



Joining the CIEP conference sessions online – a guide

We're using Zoom Events to host this year's online content. It's a one-stop shop for finding and joining all the sessions. Similarly to the conference app, you'll be able to see information about the speakers and sponsors. We'll still be using a separate platform for informal networking (HyHyve), but for everything else there's the Zoom Events Lobby.

Getting to the Lobby

Our event is always accessed through your browser, but to join smoothly, please first update the Zoom application (or install it if necessary) so you have the newest version on your device (you can install here: <https://zoom.us/download> – the standard application for computers is the Zoom Desktop Client).

Then:

- Open your internet browser of choice – Zoom Events is always accessed through your browser. It then uses your Zoom app when you go to individual sessions.
- In your browser, go to <https://events.zoom.us/>. It's important that it's 'events.zoom.us', not just 'Zoom.us'.
- Log in with the email you used to book your conference place. You can create a Zoom account for this email at this stage if you don't already have one. Alternatively, if you use a different email to log in to Zoom, please let us know so we can add it to the system.

This will take you to the Zoom Events portal, where you should see the CIEP conference listed.

Click 'Join Lobby' (or just 'Join', depending on the device you're using) to join the Event.

You can also join the Lobby through the automated email that Zoom Events will send you.

In the Lobby you will find a welcome video and other information about sessions, speakers, etc. There's also a chat area where you can start making connections with others (see 'Creating your profile' below). On the days of the conference, the Lobby

chat will be turned on, so you can say hello to everyone (please don't use the chat for technical help – email onlineconf@ciep.uk instead).

While sessions are running, you'll be able to watch a live stream from the Lobby before joining.

Joining a session

You can easily join a session from several places: the Lobby, the Sessions tab, the Schedule tab, a speaker's info page, and so on.

For **Webinars**, the 'join' button will appear two or three minutes before the session start time.

For **Meetings**, the 'join' button will appear a bit earlier, but you'll then be held in a waiting room until the session is ready to start.

The event space

If you join the Lobby before the event has started, there won't be any sessions running but you can still look around. You'll find the following main areas:

- **Sessions:** a list of sessions you can go to, with the option to bookmark them and add them to your Schedule. When a session has started, you'll be able to join from here too.
- **Schedule:** events you've bookmarked in the session or speaker lists. You can find other sessions to add by using the search box.
- **Sponsors:** a list of organisations sponsoring the conference. You can click on each one for more information.
- **Speakers:** a list of speakers. If you click on a speaker, you'll also see their bio and a list of sessions they're involved in.
- **Delegates:** here you'll find other delegates who have created a profile in Zoom Events and are open to connecting.

Creating your profile on Zoom Events

In the top right corner you should see a small coloured square, probably with your initials on it. Click on this and then on 'Create Profile'.

You can fill in the details you wish to share with other delegates (only a few fields are required), and then if you wish you can add a photo and other information so people

get an idea of who you are. You can also choose what social media links and contact details you want to share with anyone you accept a 'connection' with.

Once your Profile Card is complete, you can alter some of the settings, including how visible you are to others.

You can edit your profile at any time by clicking on your initials/avatar in the top right, then on the edit icon (a pencil), then on 'Go to My Profile'.