



ATTENDEE CHEAT SHEET

**What to expect as an attendee at our
Virtual Conference**

We are excited to have you as part of our virtual conference experience. Below is a list of important items to watch for, steps for the day of the event, and our recommended best practices.

How to access the Event:

The AAFP National Conference event will be hosted on the **Virtual Event Place** platform. Please go to www.virtualeventplace.com/national-conference. Once you land on this page you will be required to log-in.

If this is your first time logging in, use the following credentials:

Your email: {variable field}

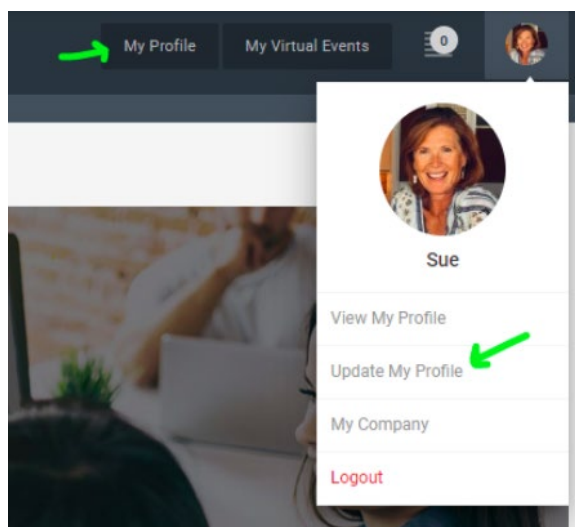
Registrant ID Number: (This is sent to you by email upon completion of your registration with AAFP)

This will be the way you login to the event each time. Please save your registrant ID number somewhere so that you can easily access it.

Editing your profile:

To ensure that your profile is complete and accurate, simply select **Update My Profile** from the drop-down menu under your photo icon in the upper right corner. Be sure to click **Save** at the bottom of the screen. You can view your changes by clicking on **My Profile** at the top of your screen on the right-hand side.

IMPORTANT: Please *DO NOT* update your email address. This is how you authenticate yourself to login for the event. If you change this field, it may cause login issues in the future.



Test your event access and come early on show day

Avoid technical difficulties. Your computer and internet connection are important to attend the show, so let's make sure you're set up correctly before the show starts.

Event Functions & Navigation

When you arrive on the AAFP virtual event page, you will be landing in the event lobby. From here you can navigate to the various room of the event by clicking on the room titles (eg. Networking Lounges) on the Lobby page or by clicking on the same room titles on the navigation bar across the top of your screen.

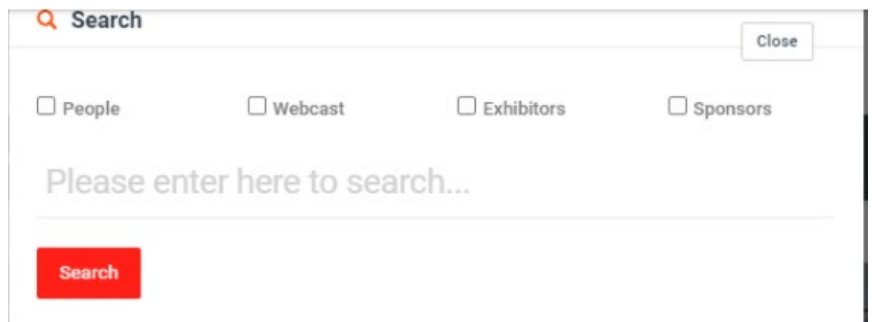
**** AAFP National Conference 2020 Lobby Networking Lounges Programming Halls**

Stop by the **Programming** auditorium and start a session via Zoom. Visit <https://zoom.us/test> ahead of time to ensure you have no technical issues on the day of the event. If you are having problems accessing Zoom on your computer, please try accessing Zoom on your cell phone or another smart device.

Test the **video chat** and the **text chat** (private or public) feature. You'll need to enable camera and audio controls on your computer.

Be sure to swing by the **exhibitor booths** in the **Hall** where you can engage in conversation using the chat. Don't have time to engage in conversation, click on Leave a Business card so that Exhibitors may follow up with you.

You can also navigate around the virtual event by using the **Search** feature located at the top of your screen. Search by specific people, webcasts, speakers, exhibitor company, or sponsor company.

A screenshot of a search interface. At the top, there is a search bar with a magnifying glass icon and the word "Search" next to it. To the right of the search bar is a "Close" button. Below the search bar, there are four checkboxes: "People", "Webcast", "Exhibitors", and "Sponsors". Below these checkboxes is a text input field with the placeholder text "Please enter here to search...". At the bottom of the search bar area is a red button with the word "Search" in white text.

Chatting at the event:

Chat is available in each area of the event, as well as each exhibitor booth. You can chat to everyone in the room using text, or have private one-on-one text, audio, or video chat! Here's how it works:

Chat to all - use the text bar at the bottom of the chat window to type a message. Simply hit send and your message will be public and visible to all.

TIP: To tag someone in your message simply use the @ symbol to search for their name. The chat will automatically populate names of those who are in the same chat.

Private text chat (1:1) - To have a private text conversation select the person you would like to chat with from the right-hand side of the screen. When you click their name a private message window will pop up. From here, you can engage by text, audio, or video.

Audio & Video calls: To make a 1:1 audio or video call follow the steps above to pull up who you would like to connect with. Once you are in your private chat window you will be able to see a phone icon (voice only) and a video camera icon (video call). Click on the corresponding icon to initiate your call.

TIP: Use the private text chat to confirm someone has time and is ready to connect by phone or video.

Custom Exhibitor Search

Located in the Lobby and in the Expo Hall navigation at the top of the page you will find a custom exhibitor search for National Conference. This is designed to help you find the exhibitors that meet your criteria with ease! To use this function:

Exhibitor Search Page

Search Event Exhibitors

-- All States --

☐ All Exhibitors
☐ Residency-Program
☐ Recruitment-Staffing
☐ Association-Foundation-Government-Society
☐ Healthcare-Products-Services

Search Exhibitors **Search**

To filter by state, use the state drop down. This can be applied to all categories.

To filter by category, simply select the categories you would like to see

Once selected hit the red “search” button

Tip: To view all exhibitors simply hit the search button with no state filter or categories selected.

Scheduling Meeting Times

To schedule a one-on-one meeting time with an exhibitor, navigate to their booth and request a meeting time using the chat function inside the booth.

An exhibit staff will coordinate a time that works for both of you and designate the meeting area (zoom, webex, phone, etc.). Make sure to block this off in your calendar so you receive a reminder notification.

Share with your peers!

Okay we’ve checked the basics. Now, let your peers know how excited you are about the AAFP National Conference by sharing via social media and/or email.

Our event hashtag is **#aafpnc**

Follow us on all our social channels:

Instagram - @the_aafp

Facebook - [American Academy of Family Physicians \(AAFP\)](#), [Family Medicine Interest Group \(FMIG\) Network](#)

Twitter - @AAFP, @AAFP_FMIG

Need help?

If you have any questions, the Virtual Event Place has an online support chat tool managed by real people that can help you during show hours, or 9am-5pm EST during non-show hours.

We look forward to seeing you there!

