

2022 Virtual Summit Attendee Training

**** This webinar is being recorded and will be available on TMA's website for reference. We will also provide written instructions****

WELCOME to The Myositis Association's – Myositis Awareness Month Virtual Summit!

Today we will explore the Virtual Summit platform.

Let's begin,

Here is our **Main landing page**. This page provides a quick at-a-glance view of our agenda, presenters, and sponsors. We also list FAQs (Frequently Asked Questions) at the bottom.

****Note: if you need any assistance/help please click the email address in the upper right corner****

From this page you can hover over a presenter and their bio will appear. If you select a sponsor, you will be taken to that sponsors website.

NOW let's explore **TMA's 2022 Virtual Summit platform**.

- Select the blue login button. Enter your email address **ONLY** and select login. ****Note: Use the email address provided at registration****

You are now outside of TMA's 2022 Virtual Summit

To enter the Virtual Summit, click the yellow sign that says "Enter the Virtual Summit"

We have now entered **TMA's 2022 Virtual Summit lobby**.

- Here you can explore our interactive platform.

- Our Myositis Banners here on the left, will direct you to additional resources from The Myositis Association
- By clicking the banners, you are taken to an external page, which will open in a new window.
- To visit with our exhibitors, there is two ways to connect:
 - By clicking on the banners here, you are taken directly to the exhibit booth within the Virtual Summit Platform.
- Or you can click “Exhibit Hall” here and enter. Scroll to the right to see all exhibitors. To select an exhibitor, simple click on the booth.
 - Once within the booth, you can:
 - Read their description, watch videos, and download their documents, by adding them to your swag bag.
 - Please explore the exhibitors weblinks
 - To chat with an exhibitor, click the chat on the content links bar and the chat group feature will open. THIS IS A PUBLIC CHAT.
 - Once an exhibitor is online you can click to direct chat or video chat with them.

To return to the Lobby, click Lobby on the main header

To enter the auditorium, click **Auditorium** from the main header bar or the Lobby entryway.

Once in the Auditorium, you can click on the main screen. From there you are taken to the agenda page. To go back to the Lobby, click on the main header bar.

- From the Lobby you can also click on the Agenda floor banner.
- From here you can view the entire agenda and create your own schedule by selecting add to my schedule.
- Once you have created your schedule, you can simple select “my schedule” to select your sessions from the agenda page.
- Two minutes before the session starts a join button will appear. Click there to join the session.
- All sessions will be viewed from within the platform using zoom technology.

- A zoom window will open up. And you are able to ask Q&A by selecting here. Everyone will be able to see answered questions.

To go back to the Lobby, click Lobby on the main header bar.

Let's explore the Lounge

Click lounge from the main header bar or lobby entryway.

- Once in the lounge you can select one of the banners to the right
- The first banner you are able to enter chatrooms within the Virtual Summit Platform or you can connect with attendees on our Community Convo link from 12pm – 5pm ET. Our Community Convo will open in a new window. To return to our Virtual Platform simple click the Virtual Platform tab again.
- All other banners within the lounge will take you to TMA's Social Media pages.

To return to the lobby, click Lobby on the main header bar.

Now **Let's explore our information desk.** You are able to access this feature by clicking the Help Desk on the main header bar or by clicking information from the Lobby floor.

- Here you are taken to TMA's Help Desk. You can click here to communicate Technical Support on the Virtual Summit platform.

To return to the lobby, click Lobby from the main header bar.

Resources Tab **This will open a drop-down menu**

- By selecting the documents tab – this tab includes all documents listed from each exhibitor booths. You can view or add to your swag bag to email to yourself later.
- By selecting the Video Vault Tab – All videos listed from each exhibitor booths. You can view or add to your swag bag to email to yourself later.
- By selecting the Swag Bag tab – here you will find all items added to your swag bag throughout the platform. You can select each item or select all and email them to yourself.

Chatrooms ** This will open a drop-down menu **

- Select the desired chatroom room
- Once you select the chatroom, the chatroom feature will open.
- You are able to join other chatrooms by clicking join chatrooms.
- You can select all desired rooms, then click save.
- You are now a part of your select chatrooms.
- While within the chatrooms feature, you are able to see who is online by selecting the people tab. This is a listing of all attendees and exhibitors online. You are able to open a chat with direct message or request a video chat.

Our **final tab** on the main header bar will take you to TMA's Website

Want to take a memorable photo during our 2022 Virtual Summit. You can click our **Photobooth** from the main header bar or from our floor banner in the Lobby.

- By clicking the photobooth you are taken to an external link to take a selfie photo.
- **If you get a popup, please allow camera access**
- Your camera light will turn on.
- To take a photo simple click the camera button when ready in the middle.
- Once your photo is complete you are able to add a background, overlay or stickers to your photo.
- Once complete select done editing.
- You will have the option to include your photo in TMA's Virtual Summit Gallery. Gallery visitors will be able to see your photo.
- You are able to share it on different Social Media sites, download or copy link.
- Once done you are able to go to the gallery and view all photos.

Let's take a look at the **leaderboard**

- To access, select from the main header bar.
- By exploring our platform, you will earn points and enter you for a chance to win prizes.

- On May 21st you can start to earn points.
- Our top 3 attendees will receive a prize.

And last but not least. Let's explore our **2022 International Annual Patient Conference** floor banner. Please join us as we "Focus on the future". TMA's APC returns in person to sunny Florida. We are returning back to the Newly Renovated Caribe Royale Resort. Please visit our website for registration and hotel information. We hope to see you there.

Now we will take questions