



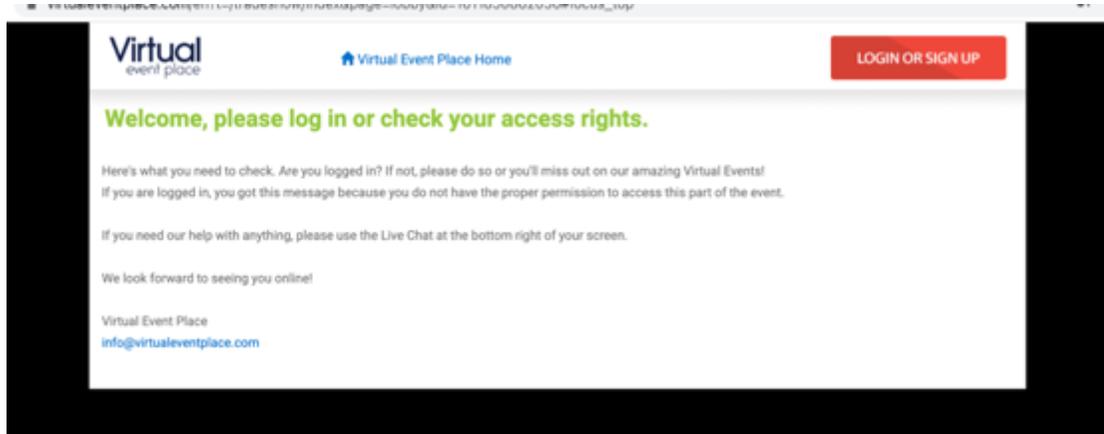
ATTENDEE CHEAT SHEET

**What to expect as an attendee at our
Virtual Conference**

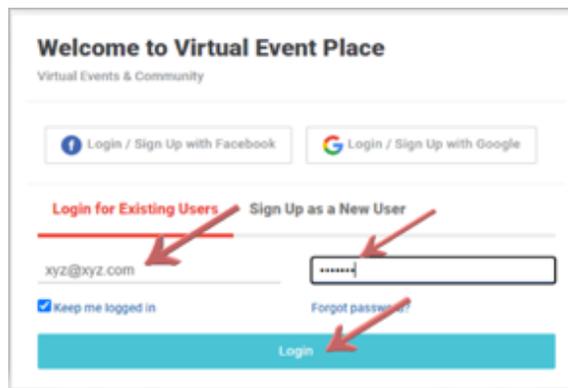
We are excited to have you as part of our virtual conference experience. Below is a list of important items to watch for, steps for the day of the event and our recommended best practices.

Accessing the Event:

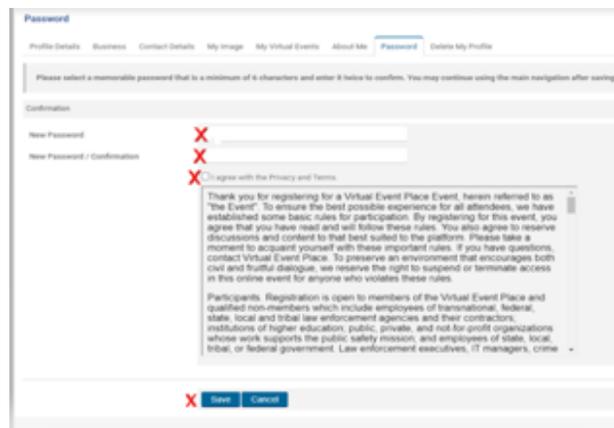
Go to www.virtualeventplace.com/powerlymphatics2021. Once you land on this page, click LOGIN or SIGN UP.



Use the email address you used for your registration, the password **pls2021** and click Login at the bottom. *Tip: Select **keep me logged in**, so it's easier to access the show each day.*



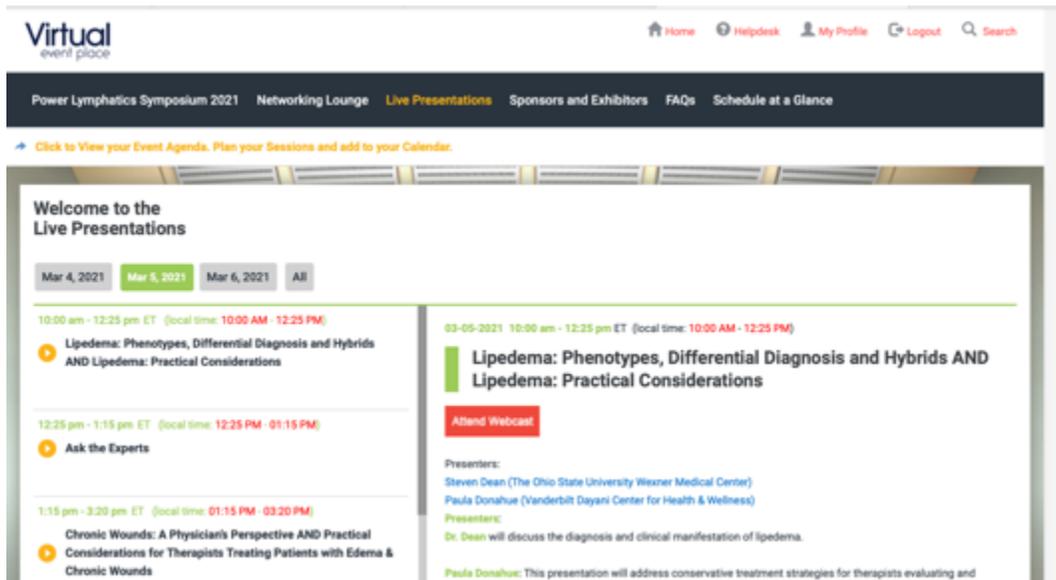
The first time logging in, you will be prompted to change your password, agree to terms and save.



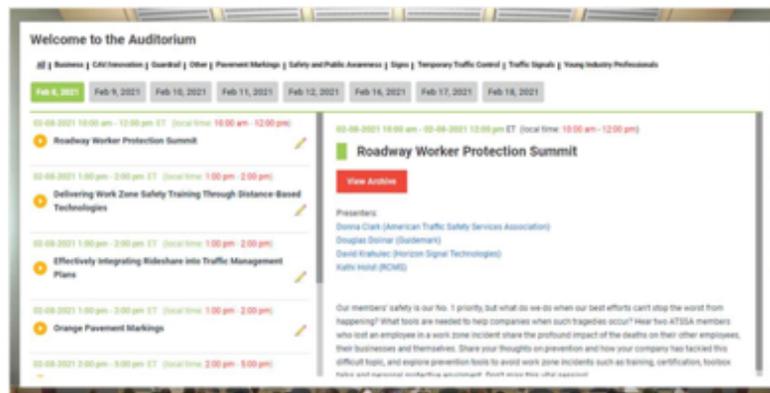
Event Functions & Navigation

After logging in, you will be in the event lobby. From here, you can navigate to the various rooms within the event by clicking the items in the top navigation bar or the banners. All live presentations take place in the auditorium, during the times listed. You will have to manually select the presentation to watch live. Follow these instructions:

1. Click **Live Presentations** from the top navigation bar or banner.
2. Select the current day (Mar. 4, Mar. 5 or Mar. 6).
3. Select the “Presentation Title” that’s getting ready to start on the left.
4. Click on the red **Attend Webcast** button in the right window– If the session has started you will go join the presentation, in progress. If it has not yet started, a zoom message will let you know what time it starts, and you can remain in the Zoom or come back. When the session ends, you will have to select the next session to view (we’ve built breaks in between all presentations, so you won’t miss anything).



After the conference ends, we will archive all presentations. To access those, follow the same instructions above, but instead of an Attend Webcast button you will see a View Archive button.

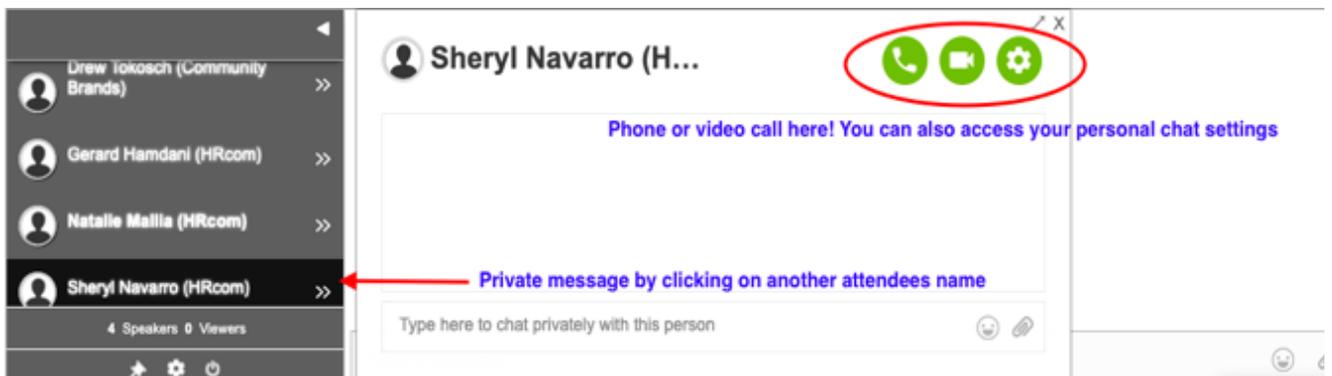


Test your event access and come early on show day.

Everyone hates technical difficulties. Your computer and internet connection are important to attend the show, so let's make sure you're set up correctly before the show starts.

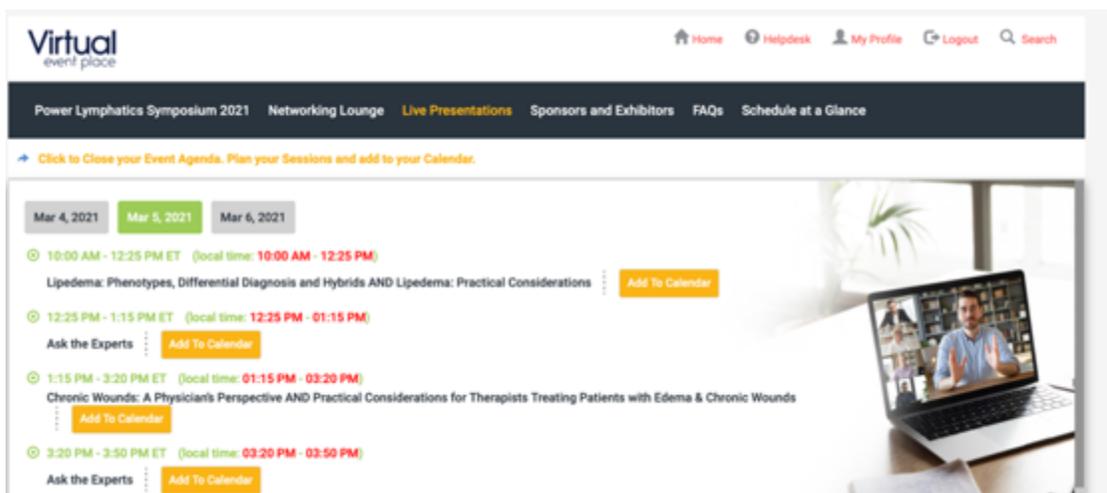
- Download zoom to your computer or device you'll use to watch presentations. We suggest you use Chrome or Firefox for the best user experience, but it will work with Safari. Internet Explorer does **not** work well with Zoom.
- Follow these easy steps (<https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latest-version>) to make sure you have the most updated version of Zoom installed (Zoom updates about every 3 weeks).
- Visit <https://zoom.us/test> to make sure you can get into a Zoom meeting (where sessions will be hosted).
- If possible, use a hardwired internet connection (prevents unstable WIFI issues).

Follow this link (<https://www.youtube.com/watch?v=WhnjR6ZuCWM&feature=youtu.be>) to a guided walk through that will help you familiarize yourself with our virtual platform. The demo sight will help you familiarize yourself with the new rumble chat feature, which you'll use to ask questions and network with other attendees.



Using the Event Agenda

The Event Agenda allows you to view all presentations at POWER. It lives under the black main menu bar and drops down when you click on it. From here, you can add presentations to your calendar.



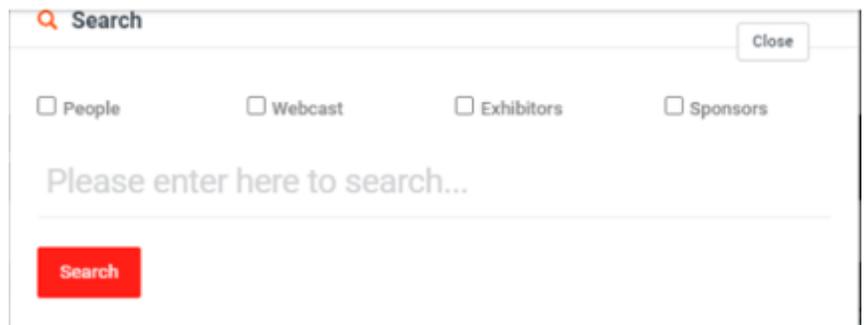
Other Areas within the Platform



Be sure to swing by the Sponsor and Exhibitor **booths** in the **Ask the Experts** Hall where you can engage in conversation using the chat. Don't have time to engage in conversation? Click on Leave a Business card so that Exhibitors may follow up with you.

Visit the **Networking Lounge** to network with fellow attendees via the chat.

You can also navigate around the virtual event by using the **Search** feature located at the top of your screen. Search by presenter, exhibitor or sponsor.



Technical Questions? Can't access a Zoom or having technical issues? The Virtual Event Place has online support managed by real people to help during show hours (or 9 a.m. – 5 p.m. EST during non-show hours). Use the chat icon located at the bottom right-hand corner of the page or "Helpdesk" in the menu on the top of the screen.

