ATTENDEE LOGIN AND PLATFORM GUIDELINES

It is with great pleasure that we welcome you as an attendee at the Sydney Cancer Conference 2021 (SCC2021). To access the virtual platform and sessions, please take the time to read these guidelines. For further assistance, please contact the Conference managers at SCC2021@arinex.com.au.

PROGRAM AND ABSTRACT BOOK

To view the latest program and the abstract book, please visit the Conference website by clicking here.

LOGGING IN TO THE VIRTUAL PLATFORM

You may use the virtual platform on either desktop or tablet.

We recommend using the latest version of Google Chrome to access the platform. Download Google Chrome here. Please see the instructions for using the platform on Mac further below.

1. Access the virtual platform here:

2. Sign in, via the link provided and use the email address you registered with and the PIN sent to you via email.

3. Review and update your details, privacy settings and time zone.

Please note

- Watching sessions will NOT activate your camera.
- Live chat and video chat with fellow attendees through the meeting hub WILL activate your camera and microphone.
- Virtual Backgrounds are NOT supported.

TIPS FOR USING THE VIRTUAL PLATFORM

- Click on a session name to learn more about it. This session information will appear on the right-hand side.
• **Click Join** to access the session. Please note, sessions will be made accessible at the designated session time. If the session time has commenced and no speaker is active, please be patient as the session will start shortly.

• **Click BACK TO TIMELINE** to return to the main screen.

• **Star** your preferred sessions by clicking on the grey outlined star next to the name of a session. The star will turn orange 🌟. Filter by clicking on the star near the Filter / Search box.

• **Edit your details** at any time by clicking on your initials (or photo) in the top right-hand corner.

• **Whitelist the following domains** if the virtual platform isn’t working for you:
  o *.tokbox.com
  o *.opentok.com

• If you find that the **live stream is slow, try out the backup streams**. Underneath the video stream there is an ‘Audio/Video Issues?’ link which will open a pop-up that you can select one of the backup streams that are operating in lower bandwidth than the primary stream.

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**Audio/Video Tips**

**No sound?**
Try clicking the MUTE / UNMUTE control on the player. You can also adjust the Volume control in the player and on your device. If you are using a headset, ensure it is plugged in correctly and enabled.

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**No picture?**
Try clicking the PAUSE / PLAY button on the player.

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**Poor quality video?**
The video quality depends on your available bandwidth. Ideally you required 2.5Mbps.

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**Backup Streams**
We provide two backup streams that may solve your Audio or Video issues. Those streams originate from different providers and add a slight delay to the live broadcast (15-30 seconds), but will operate in low bandwidth environments and across a wide range of older devices.
SESSION FEATURES
Once you have entered a session, the following features appear on the right-hand side.

Live Q&A
Submit a question to the presenter. Questions are moderated. Note: not all questions submitted may be asked due to time restraints.

Discussion Forum
Chat to your fellow attendees in the session. Do NOT submit questions to the presenter here (see Live Q&A).

My Session Notes
Make notes and export these as required at any time. Make sure to press save!

Live Poll
Respond to poll questions.

SPONSORS AND EXHIBITORS
Our sponsors and exhibitors are an integral part to the success of the Conference. Please be sure to visit them in the virtual exhibition.

The Virtual Exhibition will be open during the following hours:

<table>
<thead>
<tr>
<th>Date</th>
<th>Open:</th>
<th>Dedicated exhibition time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 9 September 2021</td>
<td>9:30am – 5:15pm; 7:00pm – 9:06pm</td>
<td>12:33pm – 1:33pm; 1:53pm – 2:08pm</td>
</tr>
<tr>
<td>Friday 10 September 2021</td>
<td>9:00am – 5:00pm</td>
<td>11:06am – 12:41pm</td>
</tr>
</tbody>
</table>

It is during the dedicated exhibition time that delegates can meet and interact with the exhibitors in real time. Outside of these times, the exhibitors may be available to meet with delegates.

Features:
- **Request a Live Meeting**: Select this option when an exhibitor is in their booth to have a live video meeting with them.
- **Request a Live Chat**: Select this option when an exhibitor is in their booth to have a live chat with them.
- **Brochures**: An exhibitor can have PDF brochures in their booth for you to download and view at any time during the Conference.
- **Video**: An exhibitor can have videos in their booth for you to view at any time during the Conference.
MEETING HUB
Use the Meeting Hub to connect with other attendees by messaging, live chat, live video call or organising a meeting during the event. Please note, you will not see yourself in the Meeting Hub.

Connect with fellow attendees
1. You will see a list of all participants in alphabetical order on the left-hand side. You have a few options how to search for other attendees.
   a. Basic Filter – allows you to filter attendees by name or organisation.
   b. Advanced Filter - allows you to filter attendees by more than two attributes.
   c. Online now – you can filter by who is online at that point in time.

2. Click on the profile of the attendee you want to connect with. A large window will open on the right side with the name and profile of the person.
3. Click the Connect button next to their profile information.

Other features:
- Live Chat – live chat with other attendees.
- Call - call to each other. Simply click on “Call” below the person’s name to open the video-call window. Click on following button at the bottom of the page to video call the person.
- Meeting – schedule a meeting with each other. Once your Meeting is set, it will appear in the timeline in the main page.
- Messages – if the other attendee is not available at the moment, you may leave a message.
- Notes – take notes during your meeting and export them afterwards.

In the middle of the page, you may see:
- Connections – all connections which you already made.
- Pending – requested connections.
- Invitations – invitations from other attendees.
POSTER GALLERY AND POSTER SESSIONS

- View the Poster Gallery during the Conference and during the dedicated poster session time by clicking on the “Poster Gallery” from the timeline page.
- Once you have selected to enter the Gallery, you will be able to see all posters including the poster title and author details.
- Click view presentation to view the poster.
- You will be able to view and download the poster as well as enter your notes about the poster that you can export at a later date.
- You will also be able to leave questions for the presenter in the “Discussion Forum” chat for the poster. The poster presenter will be monitoring this throughout the Conference.
- There will be a dedicated poster viewing time for you:
  - Thursday 9 September 2021 – 5:15pm – 6:16pm
  - Friday 10 September 2021 – 9:00am – 10:00am

Gamification

Engage in activities that are built around goals to gain points and a spot in the leader board. These activities allow you to connect and fully enjoy the virtual event.

How it works

On the top bar, there is a small box with numbers which is your gamification panel. It displays the number of points you have already earned. Once you click on this icon, a new window will pop up with a list of all the “Goals” that will provide you with points. Rules of the game - you will see all details of the game by clicking on the information icon on the right corner.

Points

- Your total earned points.
- Your total fulfilled goals.
- Leader Board – here you will see your current ranking in comparison with other attendees and the TOP 10 leaders.

Goals

- Goals you have already performed and gained points.
- Goals you are still missing.

TECHNICAL SUPPORT

Need help? Click the button at the top right-hand corner for general information.

Need additional help? Click LIVE SUPPORT in the top right-hand corner of your screen. A text box will appear for you to submit your question to the platform managers. The live support will only be manned during Conference hours:

Thursday 9 September 2021  9:30am – 6:15pm AEST and 7:00pm – 9:06pm AEST
Friday 10 September 2021  9:00am – 5:00pm AEST

Outside of these times, please contact the Conference Managers at scc2021@arinex.com.au
PRESENTERS USING A Mac’s

The instructions below were tested on OS X 10.14 (Mojave), 10.15 (Catalina) and OS X 11 (Big Sur).

1. Navigate to ‘System Preferences’ then ‘Security & Privacy’.

2. Under the ‘Security & Privacy’,
   - Choose ‘Screen Recording’ then click on ‘Click the lock to make changes’.
   - Enter the password.
   - Click on the ‘+’ button.
   - Browse through ‘Applications’, locate ‘Google Chrome’ then click ‘Open’.
   - The pop-up screen appear to warn you that Google Chrome will restart. Simply click on the ‘Quit & Reopen’ button (please note, this will briefly drop you out from the platform).
"Google Chrome" will not be able to record the contents of your screen until it is quit. You can choose to quit "Google Chrome" now, or do it on your own later.