

ICEC2022 Virtual Event Platform Guide

ICEC2022 is a hybrid event with participants taking part both live at the venue and online. To promote interactions between the live and online audiences, we have provided all delegates access to the [virtual conference platform](#).



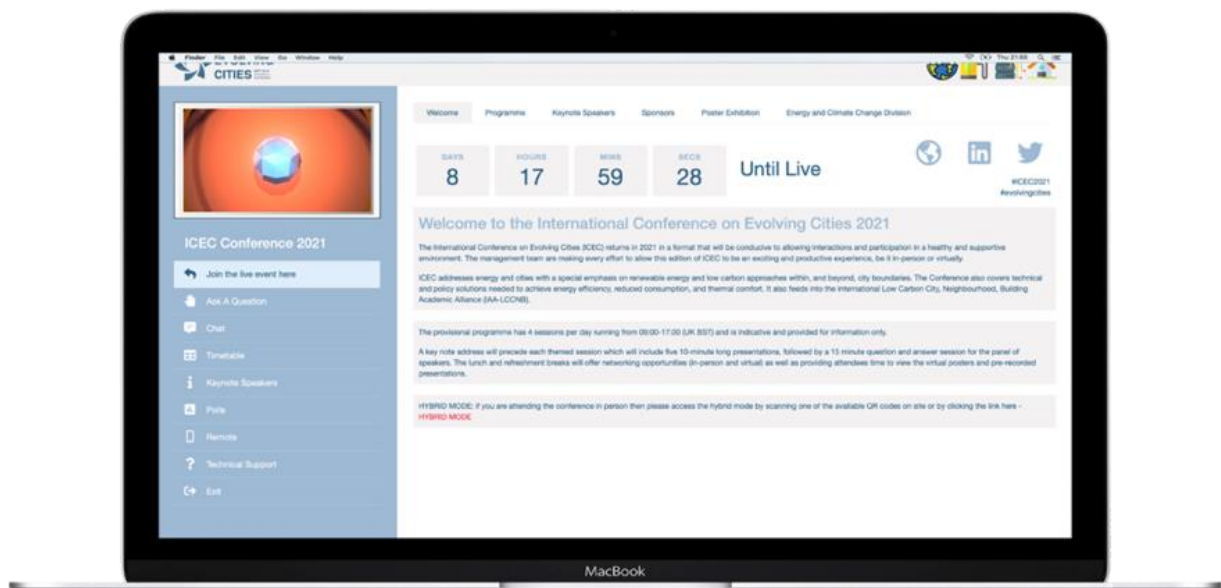
The platform can be accessed using your email address (the same one used to register for the conference). If prompted for a password, use the one issued in the email accompanying this document. Note: you will need to check the box accepting the privacy policy before clicking 'Login'.



There is a simple 'barrier page' between login and the event website which acts as a confirmation that you would like to start viewing the event - just click the small arrow in the circle to continue. The first time you log in you will be prompted to upload a profile picture to help other attendees identify you on the platform.

Once logged in, the event 'Dashboard' will be displayed. The stream from the live event will show in the top left corner whilst viewing the dashboard. To maximise this and view in the large main event window, click 'Join the Event' at the top of the side menu.

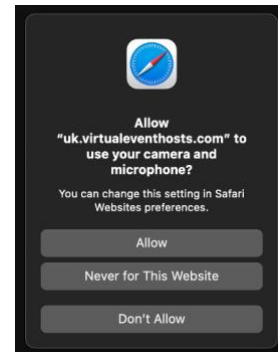
Delegates can use the menu bar to access the interactive features of the event platform such as Q&A, Polling, Chat and Reactions (Emojis), as well as viewing further information such as the programme, poster exhibition and keynote speaker information at the click of a button.



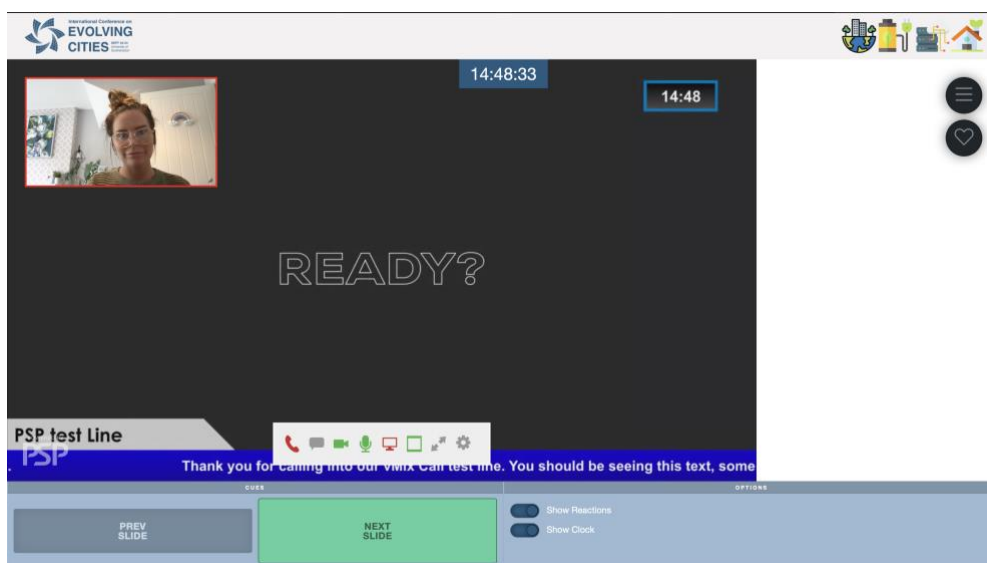
During the event, all delegates are encouraged to use the chat rooms to discuss the presentations from each session. We also encourage the speakers to engage with the chat rooms after their presentation to answer further questions and connect with others. There is a chat room for each of the sessions, plus a room for messages related to the poster exhibition and another for general messages about the conference.

Instructions for speakers

If you are participating as a speaker at the event, you will receive a pop-up message which will ask you to allow the browser access to your camera and microphone. **Please ensure you click 'Allow'**. This action will enable you to join the vMix environment which is embedded within the platform and will connect you to our virtual studio. It will also allow you to communicate with the technical team. After a few moments, you will hear the voice of the event technician to welcome you to the event and cover anything you are unsure of before the session.



Once you have allowed camera and microphone access, you will be able to see your camera view in the top left-hand corner. If this is distracting it can easily be hidden by clicking the green square on the central vMix menu bar.



Within Speaker View (shown above), you will have a virtual clicker if you have any slides as well as access to all the same interactive features as the delegates.

Internet browser and testing your connection

A few days prior to the event, check that you can access vMix as some work laptops or network firewalls and VPNs can block the system. Please ensure you **use a modern browser such as Chrome/Safari/Firefox**. Please note: internet explorer WILL NOT work and Microsoft Edge can sometimes be problematic.

The conference platform provider (PSP) have a test link (<https://vmix.at/2fTKsT>) that is always running, please follow the link above enter your first name and allow camera and microphone when prompted. If everything works you will see a video and hear some audio.