

'How To' Guide for Delegates

Welcome to the delegate guide for the event on the virtual platform

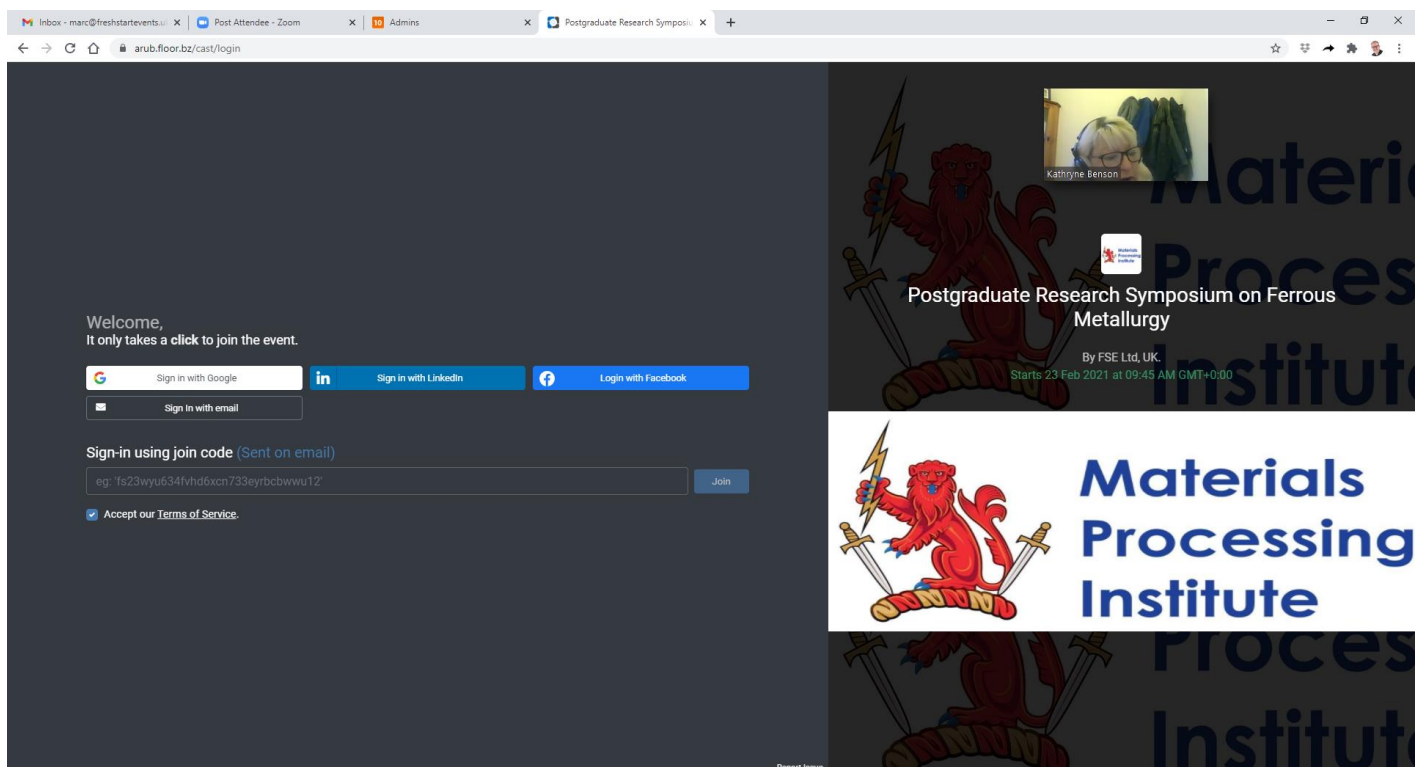
This guide will step you through the process of joining the FLOOR platform and the functions available to you once you have joined.

Joining the FLOOR Platform

Join the Live event by clicking on this webcast link sent to you

This will then direct you to a web page, like the one below

Ideally please use **Chrome** or **Safari**. Other browsers have security issues with the FLOOR platform and often don't work correctly



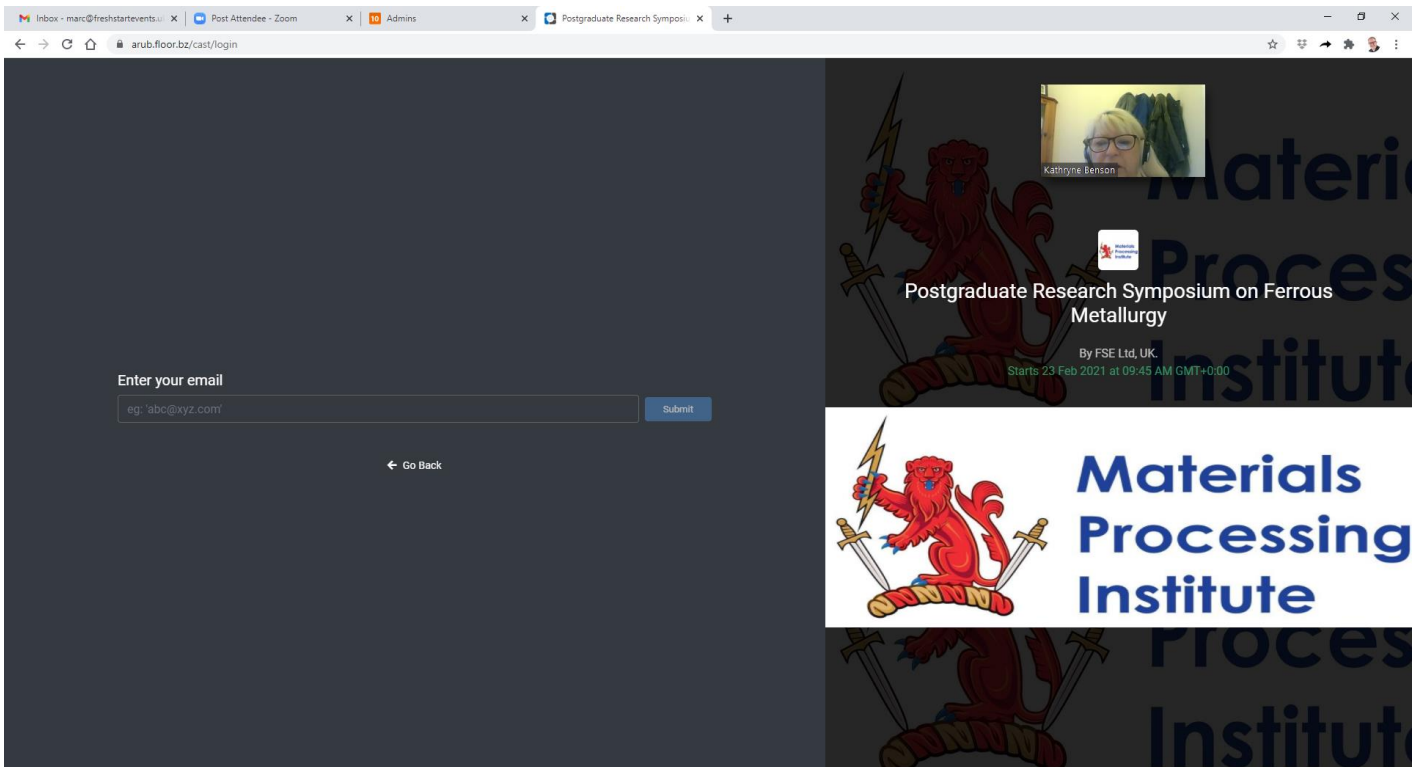
The screenshot shows a web browser window with two main panels. The left panel is a registration form titled 'Welcome, It only takes a click to join the event.' It features four sign-in options: 'Sign in with Google', 'Sign in with LinkedIn', 'Login with Facebook', and 'Sign in with email'. Below these is a section for 'Sign-in using join code (Sent on email)' with a text input field containing 'eg: 1s23wyyu634fvhd6xcn733eyrbcbwuw12' and a 'Join' button. A checkbox for 'Accept our Terms of Service' is checked. The right panel shows a Zoom meeting interface with a video feed of a woman named 'Kathryne Benson' and a background banner for the 'Postgraduate Research Symposium on Ferrous Metallurgy' by FSE Ltd, UK, starting on 23 Feb 2021 at 09:45 AM GMT+0:00. The banner also features the Materials Processing Institute logo.

The form asks you to register in one of four ways,

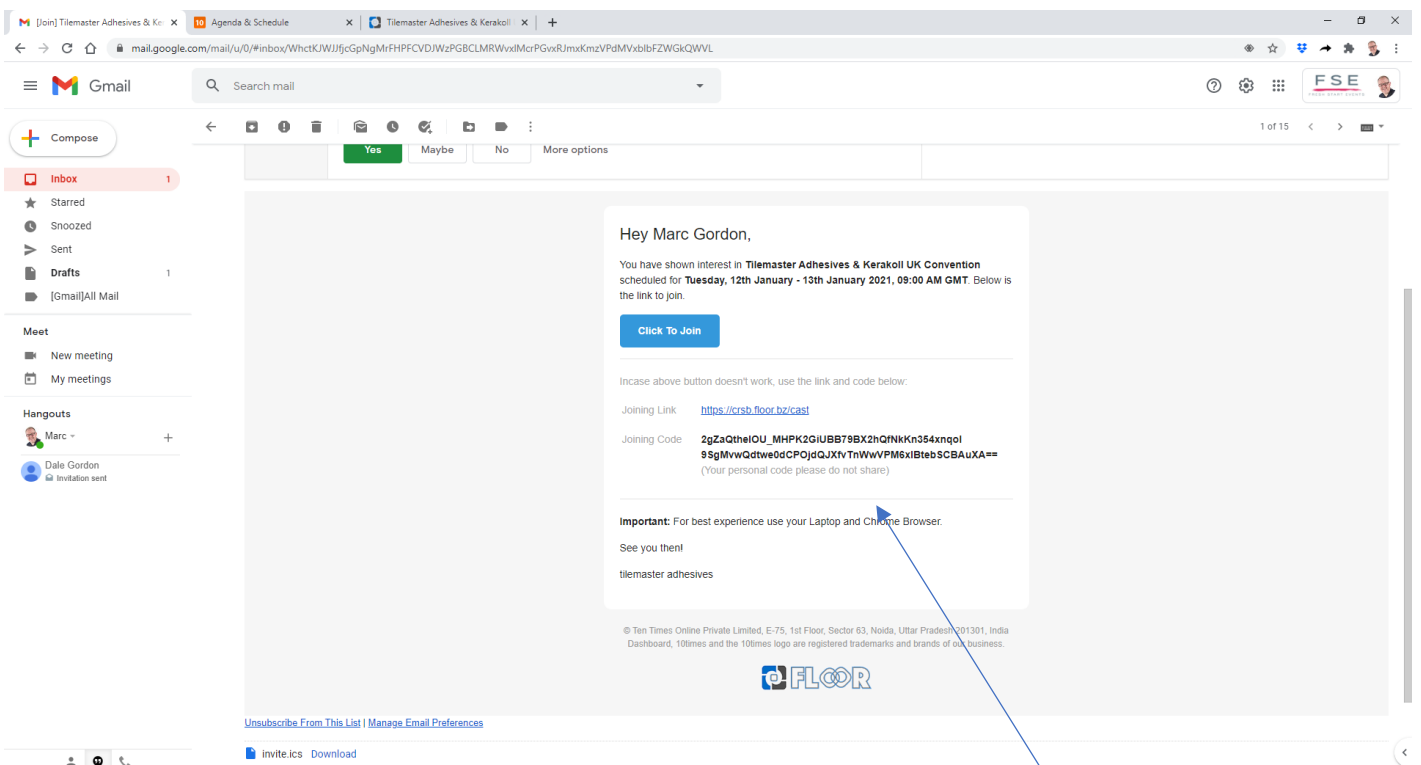
1. Google
2. Facebook
3. LinkedIn
4. eMail

Please note, if you choose Google, Facebook or LinkedIn the form will try to extract your information directly from your profile on that platform.

Selecting email as the registration type will then ask for your email address, once supplied it will then send you an email and a invite code



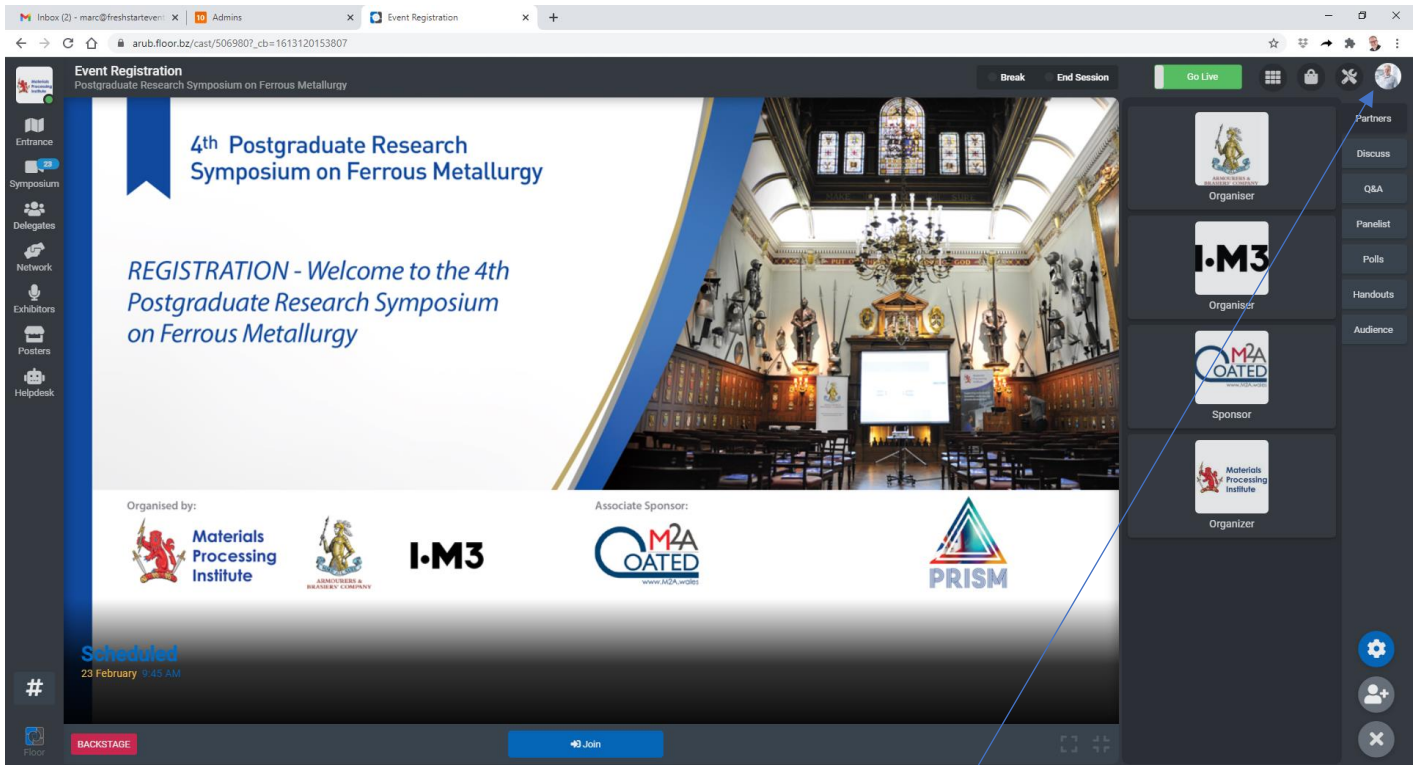
Return to your inbox and search for an email like this from 10Times –



In the email you have received there is a long joining code, copy that code and return back to the platform login screen where you clicked on join with email, post that code in the box that says *sign in using join code*
It will then prompt you for additional information,

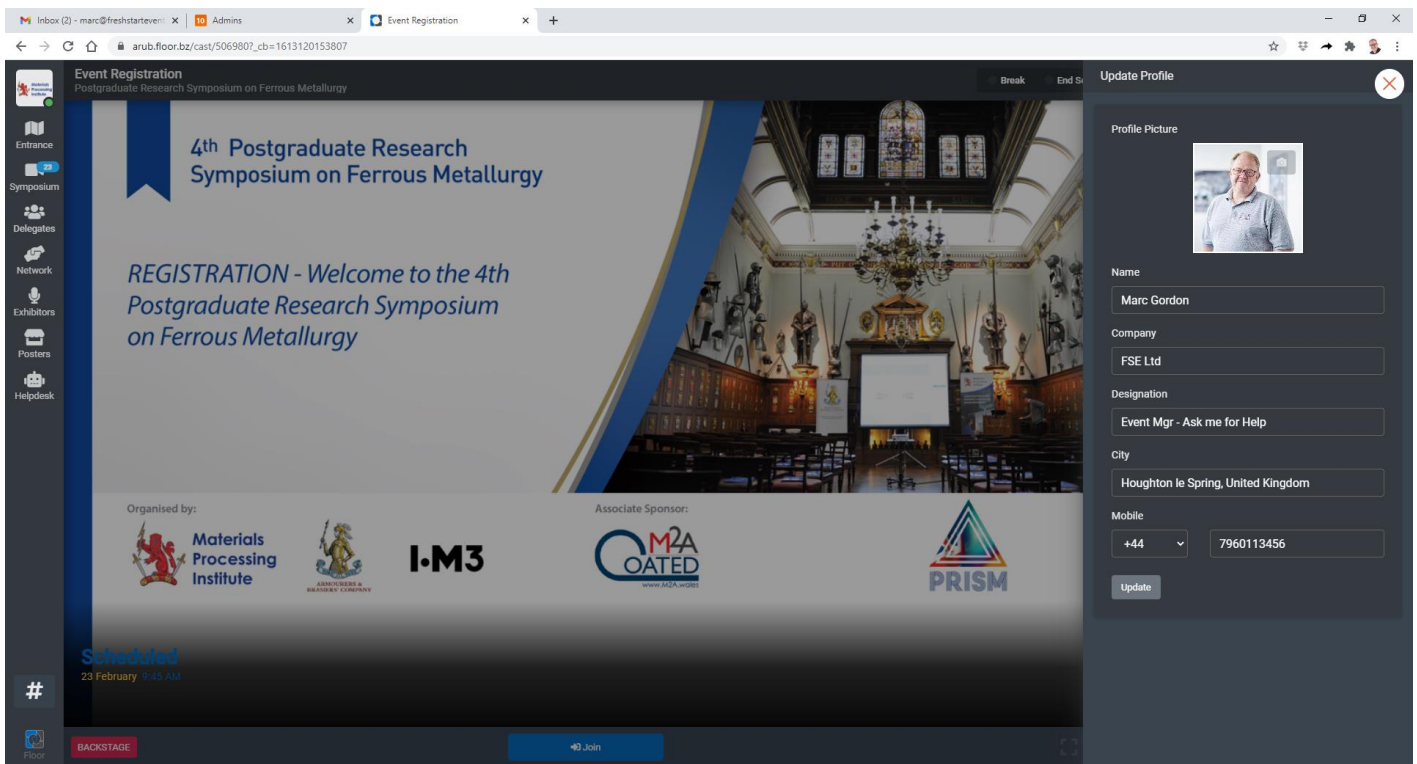
- Your name
- Your organisation or company
- Your designation (job role)
- City
- Country
- Phone number (plus country code)

Once you have completed registration, the event FLOOR platform will open and you will arrive in the section called registration.

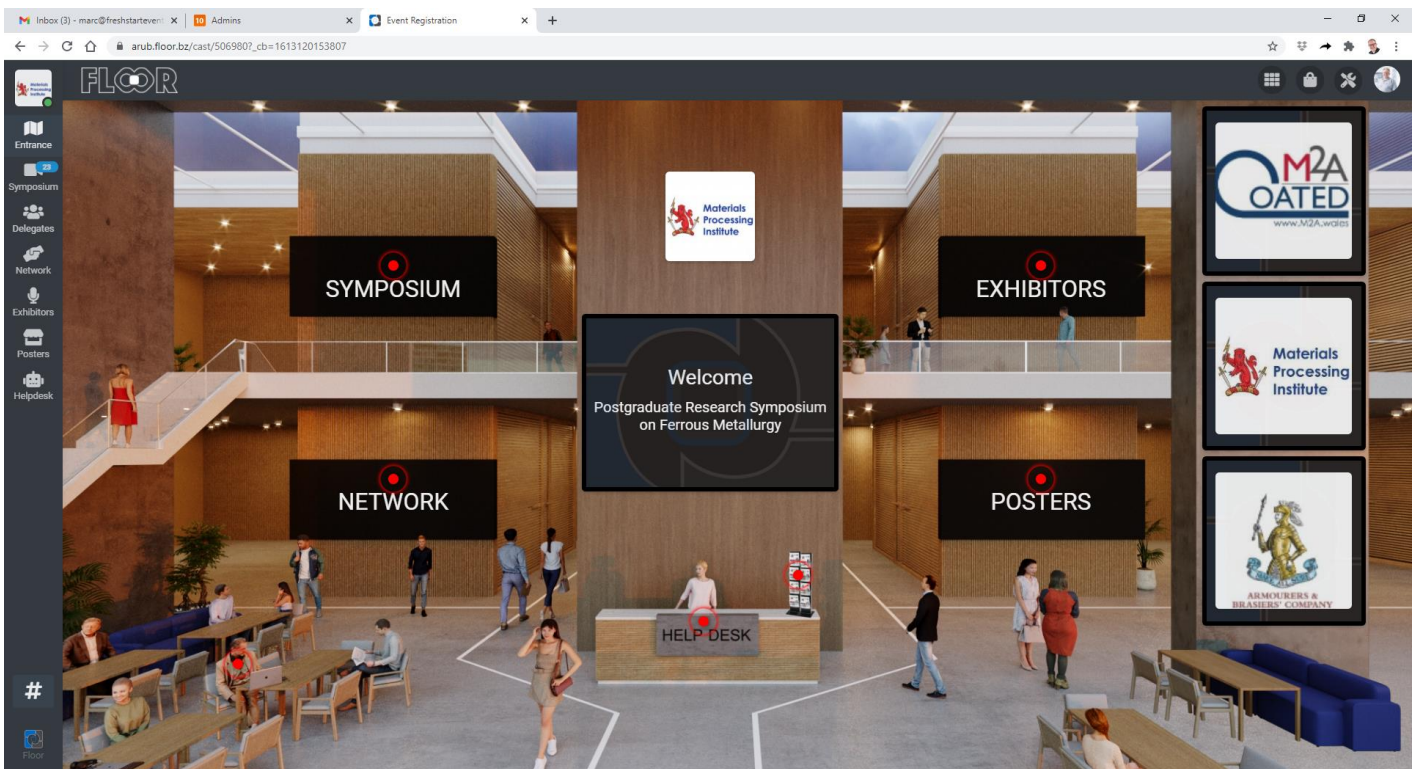


You can check (and edit) your profile by clicking your image at the top right of the screen.

In the Update profile option you can amend all of your info including image so others can connect with you



Once your profile is updated click on the Floor/Entrance icon in the top left corner, this will open a 3D image of the event layout



Areas on the FLOOR Platform

- **Symposium**
This lists the agenda of the seminars and presentations at the event, click to enter each session ready for it to commence at the given start time.
- **Delegates/Network/People**
See who else is attending the event and click on their profile, start a chat/interaction with them. Arrange to catch up in the Lounge/Network area
- **Lounge/Network**
You will find several tables, each accommodating up to four people available for 'virtual' meetings. Ask another delegate to meet you at a table or join in with an existing conversation
- **Exhibitor and Partner Booths**
Drop in and visit the partners at the event and enter their booths for their info and to meet up with them.
- **Posters**
You will find 17 student poster presentations in this area, drop in and view each one and chat with each of the students that created them.
- **Support/Helpdesk**
This is where you will find details of the event hosts and can reach out if you have any queries or issues

So what can a delegate do once at the event?

Attending seminars in the symposium

Once you have clicked to join a session, you end up in the audience ready for that presenter to go live with their presentation. Once they start you can interact with them via the Discuss and Q & A tabs to ask questions, offer feedback or chat with other users at the same session as you.

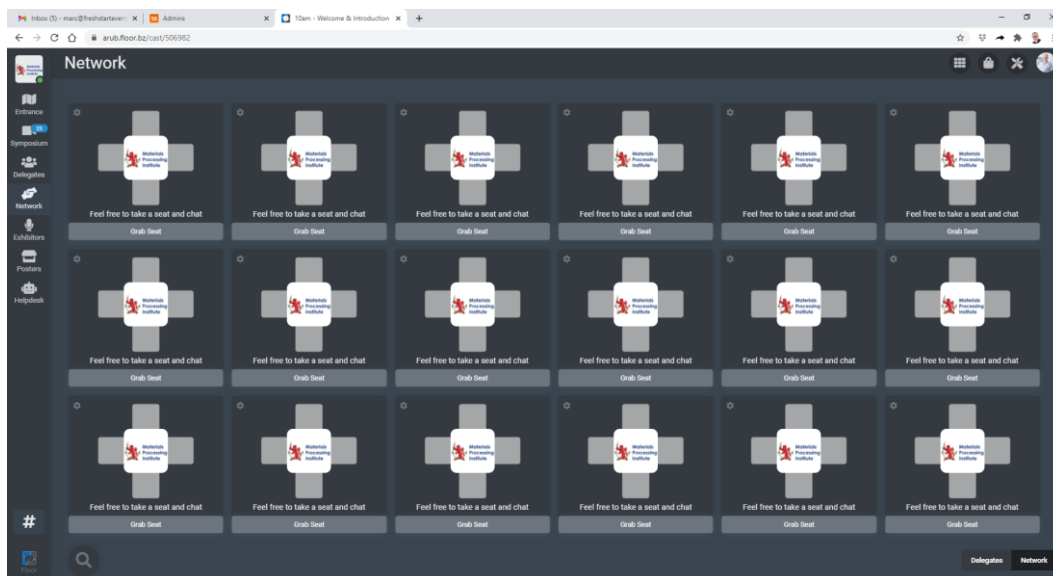


In the example above you can click the tabs on the right - Discuss/Q & A/Handouts/Audience

The audience tab allows you to see who else is live in the session with you and connect and swap chat messages

Drop your business card in the discuss panel to swap details with other users

Meet and Interact at tables in the Network/Lounge

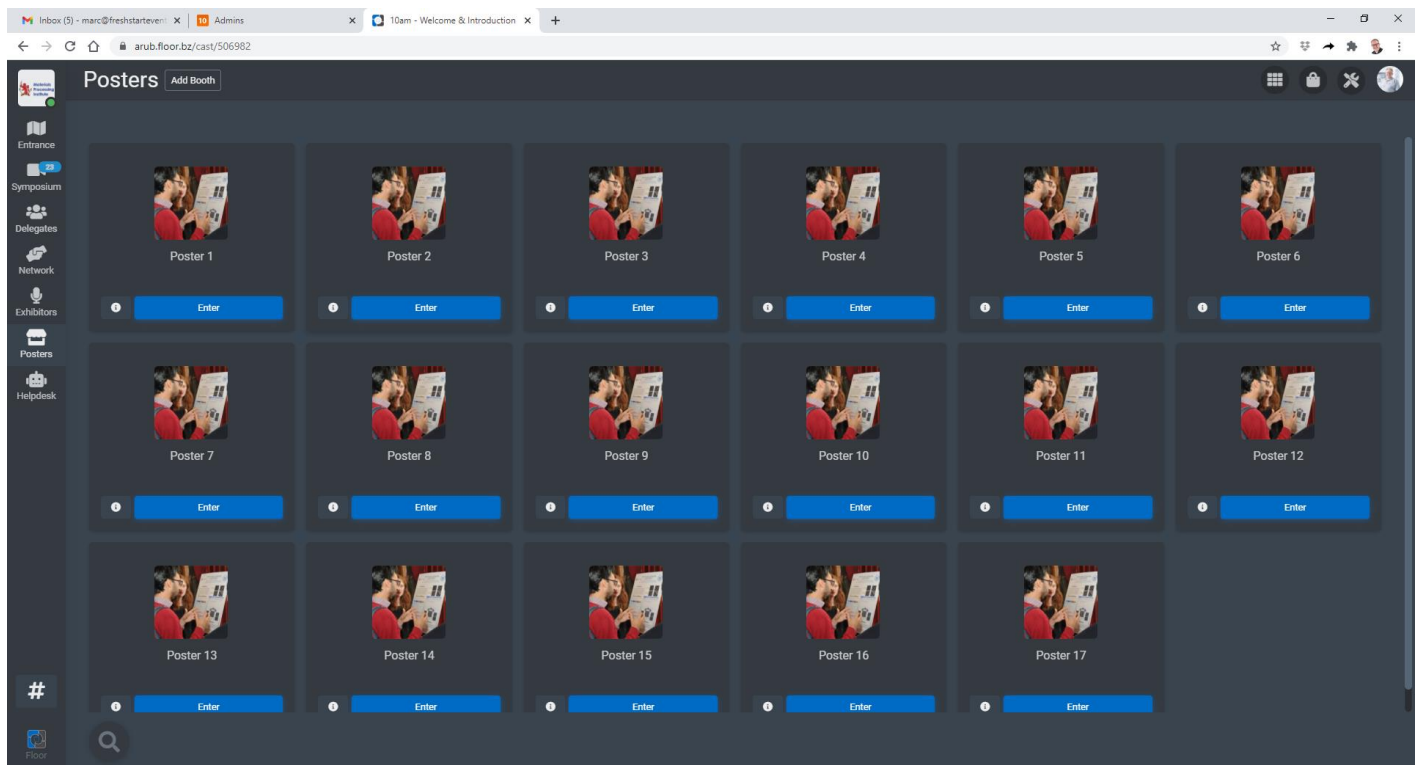


Select a table and grab a seat and be joined by 3 other people. Whilst at a table you can share your screen, Swap details via the guestbook and make the table private if you need confidentiality.

Enter the Poster area

You can drop in and visit every poster booth

- 1 – Click to enter each booth individually
- 2 – Once in there click on the Poster handouts to view their poster
- 3 – Join the poster creator in their meeting room to chat with them



Once in the booth you automatically end up in the waiting area and the booth host is notified you are there.

Once they have invited you in to join them your camera and mic will go live and you can interact with the exhibitor.

Meet other delegates at the event

Feel free to reach out to other delegates that are live on the platform and interact with them. Arrange to meet them at tables in the lounge or in exhibitors booths.

Keep an eye out for chats and reply messages they will appear on the left side of your screen against the attendee icon.

