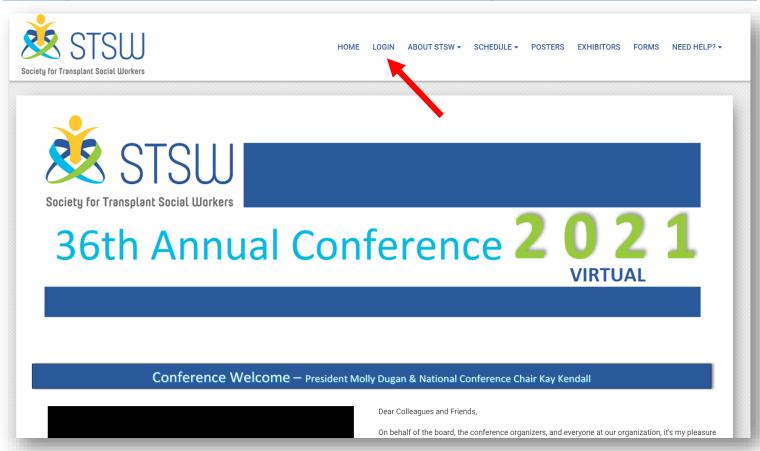


36th Annual Conference 2 0 2 1

ATTENDEE GUIDE

2021 STSW Conference Site

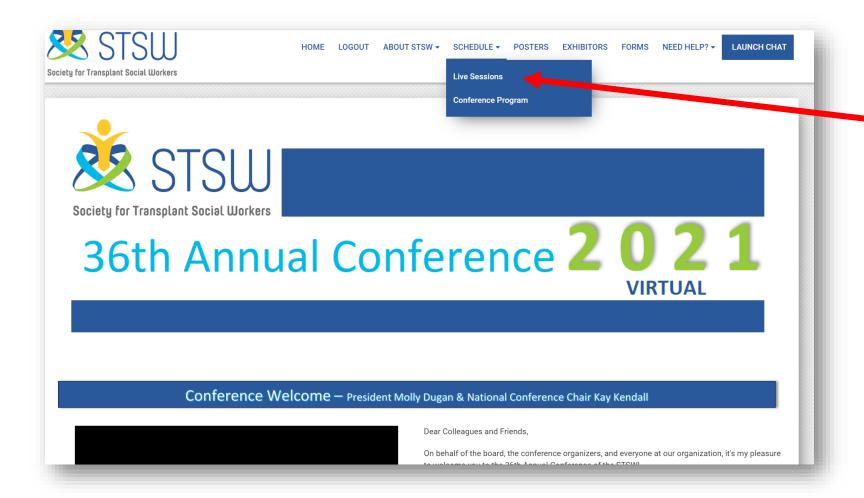
http://stsw2021.secure-platform.com



Click "Login" Enter email and password.

For STSW membership, password is the same you use for the STSW site. For non-STSW membership, the password was mailed to you after you registered for the conference.

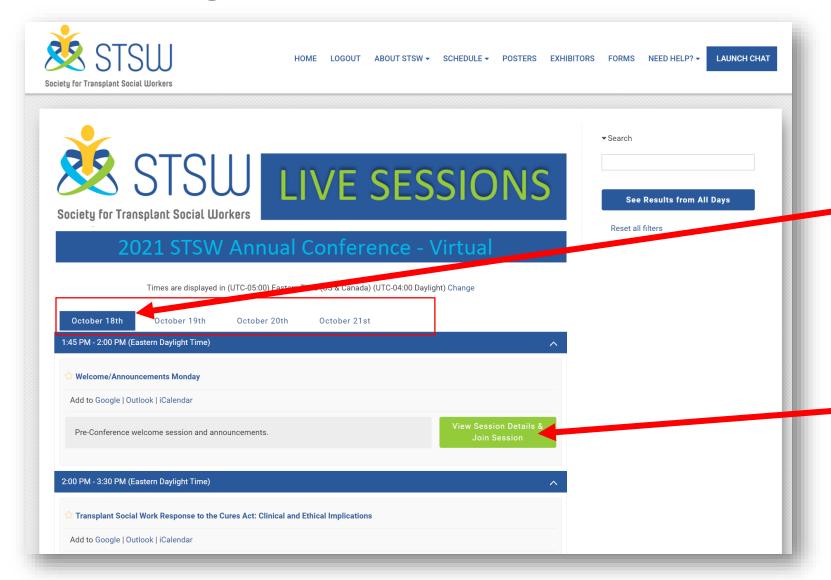
Joining a Session



Click "Schedule"

Then "Live Sessions"

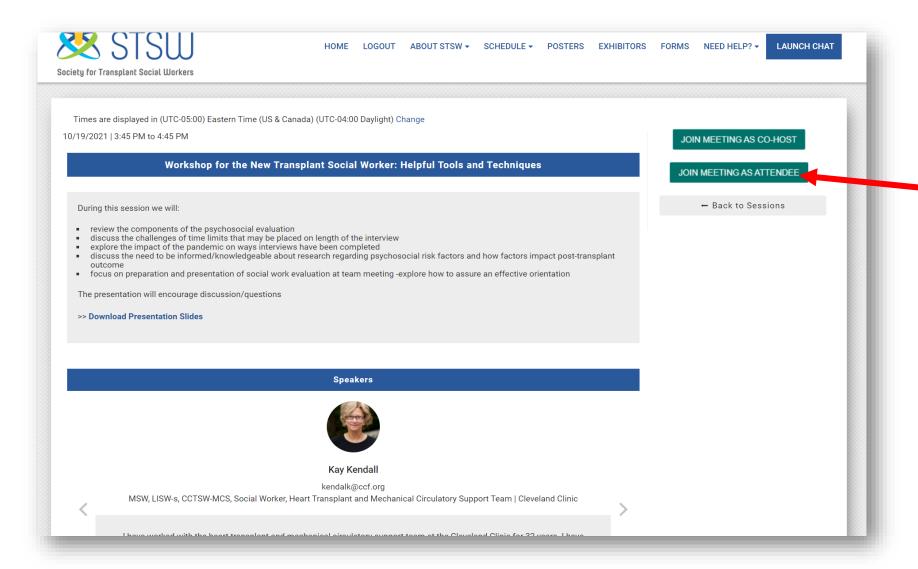
Joining a Session



Click the day of the conference you are attending

Scroll down until you find the session you are attending. Click "View Session Details & Join Session"

Joining a Session



Click "join meeting as attendee"

The zoom room will open in a new window

You will be put into a waiting room until the session starts

Poster Session – ALL ATTENDEES ARE WELCOME!

- All conference attendees are welcome to join our poster sessions on Monday, October 18th 2021 at 5:15pm EST. You do not need to be signed up to attend the pre-conference to be able to participate in the poster sessions.
- All posters will have an individual zoom room you can visit to hear about the poster, ask questions and engage in discussion. Feel free to stop by any/all rooms during the session.
- All attendees that participate in the poster session will be automatically entered to win a gift card or gift basket.

NETWORKING EVENT WITH DISTINGUISHED SPONSOR

CHILDREN'S ORGAN TRANSPLANT ASSOCIATION

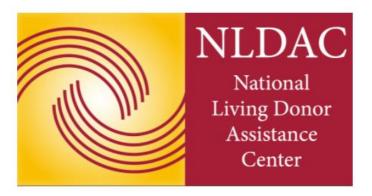


Please join us on **Tuesday, October 19th from 6:00pm-7:00pm** for a networking event with our Distinguished Sponsor: Children's Organ Transplant Association. To join the session, go to the session page under Live Sessions on the conference website.

NETWORKING EVENT WITH GOLD SPONSORS

NATINOAL LIVING DONOR ASSISTNACE CENTER & CareDx

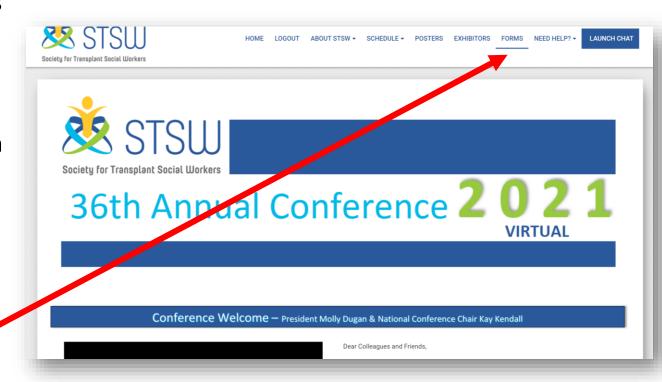




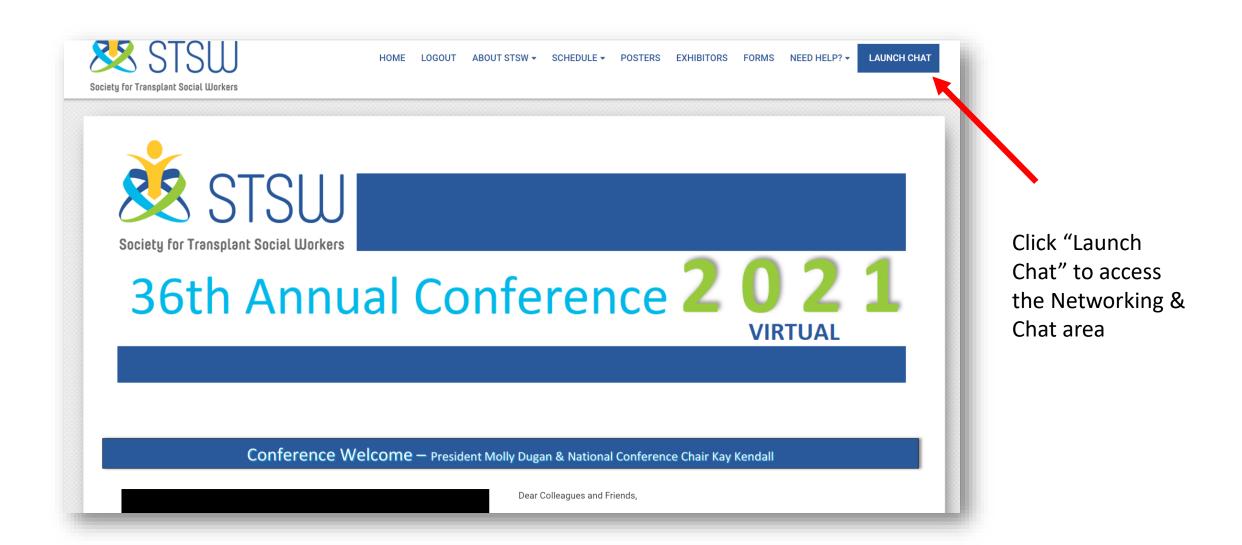
Please join us on **Wednesday, October 20th from 6:00pm-7:00pm** for a networking event with our Gold Sponsors: CareDx and National Living Donor Assistance Center. Feel free to stop by both rooms during the session. To join the sessions, go to the session page under Live Sessions on the conference website.

Forms – Must be completed to receive CEU Certificate

- Evaluation Forms All conference attendees will be required to complete evaluation forms for each day of the conference that they attend.
- **CEU Attestation Form** On the last day they attend the conference, conference attendees will be required to a completed an attestation of CEU attendance.
- **CEU Certificate** After the CEU attestation form is completed, a copy of the form and a CEU certificate will be emailed.
- More information on all forms and links to the forms are available on the conference website by clicking "Forms" on the main menu.

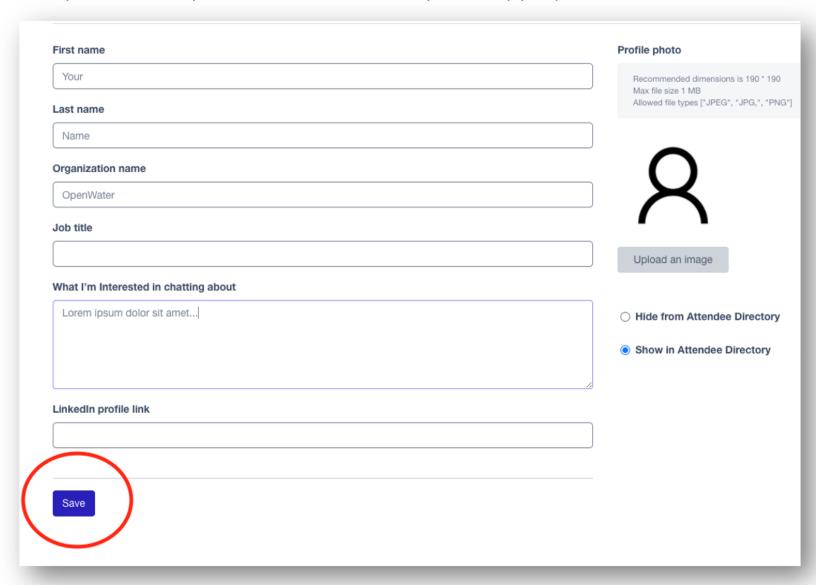


Networking & Chat — Networking, Discussion, Questions



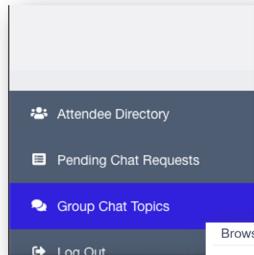
Setting up Profile

When you use the Chat system for the first time, it will ask you to set up your profile.



Add your first and last names, and other identifying details. Make sure to choose whether you'd like to be shown in the Attendee Directory so other attendees can find you easily. You can easily upload a Profile photo, to make you easier for other attendees to recognize.

Click the "Save" button (circled in red above) to make sure you save your changes and to allow you to continue.

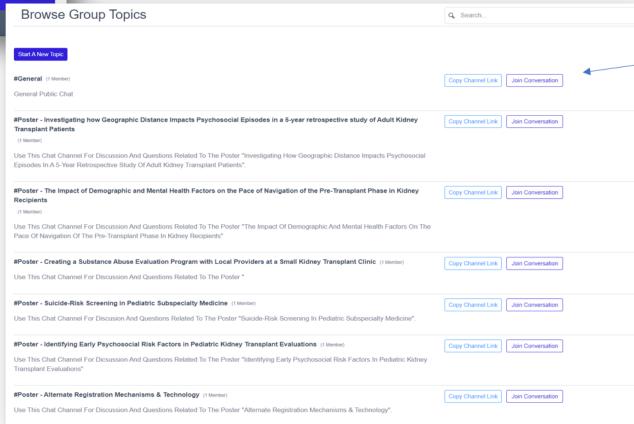


Group Chat Topics

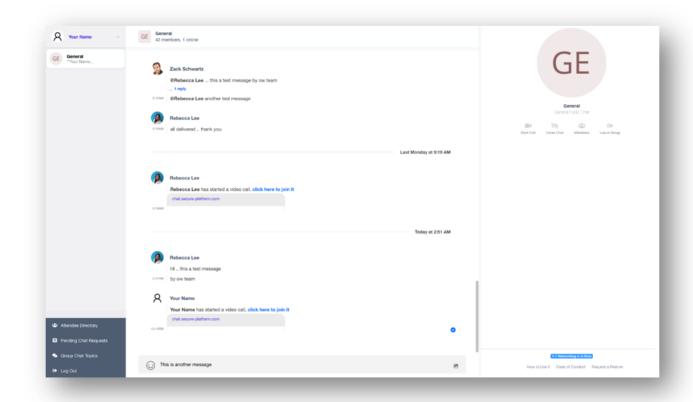
Click Group Chat Topics on bottom left menu. This will open all Chat Topics.

<u>Click "join</u> conversation" to join the Chat Topics of your choice.

The Chat Topics you join will be listed on the upper menu when you click "Group Chat Topics from the bottom left menu.



Chatting in the Chat Topic

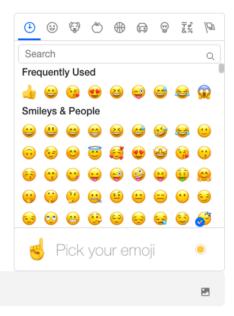


In the middle, will be the current chat and a scrollable chat history and on the right will be details about the chat room, plus tools for more specialized chat tools.

Chat Bar: To chat, you'll use the Chat bar across the bottom of the chat window.

You can type your message and hit "Enter" to send, or use the emoji button to open the emojis panel.

If you want to add files or images to share with other attendees, you can click on the "Attach files" button. This will open your device's file upload dialog and allow you to locate a file or image to share.



If you click the "Close Chat" icon, the chat will remain closed and unavailable to you unless and until someone else says something in that chat channel. At that <u>time</u> it will reappear as a channel option in the left-hand side of the main window.

To leave the chat permanently, click "Groupt Chat Topics" from the bottom left menu and you can use the "Leave Group" option for any Chat Topic you no longer want to participate in.



The "Members" icon will provide a shortcut of all attendees and exhibitors currently members of this channel. This window provides the username, their user profile picture and is searchable!

Questions

• Please send any questions before the conference starts to:

Conference@stsw.org

For help after the conference starts, please click the help widget in the bottom corner

