

GLOBAL CARDIO VASCULAR CLINICAL TRIALISTS FORUM

CONNECTION GUIDE

DEC. 3-7, 2020

CVCT

www.globalcvctforum.com

WELCOME TO THE 17TH GLOBAL CARDIO VASCULAR CLINICAL TRIALISTS FORUM

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1- PREPARATION CHECKLIST

- Test your Internet connection. We recommend using a wired connection.
- For a complete viewing experience, download google chrome here.
- Clear the cookies in your browser (Here is how).
- Visit the CVCT website to familiarise yourself with the programme.
- Ensure you are sitting in a comfortable position, with no distractions.
- Your computer clock needs to be correct to follow the event with no delays. You can set it to automatically update from the internet.
- Sign in up to 48 hours prior to the meeting to make sure you have the correct login credentials, you have no firewall or ad-blockers in place. If you cannot log in, please send a Support request immediately, or call or email Overcome.

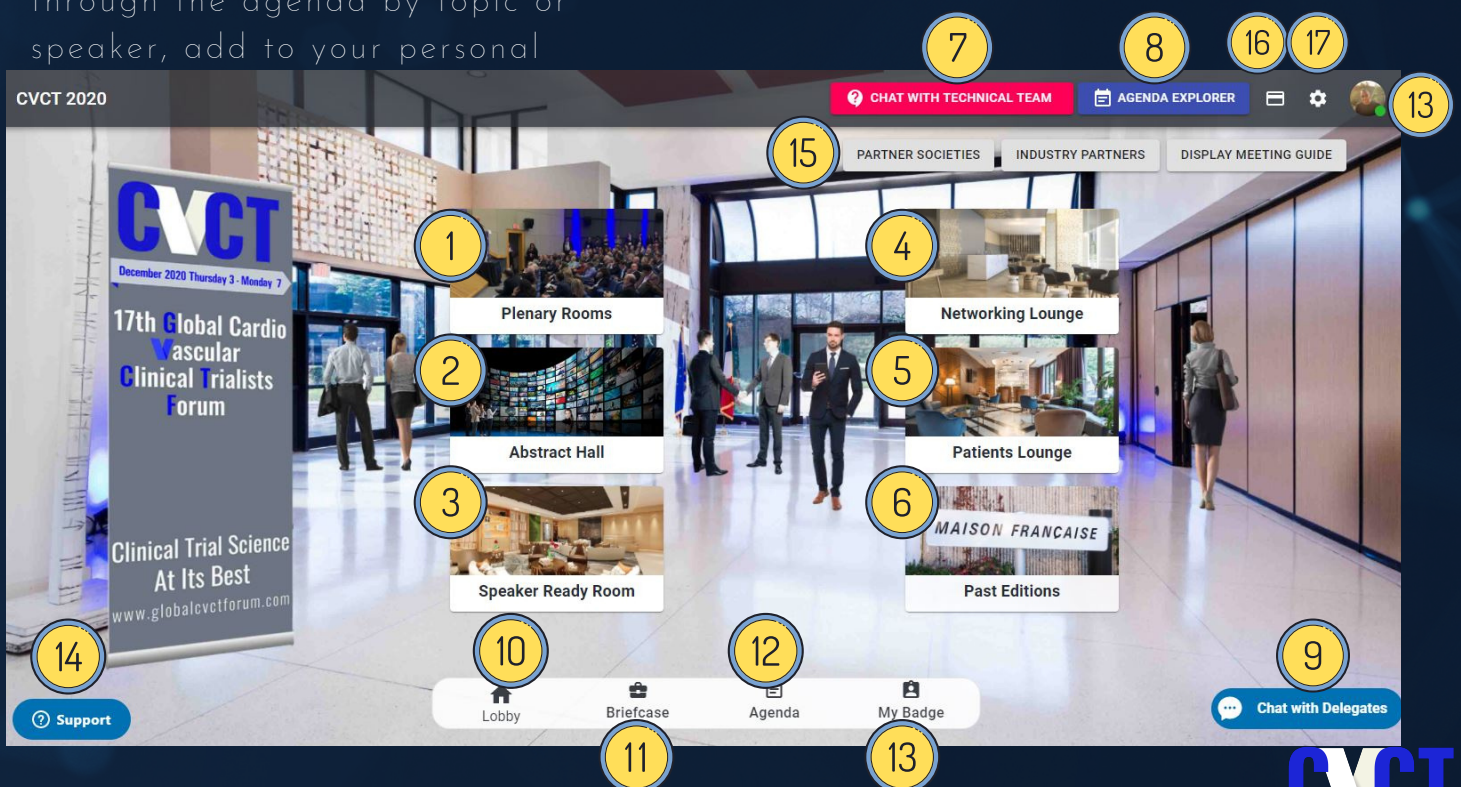
2- CONNECT

- To launch the meeting, go to <https://www.globalcvctforum.com/> and follow the prompts.
- Once you are redirected onto the virtual platform, start with a quick **System Check** before proceeding to **Login**.
- Log in to the system using your email and password that you received from Overcome, you will then land in the lobby. You may recognize this space from the past editions in the French Embassy.
- The navigation bar below will be with you throughout the meeting, as well as the **Agenda Explorer**, **Chat with Technical Team**, **Support** and **Chat with Delegates** buttons, which you can use at any time.
- Start your meeting by editing your profile. Click on **My Badge** (or on your photo/initials in the top right. Upload your photo, then click on **Save Avatar**, then add your profile information and click on **Save**.

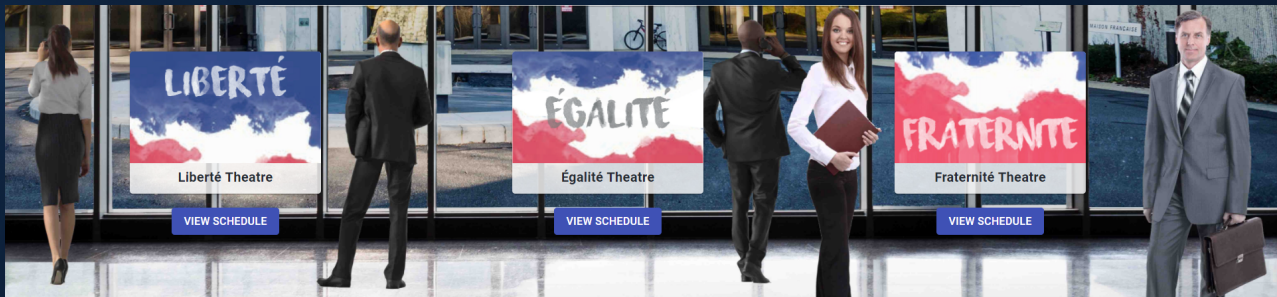





3- LOBBY

1. **Plenary Rooms:** Tune in to one of the three theaters of the plenary rooms to watch the live sessions.
2. **Abstract Hall:** To view the e-posters, rate them & chat with the presenter.
3. **Speaker Ready Room:** Faculty only. Reserved for live speakers, panelists and moderators to connect to their live session.
4. **Networking Lounge:** A great place to start the meeting and visit during the breaks, to view and connect with the other delegates.
5. **Patients Lounge:** A space for patients to connect & communicate.
6. **Past Editions:** Spot yourself and reminisce over the memories of the past CVCT Forums in this photo gallery.
7. **Chat with Technical Team:** The Overcome team is here to assist you with any questions about the platform or the program.
8. **Agenda Explorer:** Search and filter through the agenda by topic or speaker, add to your personal agenda or calendar, and see more information on the session.
9. **Chat with Delegates:** Connect with other participants directly using this function, find out who's online, start an individual or group chat, and request their business card.
10. **Lobby:** To return to this page anytime.
11. **Briefcase:** Forum resources and the business cards you collected throughout the meeting.
12. **Agenda:** Live Agenda adapted to your own time zone, zoom, scroll or launch in PDF to view, download or print.
13. **My Badge/Profile photo or initials:** Make sure you edit your profile by clicking here, then saving afterwards.
14. **Support:** Advanced technical assistance.
15. **Links:** Display Meeting Guide to launch this guide or see the partners.
16. **Business card request:** A notification will come up when someone requests yours.
17. **System Check:** For a great meeting experience, make sure you check all 5!



4- PLENARY ROOMS



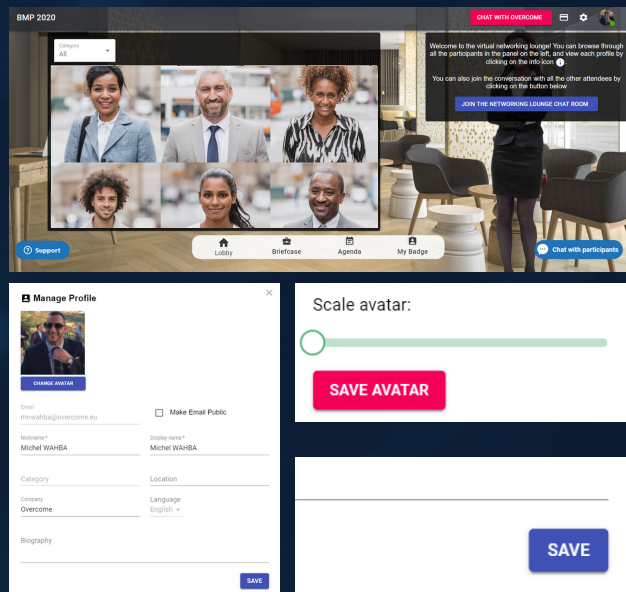
- There are 3 theaters where the sessions will take place: Liberté, Égalité, and Fraternité. Choose your theater or View Schedule of this room by clicking on it. The program contains 6 topical tracks.
- Once you're in the theater, you will see the live sessions playing in the video window. To expand it, hover over the video, and click on the full screen icon  in the bottom right of the screen. Note that you can also set your streaming quality to the highest available using the settings button , and you can control the volume of the video player using the volume button .



- During the presentations and live forums, you can submit your questions and remarks in the comment box, they will be relayed to the panelists who will respond to them live.
- The **Speaker Ready Room** is reserved for the faculty only for their live interventions. If you are not speaking in this session, please refrain from clicking on it.

5- LOUNGES

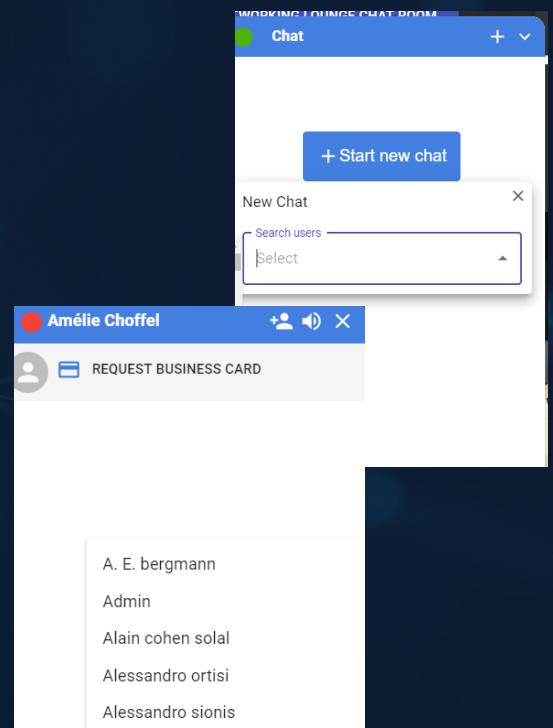
- The **Networking Lounge** is a great place to start the meeting and visit during the breaks. It allows you to view all the other participants, chat with them individually, create a group chat or **Join the Networking Lounge Chat Room**. The grid contains the profiles of all delegates, divided by categories, use the drop-down menu to view each category, then click on their photo to open their profile and exchange with them.
- Similar to the Networking Lounge, the **Patients Lounge** is an exclusive space for patient & advocates to meet, chat and network. Don't hesitate to kick off the **Patients Lounge Chat**!



Tip: don't forget to edit your profile information and upload your photo so other participants can find you easily. Make sure to click on Save Avatar then Save when you finish updating your information.

6- CHAT

- The **Chat with Delegates** button is not exclusive to the Networking Lounge, and can be used throughout the meeting. To start a chat, click on the + button, search or select a user from the drop down list, and click on **Create New Chat**. A red notification will pop up when you receive messages to ensure you do not miss out on them. The green dot next to a participant's name indicates they are online, and the red is offline. You can chat to multiple users at once, as well as create groups.
- In the Chat box, you can **request a participant's business card**, which will be saved into your briefcase once accepted.



7- ABSTRACT HALL

- The **Abstract Hall** is the space where you can view the e-posters. The abstracts are divided into categories. Once you enter a category, you can browse through the abstracts using the right and left arrows. To open or download one, click on the **View Abstract** button.
- You can view the author of the e-poster by clicking on their profile photo or initials, leave your comments and chat with them directly.
- Before moving onto the next e-poster, make sure you **Rate Abstract**.

8- SPEAKER READY ROOM

FACULTY ONLY: SPEAKERS, DISCUSSANTS & PANELISTS

- 15 minutes ahead of your session, you need to go to **Speaker Ready Room** where you will find your sessions listed under **My Sessions**.
- Please click on the **Join Live Meeting** button which corresponds to your upcoming session and it will open a Zoom window. You can consider this the live studio where the broadcast will take place from.
- You will be greeted by an Overcome staff member in the waiting room who will test your microphone and camera and will send you to the Live Room (which is being transmitted onto the platform).
- At the end of your session, you may quit the zoom and go back to the platform to watch the rest of the meeting (Lobby > Plenary Rooms).

For your live intervention, please ensure:

- You have a strong internet connection, preferably wired as it is more reliable than WIFI.
- Your webcam and microphone are enabled, and of strong quality. Your camera should be at eye level with you in the middle of the frame.
- Sit in a quiet and neat space without outside noises or interruptions.
- The lighting should come from behind you, you can sit facing a window or small LED lamp.
- Important: Before connecting live, please make sure all sounds from your computer are switched off, this includes the video player of the plenary rooms. You will be able to watch the live proceedings in the Zoom window so you will not miss out on anything.

9- SUPPORT

At any point, you can ask for help using the Support button in the bottom left to open a support ticket, or the Chat with Technical Team button in the top right to chat with us directly. Our dedicated team will be able to assist you in real time or call you back. You may also reach out to us by email or by phone.

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CVCT

THANK YOU FOR YOUR PARTICIPATION IN THE CVCT FORUM, WE ARE LOOKING FORWARD TO WELCOMING YOU IN PERSON NEXT YEAR IN WASHINGTON D.C. ON DECEMBER 2-4, 2021. *SAVE THE DATE!*