CVU 2021 - ATTENDEES INSTRUCTIONS

Ticket types
1. **GENERAL -** this applies to nurses, doctors and healthcare workers, administrative, pharmacist (e.g. Chemist Warehouse, Terry White Chemart, etc), researcher
2. **PHARMACEUTICAL** – pharmaceutical representatives e.g. Pfizer, GSK, etc
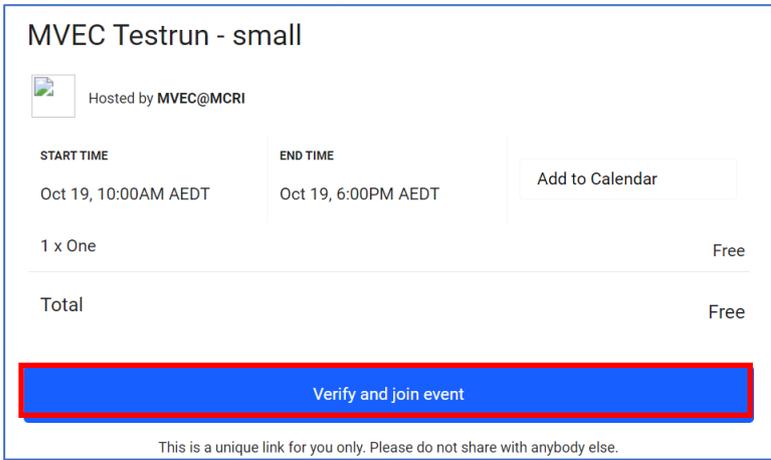3. **STAFF** – strictly for eligible staff as indicated by MVEC

Registration process
1. Head to MVEC Events page: **https://mvec.mcri.edu.au/events/annual-clinical-vaccinology-update-cvu-thursday-18th-friday-19th-november-2021-virtual-event/**
2. Click 'Register now' button
3. Select a ticket and click '**+**' for one ticket. **You can only purchase <u>one ticket for an attendee at one time</u>.** Click **'Continue as guest'**
4. Fill in the basic details **of the <u>attendee</u> who will be joining the event**. Click 'Complete order' to finalise the order and make payment

PLEASE NOTE THAT THERE IS **A <u>2 PART</u>** AUTHENTICATION PROCESS OVER 2 **EMAILS**

FIRST PART
5. The attendee will receive a **confirmation email** to verify his/her email address

6. On the email, click 'Verify & join event' button

SECOND PART

7. **Return to your email to verify your email address, your registration is still not complete yet**
8. **To complete registration, hit 'Confirm and join event' button within 10mins, otherwise the attendee's registration is not complete and he/she will NOT be able to join the event**
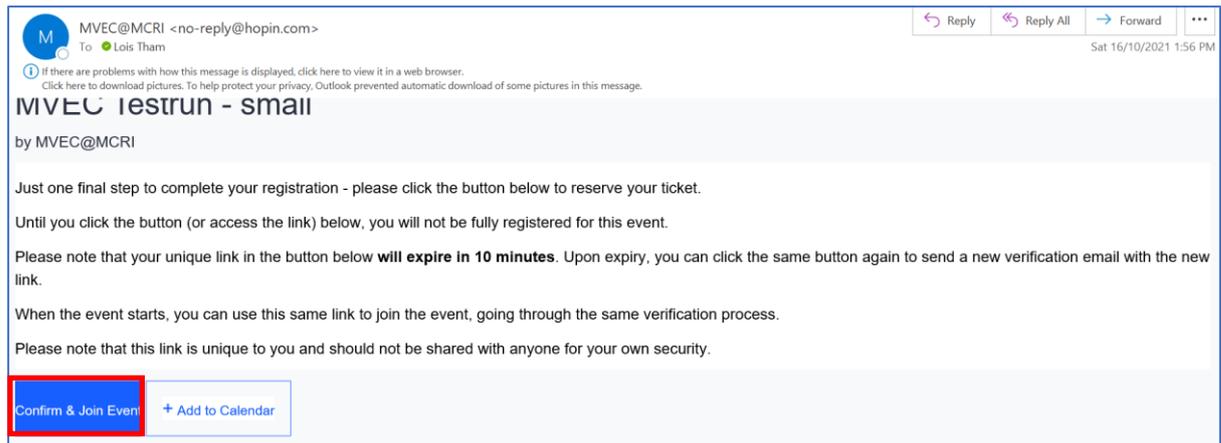
9. To purchase another ticket, repeat above steps
10. Once the order is complete, a *unique* registration link will be sent to the attendee's email address. This link is not to be shared with another attendee. There is also a Calendar button if you wish to add the event to your calendar
11. Note: if you are purchasing a ticket for someone else, please ensure that:
    - you type in all the correct information **of the attendee**
    - the attendee is informed of the email address used to register for him/her
    - **Tickets are not refundable nor transferrable to another ticket holder, we apologise in advance**

**Accessing the CVU event on the day of the event**
12. To access the event, go to the same email used to register for this event or find it on your calendar if you have added it. Click **'Confirm and join event'**
13. Once you are in, you will be directed to the **Reception** section of the event; this is like a welcome area prior to the start of the event.
    - *Access to the event is 10 mins before the scheduled start time*

14. When it's time for the plenary/ sessions to start, you will see the red button **'NOW'** on the Stage/ Sessions > click on where you wish to attend > click on the tab and you will be able to join the section
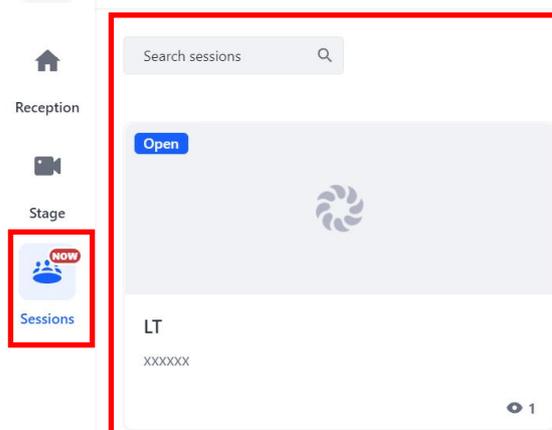
15. Attendees can post questions during the Session under the **'Session'** tab > select **'chat'**
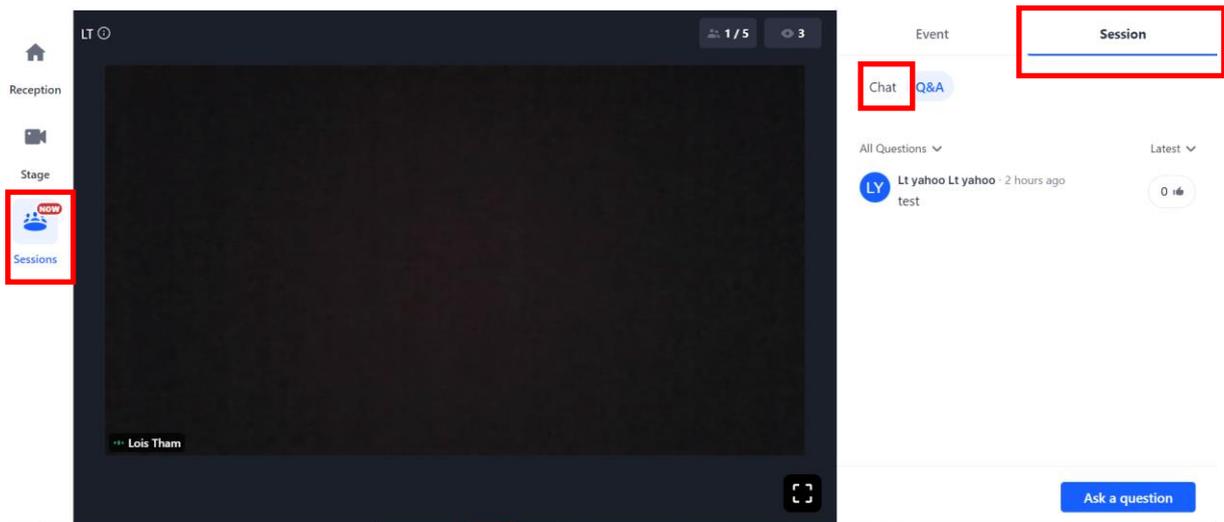
16. Attendees can pin a speaker to their screen by clicking the three dots by the speaker's video card, and then 'Pin' - this is useful when a speaker is sharing their screen and you want to make either the screen share bigger on the screen or the speaker. To unpin the speaker, repeat the process
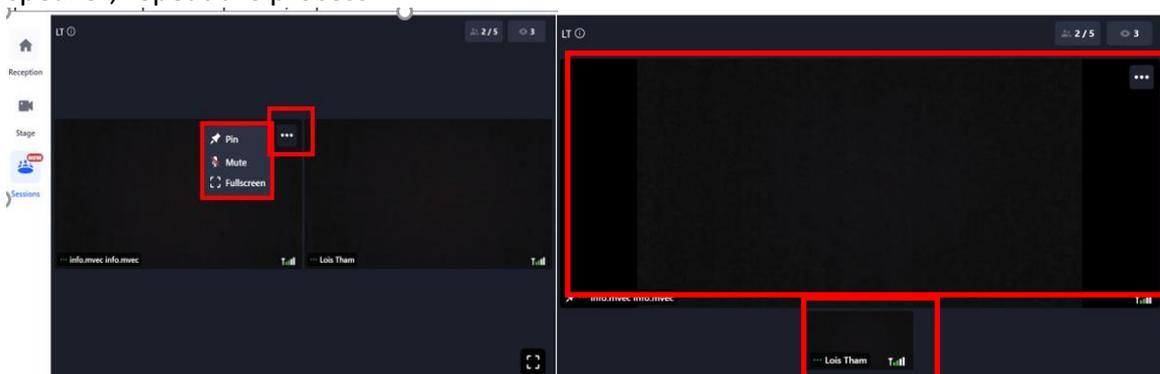
A few special notes:

- Please use either browsers for compatibility: Google Chrome, Morzilla Firefox or Microsoft Edge (Windows 10)
- Laptops and Desktops are recommended for best experience
- The session will start at the scheduled start time
- To access the Plenary, go to the left menu bar and click onto Stage
  To access Elective seminars or Workshops, click onto Sessions and choose the session to attend
- You can ask questions during the Elective seminars and workshops by posting them on the 'Chat' function. Selected questions will be answered by the session speakers after each presentation. Questions that are not answered will be posted on the MVEC FAQs page following the event
- Attendees are able to pin a speaker to their screen by clicking the three dots by the speaker's video card, and then pin. This is especially useful when a speaker is sharing their screen and you want to make either the screen share bigger on the screen or the speaker. To unpin the speaker, repeat the process
- You can also choose the clarity of the screen by clicking on the "gear" icon on the bottom of the screen
- To leave the session, simply click 'Leave' on the top right corner of the screen or close the browser

- To return to the event if you have left, access via the same link found in your email and click 'Confirm and join event'
- Attendees registered for full program (2 days) will have unlimited access to all plenary and elective sessions including workshop sessions.
One-day program (Thursday or Friday) will have access to any plenary, elective sessions and workshops for the day that you have registered for.