



Know Before You “Go”

Platform Tips and Virtual Meeting Best Practices

Logging into the Platform

As a registered attendee, you should have received a link to access the platform. If you are missing that message, be sure to check your Spam Folder to see if it was filtered out. You can also [click here](#).

Two-factor Authentication

The Cvent Virtual Attendee Hub® uses a two-factor authentication process as an added level of security. Once on the Log-in screen, you will need to enter your First Name, Last Name, and Email Address (from registration) in order to receive your verification code. This is good for one (1) use within 24hrs of generation. A new code will be required each time you login from a new device or browser, or if your original session has timed out.

Navigating the Platform

- ❖ Meeting Lobby: Schedule a networking chat, review upcoming sessions, and easily access our Help Desk.
- ❖ All Sessions: Search, filter, and review available sessions. Don't forget to “Add” to your personal schedule!
- ❖ My Schedule: Keep track of sessions that you are interested in and manage your networking chats.
- ❖ Vendors: Browse the organizations who are supporting our meeting.

Viewing a Live Session

Sessions are “live” during their scheduled times April 17 – 20, 2021. Content will be streamed directly in the platform (with some exceptions—see “After Hours Events” below) by selecting the session title from the All Sessions or My Schedule tabs. The following are available on each page:

- ❖ Session Abstract
- ❖ Meeting Evaluation
- ❖ Talk Times and Titles
- ❖ Speakers
- ❖ Attendee to Attendee Chat
- ❖ Live Q&A

Participating in After Hours Events

AAPM is pleased to offer [nightly social events](#) free of charge. All will take place “outside” the platform, but you will still find important access information on their respective session pages in the agenda. Be sure to “Add” any that interest you to your personal schedule, unless you have already added a ticket during registration.

Scheduling a Networking Appointment

Attending virtually doesn't mean you can't connect with your colleagues! The built-in appointments feature allows you to find time to chat 1:1 or in small groups via Zoom anytime April 17 – 20, 2021. You can schedule appointments via the Meeting Lobby or through the My Schedule tab. Browse the Directory or click Create Appointment to get started.



Evaluating Sessions

The 2021 AAPM Virtual Spring Clinical Meeting Evaluation System will become available on Saturday, April 17. [Click here](#) to access the system (Confirmation Number/Badge ID required).

Please Note: Attendance Tracking will be utilized during this meeting to verify CE eligibility. You must view a session in its entirety, either live or on-demand, to receive credit. For SAM, the item must be added to your registration to be eligible. [Click here](#) for more information or contact [Jordan Kehrt](#) for assistance.

Virtual Meeting Best Practices

- ❖ Use Chrome or Firefox – For the best user experience, we highly recommend using the Chrome or Firefox internet browsers. Microsoft Edge can also be used.
 - *Please Note: Any version of Internet Explorer is not supported by the Cvent Virtual Attendee Hub®.*
- ❖ Update Zoom – If you plan to utilize Appointments to network with fellow attendees or participate in any After Hours Events, please ensure that the app/client is up to date. [Click here](#) for more information.
- ❖ Troubleshoot – If you experience issues with a session video, try the solutions [listed here](#).
- ❖ Take Advantage of New Benefits – We understand that your schedules can be busy, and you may miss a live session. To give you more flexibility to view content, and earn credits, AAPM is happy to provide meeting registrants access to on-demand videos for six (6) additional weeks via the platform.
 - *Please Note: After the six-week period, designated content will be moved out of the platform to the AAPM website and a subscription to the AAPM Online Education Credits Program is required to earn credits. [Click here](#) to learn more.*

Contacting HQ Support Staff

We understand that technology doesn't always cooperate so Meetings Team staff will be standing by to assist you if needed while the meeting is live. Support avenues include:

- ❖ 2021 AAPM Virtual Spring Clinical Meeting Help Desk – Easily accessible via the Meeting Lobby or Vendors tab, the Help Desk provides resources to answer common questions. If you need additional assistance, feel free to use the Ask a Question feature to get in touch. We will reply via email as soon as possible.
- ❖ Email – As always, feel free to [Contact Us](#) directly with any questions or concerns.

Thank you for your continued support and patience!

Have a great meeting.