

YOU'RE A SPEAKER OR A MODERATOR ?

How to use the platform

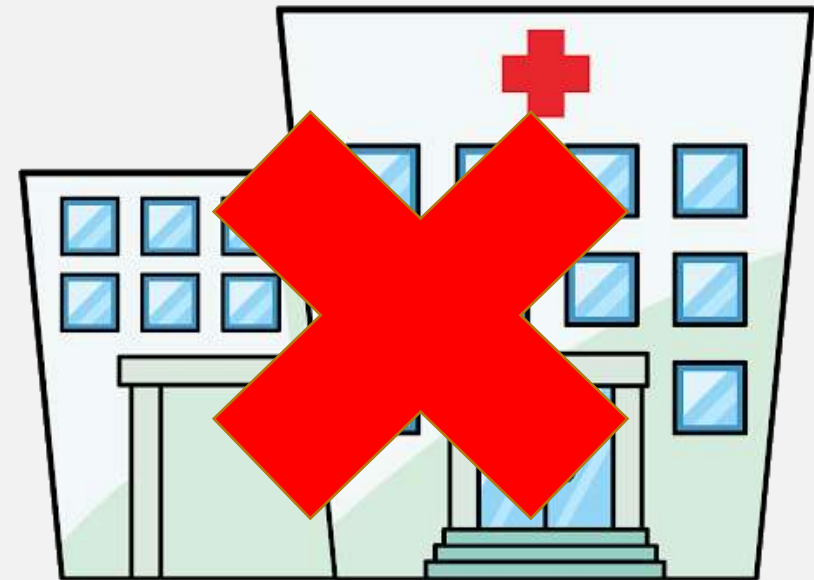


You don't receive the email confirming your access to the e-congress platform?

You can't connect to the platform with your professional email address?

The Firewalls of your hospital prevent your access?

Send us another email address (Gmail, Yahoo, wanadoo etc) to:
contact@euroneuro2020.com
Subject: My New Email Address for SwapCard / your name and lastname



Internet browser:

We strongly recommend using the latest version of **Google Chrome** and/or **Mozilla Firefox**.

The e-congress application does not work on **Internet Explorer** or **Safari**.



USE OF THE E-CONGRESS PLATFORM : *SWAPCARD*

1 CONNECTION

You will receive an email from the e-congress,
(Remember to check for spam)
Click on " ACCESS MY PROFILE ".
Create your personalized password and edit your profile

2 ONCE CONNECTED on SwapCard (platform hosting the e-congress)

Instructions on how to use the platform on the following slides...

YOU INTERVENE

1 TO BEGIN: IMPORTANT RECOMMENDATIONS:

- Follow your pre-recorded and live broadcast intervention

Use the SwapCard platform on your cell phone or computer to follow live broadcasted interventions with the display of questions asked by the attendees.

- Live Q&A session broadcast after the interventions

Use the ZOOM platform on your computer and mute the sound of your SwapCard application.

2 CONVOCAION IN THE WAITING ROOM

EMERGENCE PCO, ZOOM administrator of the e-congress, **is waiting for you on ZOOM 20 minutes before the LIVE Q&A session (invitation received by email)**.

You enter the waiting room and find the moderators and other speakers of the session **during the broadcast of the pre-recorded interventions**. You will be able to exchange with each other before the live.

3 LIVE Q/A

EMERGENCE PCO will start the countdown 10 seconds before the live launch.

You will be connected to the digital stage, with all the speakers.

DEDICATED TIMING is set up upstream.

It is therefore IMPERATIVE to LIMIT your response time.

YOU MODERATE

1 TO BEGIN: IMPORTANT RECOMMENDATIONS

- Display and Moderation of the questions

Use the SwapCard platform on your cell phone or computer to follow live broadcasted interventions with the display of questions asked by the attendees.

- LIVE Q/A session broadcast after the interventions

Use the ZOOM platform on your computer and mute the sound of your SwapCard application.

2 CONVOCAION IN THE WAITING ROOM

EMERGENCE PCO, ZOOM administrator of the e-congress, **is waiting for you on ZOOM 20 minutes before the LIVE Q&A session (invitation received by email)**. You enter the waiting room and find the speakers of the session that you moderate, **during the broadcasting of the pre-recorded interventions**.

You can start asking the speakers some questions.

3 LIVE Q/A

EMERGENCE PCO will start the countdown 10 seconds before the live launch.

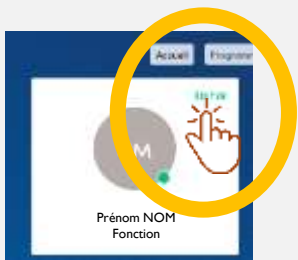
You will be connected to the digital stage, with all the speakers.

DEDICATED TIMING is set up upstream.

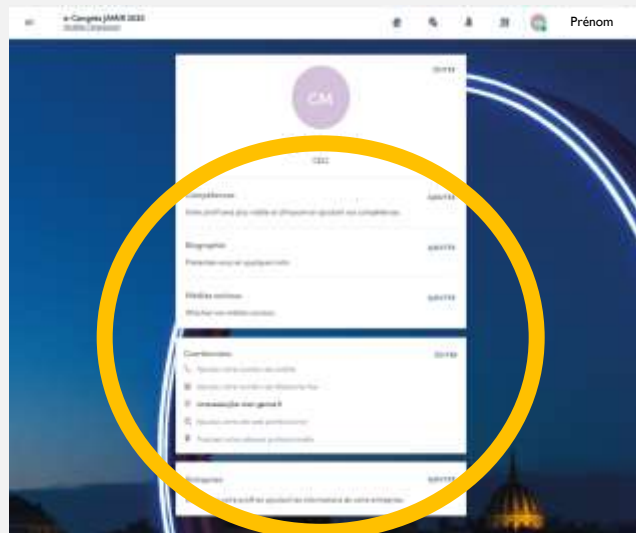
It is therefore IMPERATIVE to LIMIT your response time.

1 EDIT YOUR PROFIL

1 - HOME :
click on **EDIT**



Fill in the useful information that you wish to make visible, for a better communication with all the actors of the Congress!

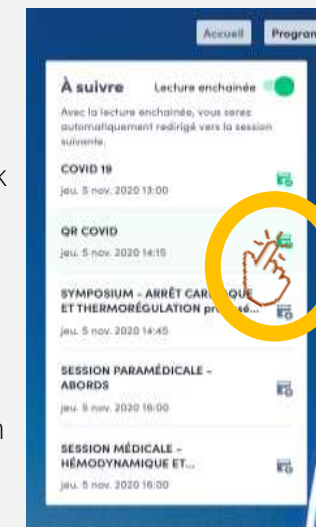
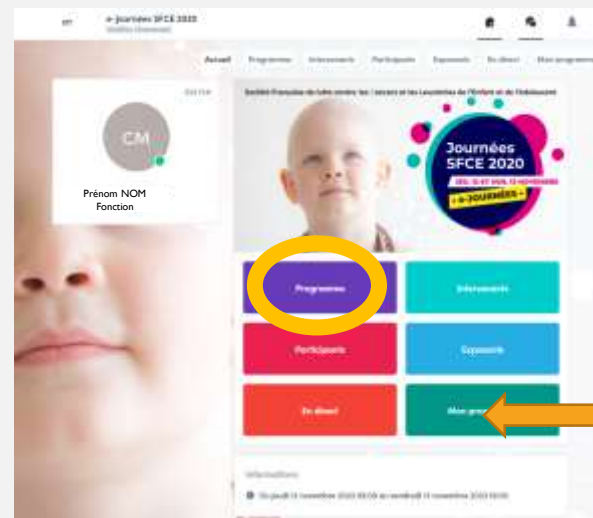


2 PREPARE YOUR PROGRAM

1 - Consult the
program

2 - Select the sessions
you wish to attend (click
on "+"). It becomes
green if selected).

3 - **Your customized
program** will
automatically update
the session displayed in
MY PROGRAM.



3 ACCESS TO THE PROGRAM'S SESSIONS

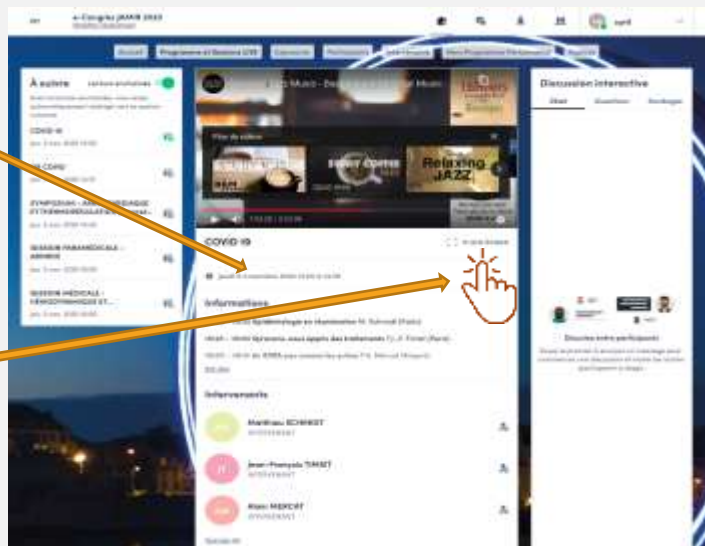
1 - Click on " Live access " on the
HOME page.

or

2 - In PROGRAM, Select the
desired session (available from
the time of the session).

3 - Activate the full screen by
clicking on " FULL SCREEN " .

4 - Reduce the full screen:
Tick the **CROSS** at the top **LEFT** of
your screen



4 ASK A QUESTION TO THE MODERATOR

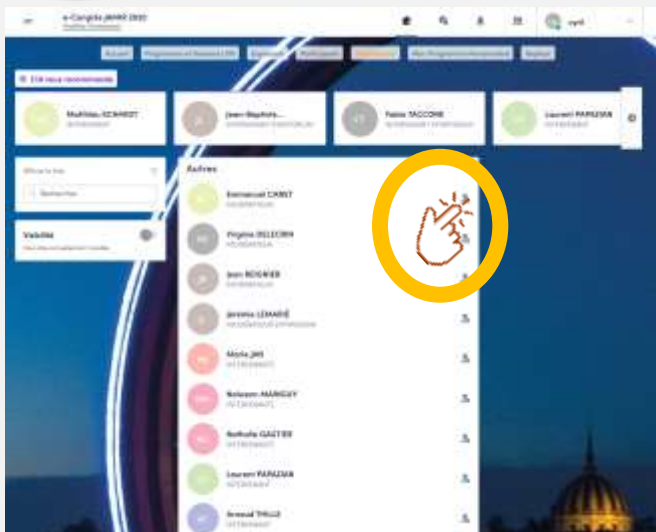
1 - Click on **QUESTIONS** (and not "chat") **on the right of the screen**.
The question will be visible by the moderator who will ask it (or not) to the speaker at the end of the interventions (on live).

2 - **CHAT** allows you to
interact with the other
attendees of the session,
live.



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INTERACT WITH A SPEAKER



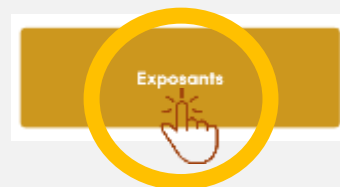
- 1 - Click on **SPEAKERS**
- 2 - Select the people with whom you wish to interact by clicking on the top right-hand side of the thumbnail,
- 3 - You are redirected to the profile of the selected person. You will find her/his intervention program during the e-congress and can choose an available **appointment slot** or **send a request**.



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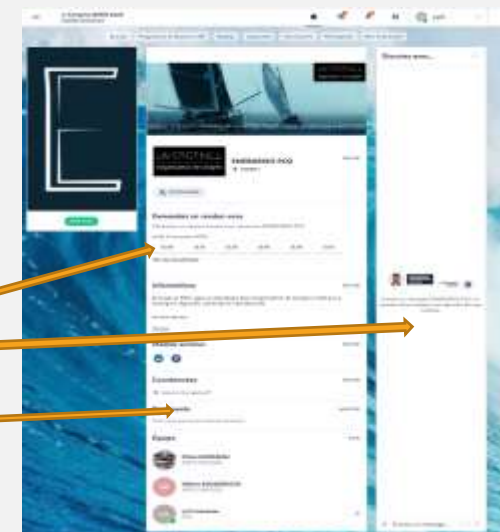
VISIT AN EXHIBITOR'S BOOTH

- 1 - HOME : click on **EXHIBITORS**



- 2 - Choose the booth you wish to visit

- 3 - You can:
 - Request an appointment (select a slot)
 - Discuss with a representative
 - Discover and Download their brochures or view a REPLAY or a video (click on **DOCUMENTS**)
 - Consult their website, representative business cards etc...



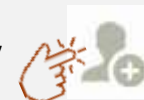
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INTERACT WITH THE OTHERS ATTENDEES



- 3 - You are redirected to the profile of the selected person. You choose an available **appointment slot** or **send a request**.

- 1 - Click on **ATTENDEES**
- 2 - Select the people you wish to interact with by clicking on : the top right of the thumbnail, which becomes **green**.



Thank you



EMERGENCE

