



Marine Energy Wales Conference 2021 Hopin User Guide

Hopin is an in-browser online conference platform. To get the best out of the online conference experience we recommend closing all additional tabs while taking part in the conference in order for the best performance. In particular technical difficulties can occur if you have multiple tabs of the conference open, especially if you are participating in one of the sessions.

It is also recommended that you use Google Chrome as some technical difficulties have been reported when using the likes of Microsoft Edge or Mozilla Firefox. Headphones should be used if you are participating in a session as this will help to prevent feedback from your speakers.

We also kindly request that you take the time to fill in your profile to make it easier to network and connect with fellow delegates.

If you are due to speak at the conference or participate in one of our sessions please make sure you read through the relevant section at the end of this guide.



Above you'll see an example of what the main landing page looks like when you first log in to Hopin. Down the left you will see a list of the five main areas of the platform:

1. Reception – This the default landing page when you log in, here you can find the conference program (simply scroll down to view), an overview of “what’s happening now”, as well as other important information about the event.

2. Stage – This is where live messages will be broadcasted to our attendees.

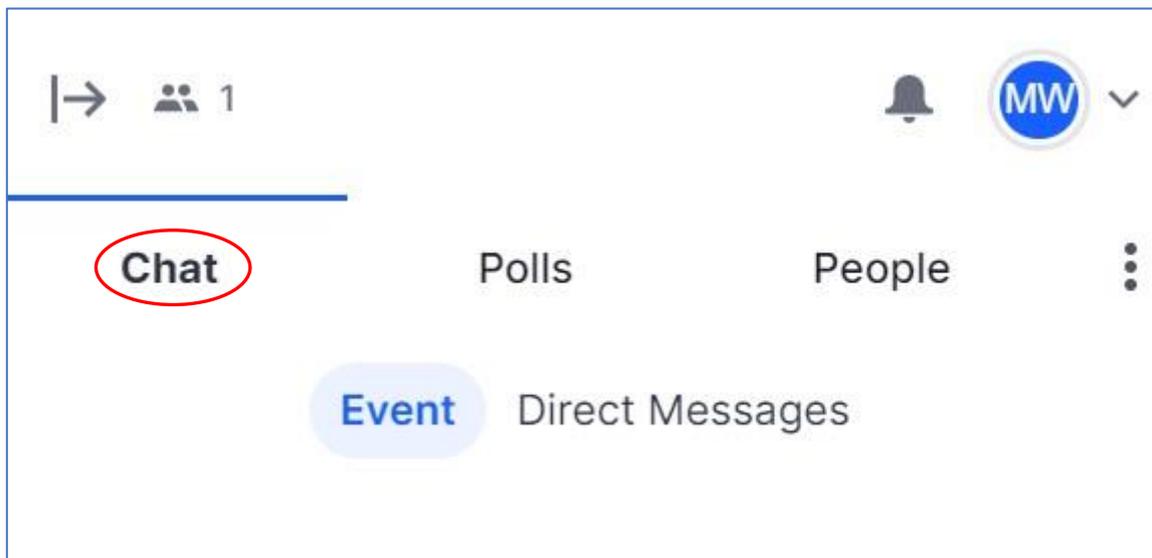
3. Sessions – This is where most of our scheduled activities will take place, including panel discussions and presentations.

4. Networking – This is where you have the opportunity to connect with fellow delegates.

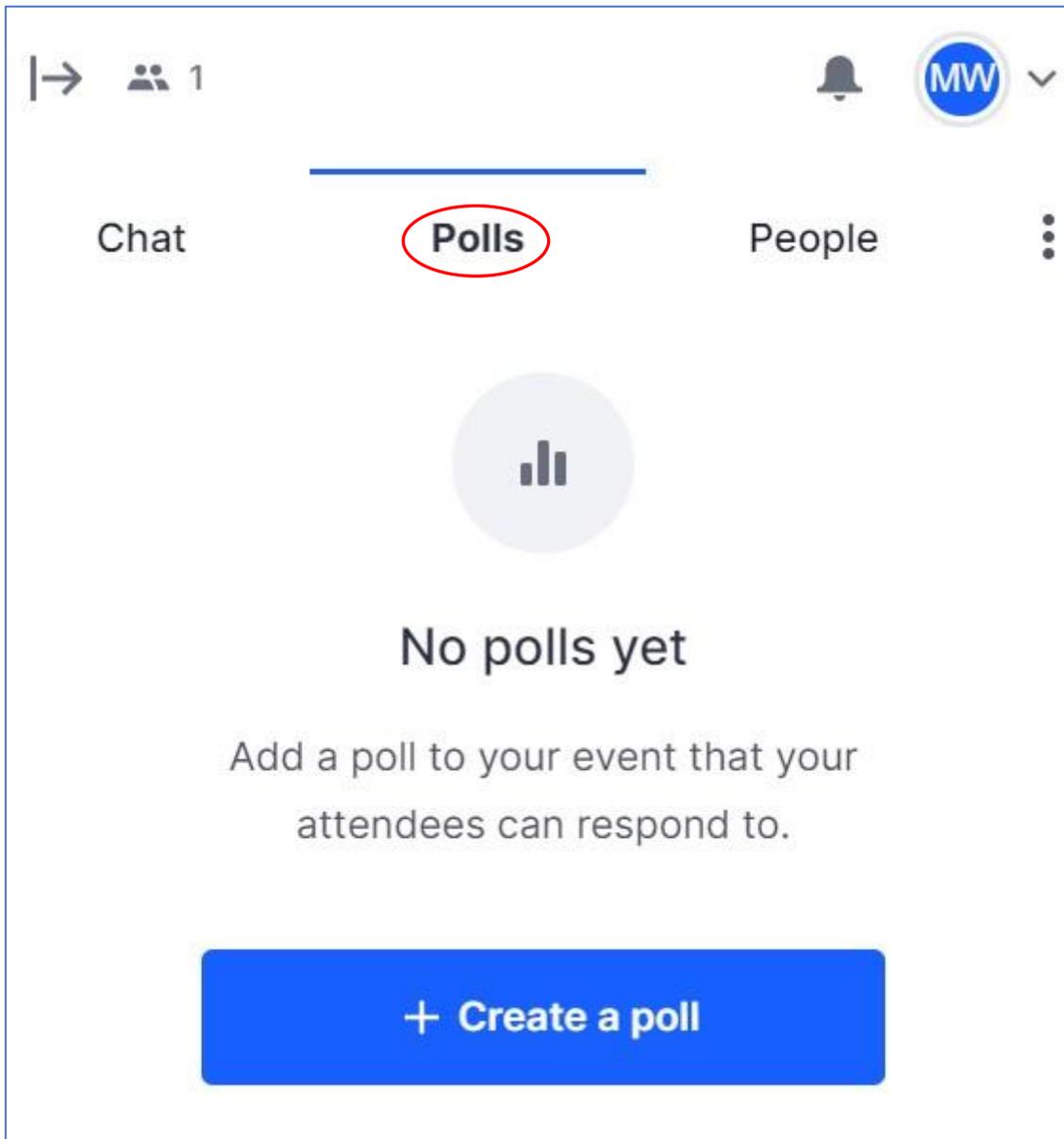
5. Expo – This is where you can find out more about our sponsors.



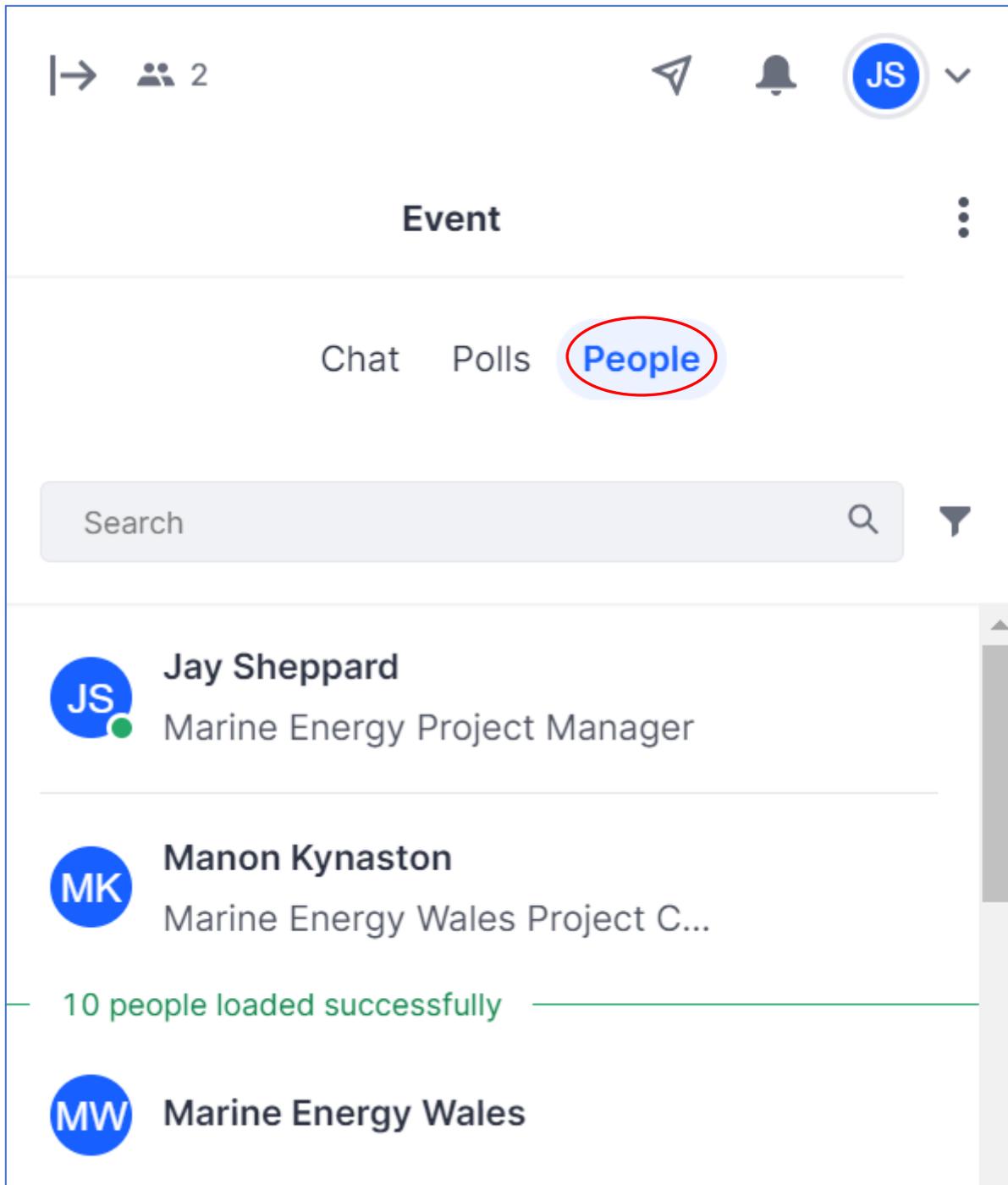
On the top right of the screen, you will see your initials in the blue circle. From here you will be able to access a dropdown menu with the option **Edit profile**. Here you will be able to upload a profile picture as well as include links to your website and LinkedIn.



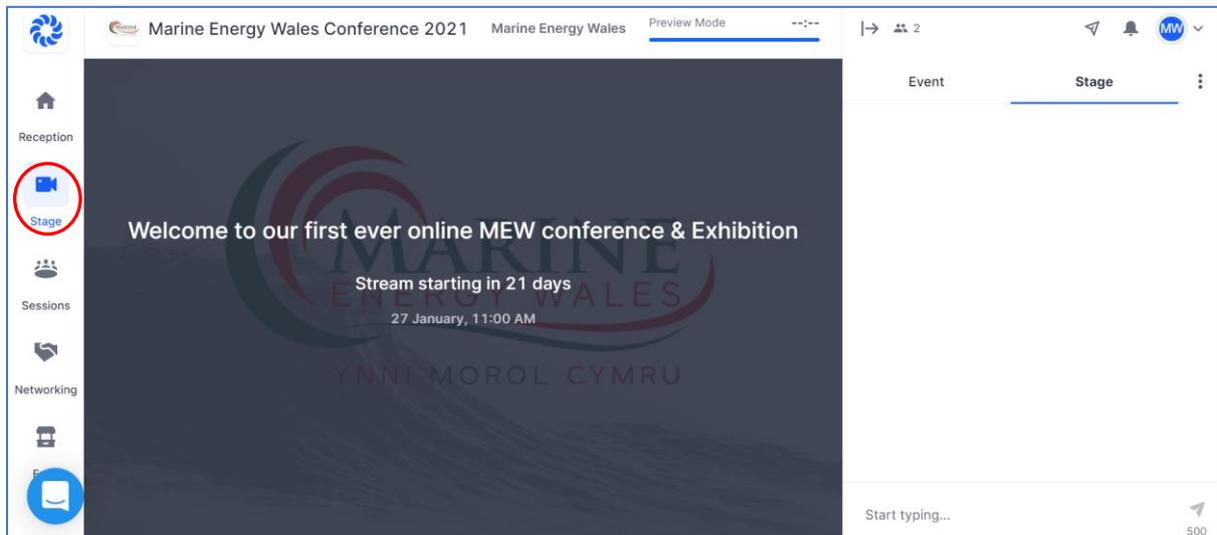
On the right-hand side of the main window you will find Hopin's chat feature, the main way of communicating during the event. It is worth noting that there are several layers of chat options. There is an **Event** chat which everyone at the event can see as well as **Direct Messages** between yourself and other delegates. If you are in a **Session** or an **Expo Booth**, these areas will also have their own chat in addition to **Event** and **Direct Messages**.



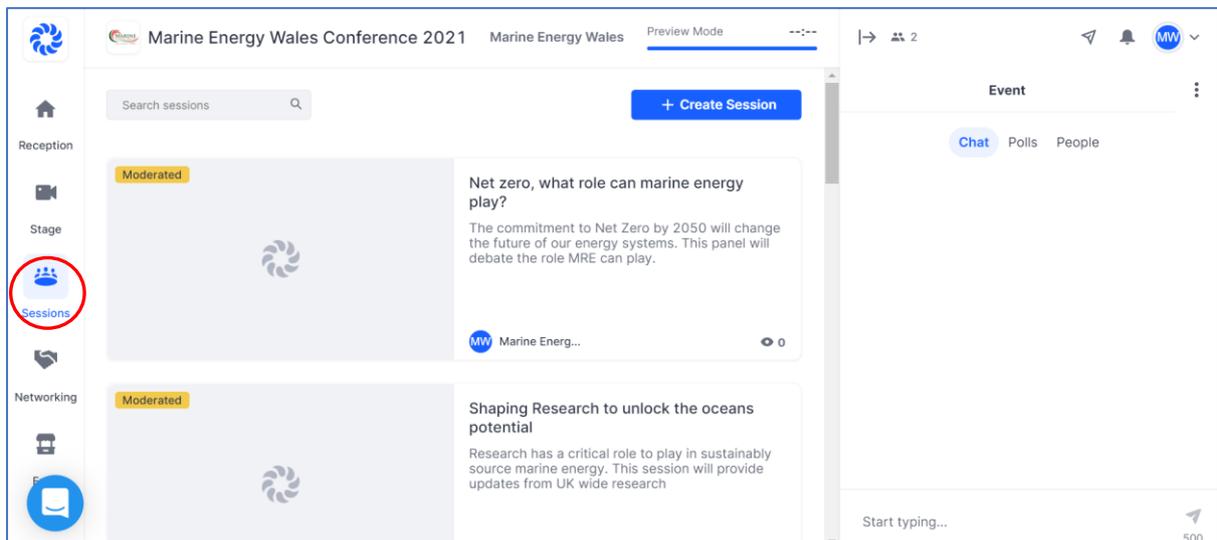
Alongside **Chat** there is the **Polls** feature. Any attendee can create a poll at any time, with the results instantly visible to all who have responded.



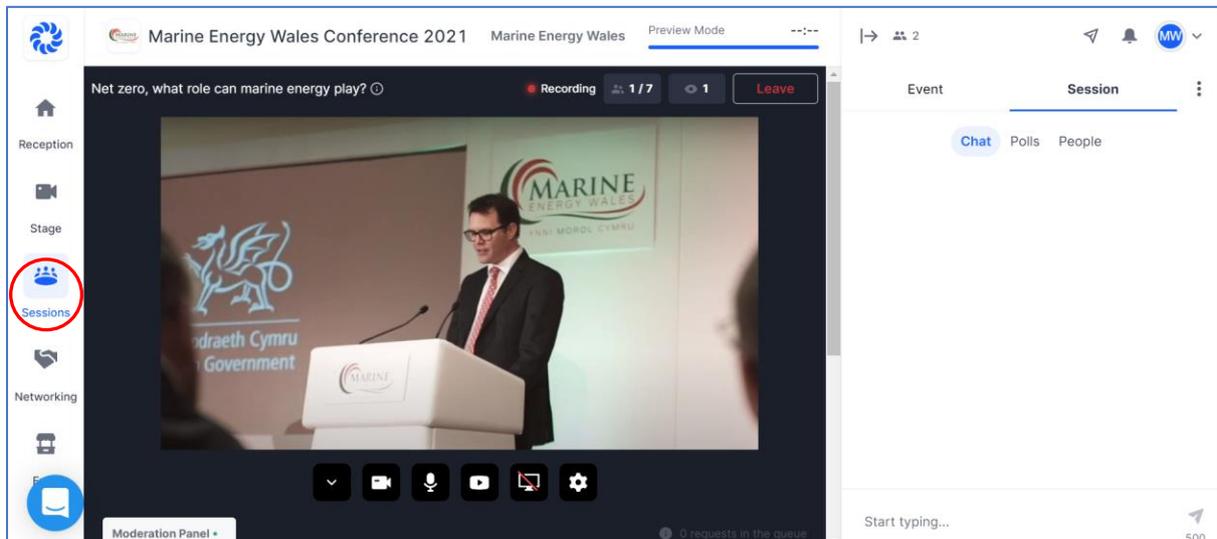
Also located alongside **Chat** and **Polls** is the **People** feature. Here you will be able to search and look up delegates attending the event, making it easy to network and send direct messages. Through navigating this feature you will also be able to connect with delegates via LinkedIn and invite them to private video calls within the Hopin platform. Please make sure you fill out your profiles to make the most out of this feature.



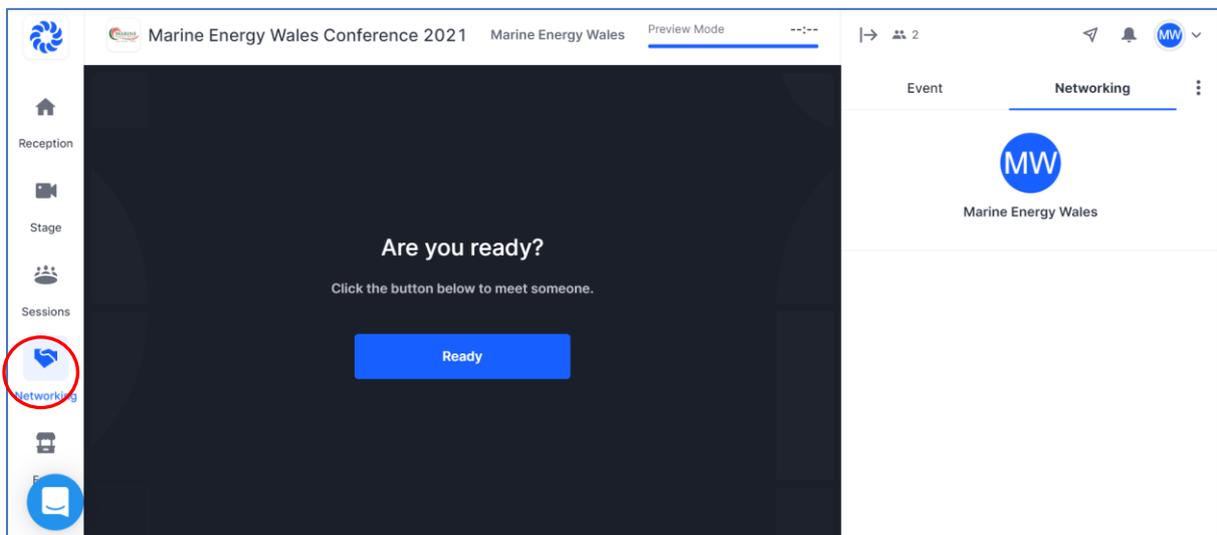
The **Stage** shares audio and video with the audience. Here we'll be hosting short talks in between our main sessions, you'll receive notifications whenever something is coming up in this area. As you can see in the **Chat** on the right of the screen, the **Stage** has its own chat where you can engage and interact with the audience and speakers. Anything put into this chat will not go beyond the stage.



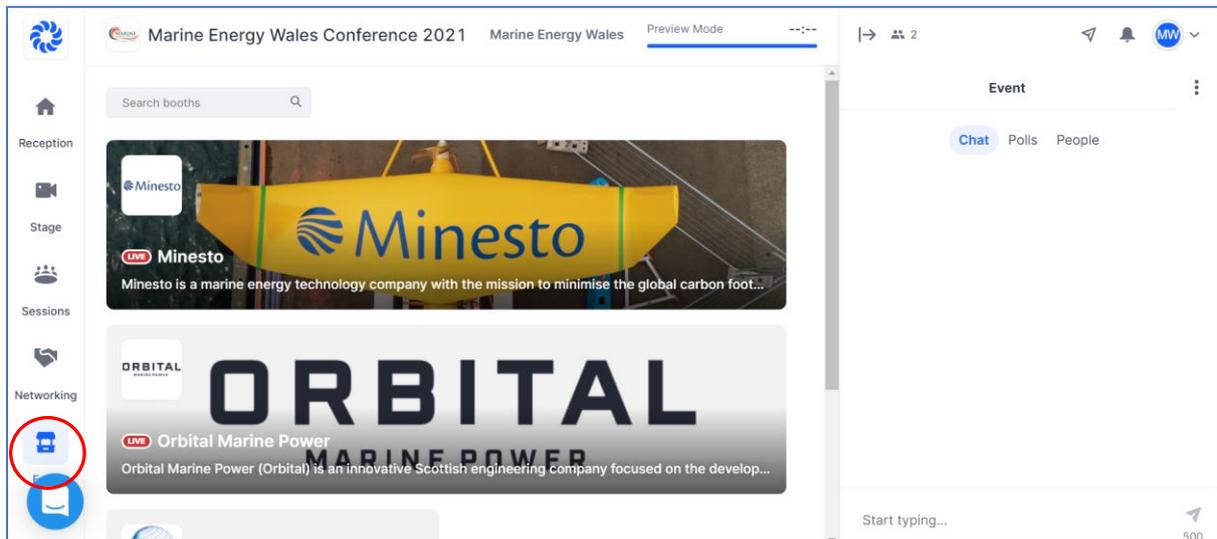
Under the **Sessions** tab you will find the majority of our programmed content including panel discussions and presentations, simply scroll down to view them all. All you have to do is click on a session to join.



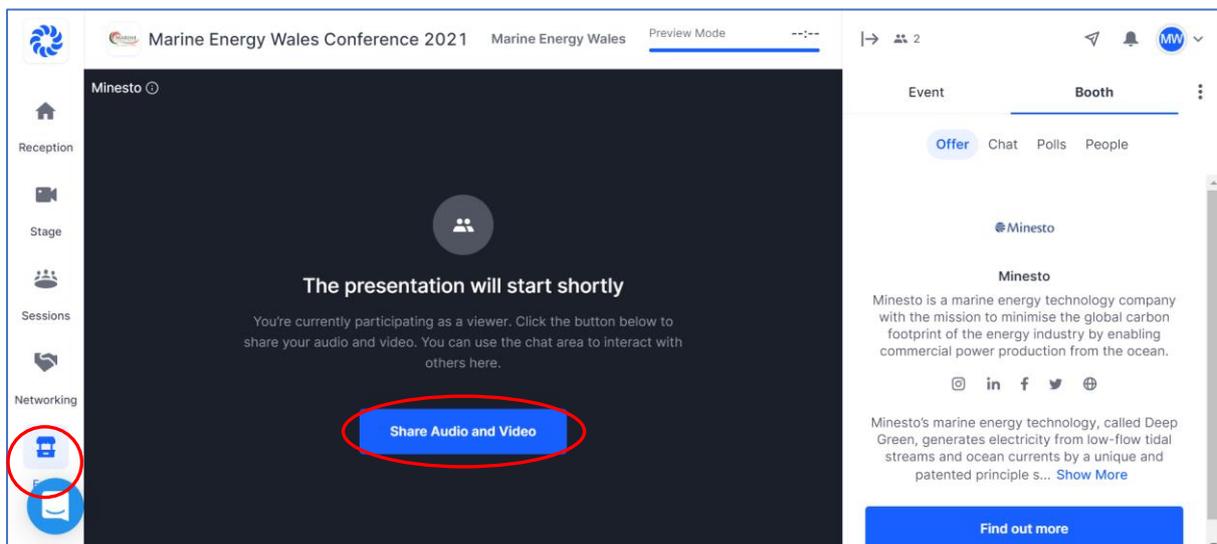
When you join a **Session** you'll be able to see and hear the audio that's being shared and will be able to participate in discussions via the **Session Chat**.



In the **Networking** area you'll be able to meet and chat with fellow delegates. This feature matches you at random with another attendee using this feature at the same time as you. You will then have a few minutes to video chat before the chat times out. You will have the option to **Extend** the chat, which will continue the conversation if selected by both participants. The other option will be to **Connect**, thereby swapping your contact details if you both select this option. You can view your connections by clicking on your profile in the top right of the screen. Once the chat has timed out you will then be matched at random with the next available delegate. Throughout the event you will be unable to re-match with anyone you have already spoken to in the networking feature.



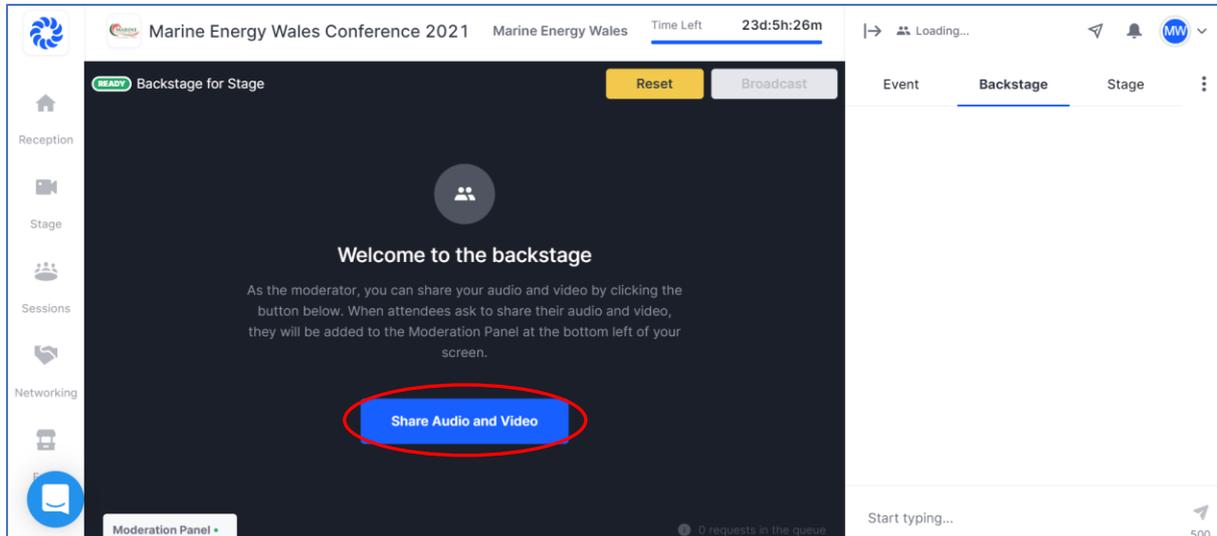
In the **Expo** area you will be able to visit the stands of all of our sponsors and exhibitors. At each booth you will be able to interact with the content for each organisation, chat with a representative and even gain access to exclusive offers. Simply click on a booth to interact with it.



Once you've selected a **Booth**, you'll be able to explore all of the content prepared by that exhibitor. Each **Booth** will have its own chat feature much like the stage and sessions so that you can interact with the exhibitor and other attendees viewing the booth. At scheduled times exhibitors will be hosting video chats via their booth, when this happens you will have the option to observe or join the conversation via the **Share Audio and Video** button.

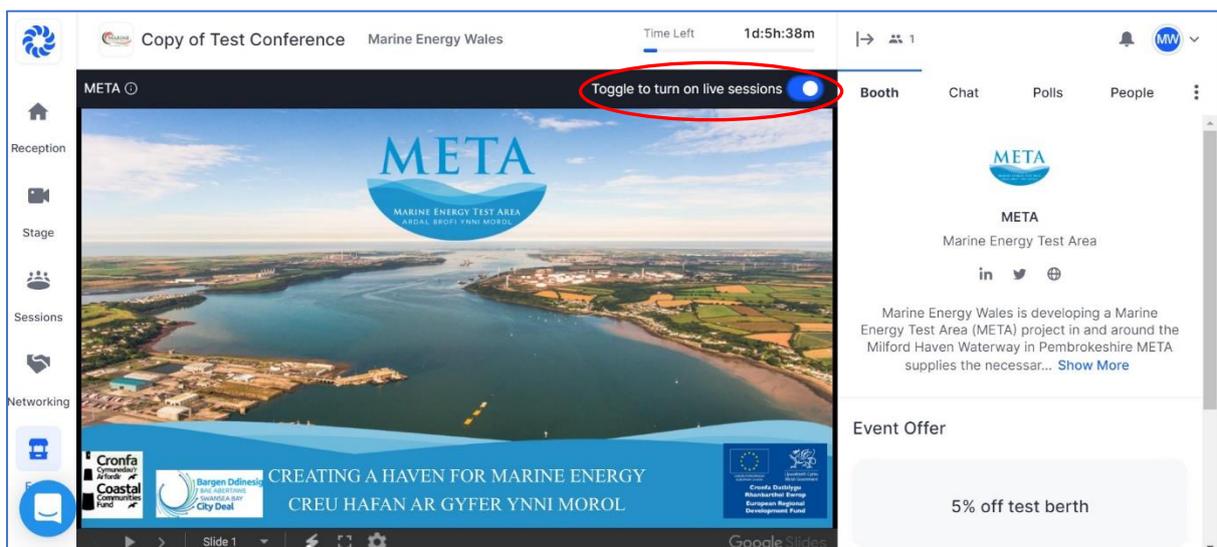


Guide for Speakers and Exhibitors



If you are invited to speak at the stage then you will be sent a link that will take you to this landing page, this is the **Backstage** area. As you can see there is a big blue button that needs to be pressed in order to "Share Audio and Video", the **Backstage** also has its own chat in addition to the **Stage** chat.

If you are due to speak or present at a session simply enter the session as you would normally, then you can request to share your audio and video via a blue button on the top right of the video window. The moderator will then allow you to join the session as a panellist. Please arrive early in order to avoid any potential issues.



If you are the moderator for a **Booth** in the **Expo** you will have to toggle on and off the booth live session. This will temporarily replace your booth content with a live video chat much like the session feature allowing you to talk with attendees. When you are finishing a live session ensure you toggle back to displaying the booth content.