



MEMTAB2020 online platform Guidebook for participants



1. General guidelines

➤ Test your computer: <https://live.eventinsight.io/check.html>

➤ Tips & tricks:



Log in via a **desktop or laptop**. Do not use a smartphone or tablet.



Use **Google Chrome**. The latest version can be downloaded [here](#).



Make sure you have a good network connection. Preferably an **internet connection via cable**, especially if you are a presenter (keynote/invited/oral).



Watch out with using a VPN or company network, since this might block the live streams or slow down your internet connection. You can check your internet speed at <https://fast.com/>.



It is possible that a **firewall** is blocking your access. Please check if this is the case and turn off the firewall, allow the platform on your computer, or contact your local IT administrator.

2. Check-in and get going

- Enter your **personal login details** (received via email)



Problems with logging in to the platform? See the checklist on the previous slide or **contact us at** support@eventronics.eu

- Accept **privacy settings**
- **Take a tour:** get an introduction through the platform
- **Complete your profile:** add your profile photo and contact information

DECEMBER 10-11, 2020
MEMTAB2020

8-11 Dec 2020 WE ARE LIVE!

LOGIN HERE AND CHECK-IN

EMAIL

PASSWORD

Since you just clicked the magic link in your mail we already completed the login details for you!

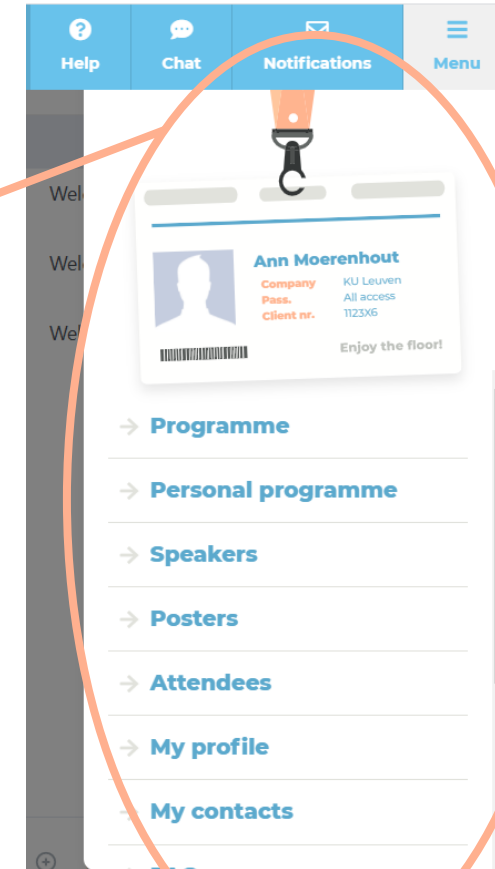
(SEE YOUR REGISTRATION EMAIL) **SUBMIT**

Ready in 3,2,1..

3. Access the online platform

Easy access to everything you need via:

- The lobby tiles
- The drop-down menu



4. Create your own personal programme



Click on the tile 'programme'

➤ To find an overview of all sessions

➤ You can **add/remove sessions to your personal programme** by clicking on them in the programme overview.

➤ If you add them to your programme, they will appear in the **timetable** at the bottom of the lobby screen. You will also receive a **notification** when one of your sessions starts.

➤ You can consult your personal programme by clicking on '**menu**' in the navigation menu at the top of the lobby screen.

Tue 8 Dec Wed 9 Dec Thu 10 Dec Fri 11 Dec

13:30 13:45 14:00 14:15 14:30 14:45 15:00 15:15 15:30

Poster

Room 1

Poster viewing
Participants can watch the posters all day.
14:00 - 23:59

Keynote David Kent and linked contributed talks
Opening by the Conference Chairs.
Keynote David Kent, followed by two oral pre
- David Kent - Using Group Data for Individual
14:00 - 15:35

+ ADD TO PERSONAL PROGRAMME

SESSION

Keynote David Kent and linked contributed talks

Speakers: David Kent, Ewout Steyerberg, David van Klaveren, Richard Riley, Janet Bouttell, Ben Van Calster, Ann Van den Bruel, Jan Verbakel

DECEMBER 10-11, 2020
MEMTAB2020

MEMTAB2020 Symposium

Welcome to the virtual MEMTAB2020 symposium!

The live event will start on Thursday 10th of December at 2:00 pm.

In the meantime: feel free to take a look at the poster presentations or get in touch with your colleagues.

fwo KU LEUVEN EPI-Centre

LEAVE EVENT ATTENDEES POSTERS

Ann Moerenhout
Company: [redacted]
Phone: [redacted]
Guest ID: [redacted]
All access: [redacted]
Enjoy the Event!

→ Programme
→ Personal programme
→ Speakers
→ Posters
→ Attendees
→ My profile
→ My contacts

DECEMBER 10-11, 2020
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No live session | LIVE NOW | Keynote David Kent and linked contributed talks 10 Dec 14:00 | UP NEXT | Contributed session on diagnostic tests (day 1) 15:45 | LATER TO DEC | Brussels 10:27:19

5. Networking



Click on the tile 'speakers'

- To find an overview of the keynote/ invited speakers and oral presenters



Click on the tile 'attendees'

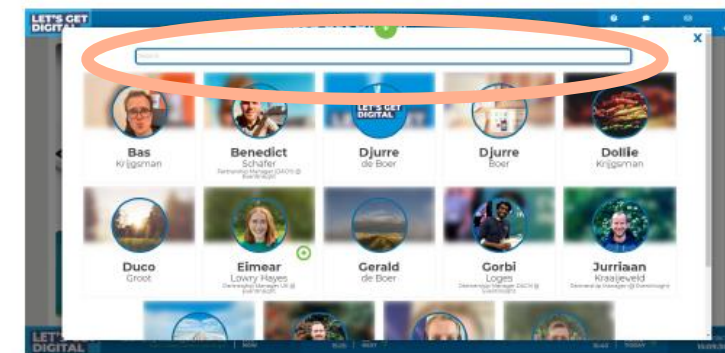
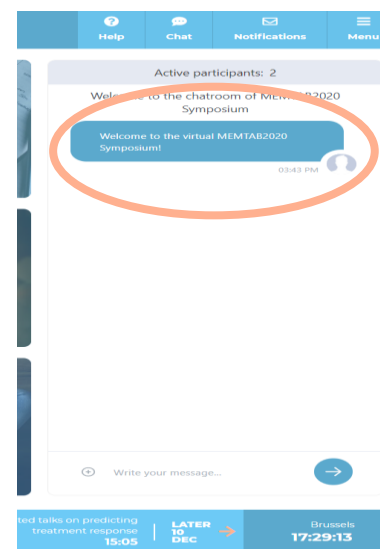
- To find other participants

➤ Find other people at the event?

- Click on the tile 'Speakers' or 'Attendees'. You can filter according to who you are searching for.
- Or click on a person's name above their message, if they have posted a message in the lobby chat box.

➤ How can you network at the event?

- 1-on-1 messages: start chat
- Instant video chat
- Make a connection



Ann Moerenhout



Ann Moerenhout

Start chat

6. Check out the poster presentations



Click on the tile 'posters'

➤ To find an overview of all posters

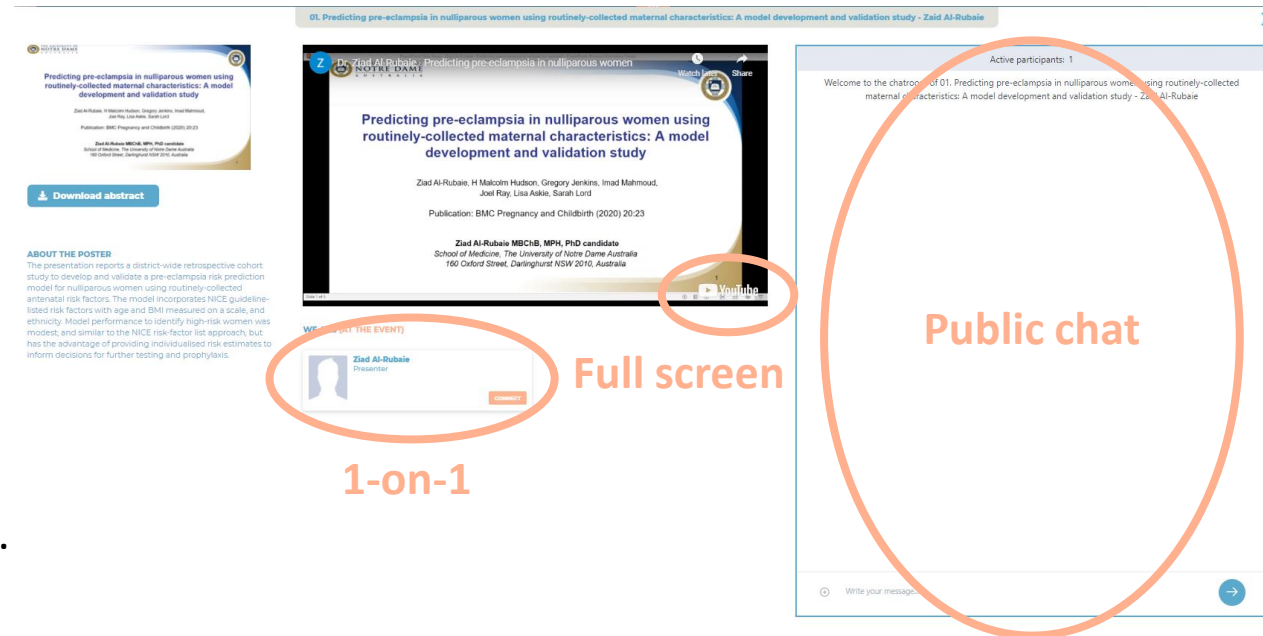
➤ **Find posters:** search and filter the list to find the posters that are of interest for you. An overview of all posters with their abstract is also available on the [conference website](#).

➤ **Video in full screen:** click on the YouTube logo

➤ **Interact and ask?** Chat via the chat box (public) & ask questions to the presenters.

➤ **Want to chat 1-on-1?** Click on the presenter's profile.

Posters will not be presented during the live event, but they are available for viewing as short video presentations. **From Tuesday December 8, 2020 until Sunday December 13, 2020** it will be possible to ask your questions to the presenters via the chat box. After that date, the chat box will no longer be available, but you can send a question if the email address is given by the poster presenters on their slides.



7. Follow the live sessions on Dec 10th and Dec 11th




Click on the tile 'programme'

➤ To find an overview of all sessions

➤ **To join a live session:** click on the session of your choice and click on 'enter room'.

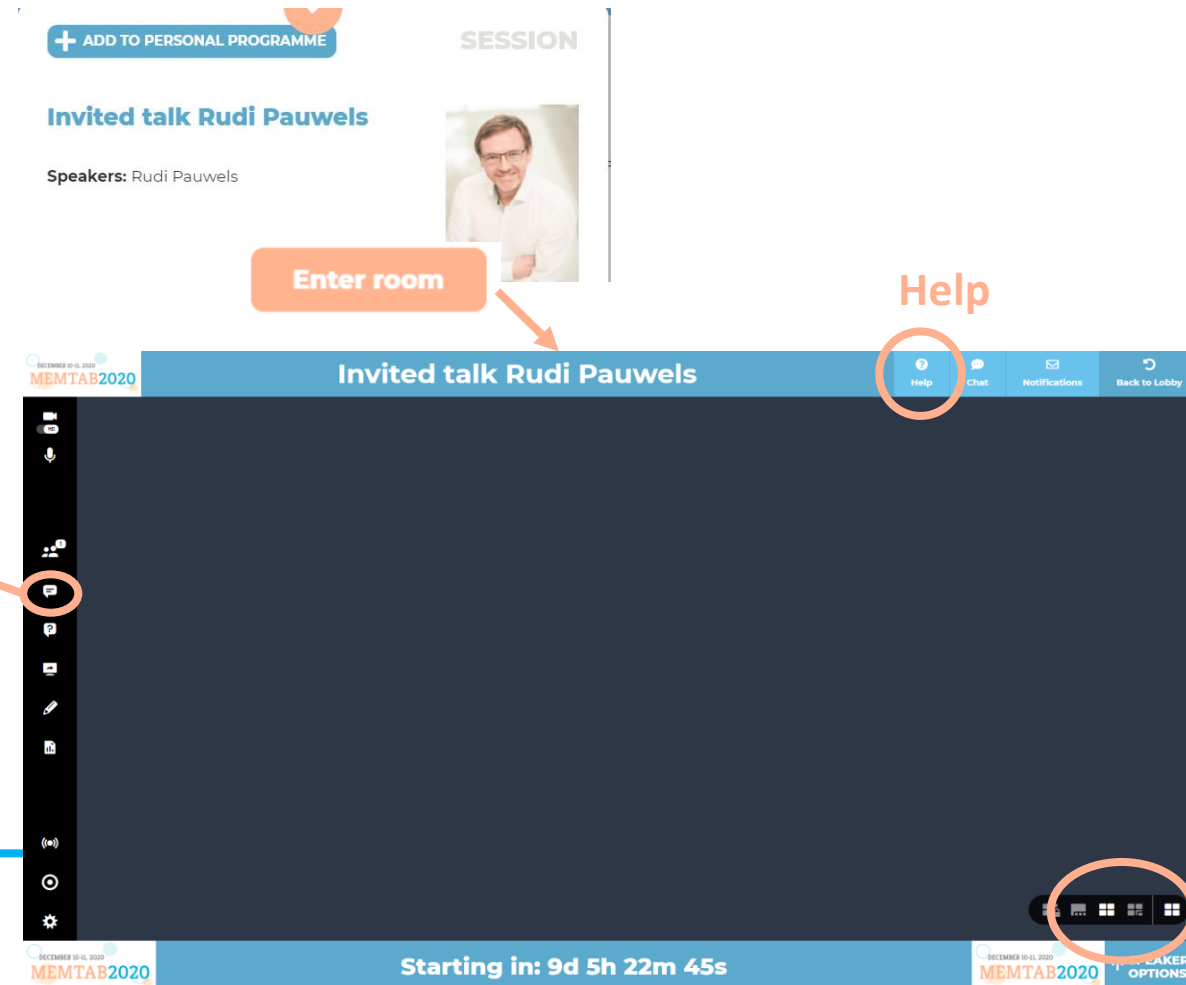
➤ **What can you do in a session?**

- Watch content
- Select your preferred view layout
 - First icon  - presentation in full screen
- Ask questions
 - For all questions concerning the **content of the presentations** or **questions for the speakers:** use the chat box.
 - For all **technical questions or problems** during the live event, click on the 'help' button in the navigation menu.

Please note that the standard setting mutes all microphones and cameras. Of course, presenters and moderators will be able to use audio and microphone.

The live event will take place in the afternoon of the 10th and 11th of December 2020. **Each day starts at 2:00 pm (CET).**

An **overview of the sessions** with the abstracts of all presentations can also be found on the [conference website](#).



8. Different chat boxes on the platform

In short, you have 4 chat boxes on the online platform

A presenter is online on the platform if there is a colored dot blinking next to his/her name.



1. Personal chat

- Click on the chat button in the navigation menu to chat with other participants. This chat is personal, not public. (see slide 'Networking')

2. Chat box in a poster presentation

- Use the chat box that you find next to a poster presentation to ask your question to the poster presenter. This chat box is public and will be visible during the live event. (see slide 'Poster Presentations')

3. Chat box during the live sessions

- Use the chat box in the live sessions to ask your questions to presenters. The moderator of the session will only handle the questions that are posted in this chat box during a live session. (see slide 'Follow the live sessions')

4. Lobby chat

- Use the lobby chat to post general messages to everybody that is on the platform. Messages that are posted in the lobby chat will remain visible during the whole event.



9. Notifications

Stay notified when:

- You have something coming up in your programme

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MEMTAB2020

MEMTAB2020 Symposium

Help Chat **Notifications** Menu

Welcome to the virtual MEMTAB2020 symposium!

The live event will start on Thursday 10th of December at 2:00 pm.

In the meantime: feel free to take a look at the poster presentations or get in touch with your colleagues.

DECEMBER 10-11, 2020
MEMTAB2020
LEUVEN, BELGIUM
VIRTUAL SYMPOSIUM

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LEAVE EVENT **ATTENDEES** **POSTERS**

PROGRAMME

SPEAKERS

Active participants: 5

Welcome to the chatroom of MEMTAB2020 Symposium

Write your message... →

DECEMBER 10-11, 2020
MEMTAB2020

No live session | **LIVE NOW** | Keynote David Kent and linked contributed talks **10 Dec 14:00** | **UP NEXT** → | Contributed session on diagnostic tests (day 1) **15:45** | **LATER 10 DEC** → | **Brussels 10:21:49**

Help Chat **Notifications** Menu

Notifications

No notifications

Clear all

10. After the live event

Did you miss anything?

- Re-watch the recording of all live sessions and the pre-recorded poster presentations
- After the live event, you can use the same link to enter the **on-demand platform**, where you can **re-watch the recordings** of all live sessions and the poster presentations **until Thursday January 7, 2021**. The networking and chat functions will no longer be available.