

## How to log in to the Platform



To log in to the Virtual Platform, do the following:

1. Go to Our Virtual Platform.
2. Enter your Email address. The email address should be the same one you used for your Eventbrite registration.
3. Where prompted, enter the default password ODSC shared before the event. Select the box to agree with our Terms & Conditions, Privacy Policy, and Event Code of Conduct. Click the 'Login' button.
4. 'Enter the Conference,' complete a short survey, or skip it. You can either watch the short 'Intro' or skip this part.
5. Important! Once logged in, please ensure that you have changed the password to your individual for security reasons.

## How to change your Password after the first log-in:

- 1) Click the top left button (usually the first letter of your first name) on the top



toolbar. \_\_\_\_\_ and choose 'My Account' on the pop-up menu. You will be redirected to your Profile page.

- 2) We recommend adding your photo, a link to your LinkedIn Account, and a short bio about yourself in the 'Bio' section. Below the bio section, you will see your email address and password details. Both can be changed, and it is highly advisable to change your password for security reasons.
- 3) Enter a strong password in the correct field and click 'Resend verification email'. You will receive a confirmation email shortly. (Make sure to check the Spam and Promotions folders)

A screenshot of a user profile update form. It features two input fields: 'Email' containing 'alyona.d@odsc.com' and 'Password' which is empty. Below the email field is a blue button labeled 'Resend verification email'. A red arrow points from the password field towards the 'Resend verification email' button. The form has a light gray border and is set against a white background.

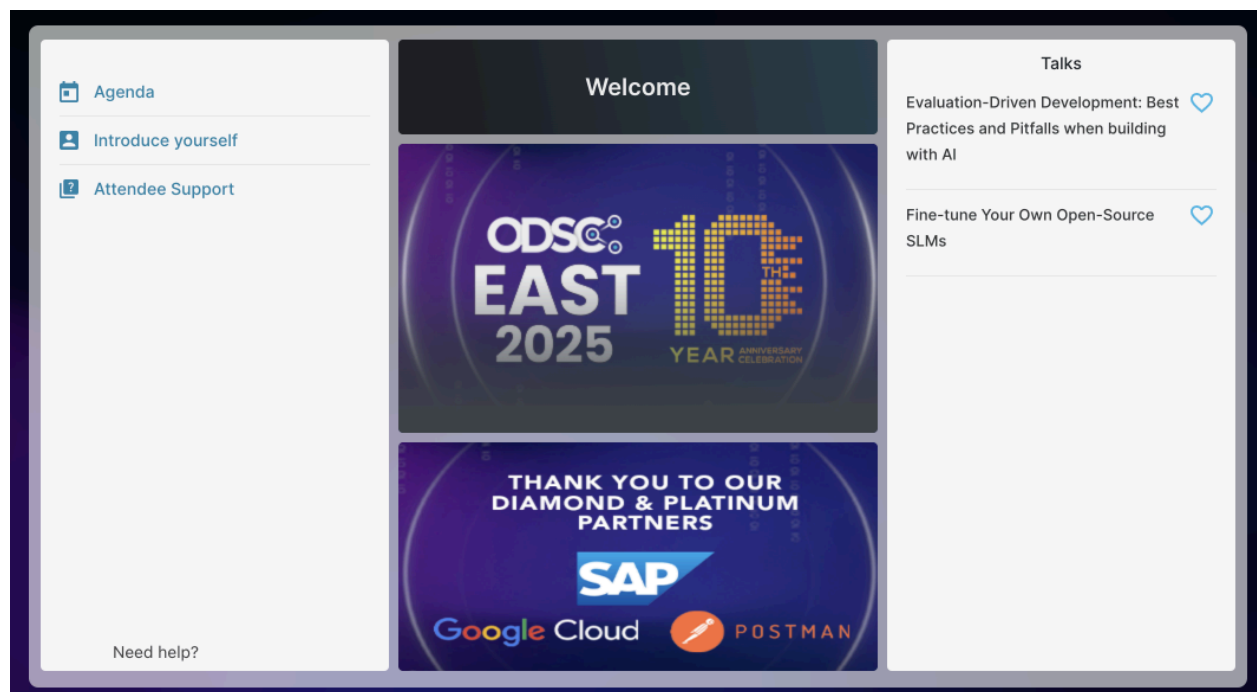
- 4)
- 5) Once all the required information is updated, click the "save changes" button on the

Save changes

top right side of the screen.

- 6) Enjoy!

## Overall features of the Lobby



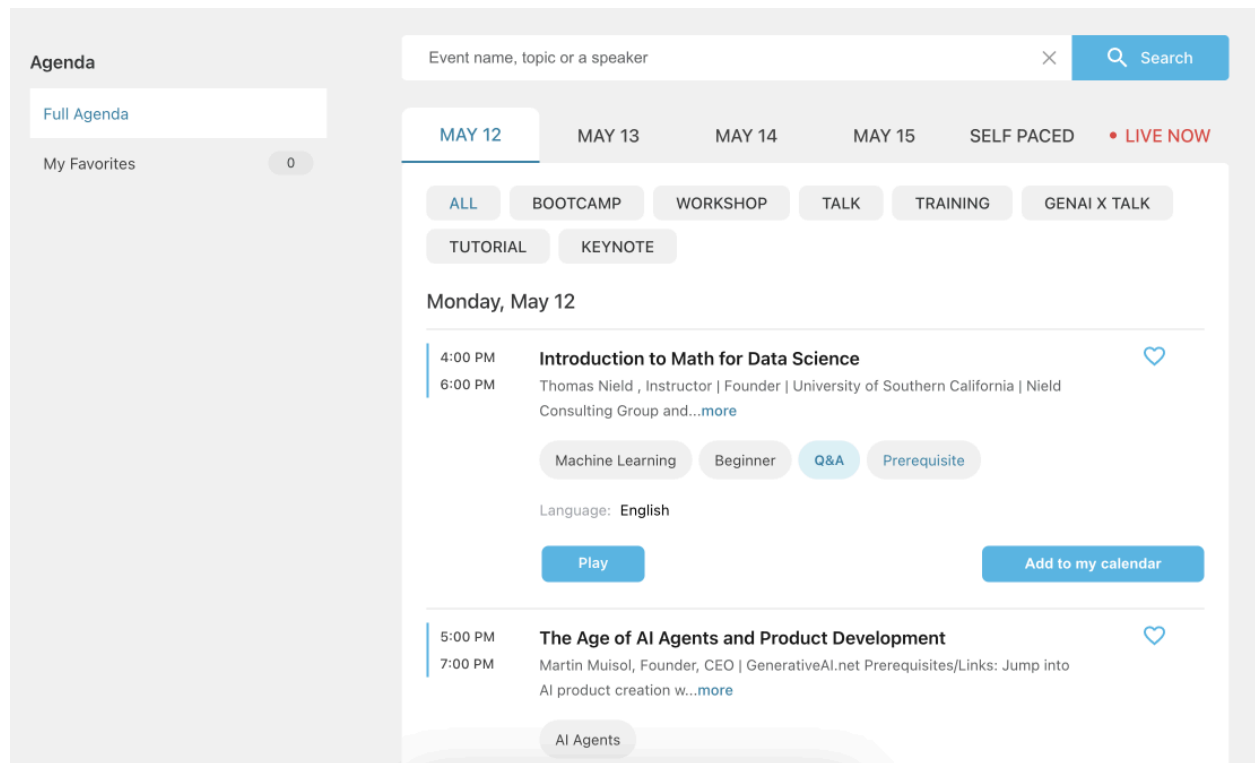
Upon entering the conference, you will be presented with the Lobby, which is divided into three sections: (from left to right) the Control Panel, the Expo Hall, and the Talks.

- 1) From the control panel, you can **network with other** attendees/partners/speakers, **watch Demo Theater Talks**, **learn how to win prizes from our partners**, **schedule 1:1 meetings**, **review the Agenda**, and be redirected to the group chat to **introduce yourself**.
- 2) The Expo Hall Panel sends you to the Expo Hall, where you can explore partner booths and meet with their representatives.
- 3) The Talks Panel gives you a rundown of the upcoming talks you might want to attend.

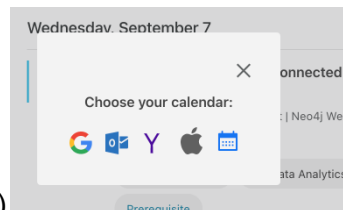
At the top of the page, you will see the conference toolbar. There you will find the following options.

- 1) **Lobby** - Where we are currently
- 2) **Agenda** - sends you the detailed Conference Agenda.
- 3) **Expo Hall** - sends you to the Expo Hall.
- 4) **Career** - sends you our Career Expo, where you can visit the booths of our career partners and meet with their representatives.
- 5) **Networking** - redirects you to the Networking page, where you can expand your network and connect with people with the same interests.
- 6) **Prizes** - redirects you to the Prize Center, where you can learn about ODSC, our partners' prizes, and how to enter for a chance to win.
- 7) **Chat** - redirects you to where you can access a variety of chats designed to help you connect with other attendees and successfully navigate the conference.
- 8) **Info** - redirects you to the page with general FAQs.
- 9) **Meetings** - redirects you to Your Calendar page, where you can schedule appointments with other attendees.

## How to use Agenda



- 1) Select the 'Agenda' button on the top Control Panel.
- 2) Select the Conference Day you want. You can choose to either see ALL available sessions or just those that are currently "Live."
- 3) You can also use the filters at the top of the section to select a particular session type (e.q. Workshop, talk, keynote, demo talk). Please note you will only see the session types included in your ticket.
- 4) Sessions are organized by time and are shown in your time zone. A timer is also located under each session title, showing the time left before the session.
- 5) You can mark your favorite sessions by clicking the heart symbol next to the title. Favorited sessions will appear under 'My Favorites' on the left side of the Agenda page.
- 6) You can also add a favorited session to your calendar by selecting "add to my calendar." This will enable notifications. ( The list of calendars can fit



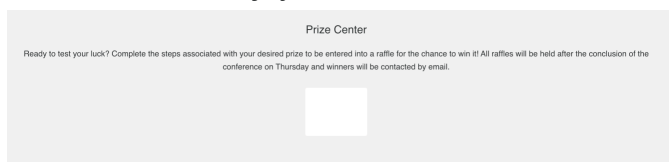
each device you are using)

- 7) Under each session title and description, you will see buttons for the Q&A and Prerequisites (workshops and training sessions only) channels. We highly recommend that you open and familiarize yourself with both of these before each session.

- 8) Once a session has started, the 'Join' button will appear under it. To access the session live, please click the 'Join' button, and the session will start shortly.

## How to use the Prizes section:

- 1) Select the 'Prizes' button on the top toolbar.
- 2) The Prize Center will appear right away. Here, you can see pictures of the prizes from ODSC and current partners/sponsors.
- 3) Complete the steps associated with your desired prize to be entered into a raffle for the chance to win it!
- 4) All raffles will be held after the conference's conclusion on Thursday, and winners will be contacted by email.
- 5) Good luck and enjoy the Conference!



6)

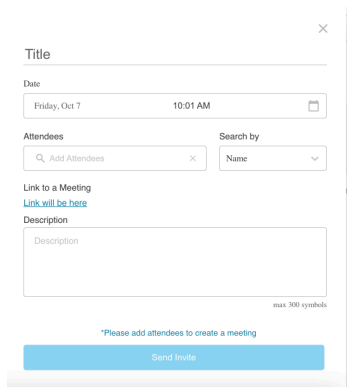
## How to contact support:

- 1) Click the 'Chat' button on the top toolbar.
- 2) You will see a separate panel that includes different channels depending on your needs:
  - Use 'Attendee support' to ask any questions regarding the Conference and issues you may face. Our support team will reply shortly to help resolve any problems
  - Use the 'General' channel for updates and important information regarding speakers, sessions, and other related notices (**session cancellations and scheduling changes will be posted here**)
  - Use the 'Hiring' channel for hiring purposes. Attendees can post a message about what types of positions they are looking for, and company representatives can share job offers
  - Use the 'Feedback' or 'Share your experience' channels to inform us about your Conference experience, what went well, and what can be improved. We are delighted to fix it soon and provide our community with the best possible experience.
- 3) Once you've selected your desired channel, type your message and click 'Enter.'
- 4) That's it!

How to [mute sounds in channels](#)

## How to set up a 1:1 meeting:

- 1) It's easy!
- 2) Click the 'Meetings' button on the top toolbar to redirect you to Your Calendar.

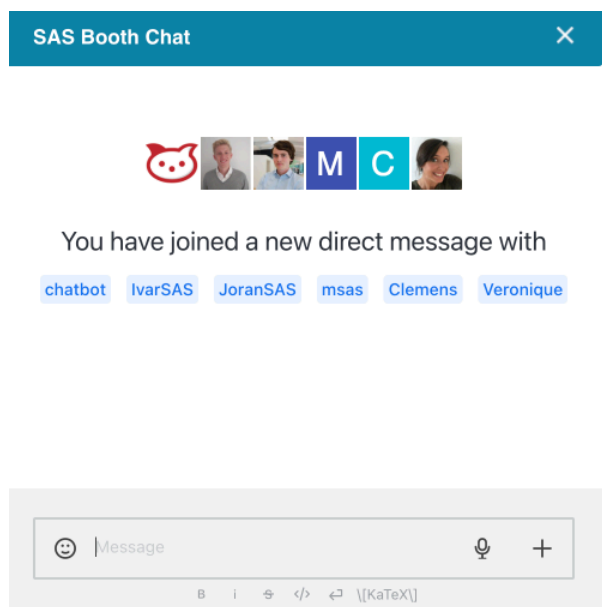


A screenshot of a meeting creation form. At the top is a 'Title' field. Below it is a 'Date' section with a date picker showing 'Friday, Oct 7' and a time picker showing '10:01 AM'. To the right of the date is a small calendar icon. Below the date is an 'Attendees' section with a search bar containing 'Add Attendees' and a search button. To the right of the search bar is a 'Search by' dropdown menu with 'Name' selected. Below the search bar is a 'Link to a Meeting' section with a blue link that says 'Link will be here'. Below the link is a 'Description' text area with a placeholder 'Description' and a character count 'max 300 symbols'. At the bottom of the form is a blue button labeled 'Send Invite' and a small note that says '\*Please add attendees to create a meeting'.

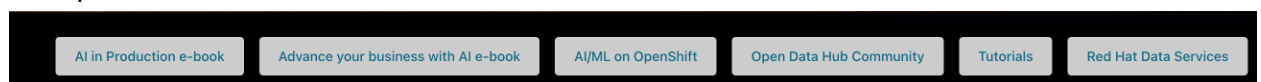
- 3)
- 4) There is a calendar itself on the right-hand side of your screen. By clicking the 'New Meeting' Button, you can book a meeting just as simply as in Google Calendar!
- 5) Set the Title and dates, and choose the person attending the meeting. The link to the meeting will appear automatically.
- 6) It is recommended to include a short yet concise description of the main points/reasons for your meeting.
- 7) Once done, click the 'Send Invite' button or click 'X' to cancel the meeting if you've changed your mind.
- 8) There is a filter on the right-hand side that can help you search people depending on their name/company name or job title. Type the required details, and you can 'Invite to a meeting' directly from your search. That's it!
- 9) Have great meetings, and see you soon at the Conference.

## How to visit Expo Hall:

- 1) Click the 'Expo Hall' button on the top toolbar.
- 2) Once you enter the virtual Expo Hall, click on the desired partner booth to select it.
- 3) In the partner's booth, you will see the main logo of the company and the most updated information provided by our partners/sponsors. The logo itself can be interactive and clickable.
- 4) You will also see several ways of interacting with the company (e.g. YouTube channel, LinkedIn, Facebook, and company website) via small icons on the left. Save these if necessary.
- 5) Don't miss a chance to Chat with company representatives by clicking the 'Chat with us' button at the top of your screen. A pop-up chat will appear shortly.



- 6)
- 7) If you scroll down a bit, you will see buttons as such (\*showing the following as an example\*



These buttons can differ from partner to partner. However, all partners will have controls for 'About Us', 'Videos,' and 'Documents.'

- 8) Feel free to click any of the buttons for more detailed information about the company. See some videos or tutorials, documents, and other valuable files that can be downloaded to your PC/ mobile device.
- 9) Are you familiar with one partner booth and want to see some more? That is a great idea. Please click the arrows on the left or right side as follows \*showing this on-screen\* and enjoy!

