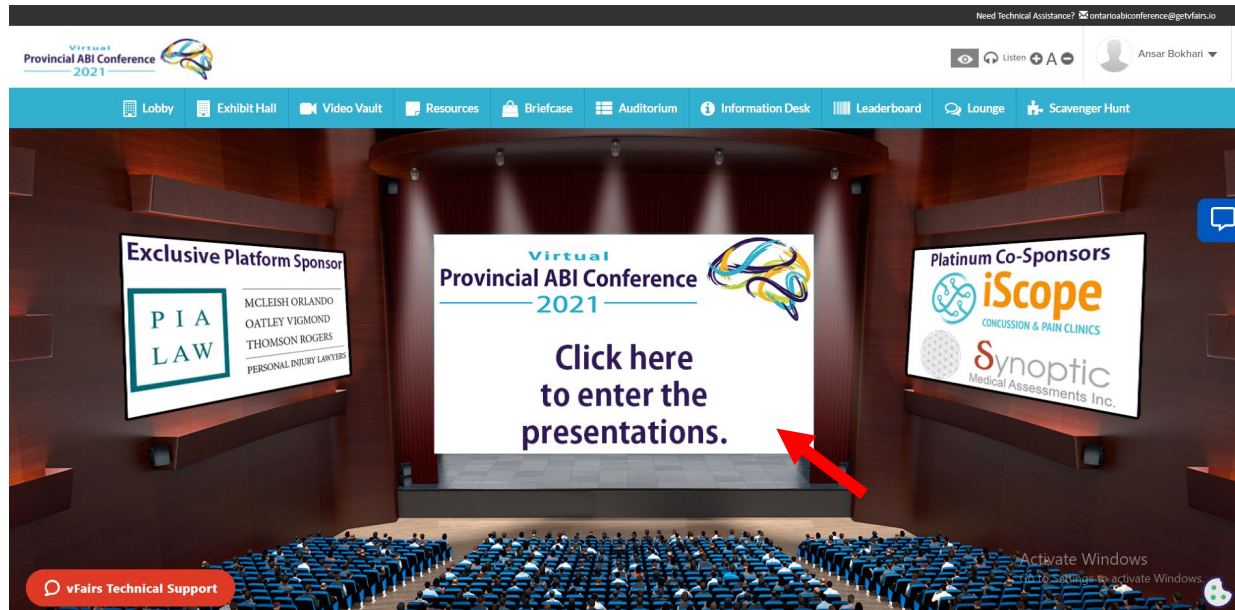
Once you have successfully Logged In, you will enter the Virtual Lobby.



You can go to the different places in the Virtual Environment from the Lobby by clicking on the words Lounge, Exhibit Hall, Auditorium, and Information. These areas can also be accessed using the top navigation bar.

Auditorium:

Click on the Auditorium tab on the top navigation bar. Once in the Auditorium, click on the screen in the middle. A list of webinars will appear.



A 'Join' button will appear automatically next to the webinar when it is time for the session to start. Click on the Join button to watch the webinar. This will open a window in Zoom where the webinar is hosted.

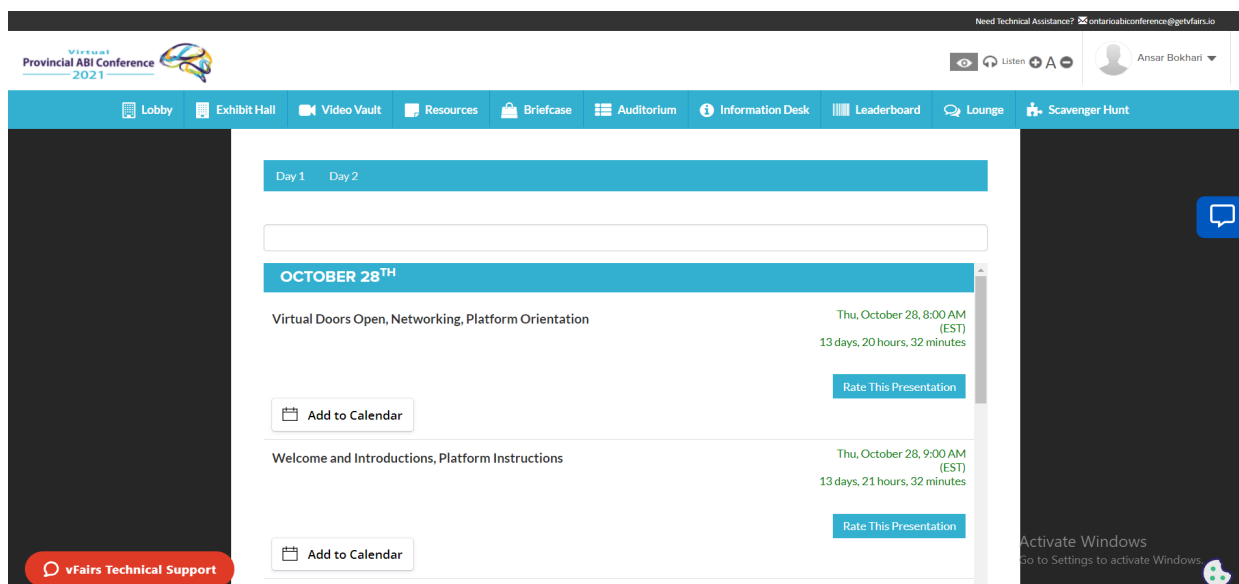


Exhibit Hall:

Clicking on the Exhibit Hall button in the top navigation bar will give you the choice to go to the Lead Sponsor Floor or Corporate Sponsor Floor where all Exhibitor Booths are located.



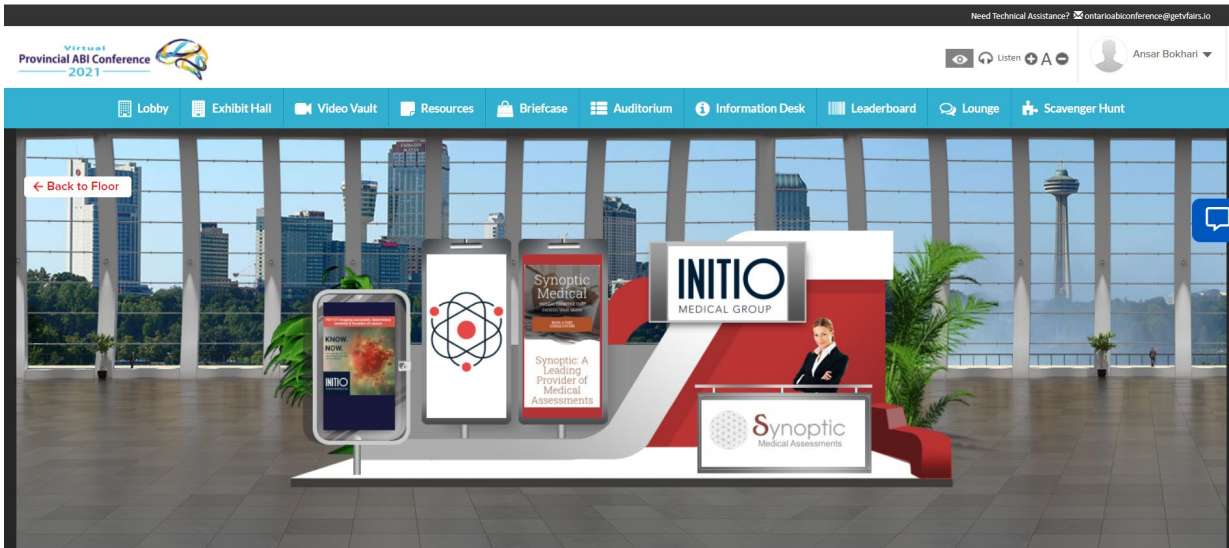
You can simply click on any booth in the Exhibit Hall to access the sponsor's information booth. If you place your cursor on the right side of the screen over the arrow, the booths will slide to the left, showing you more booths. You can also find a booth using the Exhibitors Index in the bottom left. All booths are listed alphabetically in the Exhibitor Index.

Exhibitors Index	
Daniel & Partners LLP	
FunctionAbility Rehabilitation Services Inc.	
Gluckstein Lawyers	
Health Bound Health Network	

To enter a booth, click on that booth in the Exhibit Hall or the name of the booth in the Exhibitors Index.

Booth View

Clicking on the booth will take you inside the booth as seen below.

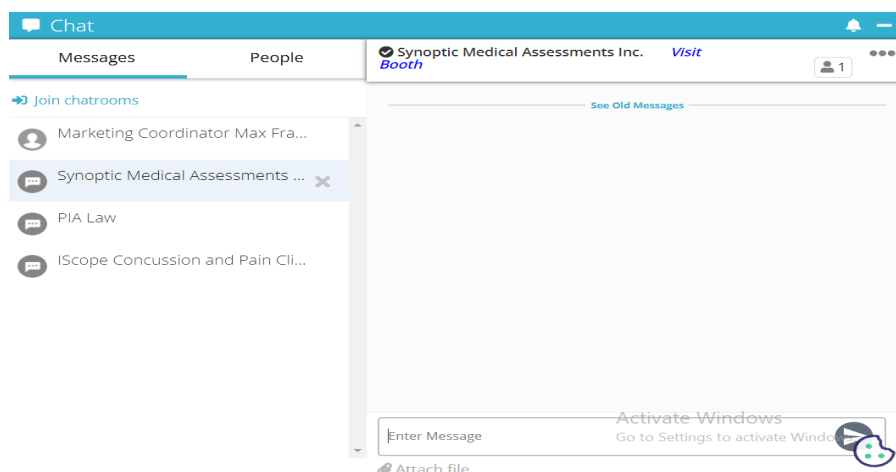


1. **Description:** A brief profile or description of the booth
2. **Videos:** Any videos uploaded by the company
3. **Documents:** Any Documents uploaded by the company

You can view the company's information and documents in the booth. You can also click on different content tabs and click on the "Chat" tab to access the chat area.

Chat:

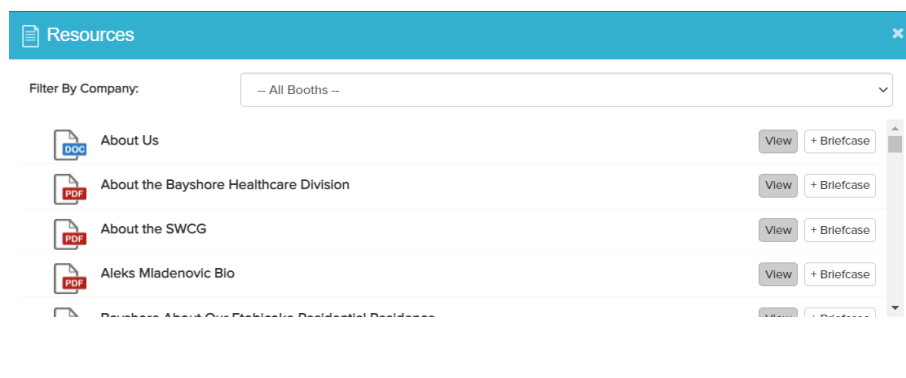
Click on the “Chat” tab in each booth to be taken to the chat area. You can also go to the chat room using the ‘Tech Support’ graphic in the “Info Desk”, or by clicking the blue chat bubble on the right side of the screen. Booth Reps and Delegates can have public as well as private chats.



Once you are in a direct message chatroom, the audio/video call icons are available on the top right. Press the icon to initiate an audio/video call.

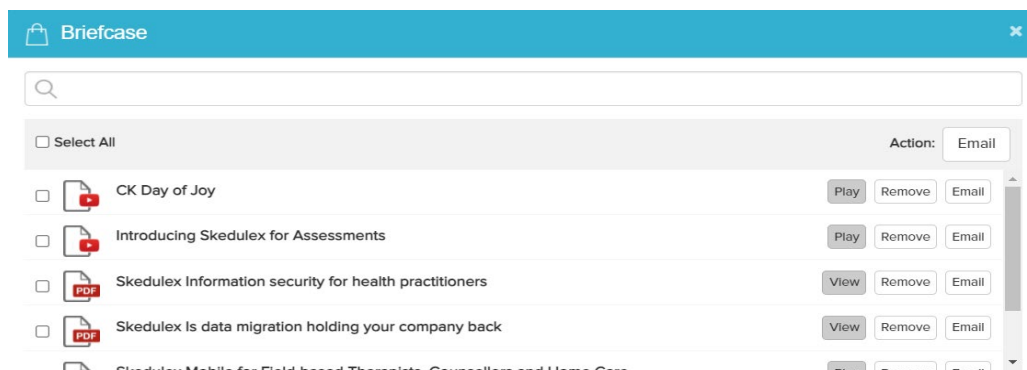
Resources:

The Resources section contains all the documents available in the event. You can filter the documents by booth.



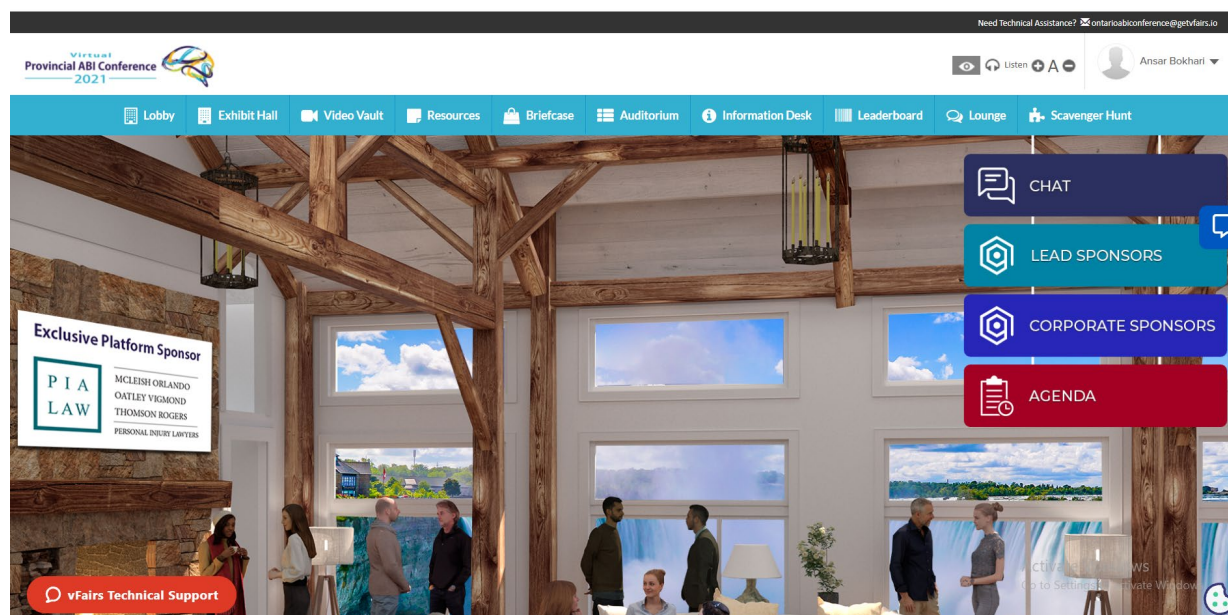
Briefcase:

As you go through documents in the event, you can add them to your Briefcase. Saving documents in the virtual briefcase will allow you to view them later. These documents can also be emailed. If you would like to email these documents to your email address, select the documents by clicking on the checkbox next to each document and then click “Email”.



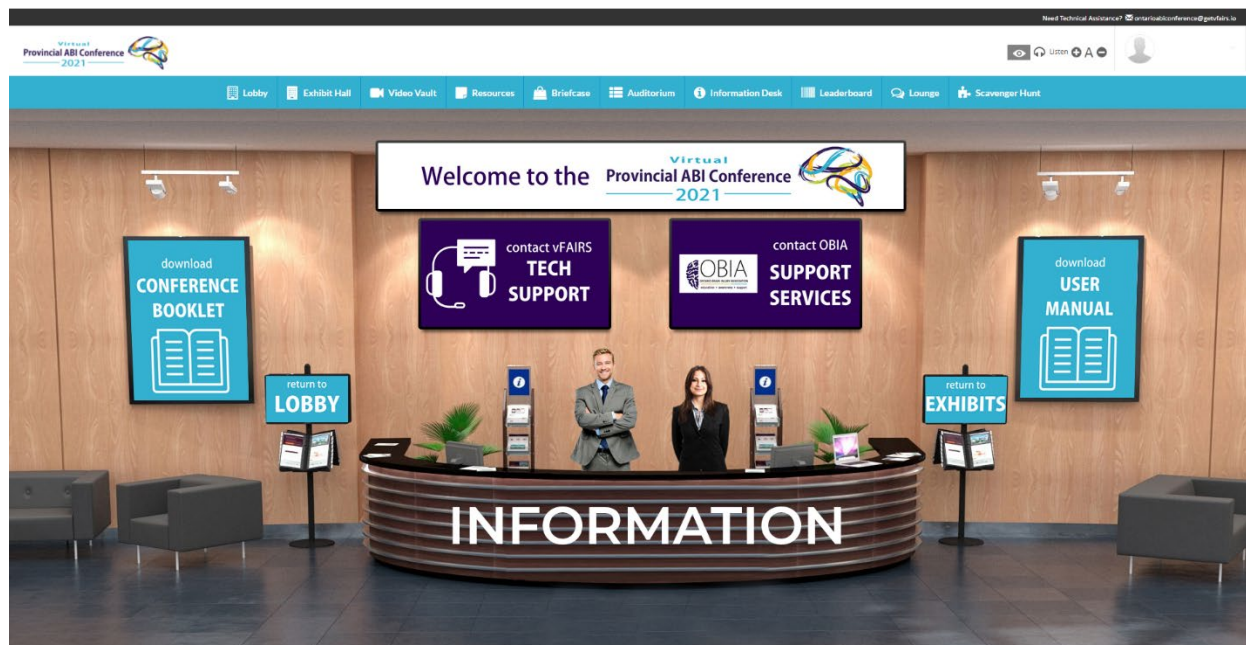
Lounge:

The lounge contains tabs for different places to go to and an additional tab to go to the chat area.



Information Desk:

The information desk is where you can speak with OBIA Support Staff and access vFairs Tech Support. Also, there are links on the signs taking you back to different areas throughout the conference platform.



Tech Support:

In case you have any technical queries, you can click on “Information Desk”. If you have any questions, write an email to ontarioabiconference@getvfairs.io and we will be happy to assist you.