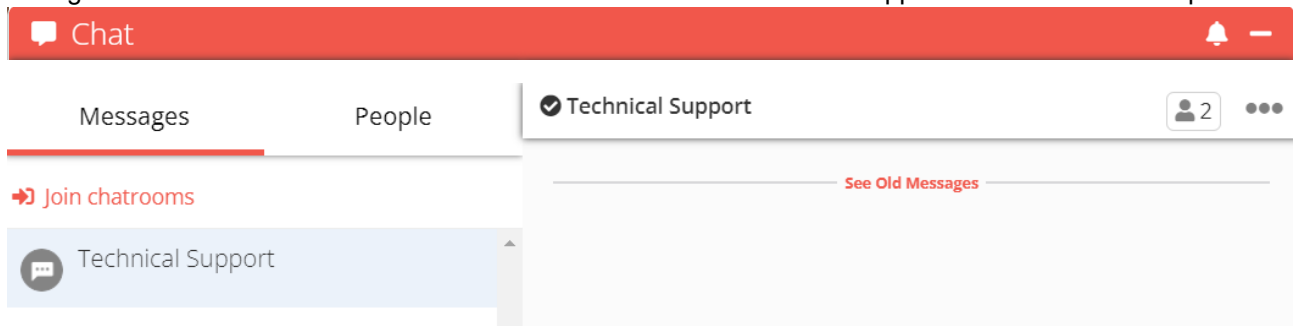


USER GUIDE FOR ATTENDEES

To participate at our first NTO Technical Conference that is hosted on the vFairs platform, this guide helps you to get familiar with the virtual environment of the event beforehand.

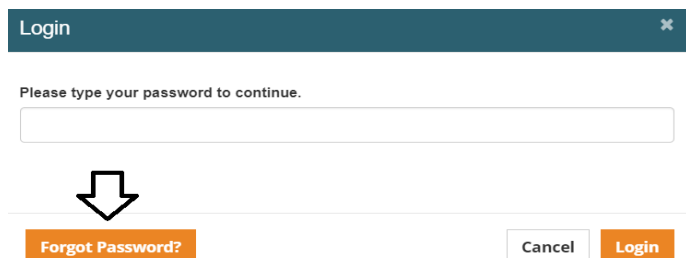
Helpdesk/contact points

You can contact technical support directly through 1STNTOTECHNICALCONFERENCE@getvfairs.io or through the embedded chat of “technical support” in the platform.



Login

Please enter the [NTO conference here](#). To login please enter your email address that you provided upon registration. The platform will ask you then to create your personal password. Please remember and use this password to access the platform always after that.



Menu Bar

When you enter the event, the menu bar will navigate you through the entire conference. You can access the event halls (Lobby, Exhibit Hall & Auditorium) or make use of the following features available:



- **Video Vault:** It contains a directory of videos which are available on the event for you to watch. You can save videos [by adding them](#) to “My Suitcase”.
- **Resources:** Find all the documents which are showcased on different booths and read them by clicking on the ‘View’ button. You can also save documents [by adding them](#) to “My Suitcase”.
- **My Suitcase:** Find all the resources (documents and videos) that you have saved. Feel free to [email the items](#) to yourself or colleagues so you can access them even after the event is over.

- **Networking (Chat):** The conference will be an interactive event. To communicate with other conference participants, please click on the networking tab or on the blue chat icon. You can either
 - start an individual conversation with another attendee,
 - join a group chat on a specific topic or get in touch with the booth representatives (please check their availabilities at the respective booth) and
 - receive a chat invitation by a booth representative who might want to draw your attention to their institution. [Learn more about chat invitation.](#)

You can send file attachments to your chat partner. Additionally, you have the opportunity start an audio/video call. [Learn more about chat features.](#)

- **Information Desk:** If you face any technical issue during the event, you can get assistance. Submit your query in the Technical Support chat room, which can be accessed at:
 - Info desk tab in the Menu bar. Another info desk can be found in the lobby.
 - Technical Support chatroom in the CHAT tab (find more information on the chat below)

Notifications

On the live event day, you might get various notifications at different times. These notifications help you to view/explore/attend important stuff going on in the event. Learn how to [minimize notifications](#) and keep your screen clutter free.

Lobby

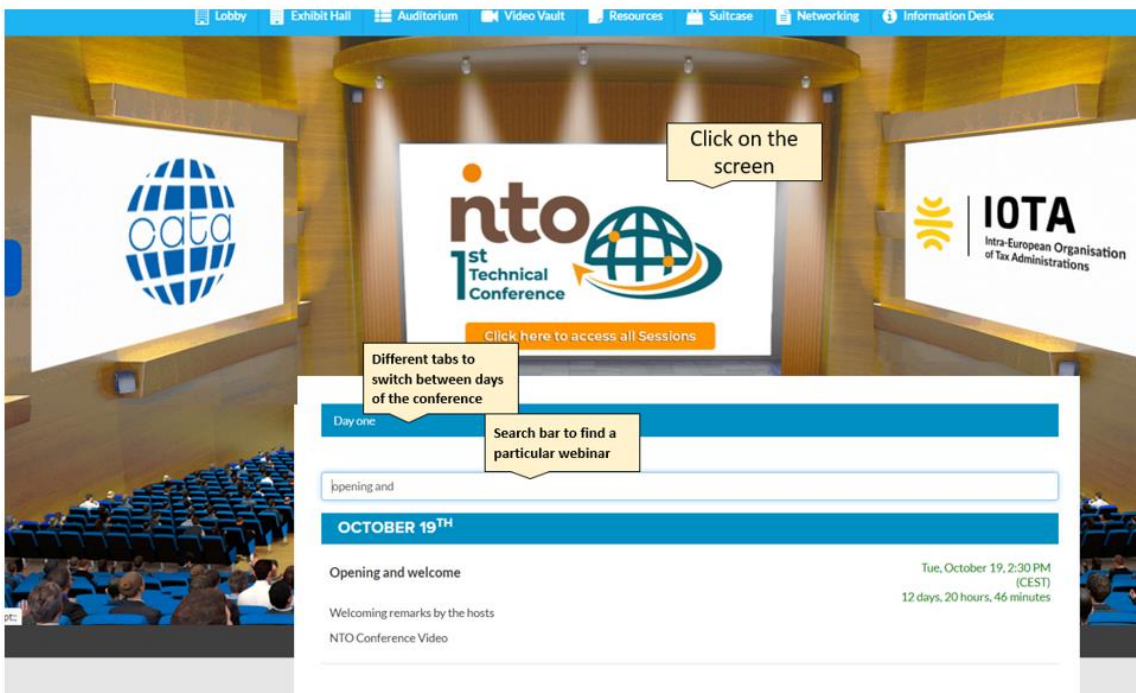
You can also enter some of the halls listed in the menu bar via the lobby (see picture). It contains the doors to other spaces and halls of the event such as

- **Exhibit Hall:** Visit the virtual booths of the NTO members here. Once entered in an exhibit hall, you can [visit a specific booth](#) to explore its features and interact with focal points.
- **Auditorium:** It takes you to the hall where you can access all plenary and breakout sessions, as well as workshops that you can easily participate in. The sessions will be live. Find the programme [here](#). In an auditorium, using the webinar listing page, you can do the following:
 - [Access the webinars listing to watch/participate in our sessions](#)
 - [Create a personalized agenda](#)
 - [Bookmark a webinar to your personal calendar](#)
- **Information Desk:** Do you have any questions? Click on “INFO” and the technical support will be happy to help.



Auditorium

It takes you to the hall where you can access all the scheduled conference sessions. The Auditorium resembles the image shared below. To see/access the webinar listing/agenda, you need to click on the screen of the auditorium.



Languages

In order to listen to the sessions in your preferred language (Spanish or French), please click on the Interpretation tab when in the session and choose the respective channel. Please also mute the original audio by clicking on mute button in the left bottom corner of the videostream.



Netiquette

Check your audio and video settings before joining the conference

- To get familiar with the equipment that you are going to use and conference platform features.

Avoid distractions and multitasking

- Please close other applications/browser tabs when using the computer and do not send messages or make phone calls at the same time.

Promote exchange, dicussion and networking:

- The conference platform allows participants to interact and exchange experiences. Make good use of it!

Confidentiality

- The sensitive nature of the topic requires that no materials are shared outside of the participants' circle (platform of the conference).

No spam

- Any contributions that make improper use of the conference platform will be removed.

Funded by



Facilitated by



Hosted by



Partners

