



## **IAFP Virtual Conference 2021**

### **Attendee Instructions**

#### **Login Instructions**

Go to [cms.eventur.com/register/383](https://cms.eventur.com/register/383)

Do NOT click on the SIGN UP button. Instead click "Already registered? Sign-in here!"

**User ID:** The email you used to register for the conference

**Password:** IAFP21

Your registration is inclusive of both days of the conference and all the listed presentations.

When you enter the event site, you will see all the sessions planned for the day.

#### **Viewing the Program**

- 1) Eventur hosts the conference program, presenter information and materials, and the Exhibitor Hall. Eventur also tracks CME for each attendee.
- 2) Zoom is the video conference application used to stream presentations and is not part of the Eventur platform. The conference organizer inserts Zoom links into the Eventur agenda so you can access the presentations, but Zoom is not used to track your attendance.

#### **Entering Sessions and Receiving CME**

- To enter a session click on the "launch" session button for the upcoming session.
- Zoom will open in a new window. We highly recommend keeping the Eventur site window up at all times.
- You will need to enter the check-in and check-out codes given to you by the moderator of each Zoom session into the Eventur site to receive attendance credit.
- Your check-in code must be entered into the Eventur system within 10 minutes of the session start time.

- Your check-out code must be entered into the Eventur system within 10 minutes of the session ending.
- It is strongly suggested that you record the time you check-in and check-out of the session.
- CME is tracked within the Eventur system and certificates will be sent for the CME recorded per your check-in and check-out codes.
- As this is a virtual conference, attendees are responsible for attending in a location with Internet access that can support streaming of a virtual conference.

### **Zoom Etiquette**

- When you enter a session, please make sure your microphone is on mute.
- Please make sure you are identified in Zoom by your first and last name, per your registration in the conference. If you need assistance, please use the chat to privately chat the “Technical Assistant.”
- You may choose to have your camera on or off. Please make sure that if your camera is on, you’re not engaging in any activities that may be distracting to other attendees.
- Please be aware that sometimes WiFi speeds vary depending on location and WiFi speed. Please do not interrupt the session but use the chat to privately chat the “Technical Assistant,” if needed.