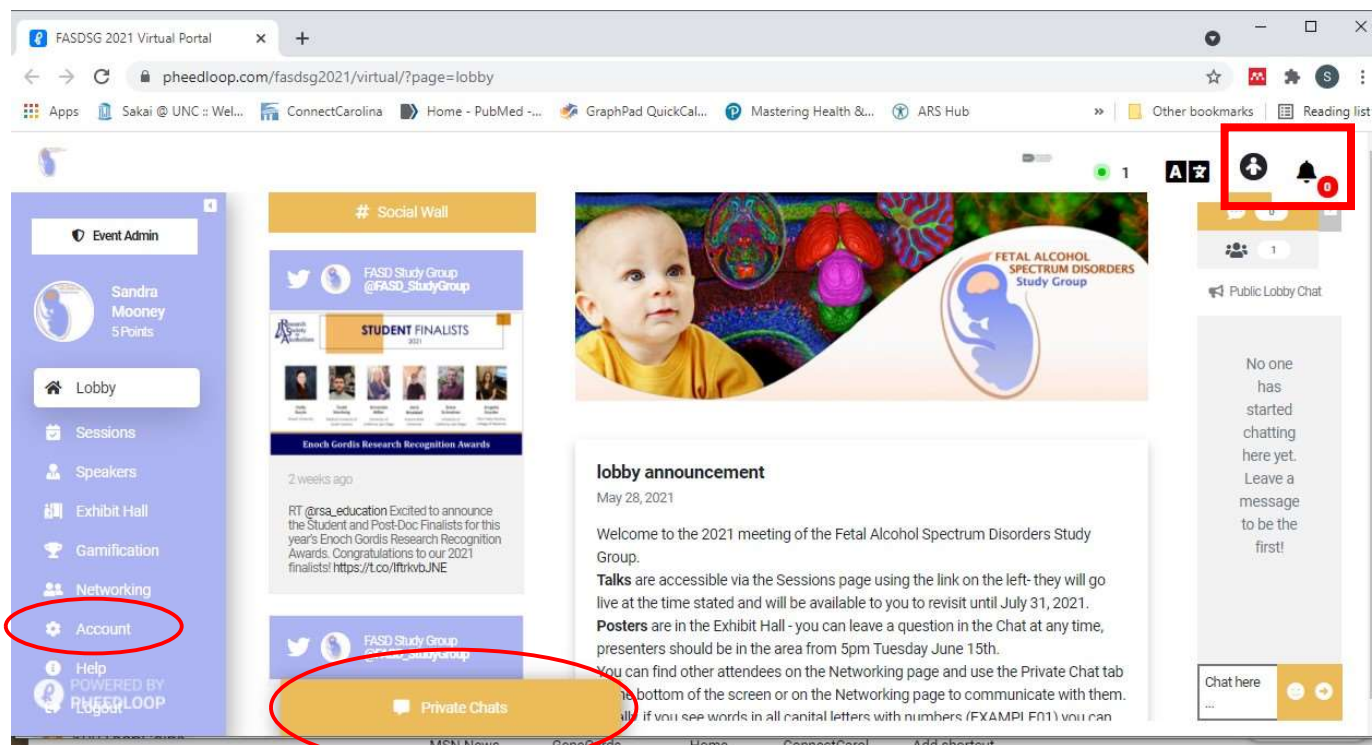**Fetal Alcohol Spectrum Disorders Study Group 2021 Pheedloop – Attendee Guide**

If you have any questions regarding this document or about the conference platform, please contact Jonathan Brigman jbrigman@salud.unm.edu or Kristin Hamre khamre@uthsc.edu.

If you are a Speaker or Poster Presenter, use these instructions to join the meeting on the days and times of the event. Do not enter the Pheedloop portal you used to upload documents, that will not bring you to the conference.

Use the **Purple Link** in the email to access the site. The lobby page should look like this:

PRIOR TO THE MEETING: You should be able to access the site beginning on Monday June 14th if you want to look around. We suggest temporarily adding the front page to your bookmarks/favorites to return at your convenience prior to, during, and after the conference.

1. Go to **Account** on the left hand navbar to update your information, upload a profile picture, change the notifications settings and update your password if you want to.

2. You can update your **Accessibility Preferences** on the upper right-hand corner by clicking on the person icon. Here you will be able to update the right accessibility for you.
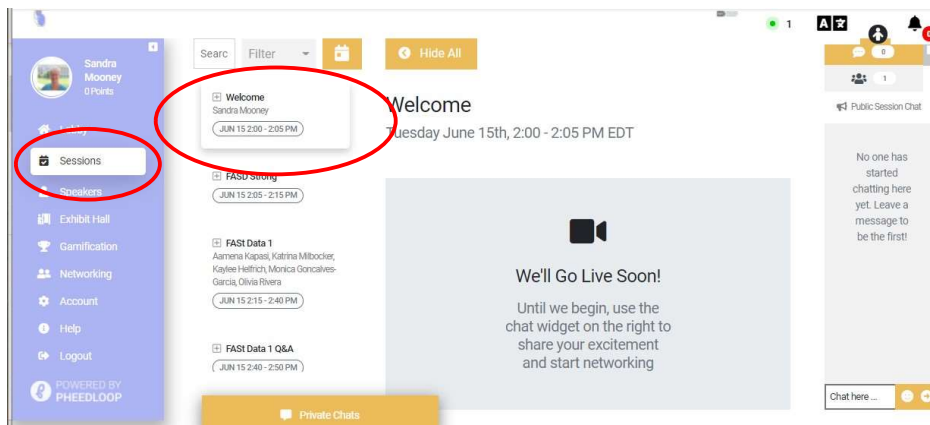
3. Posters. You can visit the Posters in the **Exhibit Hall** any time and leave a message for the Presenter in the Chat.

DURING THE MEETING:

4. Speaker Sessions. Open the Sessions page from the left navbar then click on the Session you wish to join. Note that talks will go live within 1 minute of the time stated and may start before the red **LIVE** notification shows up. During the presentation you can use the right-hand Public Sessions Chat to ask any questions of the speakers.
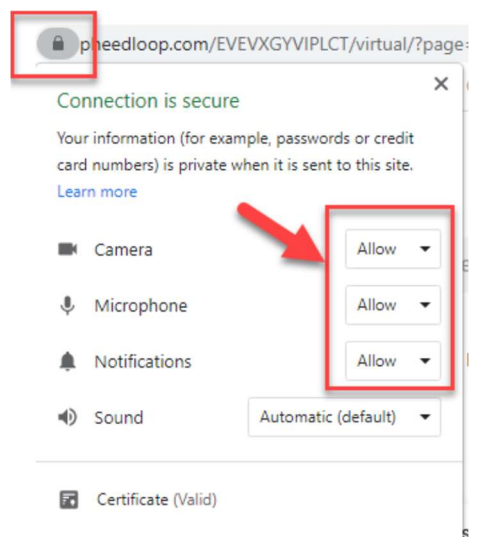
5. Live Q&A with Speakers. The Q&A Sessions are live in a Zoom meeting integrated with the virtual platform. THIS DOES NOT WORK WELL IN SAFARI, please use a different browser. Click on the Q&A Session then select whether you will join audio by computer or phone (click Join Audio by Computer or call the number provided).

Live online chat is still available on the right for you to submit questions or to note that you have a question. When recognized, please unmute to ask. Zoom functionality such as start and stop camera and audio, expand to full screen, and select gallery view or speaker view are available.

IMPORTANT. You will need to allow the web site to access your Camera and Microphone in order for you to participate in the integrated Zoom Q&A Sessions. Please make sure to click on the **Lock Icon** next to the web site's URL on the far left of your browser (**Firefox, Chrome, or MS Edge**) and Allow the Permissions as shown on the right. You may also see a pop-up box asking you to allow access.

If you are having trouble getting your camera and/or microphone to work or are using **Safari** as your web browser, click on the Experiencing Issues bar at the bottom of the page and then on Direct Access Link to join the Breakout Session in a regular Zoom meeting.

6. Networking. FASDSG 2021's virtual platform offers several ways to network with your fellow attendees, poster presenters, and speakers. On the right side of the pages Lobby, Sessions, and Exhibit Hall (posters) there is a public chat bar.

To contact someone privately during the event, go to the **Networking tab** on the left navbar, search for the individual under the **People tab** and click on Start Chat. A faster option is to use the **Private Chats** popup box on the bottom left**.** You can also quickly access all of your private chats from the same bottom left pop-up **Private Chats** box**.**

In the upper right-hand corner is the private notification icon. If anybody from the conference contacts you via a private chat, you'll be alerted by the notification bell.

We have also created five rooms in the Networking tab. These rooms allow you to meet with 4 other attendees (total of 5 people per room).

You may also create a new group to network and encourage other attendees to join over text and video chat. Just click on Create Group, enter a topic, and set a description to get started.

7. Gamification. Optional. If you want to participate, look out for scavenger codes spread about the entire meeting. They will always be in ALL CAPS and be a combination of a word and numbers such as EXAMPLE01**.** The more you network and engage, the more chances for collecting codes. Enter the codes in the **Gamification tab** to claim your points. The top point collectors at the end of the meeting will win prizes!