

12TH CONGRESS OF THE VASCULAR ACCESS SOCIETY

VIRTUAL CONGRESS

April 6-9, 2021



INSTRUCTIONS FOR PARTICIPANTS the Virtual 12th Congress of the Vascular Access Society

TECHNICAL PRE-REQUISITES

For correct function of the online Congress platform please follow the minimum system requirements:

- Microsoft Windows or Mac OS or Linux based device
- Latest Chrome or Microsoft Edge internet browsers (*other browsers are not fully supported*)
- Noise cancelling headphones with microphone to reduce background noise
- Stable Internet connection (minimum 10/10Mbps)

LOGIN

To attend the virtual congress, please visit the LIVE part of the congress's website (<https://vas2021.gcon.me/page/home>) and click the **User Login** link in the top right corner of the page.

🕒 15:59:58 CET

👤 User login

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The site will request your login credentials (*email address and password*)

- On your first login attempt the site will ask you to provide your email address (*your email address is provided to us by the person who registered your company for the event*), your password will be automatically sent to this address (*it is coming from the e-mail address info@qcon.cz*).

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LIVE STREAM AND Q&A

To attend the running sessions, you can find the actual LIVE sessions under the **Live Stream** button. Here you can find your desired section/hall and the list of sessions will be presented to you. Please click on the Room to enter the stream.

Under **Live Stream** there are two Virtual Rooms available according to the program:

- Once you click on the room, you enter live stream Congress.
- For having open program next to the live streaming, we suggest to open program on another tab of the web browser.

The screenshot shows the website's navigation bar with 'Live stream' highlighted in a red circle. Below it is a 'List of streams and exhibitors' section with four exhibitor cards: 'Virtual Hall' (status: Hall is not currently running), 'Medtronic' (tagline: Further, Together), 'Laminate Medical Technologies', and 'W.L. Gore' (tagline: Creative Technologies Worldwide).

! While attending the live stream of the Congress participants have the option to raise their questions in 2 ways **!**

The screenshot shows a live stream session titled 'How to prevent postoperative behavioral complications in children'. The speaker is Dr. Nada Sabourdin from Hôpital Trousseau, Paris, France. The interface includes a 'Back to Hall list' button, a 'Questions' button (circled in green), and a 'Discussions' button (circled in blue). Logos for 'DMU DREAM GRC 29', 'Sorbonne Université', and 'Hôpitaux Universitaires Est Parisien Trousseau La Roche-Guyon' are visible.

Questions: Serves as chat for the currently running presentation. It is closed when the presentation ends and cleared before start of next presentation.

Discussion: Is open for the whole room and available through-out the full duration of the event for continuous discussion.

! During the presentation, the questions are reviewed by the chair and **will be read** by him/her after the presentation ends.

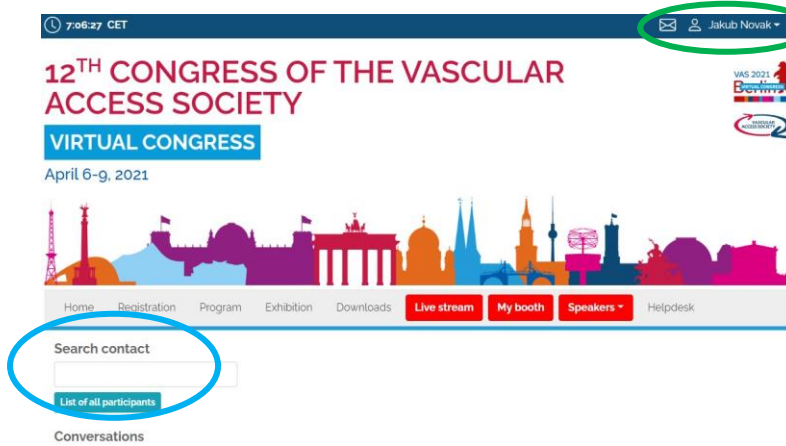
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NETWORKING

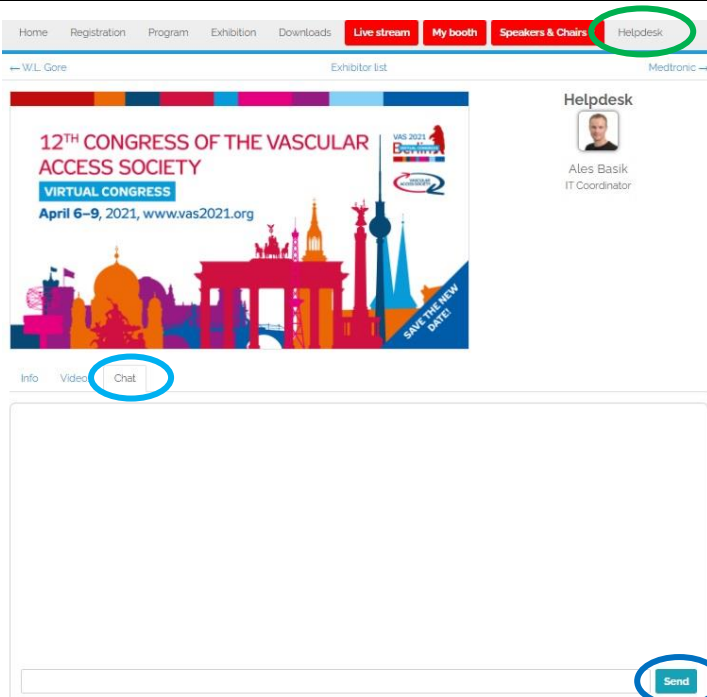


The networking feature enables you to connect with any participant of the Congress through our secure platform, the same way as it allows everyone to connect with you. It is up to the contacted persons to decide if they want to network with you. No contact detail or personal information is shared between the two sides and the communication is managed only through the virtual platform. Networking is entered by clicking the **letter icon**  next to your profile.

Contacting someone

- In the networking page, please **enter the name** or better select your desired contact from the list and compose your message to them.
- Reply to message/ongoing networking

HELPDESK



In case you face technical difficulties and need support from our technical team, please contact us through the **Helpdesk** menu. Here you can find links to download system manuals or use the **Chat** option to communicate directly with our support personnel.

Type your message to the chat box and click **send**, this will add your chat in to our support queue and one of our agents will reply to you as soon as possible.

- You can leave the chat and return to it at any time, it will stay saved for you.
- You can have the chat open in separate browser window while still watching the live stream or visiting other part of the online event.
- The Helpdesk operating hours will be posted soon

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HOT LINES

- In case of urgent matter, you can also contact our agent **from April 6 – 9** on
HOT LINE: +420 720 967 148

- Tuesday, April 6 14:30 – 22:00 (02:30 – 10:00 PM CEST)
- Wednesday, April 7 15:00 – 22:00 (03:00 – 10:00 PM CEST)
- Thursday, April 8 12:30 – 22:00 (12:30 – 10:00 PM CEST)
- Friday, April 9 15:00 – 22:00 (03:00 – 10:00 PM CEST)

Please note we are happy to help you however we would like to kindly ask you to try to use these numbers only in case of urgent and unexpected matters