



ATTENDEES' GUIDE to the VIRTUAL CONFERENCE PLATFORM

Prepared for

Net Zero 2021 Virtual Conference Attendees

by the

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WELCOME TO NET ZERO 2021!

We are excited that you are attending the Net Zero 2021 (NZ-21) conference on Friday, October 29! To enhance your experience as an attendee and make navigating the platform easy, we have assembled this following step-by-step **Attendees' Guide to the NZ-21 Platform**. It provides detailed instruction on registration, access, and navigation for the event platform.

Even though we're holding our conference virtually to keep everyone safe, our platform has been designed to have the look and feel of a live, in-person conference! The platform includes a Lobby that brings you into the conference. From there you can choose where you'd like to go. You can enter the Auditorium where you'll head to attend the conference Sessions. You can (and should!) drop into the Exhibit Hall where you can visit our Sponsors' booths to learn more about these generous and climate committed companies and organizations. You'll find an Information Desk, located in the center of the Lobby, where you can go for the conference Agenda, and access other areas. And there's even a Lounge complete with a stunning view of Hyannis Harbor where you can go to chat with other attendees. It's just like being at a live conference!

Now let's walk through the steps to get onto the platform and get the most out of NZ-21!

REGISTER FOR NZ-21

If you haven't already done so, you can [register here](https://netzero21.vfairs.com/) for the conference on the NZ-21 conference platform website. Once you've registered, you'll receive a confirmation email with this link to access the conference:

<https://netzero21.vfairs.com/>

LOGIN TO THE CONFERENCE ON FRIDAY, OCTOBER 29 AT 8:30 AM TO ENJOY THE EVENT

Net Zero 2021 can be accessed by going to: <https://netzero21.vfairs.com/>. vFairs is our virtual event platform. Please note that you will **not** be able to access the conference via the Net Zero website.

The [login process](#) is quite simple. You simply enter the email address you registered with...and that's it!



IMPORTANT INFORMATION FOR MOBILE USERS:

Mobile Device Viewing Tips:

1. Ensure the Zoom App is downloaded on your device.
2. Optimal viewing is done through Google Chrome, using your device in landscape mode
3. Log in as you normally would at <https://netzero21.vfairs.com/>
4. Once in the lobby after login, view the navigation tab by clicking on the “hamburger” icon in the slider on the top left of your mobile screen.
5. To view the sessions, click on “Auditorium” and click on center screen to view the session listings. Each session will have a timer until the session is live, at which time you will be able to join a session. Once the “Join” button is clicked, it will redirect you to Zoom.

MENU BAR

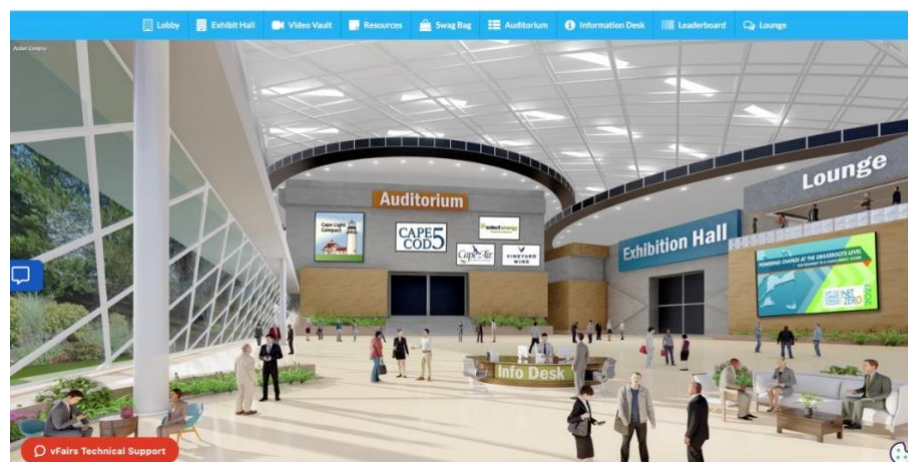
When you enter NZ-21, the main menu bar is going to be your best friend for easy navigation across the different features available.



Let’s take a look at each of the tabs on the Menu Bar in detail.

LOBBY

The **Lobby** is the main point of entry into the Conference. It contains the entry points to other spaces of the event such as **Auditorium**, **Exhibit Hall**, **Information Desk** and **Lounge** which you can access by simply clicking on the titles. Banners from our event sponsors are featured throughout the Lobby: we encourage you to click on any of the featured logos to learn more about these generous climate-conscious companies and organizations.



AUDITORIUM & CONFERENCE SESSIONS

Click on the **AUDITORIUM** sign to go to the conference Auditorium where all Sessions will be held. Once you enter the Auditorium, simply **click on the screen** to see the Agenda and access the Sessions. In an

auditorium, using the webinar listing page, you can do the following:

- [Access the webinars listing to watch/participate in webinars/meetings](#)
- [Create personalized agenda](#)
- [Bookmark a webinar to your personal calendar](#)

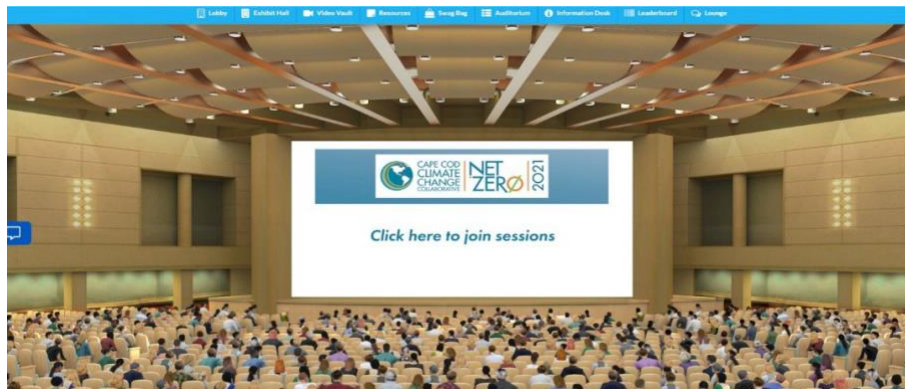


EXHIBIT HALL

The Exhibit Hall contains our Sponsors' virtual booths. Here you can interact with various departments/divisions regarding their services. Once entered in the Exhibit Hall, you can [visit a specific booth](#) to explore its features.

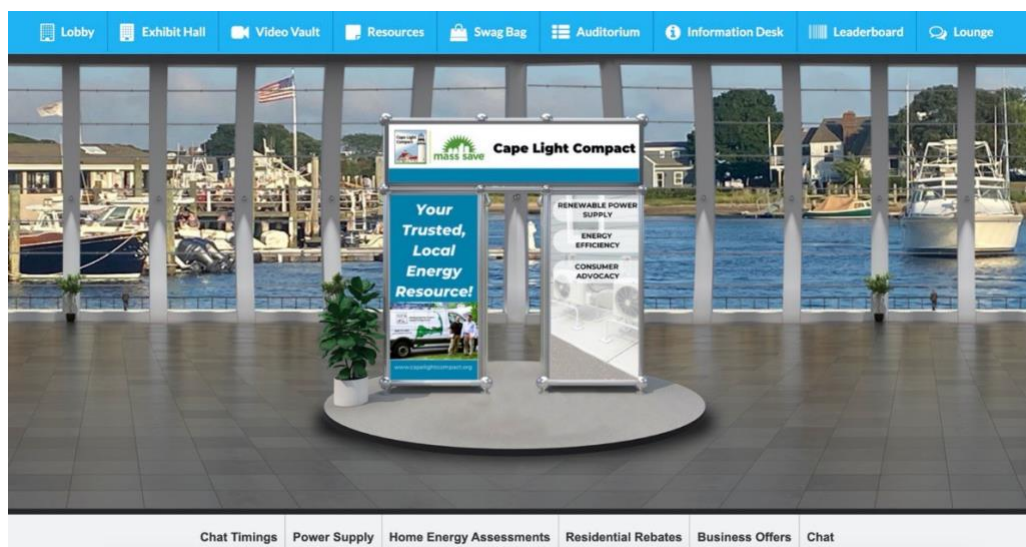


SPONSORS' BOOTHS

To visit a booth, you simply click on any booth in the **EXHIBIT HALL**. Within each booth, you will find many clickable tabs such as:

- Description
- Videos
- Documents
- Chat
- Links to related websites

Note: Don't forget to click on the **booth banners**. The booth banners contain redirection links for you to explore more about the Sponsor!

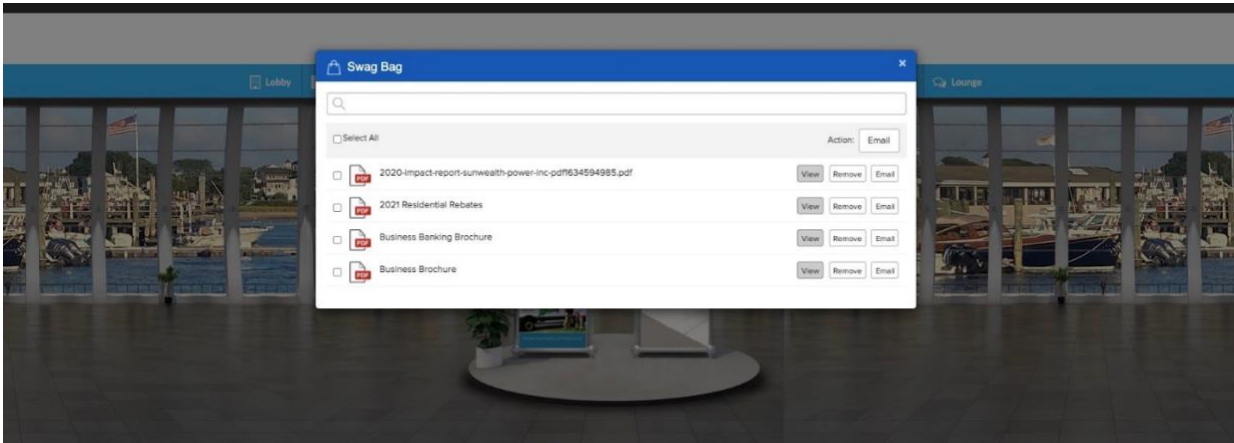


RESOURCES

The **RESOURCES** link contains all the documents which are showcased by our Sponsors. You can read them by clicking on the **'View'** button You can also [add documents to your Swag Bag and email](#) them to yourself or your friends to access when desired.

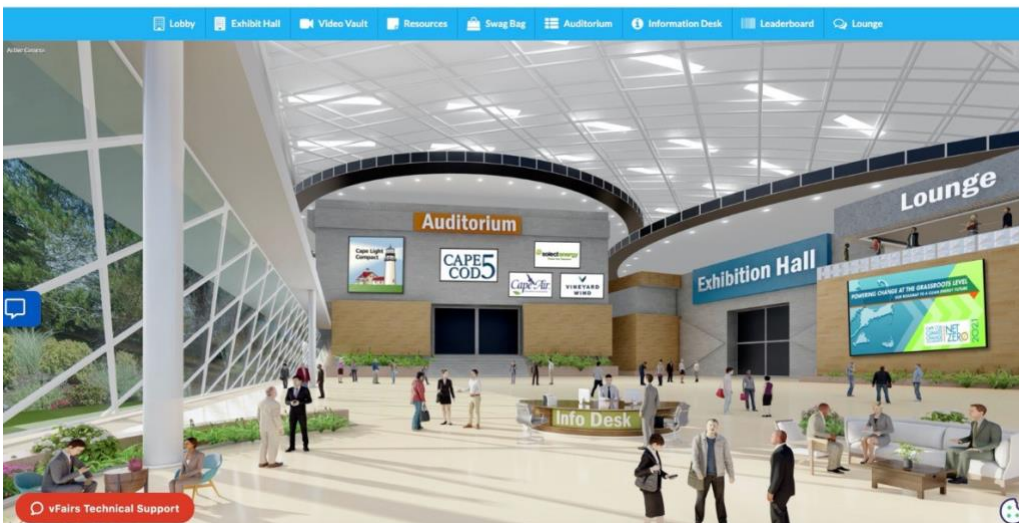
SWAG BAG

Everyone loves a Swag Bag! In our virtual conference, you can collect pamphlets, brochures, coupons, documents, and similar materials as you visit our sponsors' booths! When you click on the **Swag Bag** tab, you can find all the great resources which you have saved for yourself. And you can always email you **Swag Bag** items to yourself!

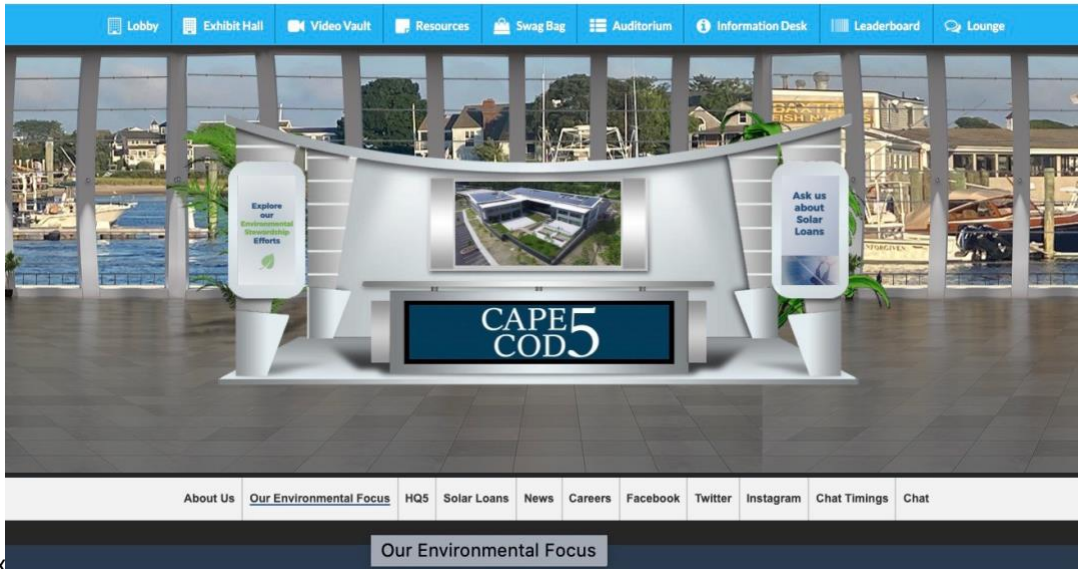


CHAT

You can find the **Chat** tab either on the **home screen** as soon as you log into the event, or by **visiting a booth** as explained above.



By clicking on the **'Chat'** tab, you can interact and chat with different **Booth Reps/exhibitors** as well as other attendees who are online in the event.



Using a chat tab, you can do the following:

- Join different chatrooms
- Initiate private chat with a booth rep/exhibitor (if allowed by the event organizer)
- Initiate private chat with other attendees (if allowed by the event organizer)
- Start an [audio/video call](#) with a booth rep/exhibitor (if allowed by the event organizer)
- Start an [audio/video call](#) with other attendees (if allowed by the event organizer)
- Send a file attachment

[Learn more about chat features.](#)

TECHNICAL SUPPORT

If you face any technical issue during the event, then you can get assistance from vFairs technical support staff by submitting your query in the Technical Support chat room which can be accessed at:

- **Help** or **Info Desk** tab in the **Menu** bar
- **Technical Support** chatroom in the **CHAT**



NZ-21 ENGAGEMENT POINTS, PRIZES AND THE LEADERBOARD

As part of the Net Zero-21 conference, attendees may compete to win prizes by scoring the highest number of points for event participation. You may earn points by visiting the platform areas listed and exploring the event features such as visiting a booth, opening a chat window, attending a webinar session, or any other activity against which points can be scored.

Due to the generosity of our sponsors, we will be awarding prizes to the top 10 point-earners! The scores will be posted on the leaderboard. The top 10 participants will receive Visa Gift Cards ranging in value from \$100 to \$500! Ties in points will be determined by NZ-21 event organizers. The contest begins with the opening of the conference at 8:30 a.m. and ends with the networking session at 4:30 p.m. Contest rules will be explained during the first session (8:30: Welcome and Opening Remarks) and results will be announced in the very last session of the program.

Engagement points will be allocated as follows:

Log In: 50 points

Chat Click: 100 points

Click Booth Banner: 100 points

View Booth Document: 100 points

View Booth Video: 100 points

Watch a Full Session: 250 points

Attend "Social 45": 250 points

Silver Sponsor Booth Visit: 300 points

Gold Sponsor Booth Visit: 600 points

Platinum Sponsor Booth Visit: 1200 points

Diamond Sponsor Booth Visit: 1800 points

Presenting Sponsor Booth Visit: 3000 points

NOTIFICATIONS

While you are experiencing NZ-21, you receive various notifications at different times. These notifications help you view/explore/attend important stuff going on in the event. You may choose to [minimize notifications](#) and keep your screen clutter free.