

www.europeanhealthcaredesign.eu | 14-17 JUNE 2021

EUROPEAN HEALTHCARE DESIGN

RESEARCH • POLICY • PRACTICE

Attendee Information

Logging into EHD2021

1. We recommend downloading and using the browser 'Google Chrome' for EHD2021.
2. There are two ways to log into the event, either:
 - a) On the email you would have been sent after registering for the congress there will be a button 'JOIN THE VIRTUAL EVENT NOW!' click on this to be taken directly into the event.
 - b) If you can't find that email you can go to <https://europeanhealthcaredesign2021.hubilo.com/> and click on 'GO TO EVENT' in the top right-hand corner. Then enter the email address you registered with, a 4-diget code will then be sent to that email address. Enter it and 'SUBMIT' you will now be taken into the event.

If you have any problems logging into the event please contact us at info@europeanhealthcaredesign.eu

You can log into the event and start registering for sessions, view other attendees and virtual booths, send messages and set up meetings as soon as you're registered.



Event log in page

Before EHD2021

There are a number of things you can do whilst your waiting for EHD2021 to begin on 14 June, such as:

- Promote your attendance on social media so your network will know you're there. Use the hashtag **#EHD2021** and tag us on Twitter **@EHD_2021**
- Create a profile and upload your photo
- Explore all content areas of the platform using the TABS across the top, learn about them in the next section
- View the AGENDA and SPEAKERS, and plan your schedule by registering for the sessions
- Search and connect with other ATTENDEES, friends and colleagues, old and new
- Check out the recently launched 'INNOVATION ZONE' schedule, from the link to it within the event feed

During EHD2021

- Use the EVENT FEED to post a comment, promote your participation and work to all attendees within the platform. Also like and comment on other attendee's posts within the EVENT FEED tab
- Invite ATTENDEES to connect and meet-up with 1-2-1 video
- Use CHAT in the sessions to introduce yourself & comment
- Use the Q&A to post questions via the Chair
- Pull up a chair in the LOUNGE to start or join conversations
- Join the INNOVATION ZONE seminars to learn about new design solutions and technologies
- Visit the POSTER + VIDEO gallery to deepen your knowledge of the field
- Visit the AWARDS gallery to learn about the shortlisted healthcare projects and design innovations

After EHD2021

- The event will still be open for 30 days after the event ends, taking us until 17 July. During this time feel free to go back into the event and rewatch the sessions, visit the exhibitors booths as well as the awards and Poster + Video pages to learn more about them.

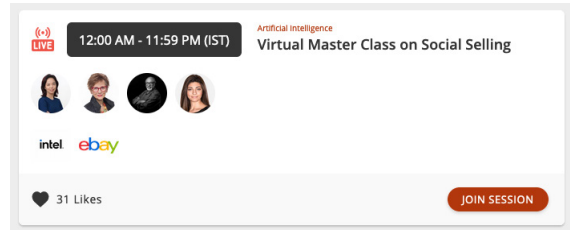
TABS



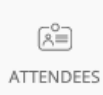
Once you're logged into the event there is a tabs bar across the top, here is what each tab is used for:



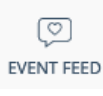
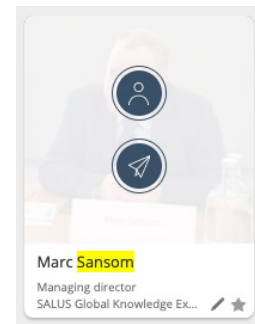
RECEPTION – The homepage for the event. Here you can see an overview of the event, featured sessions, sponsors, awards pages, Posters+Videos and keynote speakers. You can always go to this page to find what session is currently LIVE and join the session straight from this tab.



Live session in the reception area



ATTENDEES – Everyone who has registered for the congress is listed here. You can search for them and filter them down until you find who you're looking for. From this page you can set up a meeting with someone by clicking on their profile then choosing a date and time adding a personalized message and clicking 'SEND'. You can also chat with each person by clicking 'CHAT' on their profile.



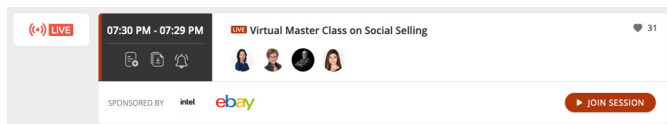
EVENT FEED – Here you can view posts from other attendees, speakers and exhibitors. You'll see exhibitors promoting their booths so you can learn more about them before heading to their booth within the 'SPONSORS' tab. You can also learn more about the 'INNOVATION ZONE' seminars as people promote these. Feel free to post any comments or questions in the 'EVENT FEED' too.



AGENDA – The agenda is where you can view all of the main programme sessions. The sessions are split into their days down the left hand side, and into the streams across the top. Click on 'SHOW MORE' underneath each session to learn more about the talks within it.

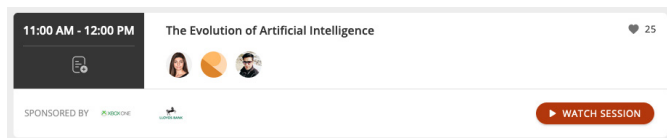
Before the session starts you will be able to 'REGISTER' for the session and it will be added to your schedule within the platform – however this isn't necessary you can always join the session even if you haven't previously registered. Find your online schedule by clicking your name in the top right-hand corner and then click on 'My Schedule'.

Once the session is live you will be able to click on 'JOIN SESSION' to view the presentations. In this screen there will also be a chat box and a Q&A function, please ask as many questions as you like to the speakers as there is a dedicated panel discussion at the end of each session. If there is no audio please click on the 'UNMUTE' button at the bottom of the video screen.



Live session in the Agenda tab with 'JOIN SESSION' button

After the session is finished you will then be able to view the sessions recording in the 'AGENDA' tab too.



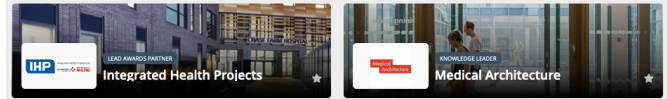
Click the 'WATCH SESSION' button to view the recording



SPEAKERS – Here you can view all of the keynotes and speakers. Click on them to find out what sessions they're speaking in.



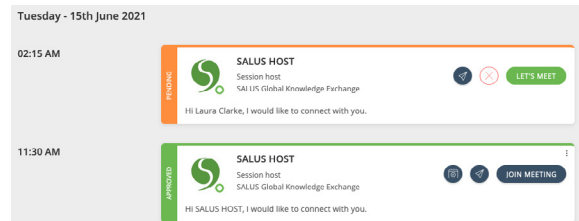
PARTNERS – Learn more about the event partners and organisers by going to this tab. Click on their logo to enter their virtual booth.



SPONSORS – Here you can find all of the sponsor’s virtual booths. Make sure to visit this tab and then click on the logo to enter their booth. You can learn more about them, watch videos, download files, visit their social medias and of course ‘CHAT’ and ‘MEET’ with them if you’d like to find out even more.



MEETINGS – Any meetings you set up or request will be listed here. If you’re sent a meeting request here you will be able to accept or reject it. Once it comes to the day and time of your meeting come back to this page for it to open up into a 1-2-1 meeting within the platform



Pending and approved meeting



LOUNGE – Within the lounge you will find tables in both the ‘ATTENDEE TABLE’ and ‘VIRTUAL BOOTH TABLE’ tabs across the top. Tables are for more than 1-2-1 meetings.



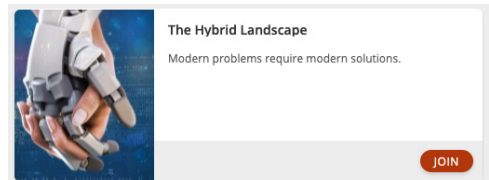
Tables within the ‘LOUNGE’ tab

ATTENDEE TABLE – If you’d like to chat more on a topic you can invite people from a session to join you at the relevant table here to carry on the conversation.

VIRTUAL BOOTH TABLE – Exhibitors may have set up a table here, if you’d like to learn more about them but within a group of people you can ask to meet the exhibitor here by sending them a chat message from their virtual booth.



INNOVATION ZONE – Running alongside the main programme agenda are seminar rooms, you can find them within this tab within this tab. Learn more about with seminar rooms either on the virtual booths or pages 19-21 in the final programme.



Live seminar in the ‘INNOVATION ZONE’

When it’s time for the presentation to be live come to this tab and click on ‘JOIN’ next to the correct room. There is only a chat function within here but feel free to ask questions in the chat box.



AWARDS – Learn more about the shortlisted awards for this year’s congress. Watch the projects video, view the images and download any files. You can also view the live judging webinars for each category from last month here.



POSTERS + VIDEOS – View and download the posters for this year’s event, you can also watch videos of them presenting their poster and read the abstract.

