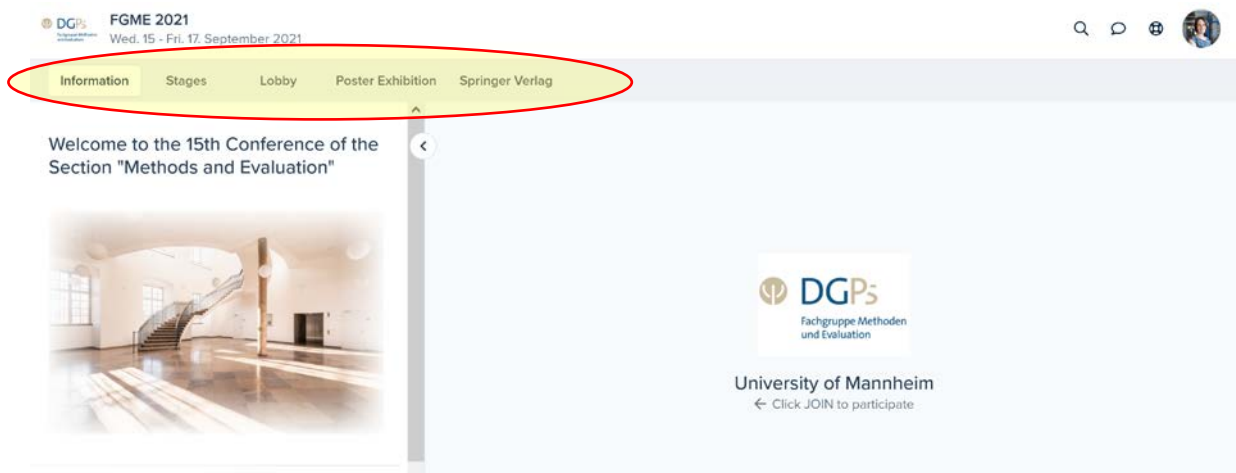# Technical Guide to the Virtual Conference

The virtual conference will be hosted on MeetAnyway. For the best user experience on MeetAnyway, the latest version of the Google Chrome browser is recommended. Please create your MeetAnyway account following this link: https://meetanyway.com/register. Note that you **must use the email address you used for conference registration** for this account and must be able to access it as a verification code will be emailed by MeetAnyway in the account creation process. Once your account is verified, you can customize your profile under "Get Started". To enhance the conference community experience, please consider uploading a profile picture to your account.

From **September 15, 2021, 08:00 am** on, you can attend the virtual conference under this link: https://meetanyway.com/events/fgme-2021

After clicking on the "Attend event" button you will be asked to log into your account. Subsequently, the "Attend event" button will change to "Enter event space". It is normal that you will receive an error message at this step before September 15, 2021, 08:00 am. However, if you are unable to attend and enter the MeetAnyway event after this date, you may email fgme2021@uni-mannheim.de for assistance.

The home screen of the event looks as follows:

Use the highlighted navigation bar on the top to navigate through the event space:
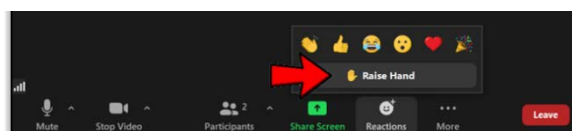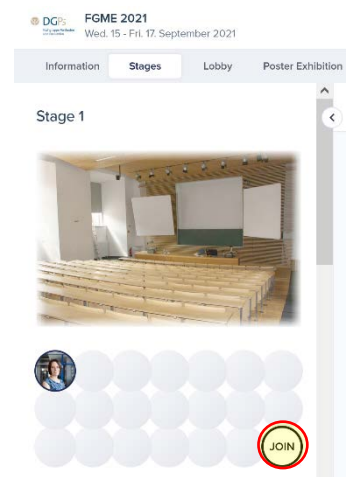
a) **Information:** This section provides access to the program and abstracts. Click "OPEN" to view them.

b) **Stages**: Talks will take place on our three stages (scroll down for Stages 2 and 3), as indicated in the program. Plenum events like keynotes, the welcome session and the members' meeting will always take place on Stage 1. For each stage, you can see the profile pictures of who is currently attending that stage. Each stage is a **Zoom room** that you enter by clicking on "JOIN". As a presenter, you will be given rights to control your microphone and share your screen. All other stage attendants will be muted but may write into the chat and use "Raise your hand" from the "Reactions" menu (see below) to be unmuted to ask a question.
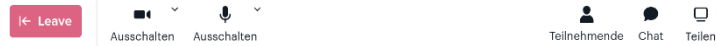

If you are not familiar with Zoom, you can view tutorials here:
Attendants: https://support.zoom.us/hc/de/articles/201362193
Presenters: https://support.zoom.us/hc/en-us/articles/201362603

c) **Lobby**: This is the area for social exchange during the conference. Several tables/corners are available for smaller to larger groups (3-12 participants). As for the stages, you will see the profile pictures of current attendees seated and click "JOIN" to take a seat. This will open a browser-based video chat system for which Google Chrome is recommended. Provide access to your camera and microphone as you like and use the control panel on the bottom to turn these on and off and to leave the video chat:
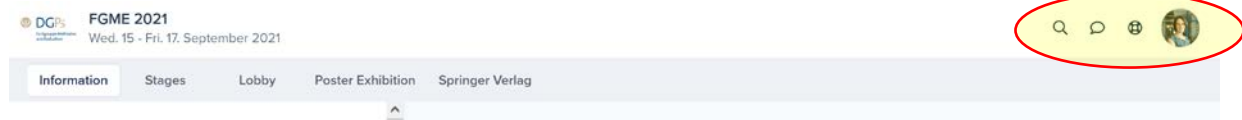

d) **Poster Exhibition:** In this section, posters can be viewed throughout the entire conference by clicking on "OPEN" next to "Details". On Wednesday, starting at 14:00, the poster authors will give short presentations of their posters on the three stages (see program for assignment of posters to stages). Afterwards, you can go to the Poster Exhibition section to talk to the authors by clicking on "JOIN" under the respective posters. Poster authors should join their own poster and remain available for questions until 15:30.

e) **Springer Verlag**: In this section, Springer informs about books and tests.

Get connected and active during the breaks

During the breaks, join tables and corners in the lobby to meet other conference attendants. You can also use the magnifying glass icon in the top right corner (this and the following options are highlighted below) to search for colleagues by name to see where they are or to message them (e.g., to suggest a meeting in the lobby). Click on the speech bubble icon to read and respond to messages sent to you. Click on your profile picture (or the placeholder if you did not upload one yet) to manage your profile and upload a picture. To enhance the conference community experience, we recommend that you upload a profile picture. This allows others to see who is attending a current session or sitting at a table in the lobby.

During selected breaks we also invite you to get active in our recreational programs offered on **Stage 1**:

Date	Time	Activity
Wed 9/15	11:05 – 11:20	Healthy back training (with Charlotte Werner from the Institute of Sports of the University of Mannheim)
Wed 9/15	15:35 – 15:50	Virtual Campus Tour of the University of Mannheim (with Edgar Erdfelder & Beatrice Kuhlmann)
Thu 9/16	10:35 – 10:50	Moving your body and mind (with Charlotte Werner from the Institute of Sports of the University of Mannheim)