



British Association of  
Perinatal Medicine

# BAPM Spring Conference 2021 Virtual

## Virtual Conference – Guide for Delegates

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### Thank you to our sponsors:

#### PLATINUM SPONSORS



This meeting is sponsored by Chiesi Limited for online exhibition space. Funding will contribute to costs of the platform and dissemination of footage only. Chiesi Limited representatives will be present at the online meeting.



GROUP

RECORDATI  
RARE DISEASES

This virtual meeting is sponsored by Recordati Rare Diseases (RRD) for online exhibition space. Funding provided for this event will contribute towards the costs of the virtual platform and dissemination of footage only. RRD representatives will be present at the online meeting.

#### GOLD SPONSORS



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## Browser

To access the portal you will be sent a link and all you need is a good internet connection.

**Please use Google Chrome to access the portal.**

This allows the functions to work at their optimum. This can be downloaded for free here: [https://www.google.co.uk/chrome/?brand=CHBD&gclid=Cj0KCQjwuJz3BRDTARIsAMg-HxWxMynLvdYCYs9Iofu7YDRBxBmlGLOIYwirE\\_UvjvZQzQhRtdS7KSoaAtALEALw\\_wcB&gclsrc=aw.ds](https://www.google.co.uk/chrome/?brand=CHBD&gclid=Cj0KCQjwuJz3BRDTARIsAMg-HxWxMynLvdYCYs9Iofu7YDRBxBmlGLOIYwirE_UvjvZQzQhRtdS7KSoaAtALEALw_wcB&gclsrc=aw.ds)

**NB: some NHS servers block the use of platforms and webinar software, so please check that you are able to connect prior to the meeting starting if you plan to connect at work.**

## How to log in

To join the portal, please click the personalised link in your information email. Please do not forward this link to anyone except to your own personal email address, where avoiding an NHS firewall.

You will be prompted to set your audio and camera preferences:

portalapp.cfsevents.eventsair.com/VirtualAttendeePortal(bapm-spring-conference-2021)/onair/login

British Association of Perinatal Medicine

BAPM Spring Conference 2021 Virtual

Welcome to BAPM Spring Conference

British Association of Perinatal Medicine

Tuesday 11<sup>th</sup> May 2021

OnAIR EventsAIR

Welcome

We really want you to enjoy the event, but before we continue we want to make sure you can participate.

Let's quickly check everything and then you're on our way.

Mic Access

Mic Selection

Great. Now let's make sure we're using the right mic. Select your preferred mic and click Set to continue.

MacBook Air Microphone (Built-in)

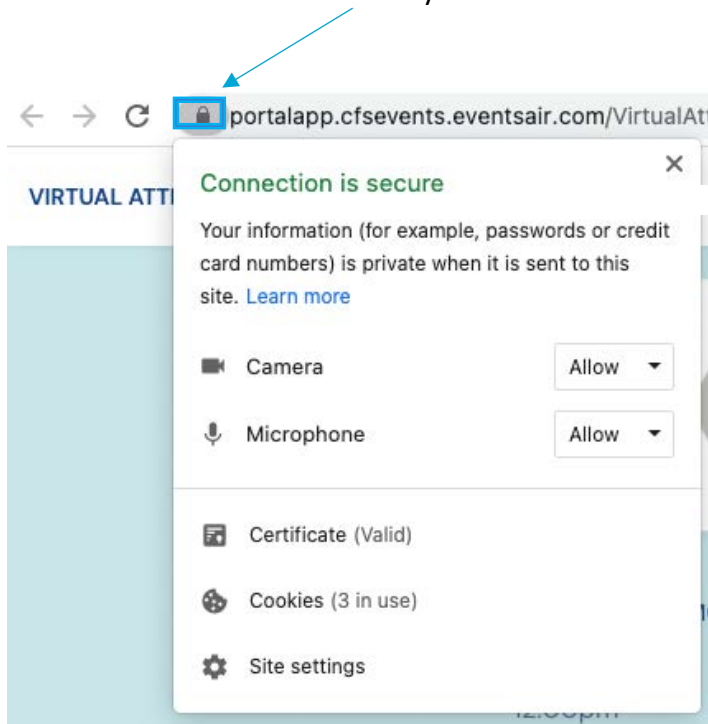
Set

Camera Access

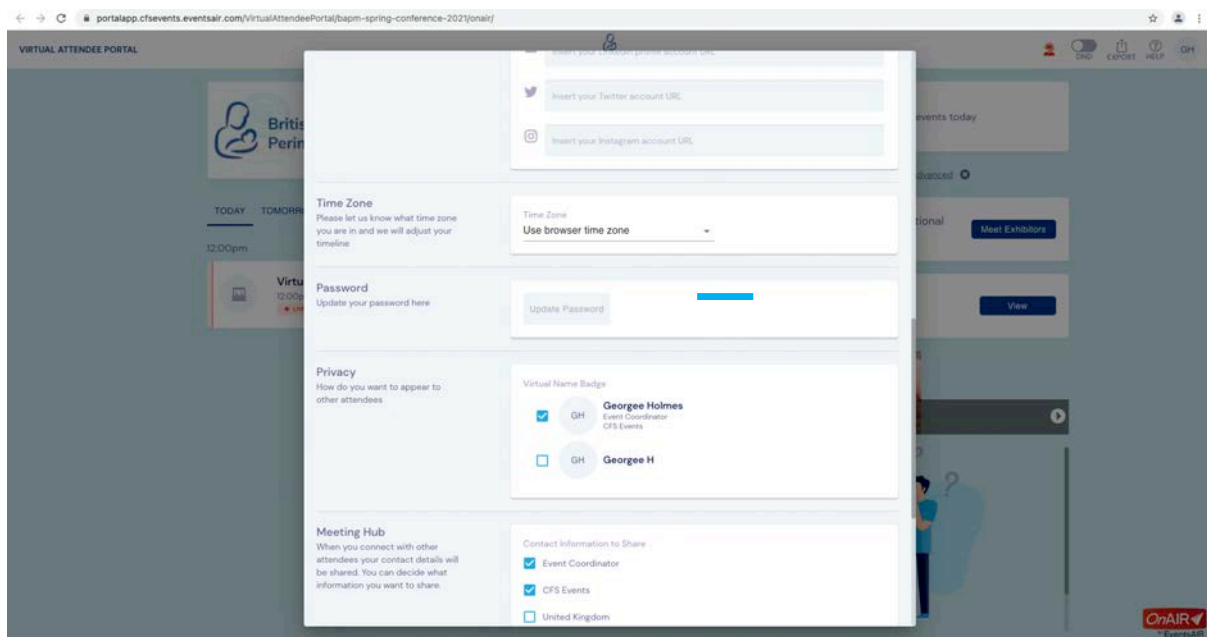
Camera Selection

Live Video Call Check

You can also click on the icon in your browser bar to change your permissions



You will be shown your profile on entry:



Here you can:

- Add a profile picture or some information about yourself
- Choose how you would like your details to appear to other delegates in the meeting hub
- Adjust your camera and microphone settings

We recommend that you show your full name, hospital and job title as this is how you will appear to other delegates. This will help them identify you in the meeting hub:

**Privacy**  
How do you want to appear to other attendees

**Virtual Name Badge**

- GH **Georgee Holmes**  
Event Coordinator  
CFS Events
- GH **Georgee H**

Click 'Update and close' on the bottom right corner to save and exit.

**Media Settings**  
You can check that your media settings are correct and update them if needed.

**Microphone**  
Jabra Evolve2 30 (0b0e:0e33)

**Camera**  
FaceTime HD Camera

Change Settings

**Update and Close**

You can get back here at any point by selecting your initials in the top right corner and choose 'my settings'

VIRTUAL ATTENDEE PORTAL

BAPM

British Association of Perinatal Medicine

BAPM Spring Conference 2021 Virtual

TODAY TOMORROW MAY 11

12:00pm

Virtual Promotional Exhibition  
12:00pm - 2:00pm  
Meet Exhibitors

Virtual Promotional Exhibition  
Meet Exhibitors

Meeting Hub  
View

Resource Gallery  
Exhibitor Materials Gallery

My Settings  
Update your photo, time zone, profile and privacy settings

Refresh Data  
Every time you log in, you will receive the very latest information. If the event organizer adds an optional session or function for you, and it does not appear in your Timeline, you can refresh your data here.

Sign Out

GH

OnAIR  
EventsAR

## Help during the conference

Click on the ? icon at the top right of your screen.

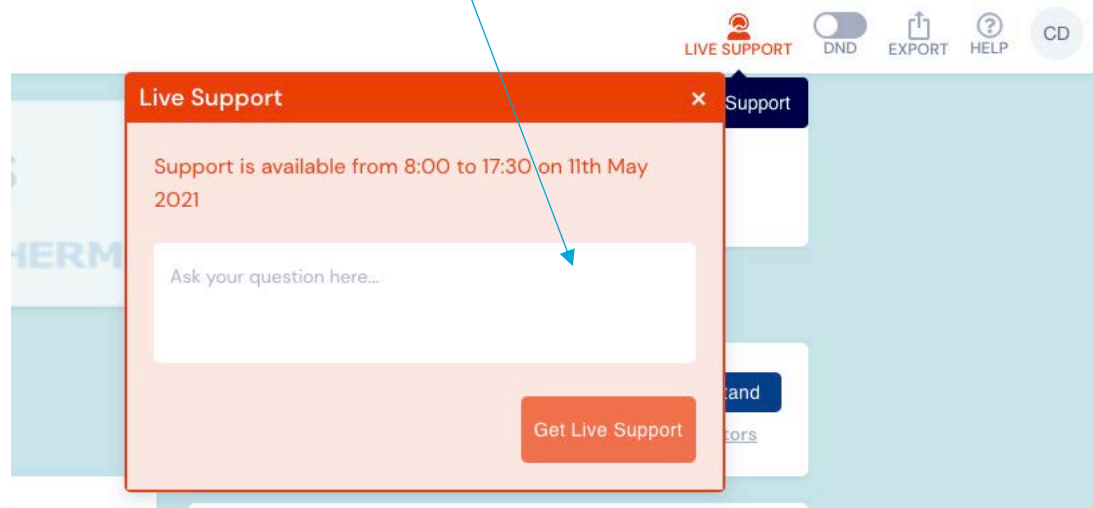


If your issue isn't answered there, please connect to the live help desk:

Click the 'person' icon on the top right of the screen:



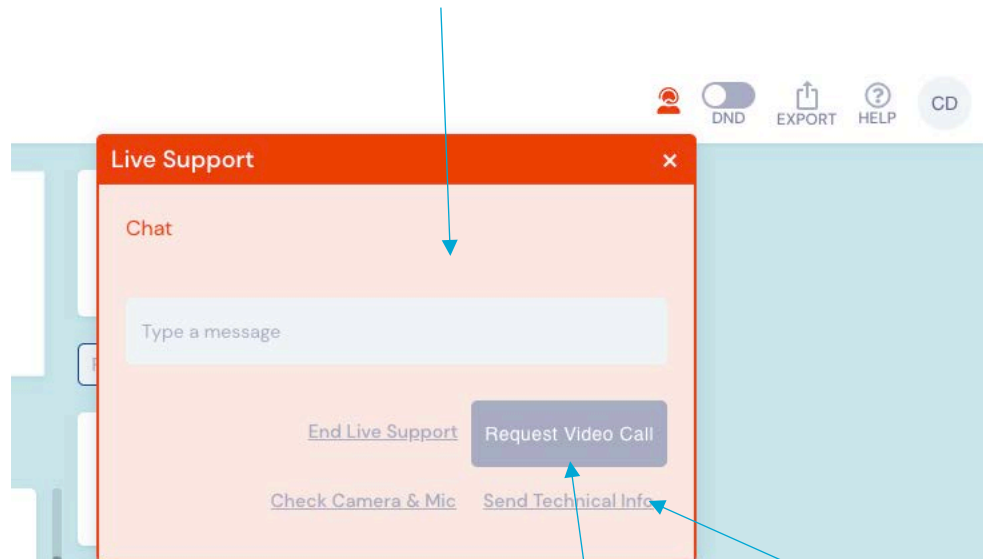
You can then type your question or issue and one of the team will be able to assist you.



Your request will then show your position in the queue until someone responds.



Once someone responds, the box will automatically open.

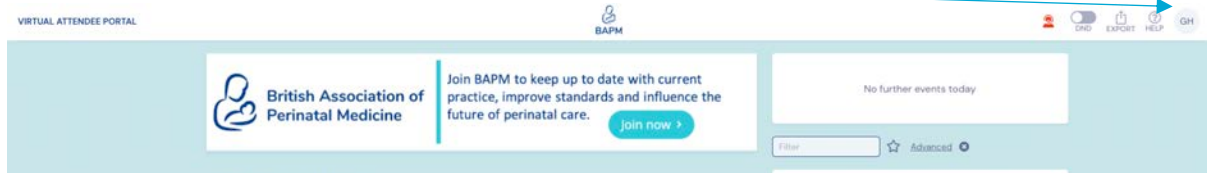


If we cannot solve your issue the first thing to do would be to click the 'Send Technical Info' which will automatically send us information we can use to help. If we still cannot solve the issue you can chat to us by switching to a virtual video call and help you that way.

You can also call +44 (0)1438 751519.

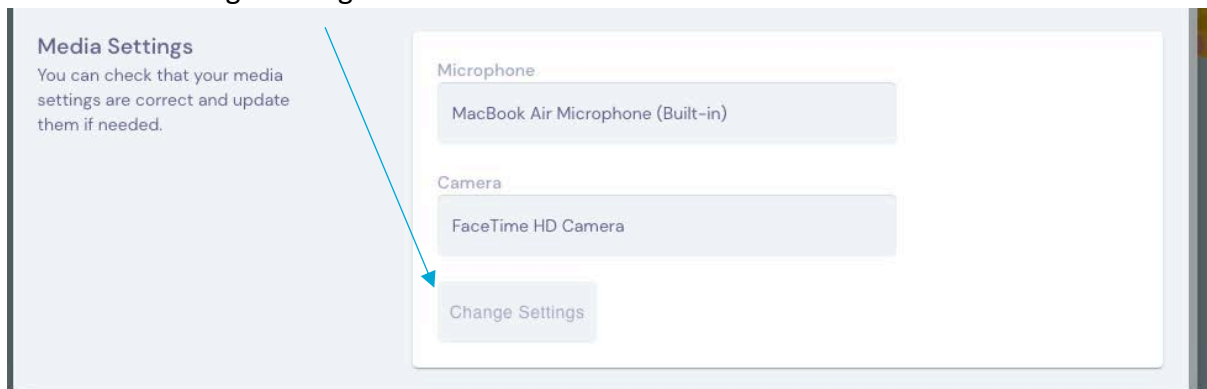
If you haven't got sound or if your camera isn't working

Click on your initials on the top right corner and click my settings



Scroll down to the bottom:

Click on the change settings button



Choose:

- Internal Microphone (Built-in)
- Default Camera

## Accessing the Presentations

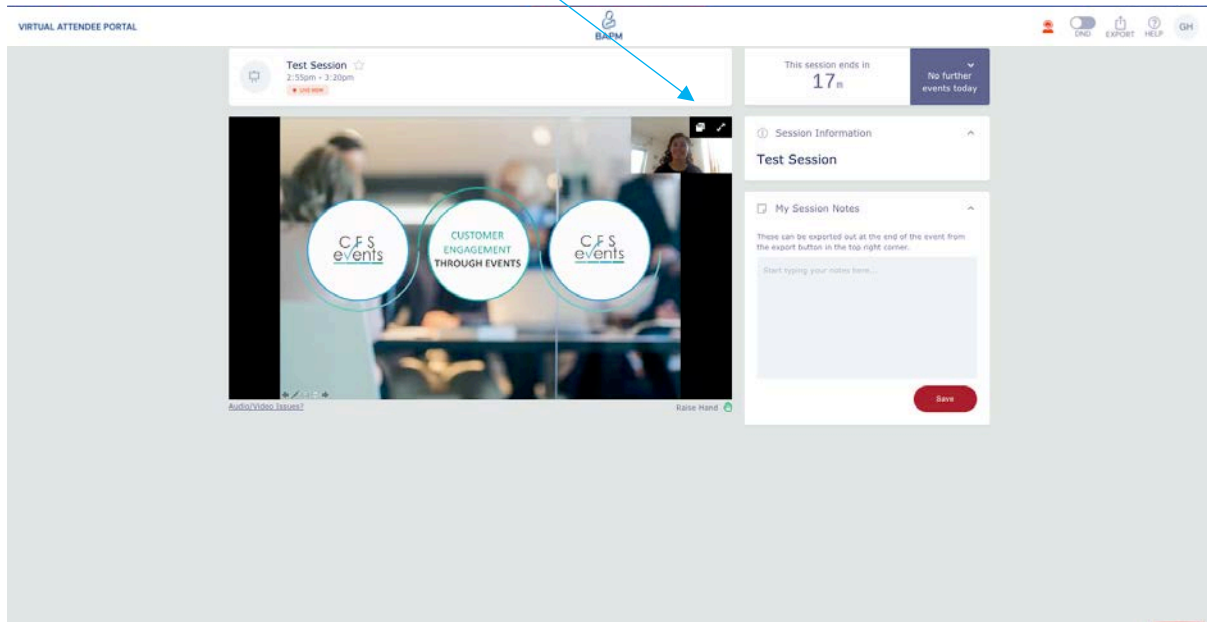
There is a countdown clock in top right hand corner – this lets you know when the next session is and helps you keep on time for everything!

The 'timeline' is essentially the agenda for the event – if you click each session, more information will appear on the right hand side:

Prior to a session starting you will see the preview button – this will become a 'Join' button when session starts. Click on that button and you will enter the session

## Entering the session

You will be taken to the session. A video box should open automatically. Use the button on the top right hand corner to make your screen larger.

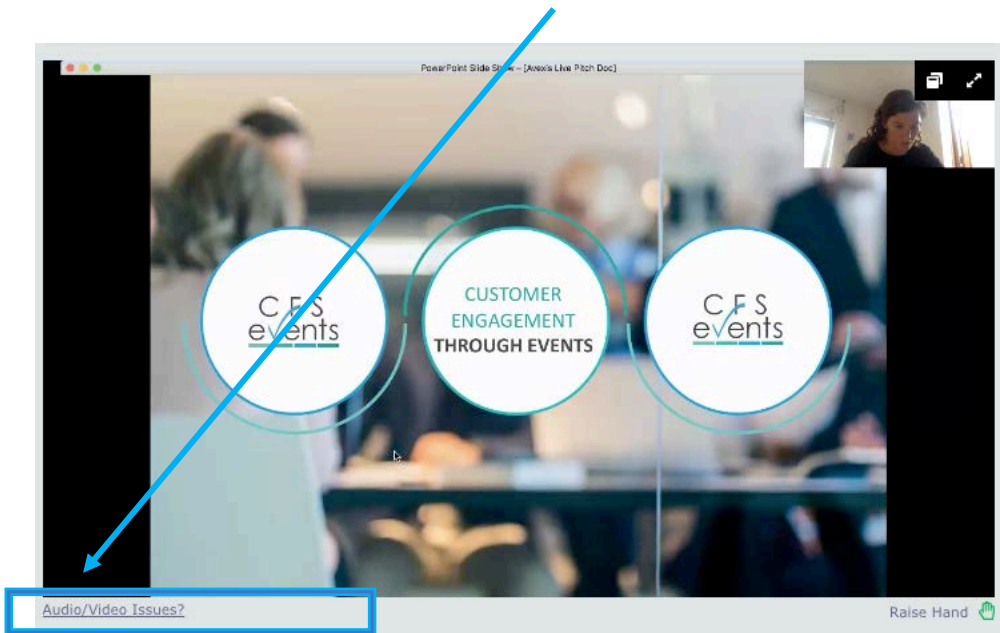


When you are in large-screen mode, you can access the live Q&A, polls, your notes and raise your hand here:

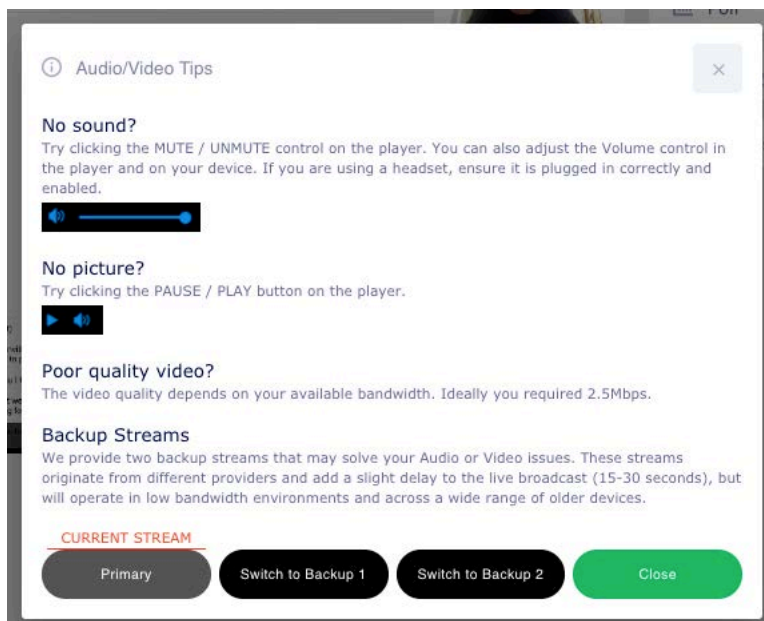




If you have audio or visual issues, click here:



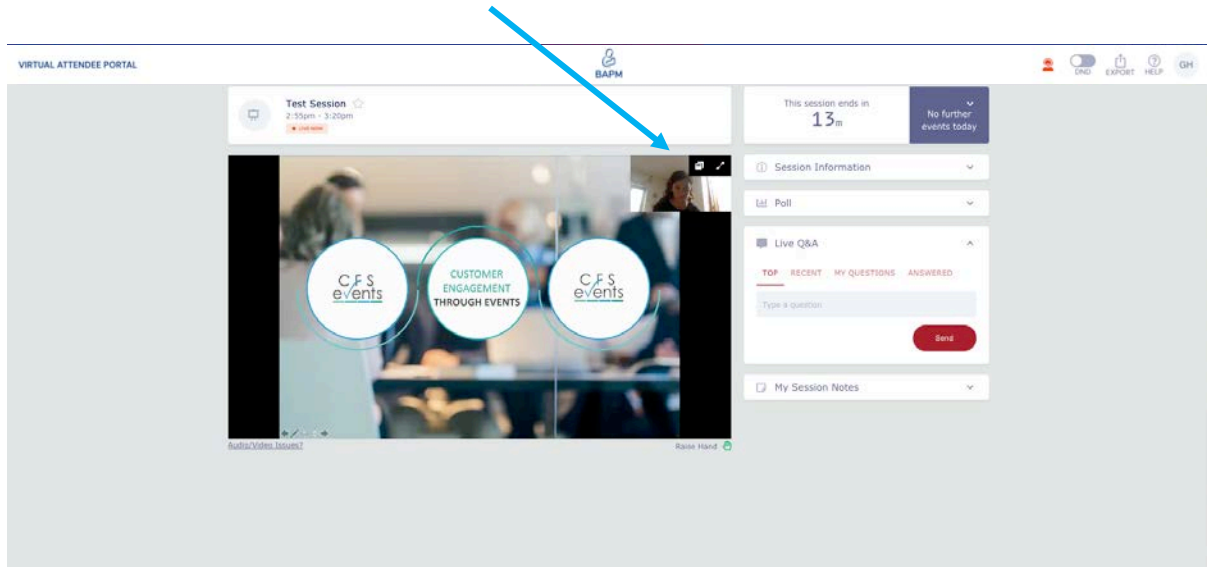
This launches this window:



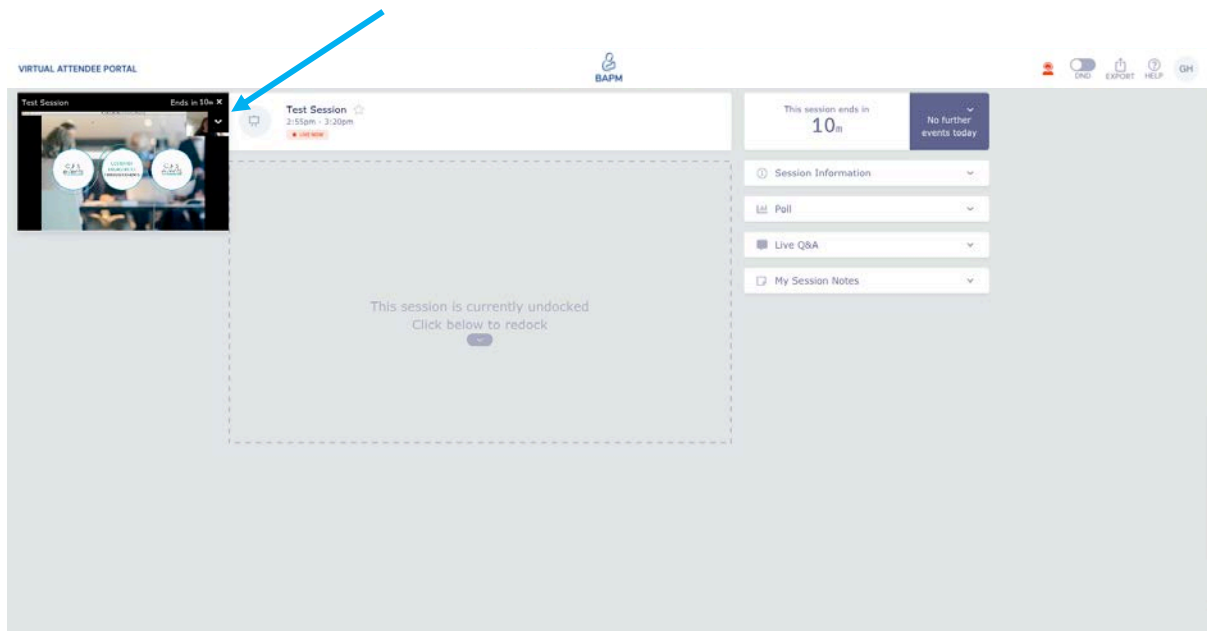
Follow the instructions, and switch to one of the backup streams if your issues persist.

Docking the session:

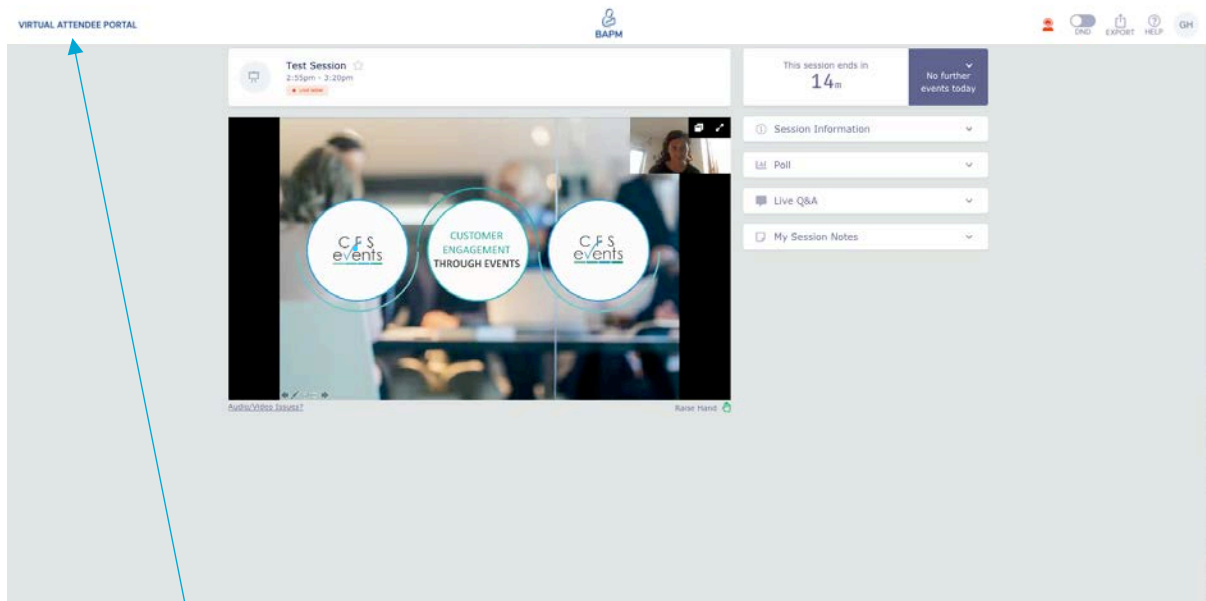
Use the left button in the top right of your window to dock your session. This allows you to move around the event platform whilst still watching the session.



The session then shows here:



You can now click 'back to timeline' in the top left hand corner to explore the rest of the site.

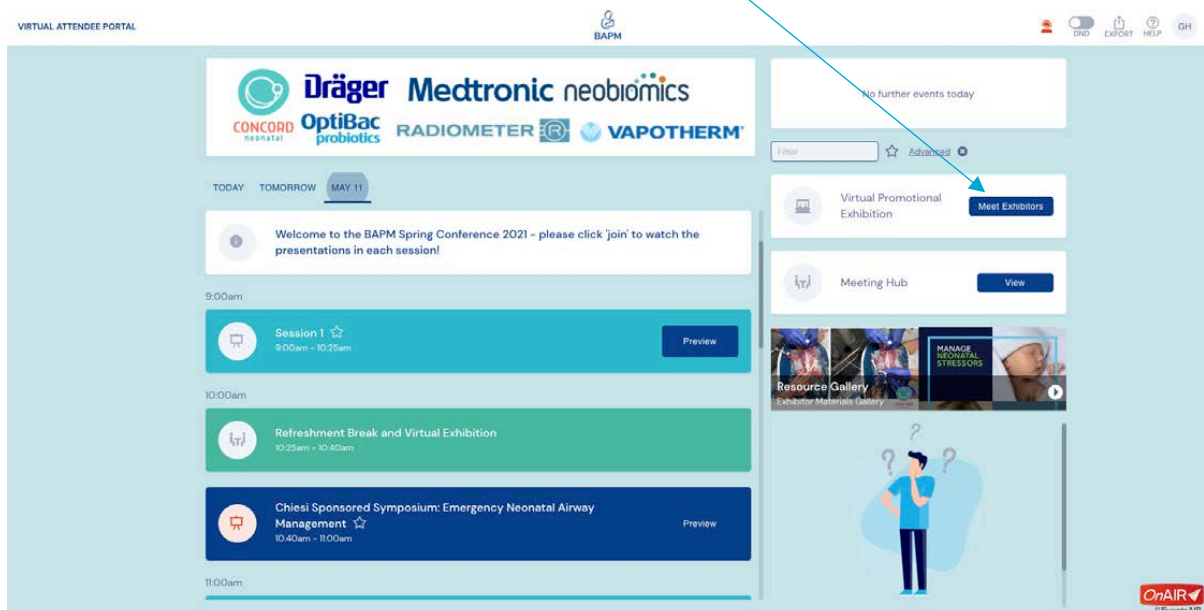


Click 'back to timeline' to return to the agenda

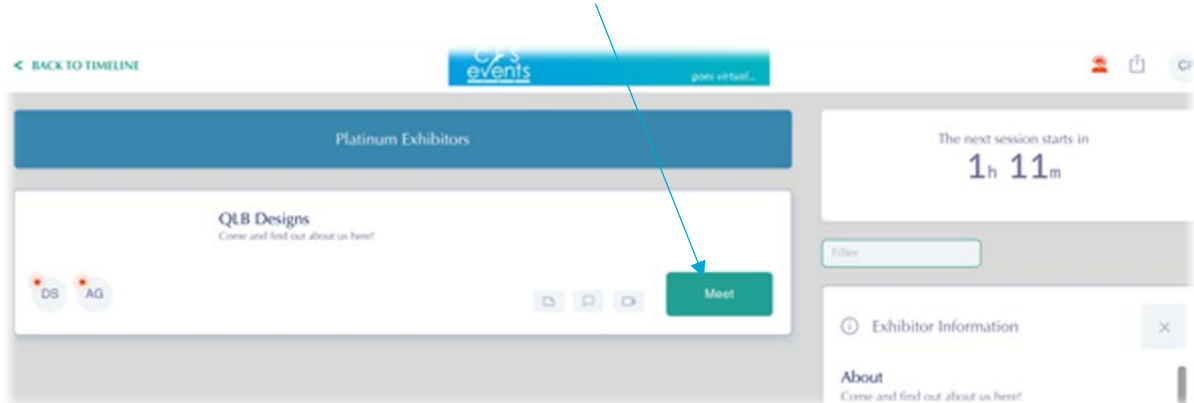
## Accessing the Virtual Exhibition

The virtual exhibition is where various company representatives will be ready to talk to you about their products and services. Please make the time to go and speak with them, as without them, this conference would not be possible.

Click **Meet Exhibitors** on the right hand side of the screen to access the virtual exhibition. When the exhibition is closed, this will say **Visit** but you can still look at the stands and download any of the brochures, there just won't be a live exhibitor on their stand to talk to.

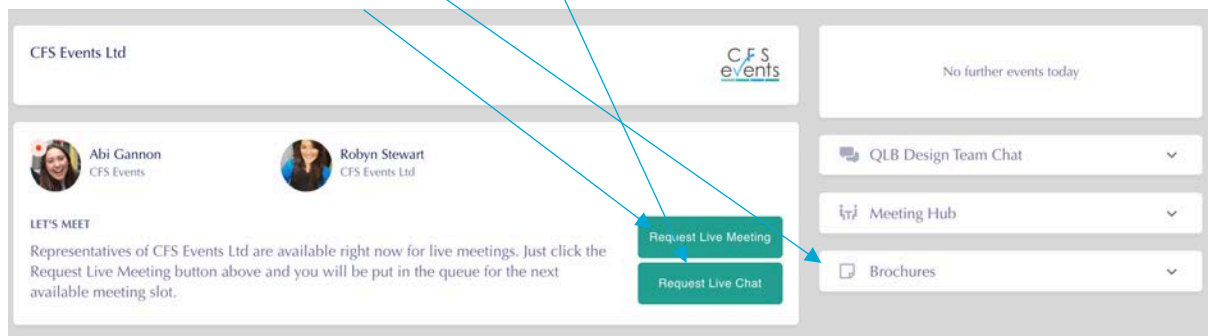


Once you are in the exhibition, click meet (or view) to visit the stand of any of the exhibitors.



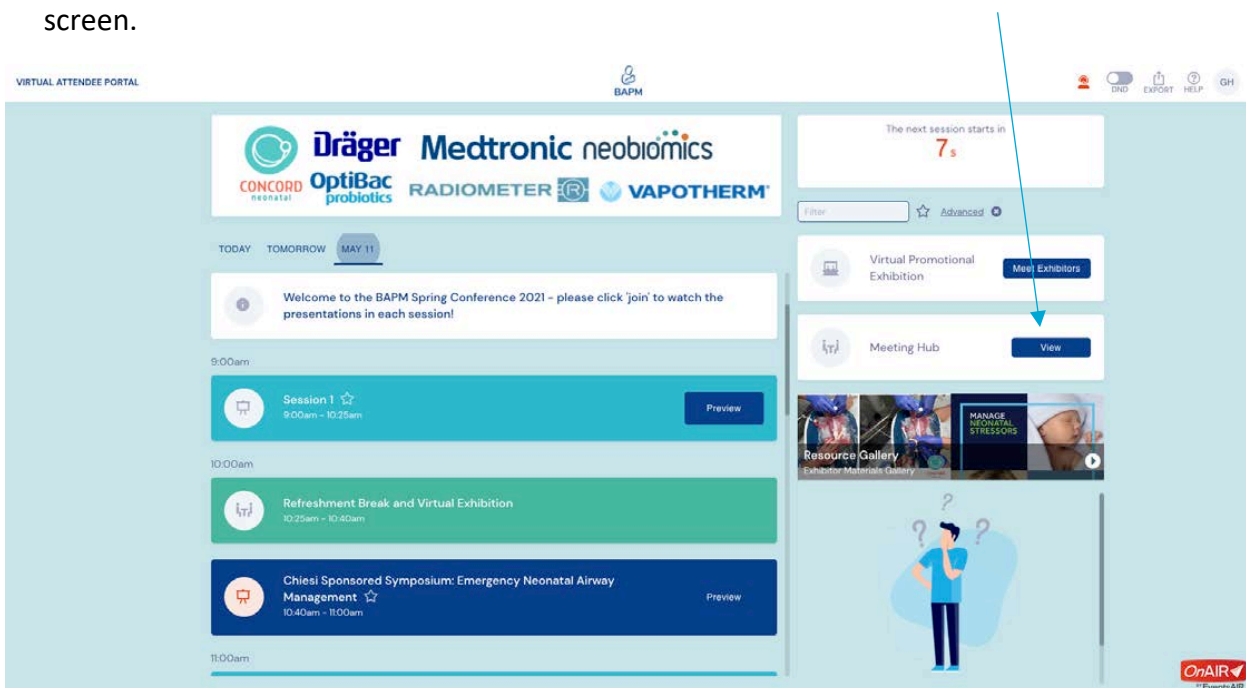
Here you can:

- Have a text chat with exhibitors
- View their Brochures
- Have a video call with exhibitors

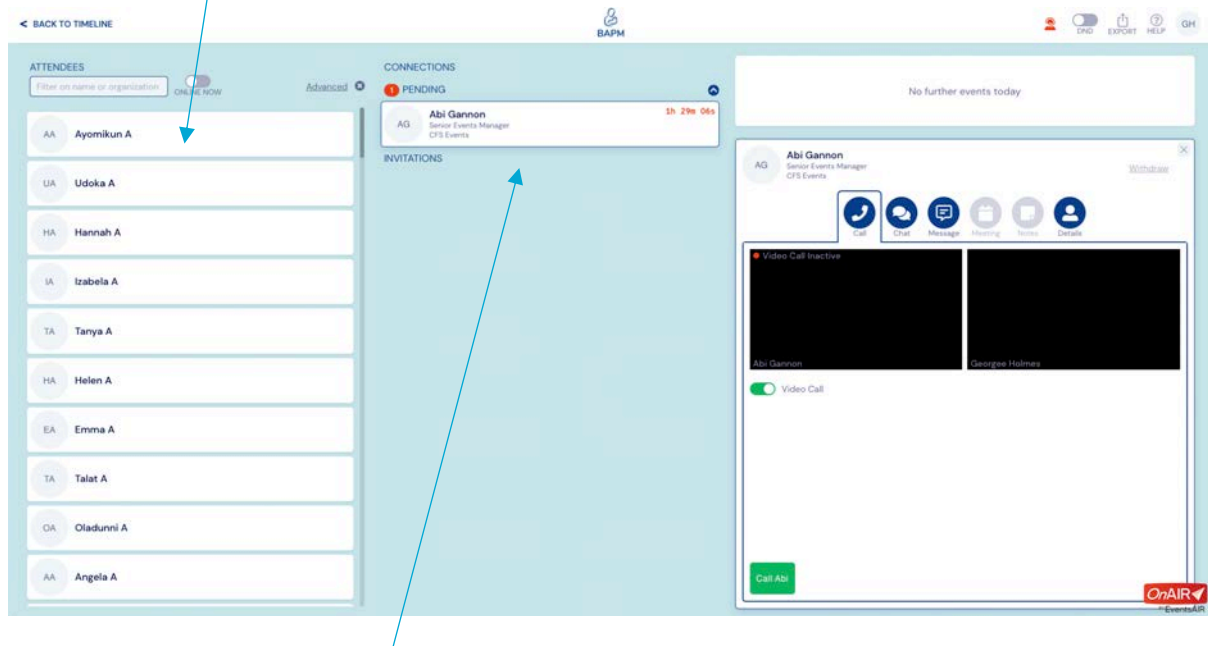


## The Meeting Hub

The meeting hub lists all the delegates at the event and gives you a chance to connect and network with them, one-on-one. To enter the hub click view on the right hand side of the screen.



Click on a name to connect with them. You will be able to see other delegates names but not your own.  
Once connected, you can engage in live chat, calls, schedule meetings, send messages and make notes.



You can view your pending invitations that you have sent, and the invitations that you have received, here. You can have group chats of up to 6 people.

## Other Issues

A known glitch that occasionally happens is that the page times out and you get 'stuck' without a 'return to timeline' button. If this happens, please x out of the page and re-join the meeting using the link in your email.