

ashp[®] **MIDYEAR2020**
Clinical Meeting & Exhibition


UNSTOPPABLE

MIDYEAR GOES VIRTUAL

**ATTENDEE
NAVIGATION GUIDE**



TABLE OF CONTENTS

- 
- 1** Access Times
 - 2** Attending a Virtual Meeting
 - 3** Lobby
 - 4** Your Profile
 - 5** Communication Center
 - 6** Programming
 - 7** Plan Your Days
 - 8** ASHP Pavilion
 - 9** Exhibit Hall
 - 10** Residency Showcase
 - 11** Personnel Placement Service (PPS)
 - 12** Posters
 - 13** Resources
 - 14** Unwind
 - 15** Play
 - 16** Help Central
 - 17** Exhibitors & Sponsors

ACCESS TIMES

LIVE EVENT DATE:

December 6, 2020 7:00 a.m. ET

AVAILABLE ON-DEMAND:

until March 10, 2021

LOGIN LINK:

<https://onlinexperiences.com/Launch/Event.htm?ShowKey=119348>

CONTACT SUPPORT:

INXPOeventsupport@intrado.com

As a **2020 ASHP MIDYEAR CLINICAL MEETING AND EXHIBITION** registrant, you will be able to enjoy a unique, interactive learning experience from the comfort and convenience of your home or office.

You can find everything you need to access the meeting in the “Need to Know” attendee newsletter emailed to you the week prior to the meeting.

For the best experience, log into the meeting on a computer using **CHROME** or **FIREFOX** browsers. Disconnect from VPN. Using phone or tablet devices will not support the full user experience.

To make sure your computer, internet connection, and sound are ready to go, take a moment to [test your system](#) in advance.



ATTENDING A VIRTUAL MEETING

Tools and tips to make the most out of your virtual Midyear experience.

1

MINIMIZE DISTRACTIONS

2

BLOCK OFF TIME ON YOUR CALENDAR

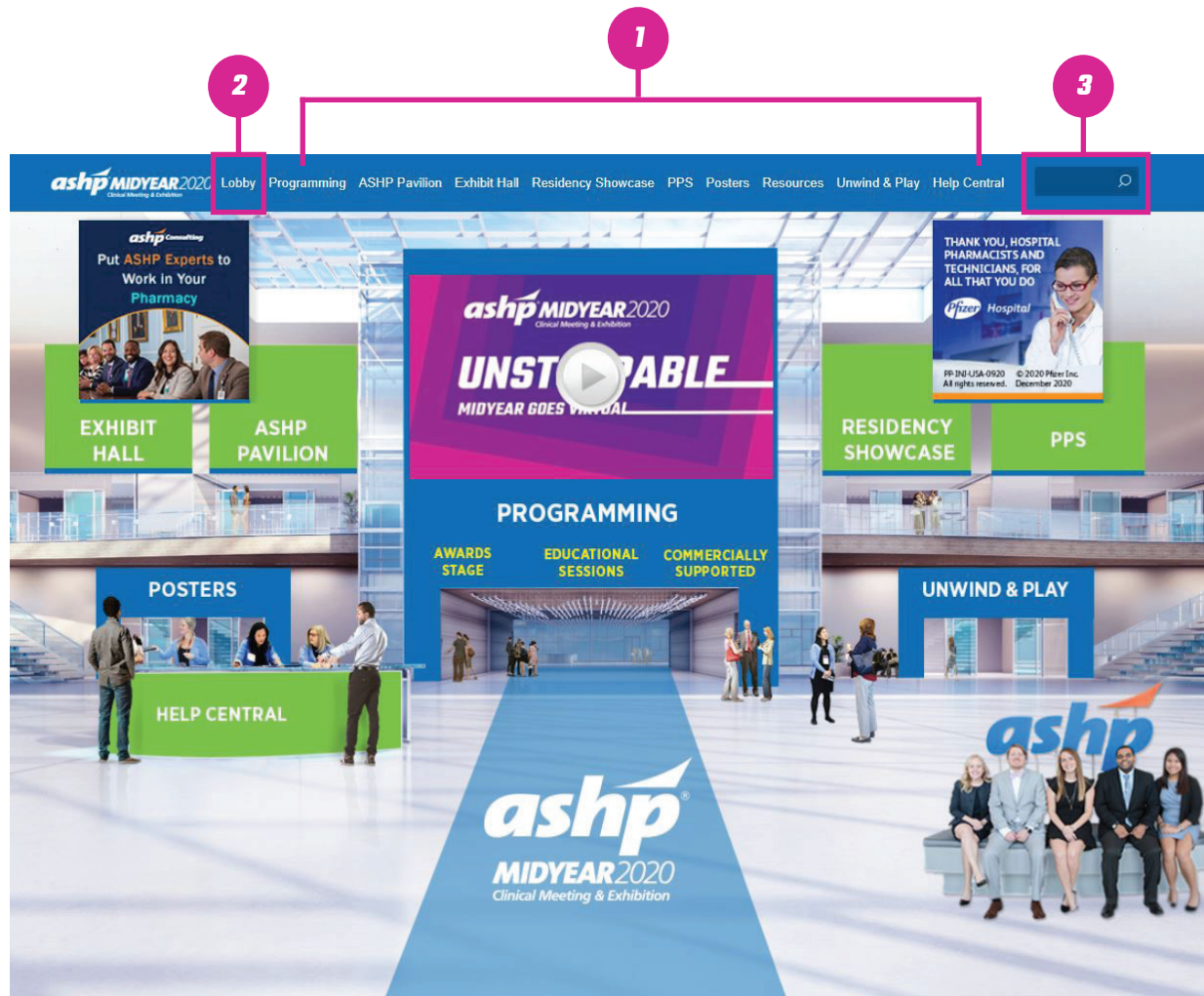
3

BE PRESENT IN THIS EXPERIENCE

Learn more at
[MIDYEAR.ASHP.ORG/TIPS](https://midyear.ashp.org/tips)



LOBBY

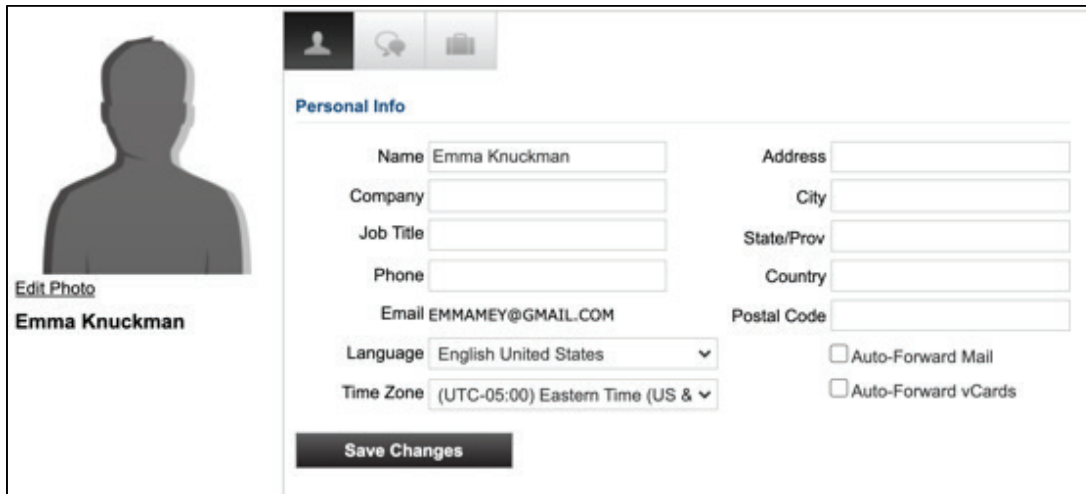


The Lobby is the hub of the virtual experience.

- 1 Navigation:** Access the different areas of the meeting from the top navigation bar or by clicking on the named areas in the Lobby.
- 2 Lobby:** You can return to the lobby by clicking on “Lobby” on the top navigation.
- 3 Search:** You can use the search feature to find sessions and booths.

YOUR PROFILE

Customize your information, access documents, and view your connections and badges.



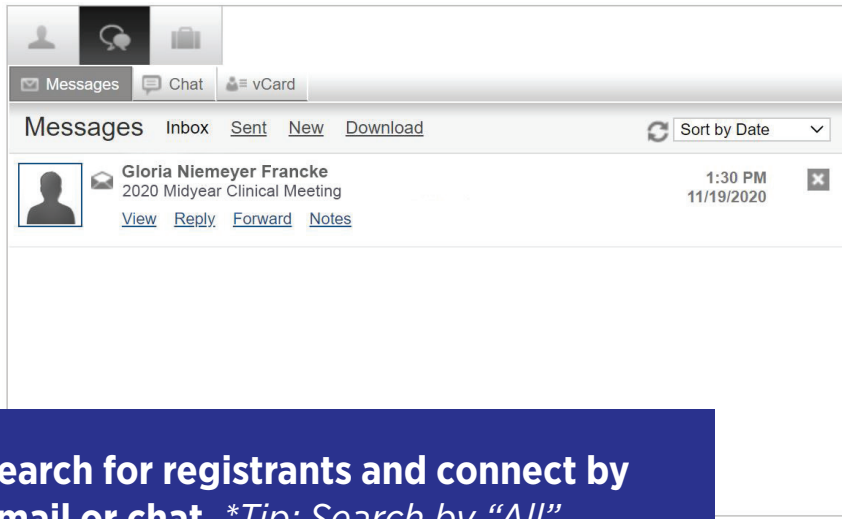
The screenshot shows a web interface for editing a profile. On the left is a placeholder for a profile picture with the text 'Edit Photo' and 'Emma Knuckman'. To the right, under the heading 'Personal Info', are several input fields: Name (Emma Knuckman), Address, Company, City, Job Title, State/Prov, Phone, Country, Email (EMMAMEY@GMAIL.COM), Postal Code, Language (English United States), and Time Zone (UTC-05:00) Eastern Time (US & Canada). There are also two checkboxes: 'Auto-Forward Mail' and 'Auto-Forward vCards'. A 'Save Changes' button is at the bottom.

- To edit your profile, begin by clicking “Profile” located under the Lobby tab in the upper navigation at any time. Your profile contains your name and several other fields that you may have filled out upon registering.
- Choose an image to help identity yourself during the meeting (select from a list of stock images or upload your own photo). Filling out your profile completely and accurately will help you while networking during the meeting.



The briefcase is located within your profile under the third tab. Retrieve documents and links that you have saved from the Resources area, exhibit booths, and ASHP Pavilion.

COMMUNICATION CENTER



Search for registrants and connect by email or chat. **Tip: Search by "All"*

THERE ARE 3 TYPES OF PRIVATE COMMUNICATION:

Email messages – The notification will display “You have an unread email.” Click on the notification window to view.

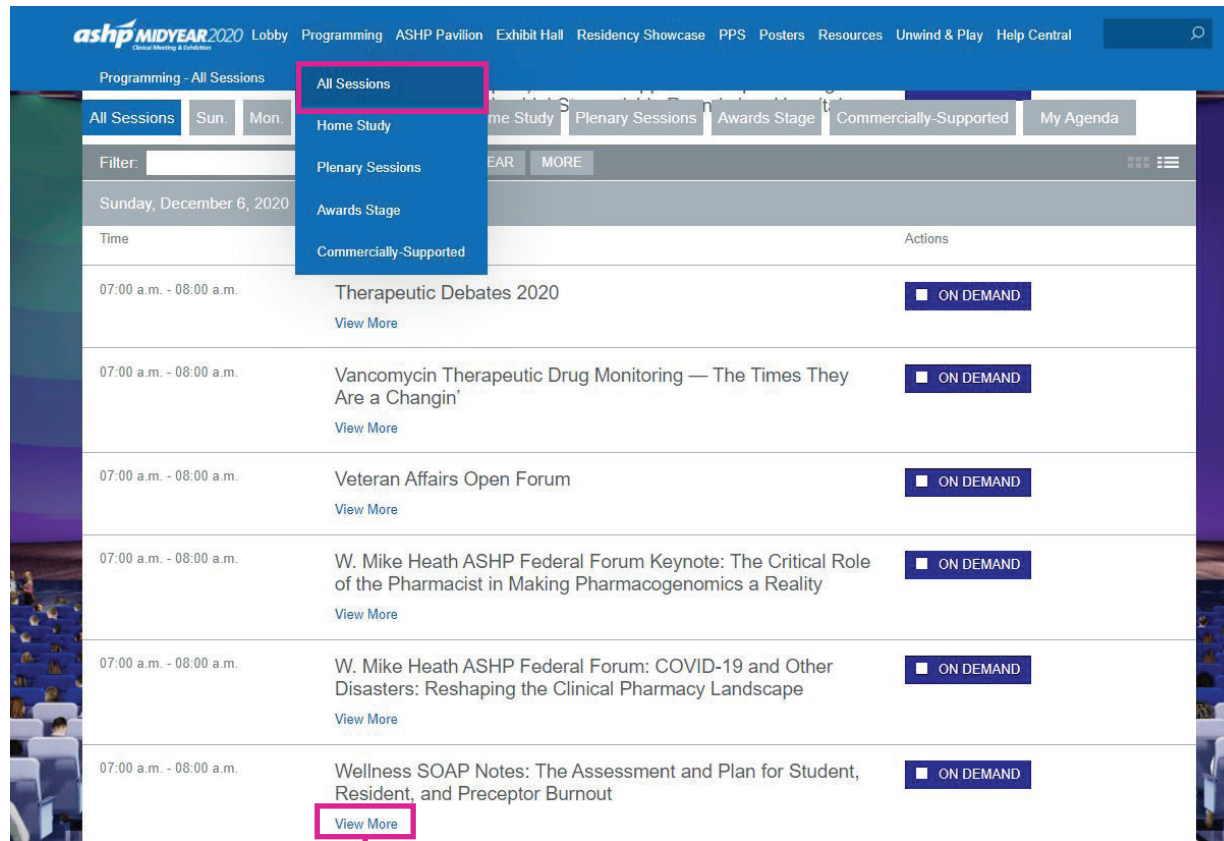
Chats – If you receive a chat request, you will be able to accept or decline the request. You may also send a short message to the chat requester when declining a chat. As the initiator of a chat you can request to video chat 1:1. Private chat communication can be via text or video.

vCards – The notification will display “You have a new vCard.” Click on the notification window to view.

- To start a private chat, email or find someone in the platform, go to the profile tab, click communication center, and select the method of communication. To search for registrants, click **NEW**.
- If you receive an email, vCard, chat request, or announcement, you will be notified via a communication bubble that will display in the upper right-hand corner of your screen. By clicking on the communication notification, you will be taken to the indicated item.

PROGRAMMING

Attend live, on-demand, and plenary sessions. View award videos and navigate to one of the many commercially-supported programs.



Click on **VIEW MORE** to see session abstract and speakers.

The **ALL SESSIONS** tab includes both live and Home Study sessions.

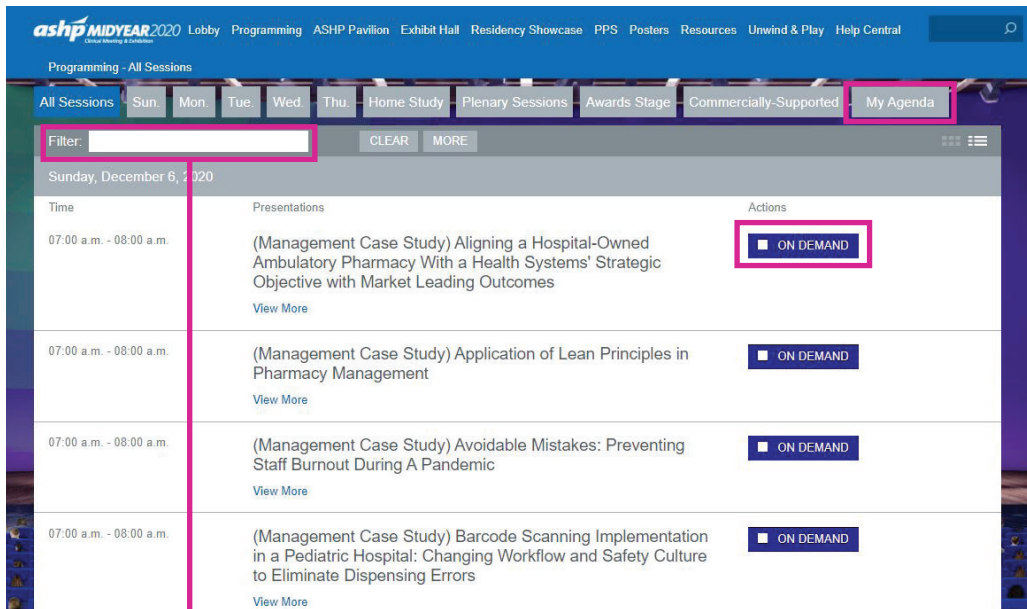
Live sessions will play at their scheduled date and time.

Home Study sessions are listed at Sunday 7:00 a.m. ET and available on-demand until March 10, 2021.

CLICK HERE for information on claiming CE credit.

PLAN YOUR DAYS

Add sessions that you are interested in attending to your agenda.



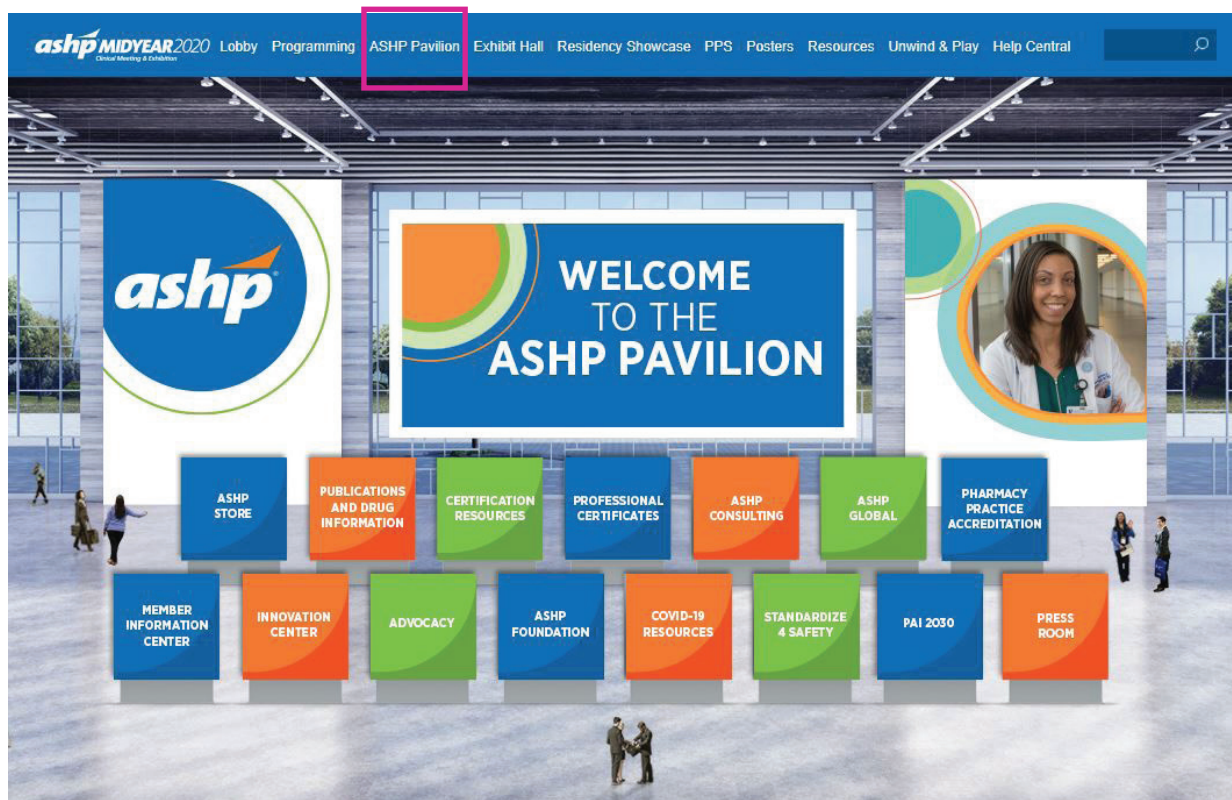
Use the **FILTER** feature to search sessions by keyword.

AGENDA DESCRIPTIONS

- **Add to Agenda** — Add sessions to your agenda up until 30 minutes prior to their start time
- **Add to Calendar** — After adding a session to your agenda, download a calendar reminder
- **Remove from Agenda** — Remove sessions from your agenda up until 30 minutes prior to their start time
- **Live Now** — A session is currently live
- **Archiving** — A live session has finished and is archiving
- **On Demand** — A session is available to view
- **Starting Soon** — A session will be beginning shortly (displays 30 minutes prior to Early Entrance)
- **Early Entrance** — The session is beginning shortly - you may click into the session

ASHP PAVILION

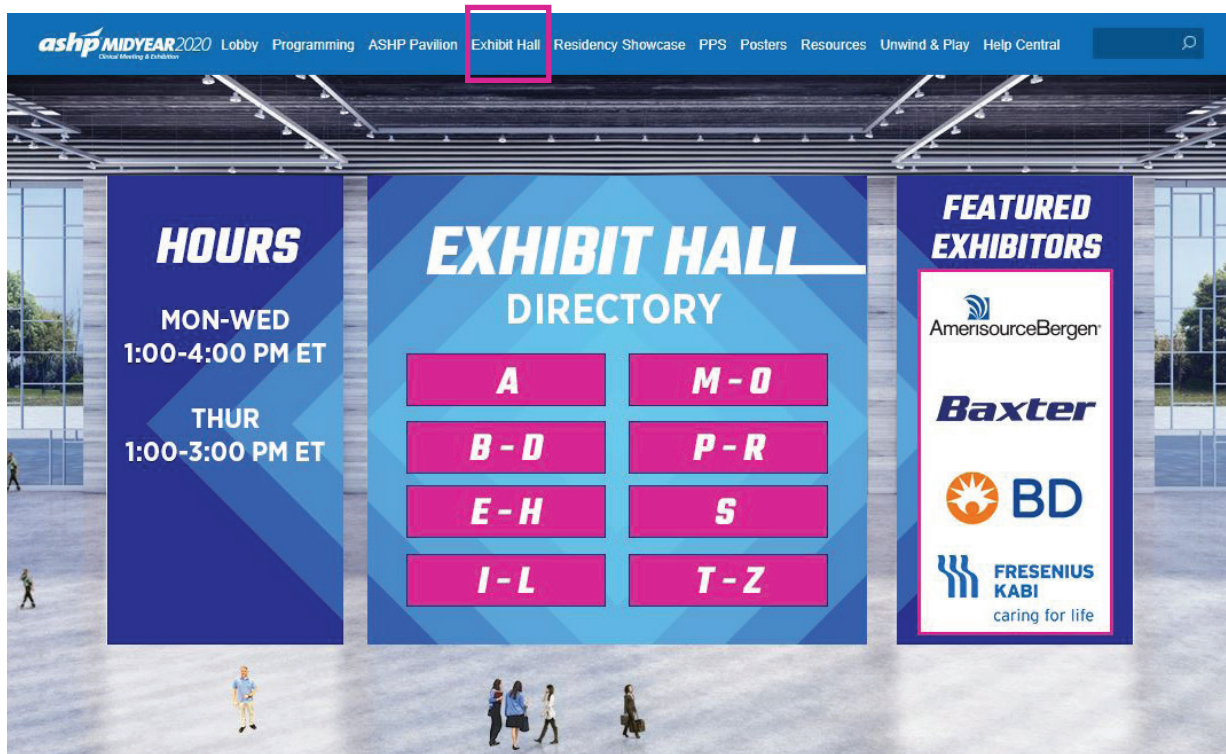
Visit ASHP booths, engage with staff, and learn more about exciting new offerings from ASHP.



- Once you've entered a booth, you may click through the content tabs on the right-hand side to view collateral and other assets and information.
- The ASHP Pavilion is accessible 24/7. Open hours are listed within each booth. ASHP Pavilion booth staff will be available to engage during these open hours.

EXHIBIT HALL

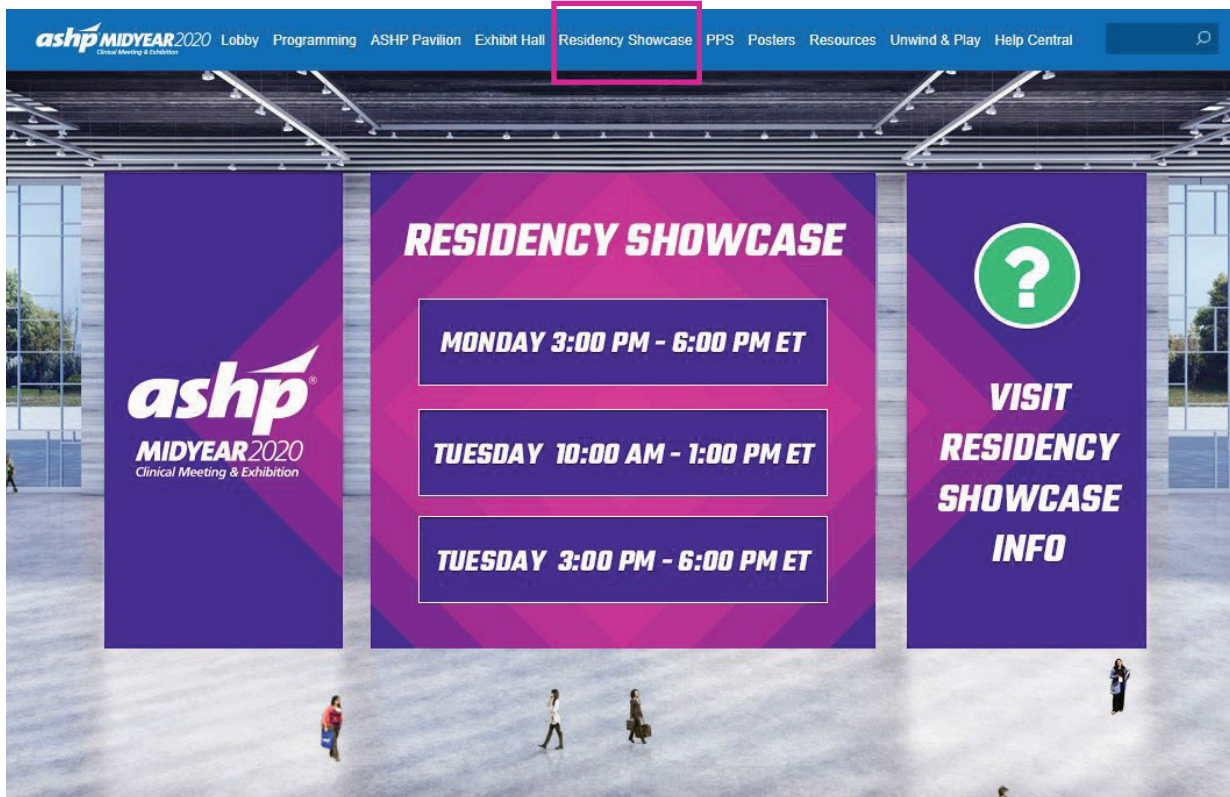
Visit exhibitor booths by accessing the directory below.



- Navigate the Exhibit Hall by clicking on the letters in the directory, from there you will be taken to a clickable list of exhibiting companies.
- Once you have entered a booth, you may click through the content tabs on the right-hand side to view collateral and other assets and information.
- The Exhibit Hall is accessible 24/7. Open hours are listed in the Exhibit Hall lobby. Booth personnel will be available to engage during these hours.

RESIDENCY SHOWCASE

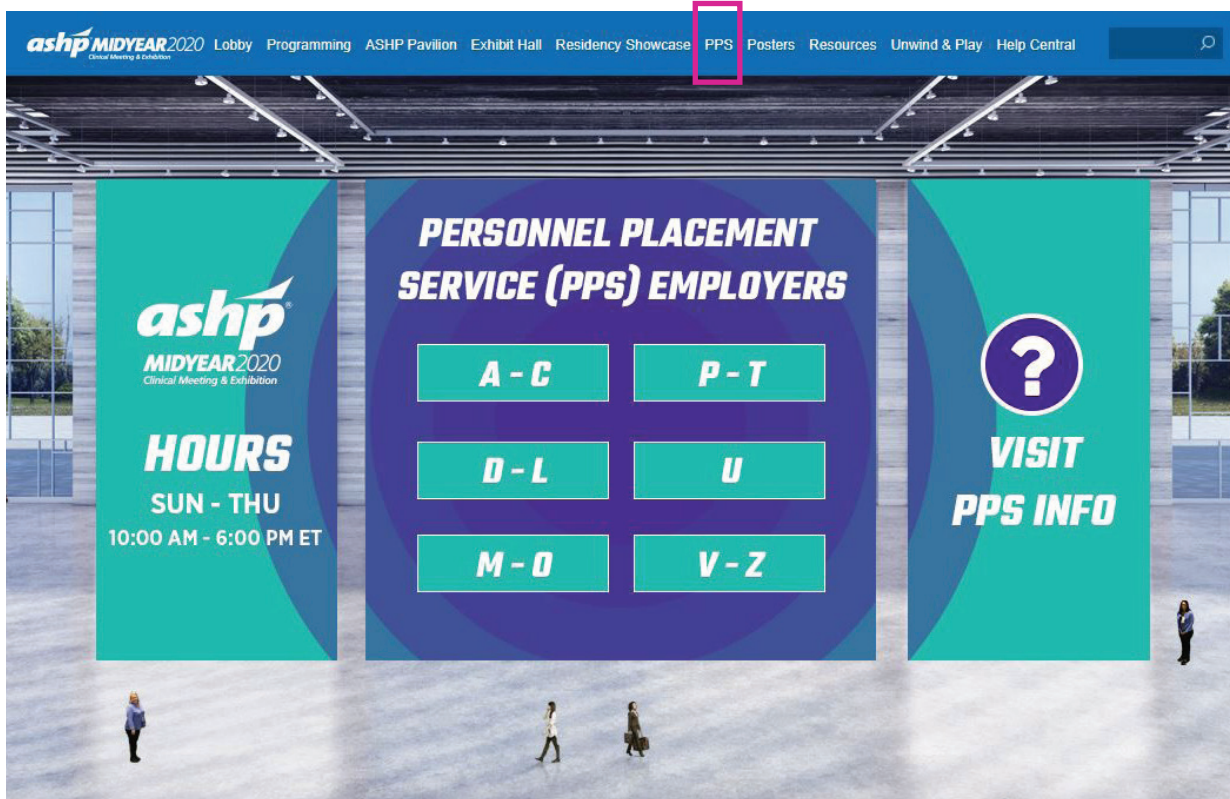
View the list of participating institutions by day and time.



- After you select your session, you can navigate alphabetically through the list of participating institutions or use the search bar at the top of the page.
- Once you've entered a booth, you may click through the content tabs on the right-hand side to view collateral and other assets and information and chat with booth staff.

PERSONNEL PLACEMENT SERVICE (PPS)

Registered participants and employers can navigate to the booths during scheduled interview times.



- At the time of your scheduled interview, you can locate the company booth alphabetically or use the search bar at the top.
- Once inside the booth, you will look for your interviewer among the list of staff and begin a chat with them. If you do not see or know the interviewer, you can talk with a representative through the public group booth chat.

POSTERS

View the Poster schedule-at-a-glance and navigate to the Poster Hall.

POSTERS
SCHEDULE-AT-A-GLANCE

SUNDAY	
3:30 PM - 5:00 PM ET	W. Mike Heath ASHP Federal Forum: Meet the Researchers Poster Presentation 2020
MONDAY	
3:00 PM - 4:30 PM ET	ASHP Best Practices Poster Session
TUESDAY	
3:00 PM - 4:30 PM ET	Professional/Fellows Posters
5:00 PM - 6:00 PM ET	Student Posters
WEDNESDAY	
10:30 AM - 11:30 AM ET	Resident Posters
5:00 PM - 6:00 PM ET	Student Posters
THURSDAY	
11:00 AM - 12:00 PM ET	Student Posters
12:30 PM - 1:30 PM ET	Resident Posters
2:00 PM - 3:00 PM ET	Resident Posters
MEETING DURATION	
Student Society Showcase	

VISIT POSTER INFO

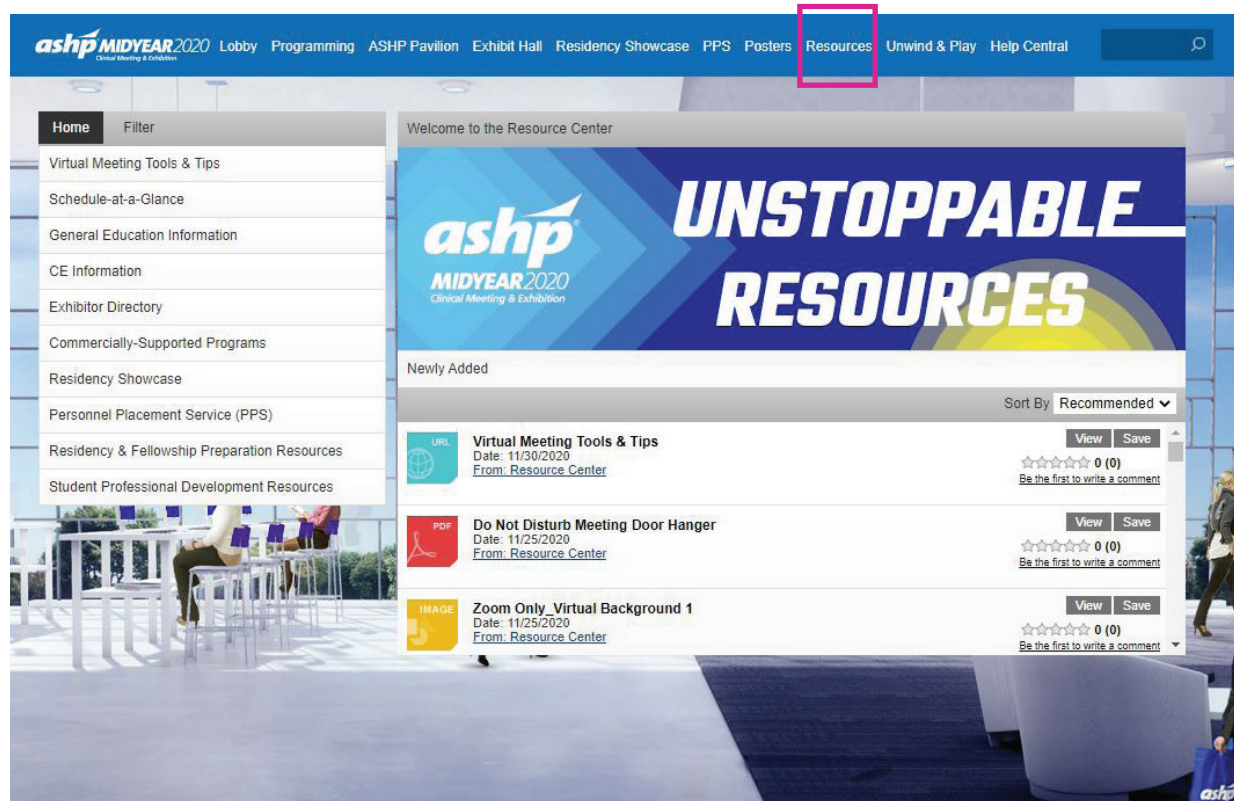
ENTER POSTER HALL

YOU ARE LEAVING THE INTRADO PLATFORM

- From this page, click on **ENTER POSTER HALL**. You will leave the virtual Midyear meeting platform and enter the virtual Poster platform.
- You can view and engage with posters presenters during scheduled poster hours and participate in the scavenger hunt to collect points.

RESOURCES

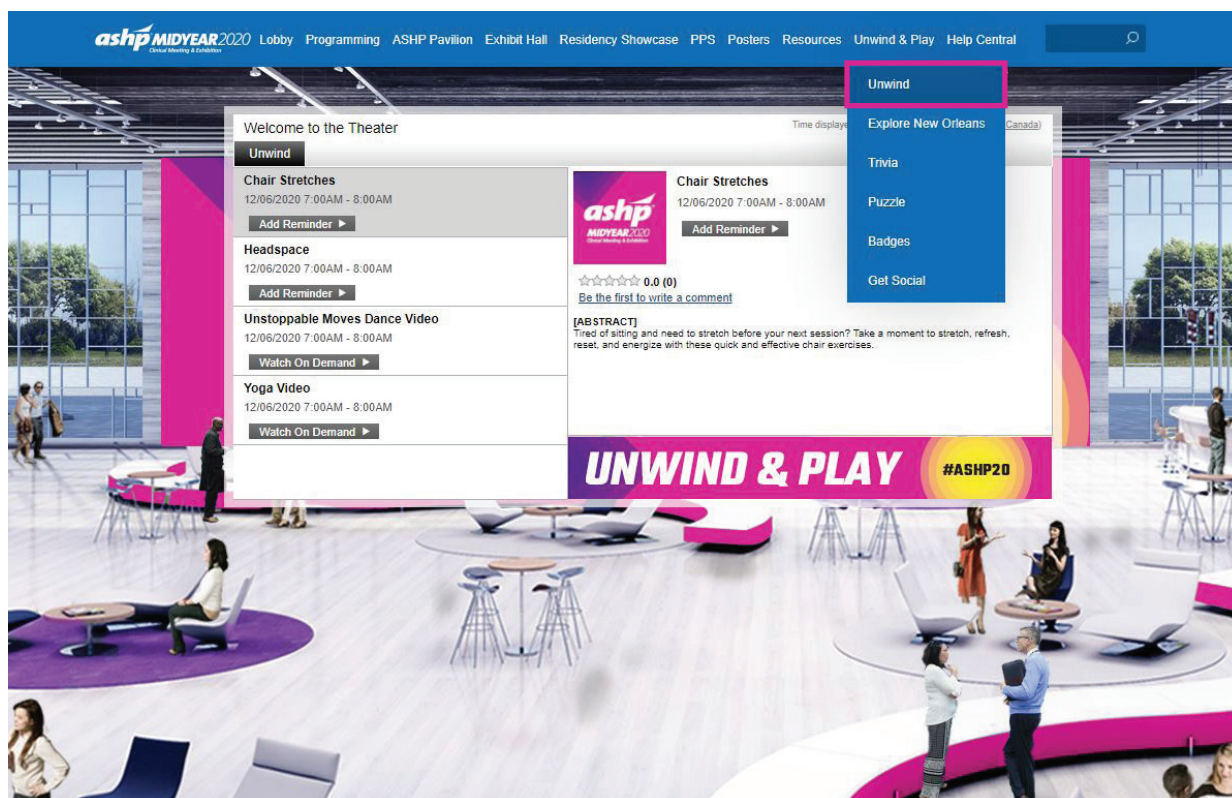
Videos, tools, and information.



- Browse meeting related and other helpful content provided by ASHP.
- Select the content for immediate viewing or save to your briefcase for review or download at your convenience.

UNWIND

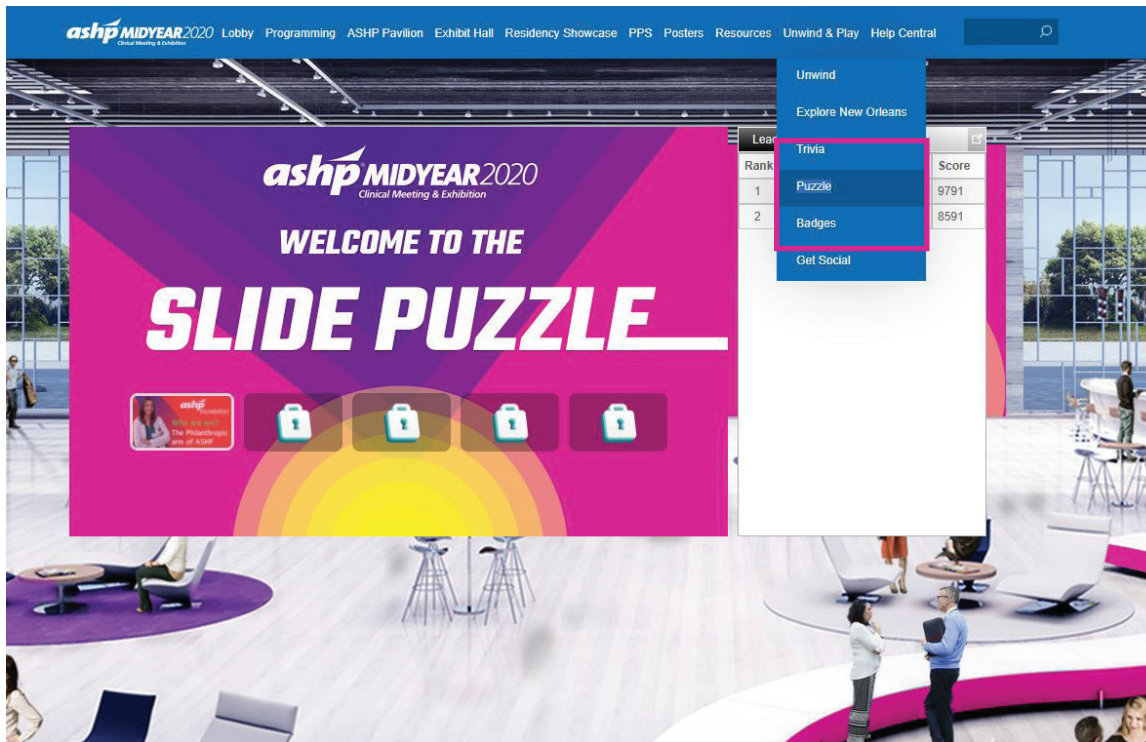
Take a break to recharge and refocus.



Focus on your well-being and resilience. Join us for yoga, dance, meditation and more to unwind and recharge.

PLAY

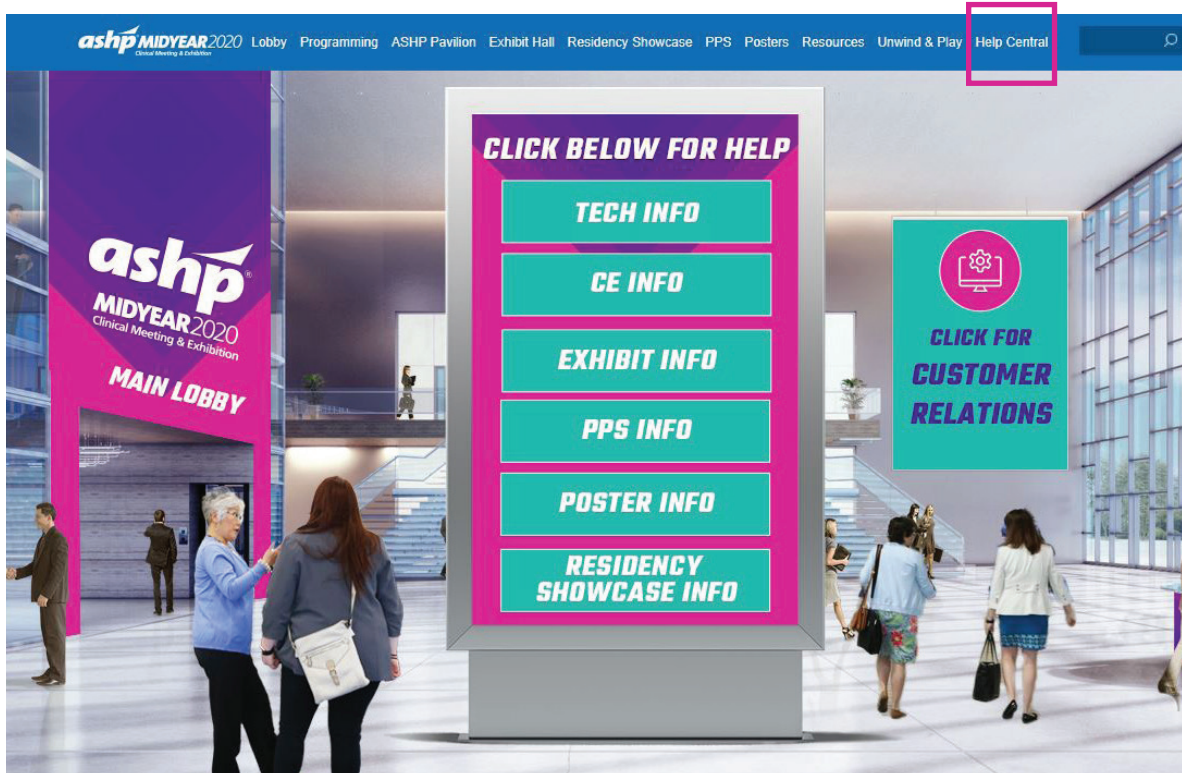
Registered participants and employers can navigate to the booths during scheduled interview times.



- **Explore NOLA** — Take a field trip to New Orleans and tour the famous French Quarter, watch a cooking demo from a renowned New Orleans chef, or escape the noise of everyday life and experience life in the Big Easy during a performance by a local brass band.
- **Trivia** — Take a break and have fun answering some trivia questions. See how many you can answer correctly!
- **Puzzles** — Solve the slide puzzle to earn points and boost your position on the Leaderboard.
- **Badges** — Earn badges and points by engaging in different parts of the platform. Watch as your achievements bump you up on the Leaderboard.

HELP CENTRAL

Have meeting questions? We have answers.



OPEN HOURS:

Sun 7:00 a.m. - 6:15 p.m.

Mon - Thur 9:00 a.m. - 6:15 p.m.

- **HELP CENTRAL** is the space to visit if you have any questions about the meeting. Select the area that will best support your questions/needs and ASHP staff will be available to assist during open hours.
- **TECH INFO** is supported by the virtual meeting platform, Intrado. Staff will provide technical support for any issues you have.
- There are helpful resources available to you within each area.

THANK YOU

TO FEATURED EXHIBITORS AND SPONSORS

ULTIMATE



PREMIUM



SPONSORS

