

#AHA21

Freeman¹

Networking Guide for AHA Scientific Sessions 2021



American
Heart
Association.

About Networking

Networking can occur in multiple areas of the Scientific Sessions Virtual Event site. The Networking page can be accessed either from the Top-Level Navigational bar and/or from a tile on the Home Page. As an attendee, this provides you with the ability to view other attendees and exhibitors. When viewing attendees and exhibitors, you are then able to chat or schedule meetings.

Network

- Meet Attendees
- Showcases
- Exhibitors

Attendees

Filter by:

	Name	Company Name	Job Title	Exhibitor Rep	
VA	Vince Andrews	Swedish Hospital			Start Chat Schedule a Meeting
MA	Muriel Adams	OHSU	FELLOW		Start Chat Schedule a Meeting
SA	Sean Aspen	US Army	MEDICAL DIRECTOR		Start Chat Schedule a Meeting
FA	Fernando Alonso	Bellevue College	Professor		Start Chat Schedule a Meeting
EA	Eva Yang	US CDC			Start Chat Schedule a Meeting
WA	Winter Asimov	Harvard University			Start Chat Schedule a Meeting
MA	Miguel Andretti	Trinity Health			Start Chat Schedule a Meeting
SA	Sean Aspen	US Army	MEDICAL DIRECTOR		Start Chat Schedule a Meeting


Meet Attendees


The Attendees screen is the default window upon entry into the networking function. It provides a list of all attendees at the event.


An attendee will only be displayed within this list if both of the following are true:

- Their registration type allows networking.
- The attendee has opted in for networking.

Network

 Meet Attendees

 Showcases

 Exhibitors

Attendees

Search

Filter by: All

All
Attendee
Exhibitor

My Schedule

	Name	Company Name	Job Title	Exhibitor Rep	
VA	Vince Andrews	Swedish Hospital			Start Chat Schedule a Meeting
MA	Muriel Adams	OHSU	FELLOW		Start Chat Schedule a Meeting
SA	Sean Aspen	US Army	MEDICAL DIRECTOR		Start Chat Schedule a Meeting
FA	Fernando Alonso	Bellevue College	Professor		Start Chat Schedule a Meeting
EA	Eva Yang	US CDC			Start Chat Schedule a Meeting
WA	Winter Asimov	Harvard University			Start Chat Schedule a Meeting

My Schedule: Upon selection, the system displays **My Schedule**.

Schedule a Meeting: Upon selection, the system displays the Host Meeting Modal, which allows the user to schedule a meeting with the chosen Attendee.

My Schedule: Upon selection, the system displays the Direct Chat Window allowing the user to begin a 1:1 chat with the chosen attendee.

Account

- Profile
- Schedule**
- Favorites
- Notifications
- Settings

Schedule

Filter By

SESSION

MEETING

SHOWCASE

Search by Name...

Search

Clear All

 Schedule Meeting

Monday, May 23

SESSIONS SHOWCASES MEETINGS

8:30 AM
Meeting with James Spalding

Join

Details

10:30 AM
Session with Robert Stewart

Details

2:00
Showcase with Evan Jackson

Details

3:00 PM
Meeting with Robert Stewart

Details

4:00 PM
Session with Evan Jackson

Watch now

Details

Show More

Tuesday, May 24

10:30 AM
Session with Robert Stewart

Details

3:00 PM
Meeting with Robert Stewart

Details

Wednesday, May

10:30 AM
Session with Robert Stewart

Details

Schedule a Meeting

Meetings can also be scheduled from your Schedule Display by selecting the 'Schedule Meeting' Button.

Schedule a Meeting: Host New Meeting Modal

Create meeting

Type

CHAT

VIDEO

Title

Invite

Date

9/22/2021

Time

Start Time

Duration

Timezone in CDT

04:52 PM

15

Description

Optional

Cancel Meeting

Send Invitations

The modal contains the following options:

1-Meeting Type:

There are two types of meetings available when scheduling a meeting, Chat or Video.

2-Title:

Used to enter the meeting title, it has a limit of 50 characters.

3-Invitation Search Box:

Used to search on other attendee names to invite to the meeting. The search box contains indices on First/Last Name and Company.

4-Date Calendar Picker:

Available dates are based on the Networking dates set up for that event by the show organizer.

5-Time Selector (From/To Times):

Available times are based upon the networking times set up for that event by the show organizer. Once a start time is selected, select the duration of the meeting in increments of 15 minutes up to 60 minutes.

6-Description:

Used to enter a description for the meeting (limit: 500 characters)

Host New Meeting Modal (Continued)

Once the meeting invitation is completed, press Send Invitations and the system will:

- Send invitation to all invitees; Invitations are sent to ALL invitees every time.
- Mark the invitee's calendar with a Pending Meeting.

If **cancel meeting** is selected, the modal will be removed, and no meeting is scheduled.

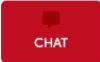
NOTE: A pending meeting limit can be specified for both Attendees and Exhibitors. A pending meeting is defined as a meeting which at least one participant has not accepted/declined. Once this limit is reached, the attendee is unable to schedule any additional meetings until a meeting is no longer pending.



Schedule a Meeting: View Meeting

Meeting Info
×

Type



Title

Digital Team Meeting

Organizer

Rachel Kutos

Date

09/22/2021

Times

5:00 PM - 5:15 PM CDT

Description

Let's meet and discuss meeting

Invitees

Joe

English - pending

Delete Meeting

Edit Meeting

Once a meeting has been scheduled, the Meeting Host is able to view details around the meeting whenever Details is selected.

This modal is read only and displays the Invitees along with their response to the invitation.

The Host is able to Delete a Meeting or to Edit a Meeting from this view.

Create meeting

Type

CHAT

VIDEO

Title

Digital Team Meeting

20/50

Invite

SA Siddique Abbasi

x

1/1

Date

9/22/2021

Time

Start Time

Duration

Timezone in CDT

04:52 PM

15

Description

Optional

Let's meet and discuss meeting

30/500

Cancel Meeting

Send Invitations

Schedule a Meeting: Edit Meeting

When **Edit Meeting** is selected, the **Host New Meeting Modal** is displayed but with different action buttons.

The Host is able to make changes to any of the Meeting information and send an update or Delete the Meeting.

On Send Update the system will:

- Send invitations to ALL invitees
- Mark the invitee's calendar with Pending Meeting

Schedule a Meeting:

Delete Meeting

To delete a meeting, the host selects the Delete button on the **Host Meeting Modal**. Upon selection, the system will replace the Delete button with a Confirm Delete button.

Once selected, cancellations will be sent to all invitees and the meeting will be deleted from their schedule.



Accept/Decline a Meeting

Accept Meeting

When Accept is chosen, your schedule as well as the Host's schedule is updated to reflect an Accept Response, and the modal closes.

Decline Meeting

Upon the selection of the Decline button, new buttons appear on the modal to Confirm Decline or Decline and Start Chat.

Meeting Info

Type

CHAT

Accept

Decline

Title

Digital Team Meeting

Organizer

Rachel Kutos

Date

09/22/2021

Times

5:00 PM - 5:15 PM CDT

Description

Let's meet and discuss meeting

Invitees

Joe

English -

pending

Delete Meeting

Edit Meeting

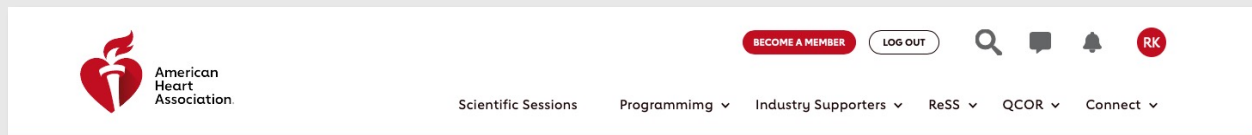
Confirm Decline

- Removes the meeting from your calendar.
- Sends a decline notification to the Host.
- Updates your response for the meeting.

Decline and Start Chat

- Removes the meeting from your calendar.
- Sends a decline notification to the Host.
- Updates your response for the meeting.
- Opens the Direct Chat Window.

Join a Meeting

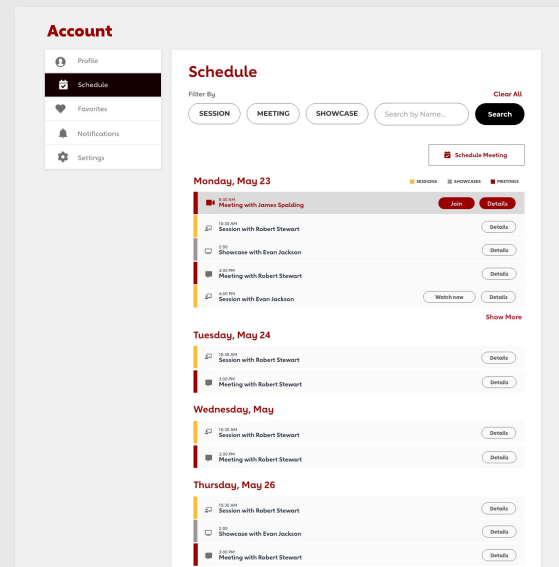


Upon selection, the Account menu is displayed; Press Schedule to view your schedule. The schedule provides a list of all calendar bookings beginning either with the current date or the first day allowed for networking for the event, whichever is later. It is segmented by day and will display all dates until the end of the event even if no bookings have been made.

The buttons on each detail booking line are defined by the type of booking.

For a Meeting, the following buttons are available:

- **Start/Join Button:** Based on the user this button will display 'Start' for the Meeting Creator or 'Join' for the Meeting Invitees. It will display 5 minutes before the meeting start time and will continue to display throughout the meeting. Once the meeting is over, it will be removed from the display.
- **Details Button:** This button will display either the Host Meeting Modal or Invitee Meeting Modal based upon the user.



Video Meetings: Joining a Meeting

When joining a video meeting, you are first placed in the Waiting Room where you can select device specific audio and video settings to use during the meeting. Once you are ready, select 'Join'.

Test Meeting with CarolBeth Kramer-AdminBooth

Choose Device Settings

Audio

Microphone

Default - Microphone Array (2- Realtek Audio)

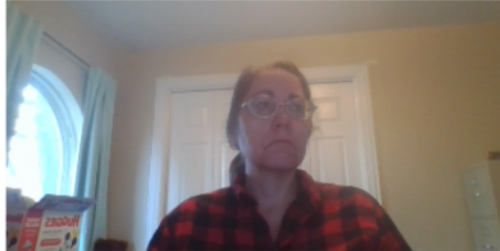
Microphone Activity

Speakers

Default - Speakers / Headphones (2- Realtek Audio)

Test Speakers

Video



Camera

Integrated Webcam (1bcf.2b96)

Video Quality

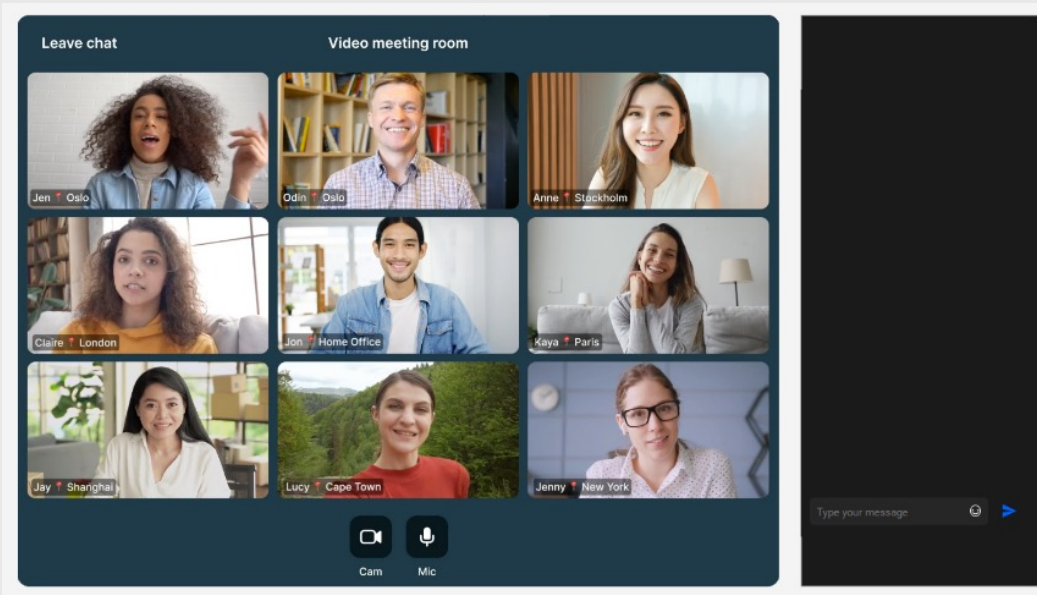
Select video quality

Join

Video Meetings: Meeting View

If no other participants have joined the meeting, you will be in the Single View. This view displays the Title of the meeting along with the meeting host. Either a live picture if your camera is on or your profile image if camera is off will be displayed. As additional participants join the meeting the view will display either a live picture of the participant or their profile image.

Up to 16 live images can be displayed within the screen, if there are more participants than 16 who have their camera on, the first 16 are displayed. The only exception is when a participant is speaking, their image will be moved to the display. Each image will also note the name of the participant.



Video Meetings: Meeting Controls - Host/Moderator

Controls for the meeting are available under the image(s).

Hide all:

Hides left sidebar for Chat and Attendees controls and right sidebar if Chat/Attendees is open

Speaker:

Allows participant to change speaker settings or mute speaker

Microphone:

Allows participant to change their microphone settings or mute themselves

Leave:

When selected, the Host is presented with a separate modal.

Leave Meeting: Since this option does not close the meeting for all participants, the host is unable to Leave a Meeting until promoting another participant to Moderator.

End Meeting for All: Closed meeting for all participants

Camera:

Allows participant to change their camera settings or turn their video off

Share:

Allows participant to share their screen

Mute all:

Mutes all participants

Video Meetings: Meeting Controls - Attendee (Invitee)

Controls for the meeting are available under the image(s).

Hide all:

Hides left sidebar for Chat and Attendees controls and right sidebar if Chat/Attendees is open

Speaker:

Allows participant to change speaker settings or mute speaker

Leave:

Allows participant to leave the meeting

Microphone:

Allows participant to change their microphone settings or mute themselves

Camera:

Allows participant to change their camera settings or turn their video off

Share:

Allows participant to share their screen

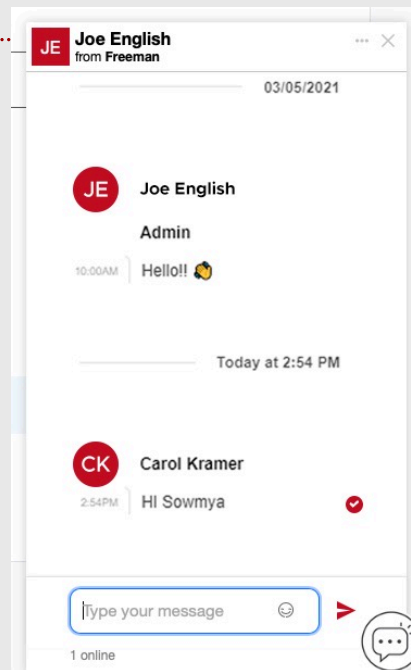
Direct Chats

Direct Chat is accessed from the speech bubble icon in the Top Navigational bar.

The Direct Chat Window is composed of a Title area, Conversation area and Message area.

Title Area

- The title area displays the Image, Name and Company of the other person chatting.
- The ellipsis on the right allows the user to **block** the other chat participant from future chats.
- You are able to close the chat window by selecting the 'X'.



Conversation Area

- The conversation area displays the messages which have been posted. The chat stream is constantly moving with each chat entered, but the area is scrollable to see prior messages.

Message area

- The message area is listed below the conversation area.
- To post a message, type in the message and hit enter. The post is automatically posted and moved to the Conversation area.


Representative Setup

When the Attendee elects to Schedule a Meeting with an Exhibitor, they are able to choose the Sales Representative with which to meet. Exhibitor Admins must designate these Sales Representatives as Booth Staff by navigating to the Representative Setup Option on their Account Menu.


This setup screen lists all of the attendees who are registered under the Exhibitor's Company ID.

By turning the Booth Staff toggle 'on', the sales representative will show in the list for selection by attendees when scheduling a meeting.

Network

 Meet Attendees

Showcases


 Exhibitors

Exhibitors

Search

My Schedule

Logo	Exhibitor Name	
	Accelaron Pharma	Schedule a Meeting
	ADInstruments, Inc	Schedule a Meeting
	AHA Exhibitor Training Test	Schedule a Meeting
	Amarin Pharma, Inc.	Schedule a Meeting
	American College of Cardiology	Schedule a Meeting
	Amgen	Schedule a Meeting
	Amgen Swag Bag	Schedule a Meeting
	Amryt Pharma	Schedule a Meeting
	Arbor Pharmaceuticals, LLC	Schedule a Meeting
	AstraZeneca	Schedule a Meeting



THANK YOU



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