

# Virtual

## EU Policy Events

### A guide to participating in virtual events



#### Access to the event

- You will receive a URL which will take you directly to the event.
- If you have any issues with access please email Lula Howard - [lula.howard@forum-europe.com](mailto:lula.howard@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.
- To be able to use the networking aspect, make sure your microphone and webcam are also enabled.



#### Join the event

- The event will be open 5 minutes before the conference is due to start. To gain access please click the link in the email you were sent by Lula Howard.
- Use this time to fill out your profile so other delegates know a little about you. You can connect your Twitter account or LinkedIn profile here if you wish and upload a photo of yourself.
- You will find the 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.



### The main features on Hopin

- The main 'Stage' will host the opening speeches and the panel discussion.
- The 'Chat' function will appear on the right of your screen, this enables you to communicate with everyone in the event.
- The 'People' tab will show you who is present at the event. Click on someone to find out more information. You can start a private chat, or 'Invite to video call' for a one-to-one meeting.
- The 'Networking' feature matches you with another attendee via video. If both participants 'connect', contact information will be exchanged which can be found in the event dashboard.
- Should you need help at any point in the event, please click on the 'People' tab, and click on Lula Howard, the event organiser to send a private message to her.