



Know Before You “Go”

Platform Tips and Virtual Meeting Best Practices

Accessing 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 to protect your personal information. 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 via email and/or text message. 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: Easily search for, add, and join sessions.
- ❖ Help Desk: Access our helpful resources or get in touch with us.
- ❖ Shortcuts:
 - Calendar icon – Your personalized schedule.
 - Bell icon – Meeting notifications.
 - Circle icon – View/edit your profile or logout.

Viewing Live and On-Demand Sessions

Sessions are ‘live’ during their scheduled times June 26 – 29, 2021. You can view content directly in the platform by selecting the session title from the All Sessions tab or through the Calendar shortcut if you have added the session to your personalized schedule. Questions may be submitted to moderators for presenters to answer following their presentations through the engagement panel on the right side of the video player. Chat is also available here during the live portion.

Please Note: All live sessions will operate in Eastern Daylight Time (EDT).

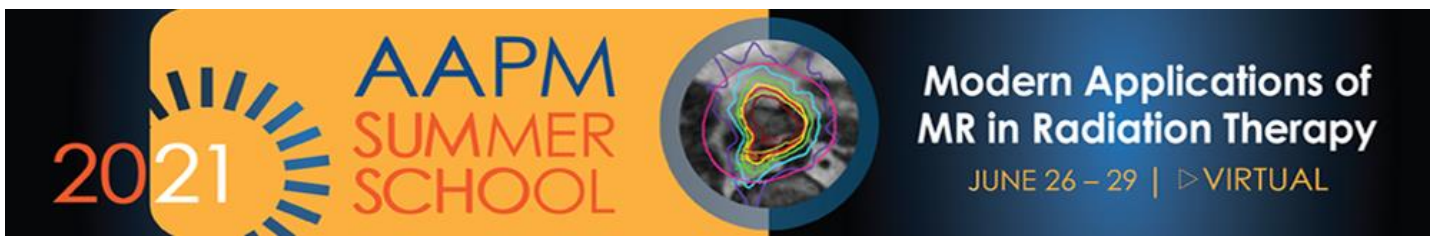
We understand that your schedules can be busy and you may miss a live session. To give you more flexibility to view content, and earn credits, AAPM is happy to provide meeting registrants access to ‘On-Demand’ recordings for **six (6) additional weeks via the platform**.

Closed Captioning

AI-powered CC can be enabled through the Google Chrome browser. [Click here](#) for more information.

Handouts

Handouts can be found on each respective session page under the All Sessions tab or Calendar shortcut.



★ **NEW: 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. 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 Summer School Evaluation System will become available on Saturday, June 26. [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®.**
- ❖ Download/Update Zoom – Select portions of the meeting will require you to use the Zoom app/client (Debate sessions, Appointments). [Click here](#) for more information.
- ❖ Troubleshoot – If you experience issues with a session video, try the solutions [listed here](#).

AAPM Code of Conduct at Meetings and Social Events

When you registered, you agreed to abide by [Professional Policy 31 - C](#).

[Click here](#) to report an incident or call 888-516-3915.

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 Summer School Help Desk – Easily accessible via the Meeting Lobby or Help Desk tab, this feature provides many helpful resources. If you need additional assistance, feel free to use the Ask a Question modal to send us a message. 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.