## Welcome to the ASENT2022 ANNUAL Meeting

#### Wizard Expo User Guidelines

#### **CREATING/MODIFYING YOUR PROFILE:**

- If you have registered for the conference, you have received a link to set-up your profile and to activate your account. If you already participated in last year's conference, your profile still exists on the platform so you might just want to do an update (if necessary).
- You can modify your profile anytime by clicking on your profile in the right upper corner and add additional information. Add e.g., your headshot to the profile so other participants will be able to see who you are.



• Please note: You can't log into the platform from two devices, using the same user-name.

#### TIME ZONE:

#### The conference is taking place at US Eastern Standard time.

During your check-in process, you can ask to update the system to show your local time by changing your preferred time zone. Please note that the timings in blue on the left column of the agenda are dynamic and will show the time zone you defined in your preferences based on a 24-hour clock.

If you would like to follow the agenda in US EST time, please follow the agenda's timings in the text on the right-hand side (see below).



#### MAIN MENU:

The main menu is displayed as a navigation pane on top of the page as well as icons on the HOME page. Either one will take you to the different submenus.

- ABOUT Gives a short introduction to the ASENT2022 Annual Meeting
- **AGENDA** Here you find the program with room allocations. The zoom link for the "Live" Poster Discussion will be added here as well. For this session, participant will leave the platform and open a separate window through the zoom app.

If there is a live session - you'll see a red button – "live now". If the session is in the future, you'll have an "add to calendar" button, where you can insert the relevant sessions into your own calendar and receive notifications.

- **SPEAKERS** Open this menu to see headshots and bios of the main speakers and chairs participating in the event.
- **SPONSORS** See the main sponsor for this year's ASENT2022 Annual meeting. Follow the link for the sponsor to see additional information about the company and its products.
- **ASENT LEADERSHIP** See here headshots and bios for the ASENT Executive Board Members and the 2022 Program Committee.

- BROADCAST Watch what's broadcasted at the event (live/pre-recorded). Visiting parallel halls during broadcast:
   If you would like to move between different sessions, please make sure that you close the window of the hall you visited before opening the window to the new hall to avoid any interference.
- E-POSTERS Shows all the poster submissions of this year's conference, both for poster only as well as posters of our pipeline presenters. We encourage you to visit the poster presentations any time before, during and after the event. See the posters that will be discussed "Live" in our Poster Discussion session on Monday, February 28<sup>th</sup>, 2022.

Here you can leave a comment or a question for the presenter.

• **PARTICIPANT NETWORKING** – Shows the list of all the event participants. You can filter the list and look for specific people by participant type, interests, company, country, joining time and so on. You can also see who is new to the list and who's online.

#### CONTACT DETAILS:

The contact details for the Conference Secretariat are listed at the bottom of the HOME PAGE. Please feel free to contact us if you have any questions prior or during the conference.

#### HOW TO SET UP A MEETING WITH ANOTHER PARTICIPANT?

• Once you click on a person's profile, you can see his/her respective profile details and you can send him/her a request to chat or meet.

in	Ms. Caroline Foote Director of Operations, ASENT Other Haddonfield, New Jersey, United States http://www.asent.org	
Preferred La • English Interests • Other	nguages	
Let's Chat You can seria card	oline a chat request.	You do not have a scheduled meeting with Caroline during this event.

Please note **the only option to communicate between participants is via the chat or meeting options on the platform**. The system will not show you another participant's email or phone number.

- Once you send someone an invitation to meet, there will be three choices to respond:
- Accept the offered date and time
- Decline the invitation for meeting
- **Reschedule** choose a different date and time for the meeting. The system will only show you the time-slots available to you (meaning, if you already have a meeting with someone else, you won't see that time slot as an option for a meeting with another person).
- A request to re-schedule is basically a new meeting request. Once a rescheduling request is sent the original meeting will be canceled and the new meeting will appear in the system as a pending meeting waiting for approval.
- For each meeting request you'll get an email with meeting details. One day before the event itself, you'll get an email with all of your scheduled meetings for the event. Also, an hour before the meeting begins, you'll get a reminder, and 10 minutes before as well.
- If after three days no response was received, the invitation for meeting will be deleted, and the said time-slot will be available for other meetings.
- If the invitation for meeting was accepted, you'll see the "start" button for that meeting appear 30 minutes before the meeting begins on the "My Meetings" page.

• Once you have clicked on "start", the meeting will open on the same window



- Please note, meetings are scheduled between two people only.
   If you wish to invite someone else to a meeting, you can share the meeting link using the "invite people" button once you start the meeting.
- In order to see your meeting schedule, click on "community" in the top menu→ My meetings:
- <u>My scheduled meetings</u>- Meetings that have been approved between the two parties and will take place as planned.
- <u>Waiting for approval</u>- meeting requests you sent and didn't get a reply yet/ meetings request you got and didn't reply yet.
- <u>Timeline</u>- Shows you the event agenda+ your meetings (in case you want to reschedule the meeting so you can watch a webinar, etc.)

### HOW TO CHAT?

Home About Program Speakers	Spansors HLS Exhibit CYBER Exhibit Mail	n Stage Community - 🧐 🗋 🌘
My Scheduled Meetings All times are set in the event's local time ( to Exploring the formation of the format	All Clear.	ODDs         Timeline           C 1108 12.08 13.08 14.08 15.08 16.08 17.08           1400 DemoSesson           1400 DemoSesson           1500 15.00
4		1600 1600 1700 1730 1880

- Same as a request for meeting, you need to request a chat with each participant. Once you do so, the person gets an email notifying him/her about your request. The person can either accept or decline your request.
- If after 6 hours no response was received, the system will send another email reminding the other party about the chat request.

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This is an example on how the chat works:

We hope you will make much use of the Participant Networking function throughout the conference.

# We wish you an interesting 4 days of ASENT2022.

If you have any questions, please do not hesitate to contact the Conference Secretariat at <u>asent@target-conferences.com</u>.