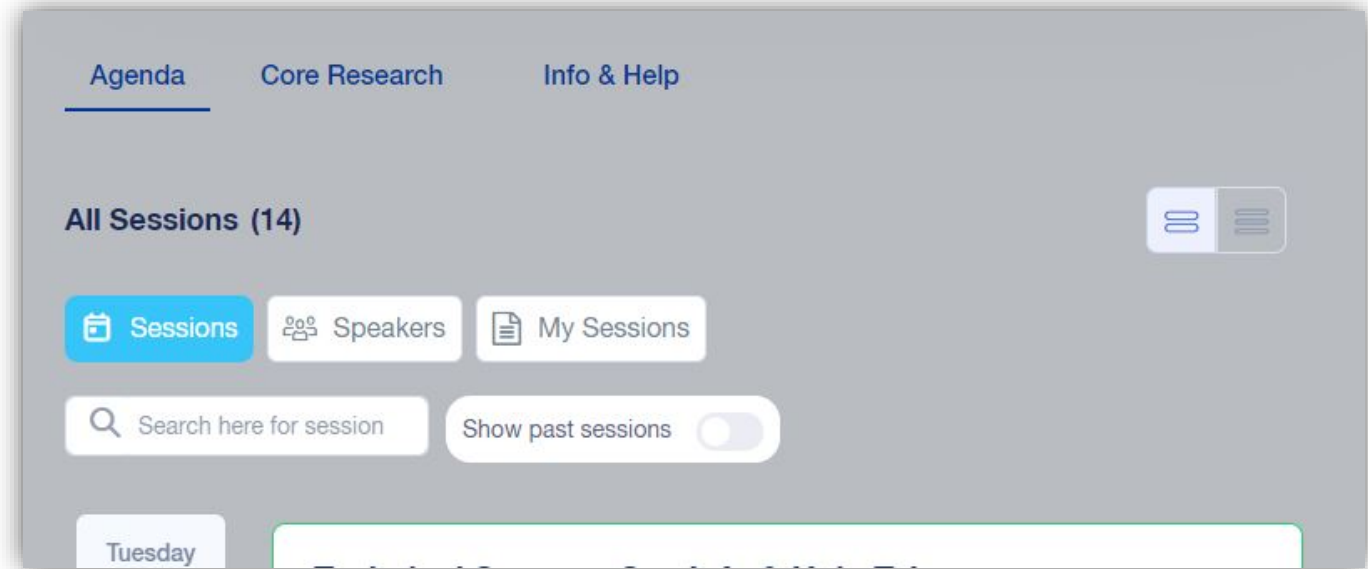




Quick Start Guide

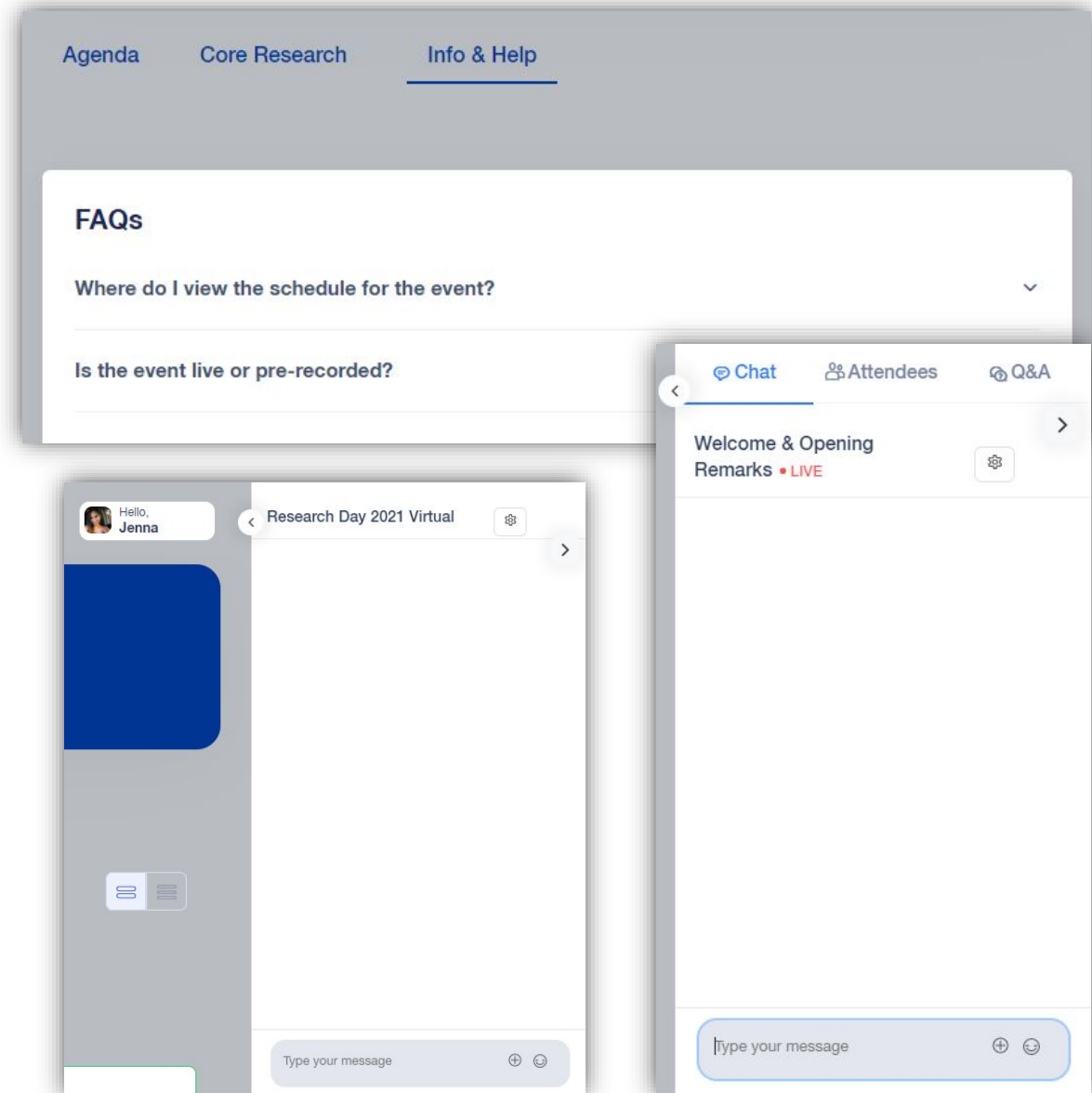
Event Lobby Tab

- **Agenda:** Visit the *Agenda* tab to view all the sessions for the day.
 - **Searching for Sessions:** Search for sessions by presenter name or session name.
 - **Session Details:** Click on a session to view the presentations, how to participate, and who the judges/special guests are, *if applicable*.
 - **Presenter Information:** After clicking on a session, click on the name of the presenter to see their picture, bio, and all sessions they will participate in.
- **Core Research:** There's a lot going on in our department! Visit the *Core Research* tab to see a slideshow video of research-based services, data or method core's, and other exciting research activities that are taking place throughout our divisions.



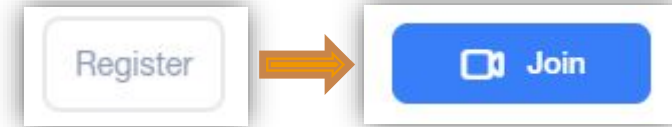
Event Lobby Tab Continued...

- **Info & Help:** Visit the *Info & Help* tab for the following:
 - **FAQ's**
 - **Event Quick Start Guide**
 - **Event-at-a-Glance**
 - **Day of Assistance:** If you need assistance on the day of, click the 'here' link and your email will open to send a message to domresearchday@upmc.edu.
- **General Event Chat Box:** A general event chat is available in the event lobby for attendees to interact with each other throughout the day. The general event chat is called *Research Day 2021 Virtual*.
- **Session Chat Box:** Each session also has its own chat, to the right of the video window. Attendees should use this chat to interact with each other during that session. The name of the chat will match the name of the session (for example, *Welcome & Opening Remarks*), to distinguish it from the general event chat box.



Main Stage Tab

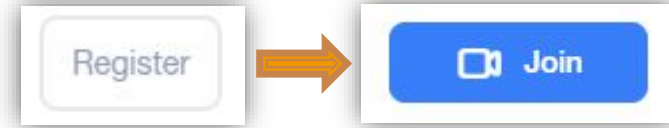
- **Joining Main Stage Sessions:** You can join a main stage session directly from the *Agenda* tab in the event lobby or by clicking the *Main Stage* tab. Join the session by clicking the blue 'Join' button.
 - The grey 'Register' button will automatically turn to the blue 'Join' button 15 minutes before the agenda start time. If you click 'Join' and get an error message, it means the session has not started yet and you will need to click 'Retry' at the assigned time. Moderators will not begin sessions before the assigned agenda time.
- **Session Chat Box:** Use the session chat to interact with other attendees during the session.
- **Session Q&A:** The plenary and guest speaker sessions are open to questions from attendees. Once the session begins, submit your questions directly in the Q&A box on the right side of the video window. The session moderator will facilitate the Q&A at the assigned time and read the submitted questions aloud.



A screenshot of the "Research Day 2021 Virtual" Main Stage Tab interface. At the top, the text "Research Day 2021 Virtual" is on the left, and navigation icons (calendar, chat, bell) and a user profile "Hello, Jenna" are on the right. The main content area has a dark grey background with the text "There is nothing happening on the stage" and "We'll notify you about a new scheduled segment." Below this is a white box with the text "Welcome & Opening Remarks" and "Starts In". A large digital clock shows "15 : 18 : 01" with "Days", "Hours", and "Minute" labels above the numbers. A blue "Register" button is centered below the clock. At the bottom, there is a "Upcoming" section with a light blue header, a card for "Tuesday 27 Apr" with the text "Welcome & Opening Remarks" and a grey "Register" button.

Oral Presentations Tab

- **Joining Oral Presentation Rooms:** You can join an oral presentation room directly from the *Agenda* tab in the event lobby or by clicking the *Oral Presentations* tab. Join a room by clicking the blue 'Join' button.
 - Five (5) oral presentation rooms will be taking place simultaneously. Attendees will have the option of joining the room of their choice. The system will not allow you to join more than one room at a time.
 - The grey 'Register' button will automatically turn to the blue 'Join' button 15 minutes before the agenda start time. If you click 'Join' and get an error message, it means the room has not started yet and you will need to click 'Retry' at the assigned time. Moderators will not begin rooms before the assigned agenda time.
- **Session Chat Box:** Use the session chat to interact with other attendees during the session.
- **Session Q&A:** Oral presentations are not open to questions from attendees – only judges and special guests. As such, the Q&A box will be disabled.



The screenshot shows the 'Oral Presentations Tab' interface for 'Research Day 2021 Virtual'. At the top right, there is a user profile for 'Hello, Jenna' with a calendar, chat, and notification icon. Below this, it says 'All Sessions (5)' with a menu icon. There are three tabs: 'Sessions' (active), 'Speakers', and 'My Sessions'. A search bar contains 'Search here for session' and a toggle for 'Show past sessions' is turned off. The main content area displays three oral presentation rooms for Tuesday, 27 Apr, starting at 9:15 AM (EDT). Each room card includes a '90 Minutes' duration, an 'Add To Calendar' button, and a list of presentations. Room 1 features Nameer Al-Yousif, MD, Association of. Room 2 features Haylee Baxendell, B.S., B. Cell Science. Room 3 features Michael Bashline, MD, Examining the. Each room card also shows a row of attendee avatars and a count (5, 4, and 5 respectively).

Poster Hall Tab

- **Searching for Poster Hall Presenters:** Search for poster hall presenters by name, division, or research category. Once you find the presenter you are looking for, click the blue box with their name to be taken to their booth.
- **Viewing a Poster:** Once you are in a presenter's booth, scroll down to *Documents & Links* and click their pdf poster file. This will open the poster in Adobe on your computer.
- **Interacting with Presenters:** In each presenter's booth, you will see a chat box to the right. The name of the chat will match the name of the presenter. Please feel free to leave comments and ask questions in a presenter's individual chat box. Presenters will respond to chat posts throughout the day.
- **Poster Hall Hours:** The poster hall will be open from 9:00am-5:00pm on Research Day, April 27th.

