

ECA Convention 2021

QUICK START GUIDE

HOW TO LOGIN

All attendees will receive an email inviting you to join ECA 2021. This email includes an authorization link to claim your account that when clicked, will log you into the conference. When logging in for the first time:

- You will be prompted to accept the terms of service
- You will be redirected to your profile page (see How to Create My Profile) where you can add your name badge information
- Most importantly, you can set up your password

How to reset your password

- Click Sign In in the upper right
- Click the Help/Forgot Password tab
- Enter the email address you registered with
- Click Send

You will receive an email including an authorization link that will login to your account so you can reset your password. If the system doesn't recognize your email address, consider whether you used a different email to register.



PRESENTING

Please download Zoom if you don't have it installed on your computer/laptop. You'll need the application to participate in ECA 2021, which is hosted on Pathable using the Zoom platform for video conferencing.

If possible, we strongly recommend using the Google Chrome web browser. You might experience some limitations in Zoom if you use Safari, Firefox or other browsers. With these browsers you may need to dial in via telephone numbers in order to hear the audio. Telephone dial-in numbers are provided once you join the broadcast. Alternatively, you can also start the broadcast, then click the link the lower-left corner to open the meeting within Zoom.

ATTEND PANELS

Anyone can view the Convention Program, but only registered attendees can create a custom program schedule:

- Click the Schedule tab
- If you hover over a session you want to attend, click the "[+]" button.
- If you want to read more, select the session to see the details and click the Add to Agenda button. If you don't see Add buttons, the session organizer has made the event private
- To remove a session, hover your mouse over the session or navigate to the session and click *Remove*
- You can search for sessions by name, description, session type, sponsor (e.g. Interest Group)

View all your sessions by clicking the My Schedule tab under the Schedule button on the navigation bar.

To export your schedule, click the "Export" button to export your schedule to Outlook.

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CONNECT WITH COLLEAGUES

How to use the “Schedule Meeting” feature

The “Schedule Meeting” feature allows you to schedule time with attendees you would like to meet.

- Select the Schedule tab from the main navigation bar
- Select Schedule Meeting
- Select New Member to identify your colleague
- Choose your meeting day and time from the calendar
- Send your meeting invitation

How to start a conversation

A great way to meet other attendees is to start a conversation among all attendees. Click the Conversations tab located on the main navigation bar

- Select Public Forum and then New Conversation to start a new topic
- Search existing conversations by entering in a keyword or topic and add your comments to conversations
- Use the Inbox (Messages) menu to create and manage **private group conversations**

How to leave feedback

A great way to get value from your meeting experience is to share feedback and ask others to give you their feedback.

- Select the Schedule tab
- View and search for sessions and click on the session to see the papers, session materials or videos
- Click the **Discussion** link to the right side of the screen and “start typing” in the chat box to leave feedback

How to create my profile

Create your profile to identify yourself to other attendees.

- You can create your profile when you login or select the Account tab to Edit my profile
- Add your Interest Groups to your profile
- Below your email is the badge information where you enter your “Name” and “Credentials”
- Upload a photo so you can be easily identified in sessions
- Add as much or as little information you wish in profile details including Title, Institution, and Description about yourself
- Add your Interests so other attendees can search to find you. Include what research you are working on, what you teach or other important information you want to share with attendees
- Add your social media profiles for Facebook, LinkedIn and Twitter as well as your personal website

Click the bell icon in upper right corner for system notifications or meeting requests from other attendees.



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OTHER IMPORTANT INFORMATION

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