



EUROPEAN RISK MANAGEMENT
— AWARDS WEEK 2020 —

7–11 December 2020

A guide to participating in virtual events

✓ Access to the event

- You will receive a URL via email the day before the event which will take you directly to the event.
- If you have any issues with access please email joana.lima@forum-europe.com

✓ Have your tech ready

- Ensure that you are using either **Google Chrome** or **Mozilla Firefox** Internet browsers and that you have a strong and stable connection.
- A laptop or computer should be used to be able to use all the interactive features, but the conference can also be watched on a phone or tablet.
- Use headphones to listen to the sessions and test your audio before joining.
- To be able to use the networking aspect, make sure your microphone and webcam are also enabled.

✓ Join the event

- The event platform will open 30 minutes before the event is due to start. To gain access please click the link in the reminder email that you will receive before the event is due to start.
- Use this time to fill out your profile so other members know a little about you, which is crucial for the networking aspect. You can connect your Twitter account or LinkedIn profile here if you wish and upload a photo of yourself.
- You will find the session schedule and speakers of the day displayed on the reception page. Once the event has begun you will see the session labelled 'LIVE': click to join.
- Be an active participant! Do not hesitate to respond to speakers and moderators' questions via the chat function.

Using the platform

✓ The main features on Hopin

- The **'Stage'** will host the Live Webinars and the Awards Ceremony.
- The **'Networking'** feature matches you with another member via video. If both participants 'connect', contact information will be exchanged which can be found in the event dashboard.
- In the **'Expo'** area you can find the pre-recorded sessions with the presentations of the finalists of the Awards.
- The **'Chat'** function will appear on the right of your screen. The 'Stage' tab is a chat about the current session happening on the 'Stage', the 'Event' tab is to communicate with everyone in the event more generally.
- The **'People'** tab will show you who is present at the event. Click on someone to find out more information or start a private chat.
- Should you need help at any point in the event, please click on the 'People' tab, and click on **Joana Lima** to send a private message.

The screenshot displays the Hopin event platform interface. On the left, a vertical navigation menu includes icons for Reception, Stage, Networking, and Expo. The main content area features a dark blue header with a yellow star and the text "EUROPEAN RISK MANAGEMENT AWARDS WEEK 2020". Below this, the event title "The European Risk Management Awards" is shown, hosted by FERMA. A "Description" section follows, providing instructions on navigating the platform, including the Reception Area, Stage, Networking, and Expo areas. On the right, a chat interface is visible with tabs for Chat, Polls, and People, and a "Start typing..." input field at the bottom.

The event platform