De gezondheid van vrouwen in België :
La vérité observée
26.01.2022, 11:00 - 14:00 CET

Your Virtual Event Guide

✔ ## Access to the event

- You will receive a unique URL which will take you directly to the event the day before the event.
- If you have any issues with access, please email hayley.scrowther@forum-europe.com or call +44 (0) 2920 783 076

✔ ## Have your tech ready

- The platform uses WebRTC and works optimally on **Google Chrome** and **Mozilla Firefox**. It is also possible to use the latest version of Microsoft Edge.
- 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.

✔ ## Join the Event

- The platform will open at 10:30 CET - 30 minutes before the event is due to start. To gain access, please click the unique link in the reminder email that you will receive the day before the event.
- 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 can build your own agenda from the scheduled sessions, and schedule your own private meetings with fellow attendees throughout the day using the 'My Agenda' tab on the right hand side of your screen.
- You will find the schedule and speakers of the day displayed on the reception page. Once the event has begun, you will see the stage labelled 'LIVE': click to join.

- Be an active participant! Do not hesitate to respond to speakers and moderators' questions & ask questions via the chat function.

✔ Troubleshooting

If you experience any technical difficulties, please do try the following:
- Are you using a media friendly browser? Our virtual event offering works best on Google Chrome and Mozilla Firefox, but can also be accessed on the latest version of Microsoft Edge.
- Clear your browsing data - this can be done by pressing CTRL+SHIFT+DELETE.
- Refresh your browser, either by clicking the refresh button at the top of your browser page to the left of the address bar, or by hitting F5.
- Are you using a work device? It could be that your device has a VPN or firewall for security purposes that is blocking the platform. Please check the settings of your VPN or firewall, if you have one enabled. You may have to ask someone in your IT department to look at this for you.
- Log out of Hopin, and log back in.
- Are you connected to the internet via WiFi? If possible, connect via a wired network, or ethernet cable. This will help to stabilize your connection.
- Close out of any other web browsers that you have open.
- Make sure your system is flash enabled.
- No sound from the broadcast? Check to make sure your tab is not muted by right clicking on the tab at the top of the page. Check your computer settings to ensure you're connected to the correct output speakers or headphones.
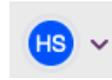
✔ Using the Platform

For this event, we are using the industry leading platform, **Hopin.**
This enables multiple ways of interacting with content, other participants and speakers.
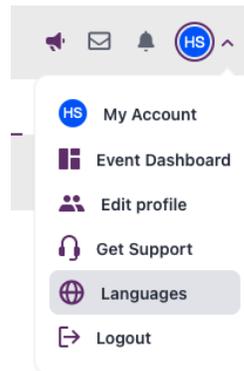
Key tools & spaces include:

<u>STAGE</u>	The main **'Stage'** will host the opening, keynote speeches and panel discussions.
<u>CHAT</u>	The **'Chat'** function will appear on the right of your screen. The **'Stage'** tab should be used during the keynote speeches and panel discussions, whilst the **'Event'** tab is to communicate with everyone in the event more generally.
<u>NETWORKING</u>	The '**Networking**' feature connects you with other attendees via video. If both participants 'connect', contact information will be exchanged for follow up.
<u>PEOPLE</u>	The **'People'** tab will show you who is registered for the event, and a green dot beside their name indicates that they are online presently. Click on someone to find out more information, start a private chat, or invite them to an on platform meeting. You can add up to four other participants to a scheduled meeting.
<u>MY AGENDA</u>	The '**My Agenda**' tab on the right hand side of your screen allows you to add scheduled sessions and your own private meetings with fellow attendees to your own personal event agenda.
<u>NOTIFICATIONS</u>	✉ 🔔 On the top right of your screen, next to your profile image, you will notice 2 icons (see above). The 'plane' on the left indicates when you have a new private message from another participant. The 'bell' on the right will indicate when a session you have added to your schedule is about to commence, and

|	
	inform you of incoming invitations to private meetings.
	On the top right of your screen, next to your profile image, you will notice an arrow (see above). The arrow will show a drop-down menu where you are able change the language of the page by clicking 'Languages' (shown below):
LANGUAGE SELECTION	A pop-up will then appear on screen (shown below) where you can select your preferred language:
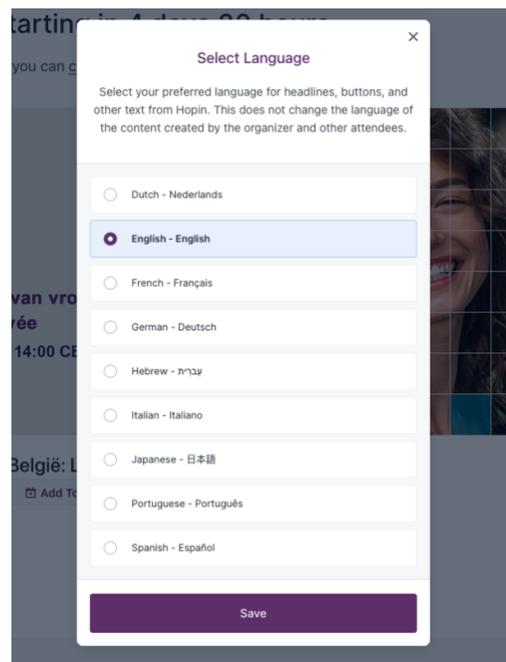
✔ Interpretation

For this event, simultaneous audio interpretation (Dutch<>French) will be available via [Interactio](#), all you need to do is follow these steps:

1. Download the Interactio App from the Apple Store or Google Play store or access the web app from your laptop browser https://app.interactio.io/
2. Enter the event code **GWHI22**
3. Plug in your headphones.
4. Open the App and select the Language Channel that you would like to listen

Just a few updates on how to listen to the interpretation:
• By phone: The best way is to open the Interactio program on your phone and listen to interpretation through the phone and the Video meeting through the computer web browser.
• By computer: If you want to listen to Interactio on the same device as Video meeting, you need to mute the Video meeting and only listen through
the Interactio page: app.interactio.io