19th European Angiology Days
Live web
Yearly Academic Conference
December 2 – 4, 2022

Platform for Digital Events User Guide
by effe erre congressi

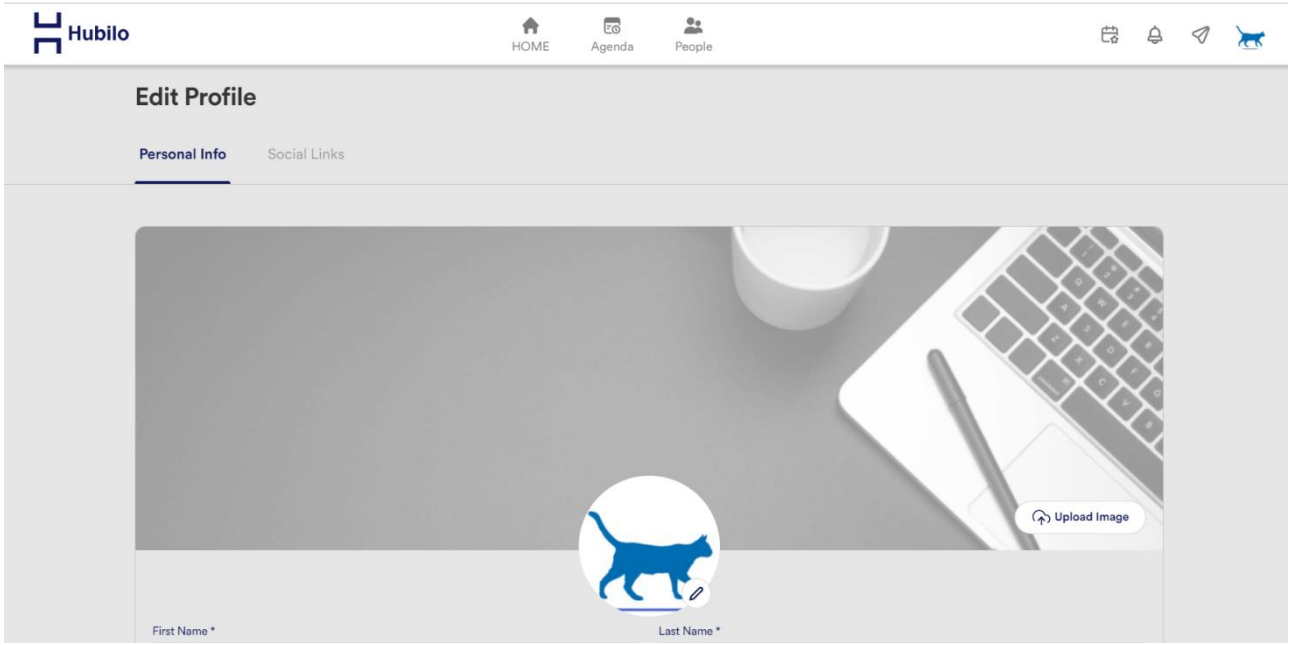
How To Create an Account

Access the platform with the following link:

19th European Angiology Days - Yearly International Academic Conference (hubilo.com)

access at the Login Page of the Platform, where you will insert your email.
You will receive an OTP code by email to complete your login.
Please check on the SPAM if you do not receive the code.

After you login to the platform, you will see a screen where you can edit your profile information.



In the “Personal Info” tab, you can fill in the necessary information (short bio, your role, your institution/organization, Country, state, city) and upload your photo. After filling in the fields on this tab, you can finish editing your profile by clicking the "Save Changes" button.

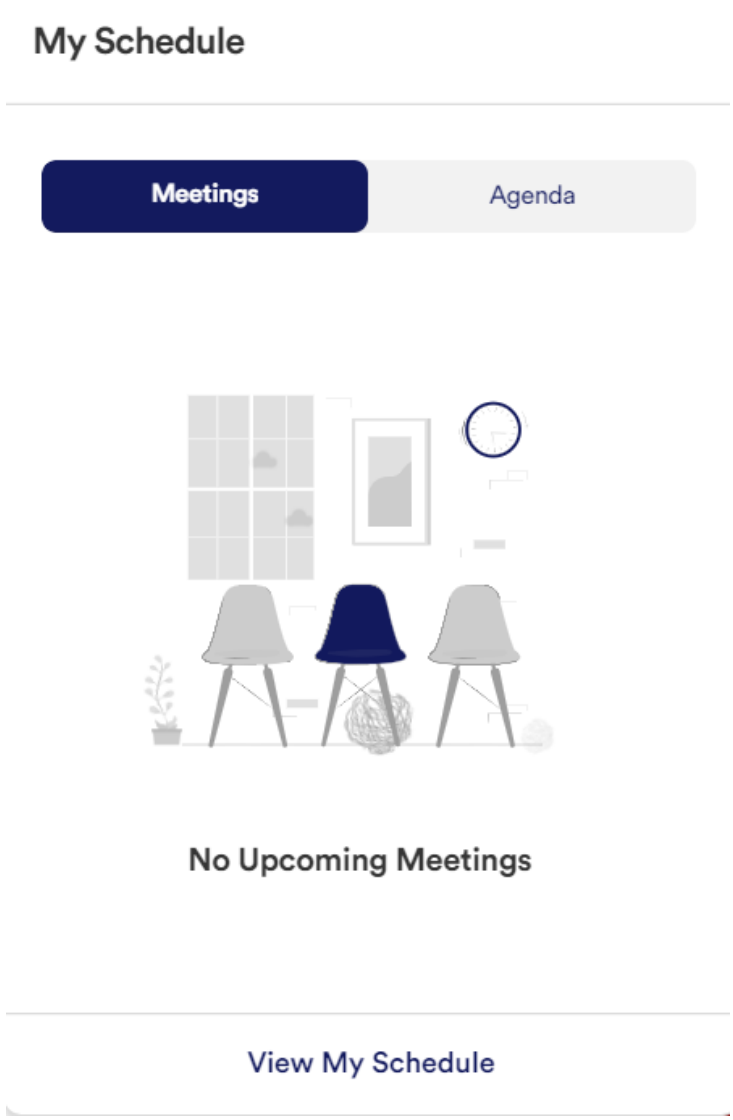
In the “Social Links” tab, you can add your LinkedIn page (optional). After filling in the field on this tab, you can finish editing your profile by clicking the "Save Changes" button.

Technical Requirements
In order to get the best experience Online Event Platform:

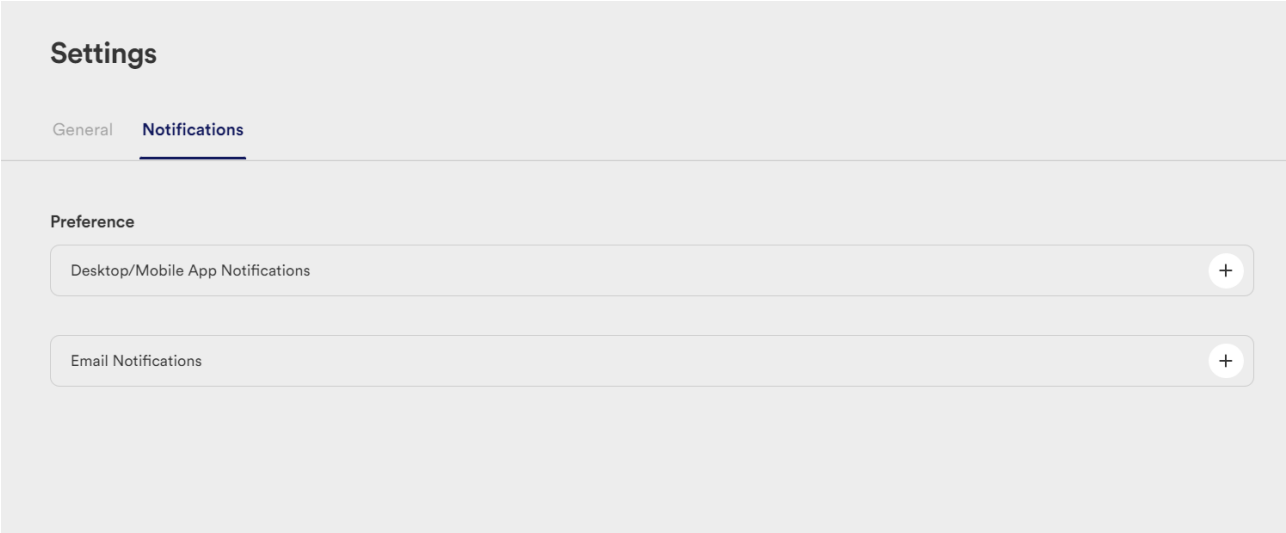
- Use Chrome on Desktop.
- Your internet speed should be at least 500 Kbps to watch livestreams.
- Remember to ready a headset in order to avoid any sound problems in the meetings you attend.

Things You Should Know After Logging into Online Event Platform
After logging into the platform, in the upper right corner you will see 3 icons representing My Schedule, where the chosen sessions are saved, Notifications, and Messages.

When you click on "MY SCHEDULE”, you can see your upcoming meetings or awaiting to be approved.



When you click on the NOTIFICATIONS field on the left of the Home Page, you can see all your incoming notifications. Notifications are also sent by email. You can modify the setting by click on the Profile Icon -> Settings -> Notifications.

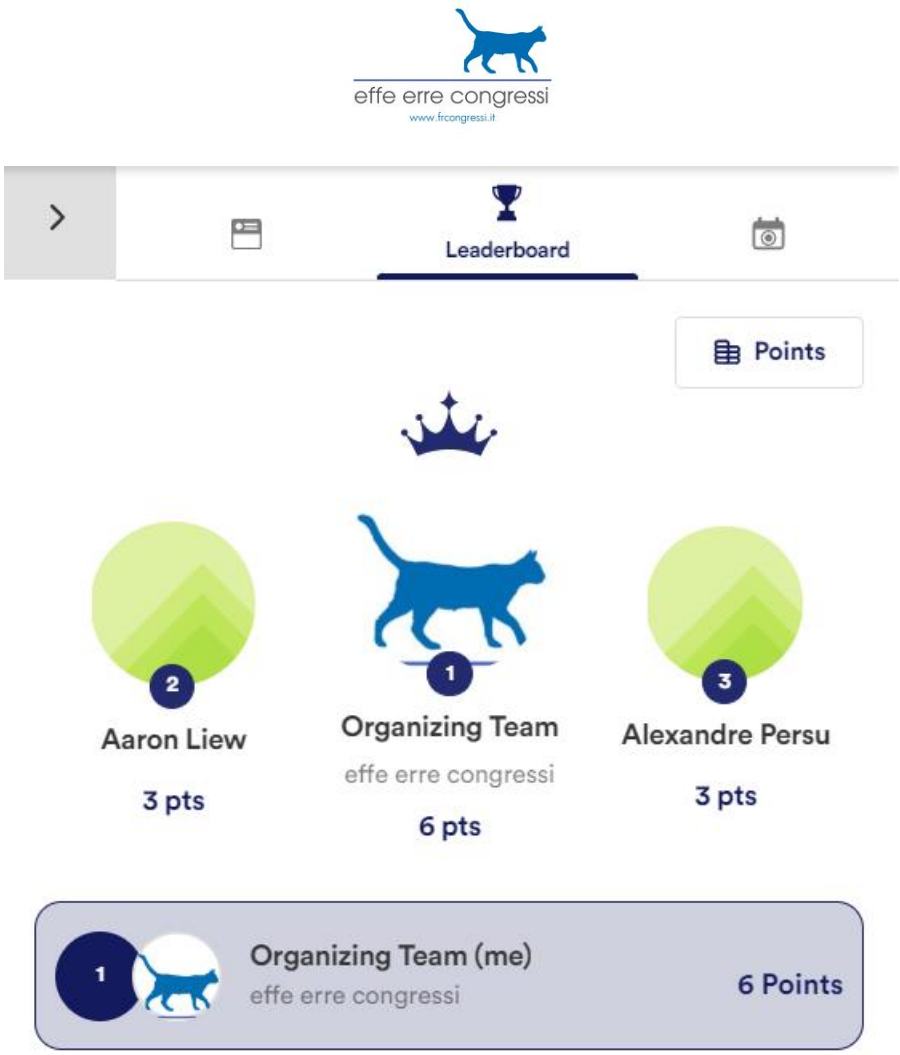


When you click on the “MESSAGES” field you can see your previous conversations or communicate with the participants of the event.

Welcome

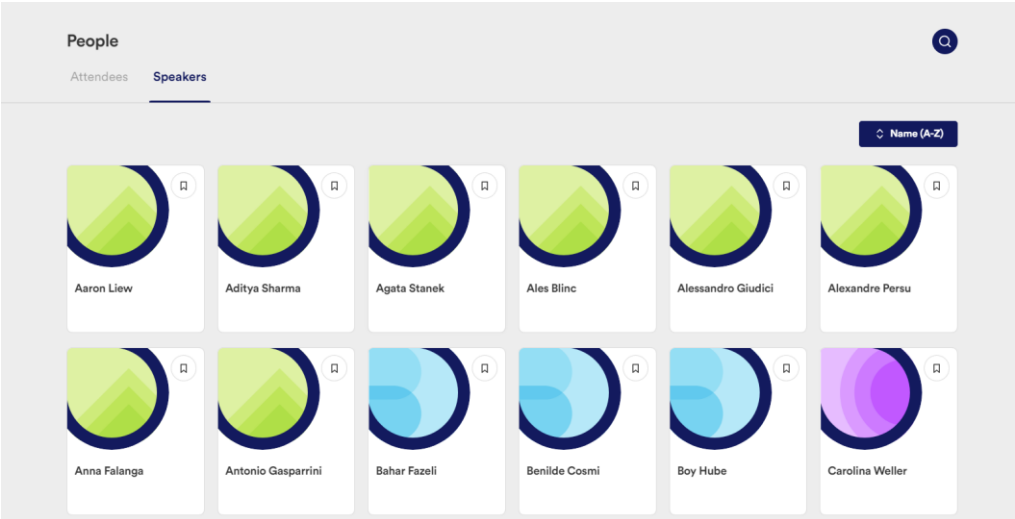
Welcome is the area where the prominent sessions and general information are shown.

The Leaderboard shows the scores of participants most active on the platform.



People

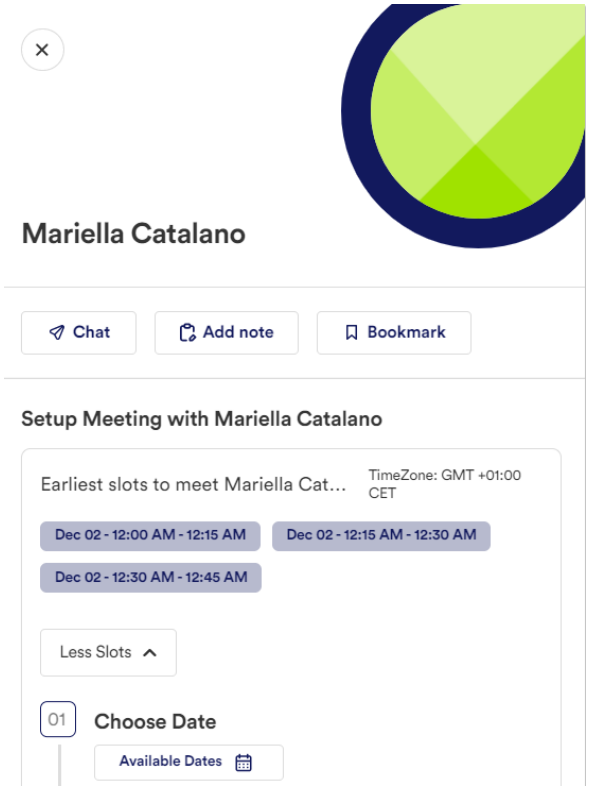
When you click on PEOPLE, you will see a list of attendees and speakers.



You can reach people who meet the criteria you want by using filters such as company name and country, etc.

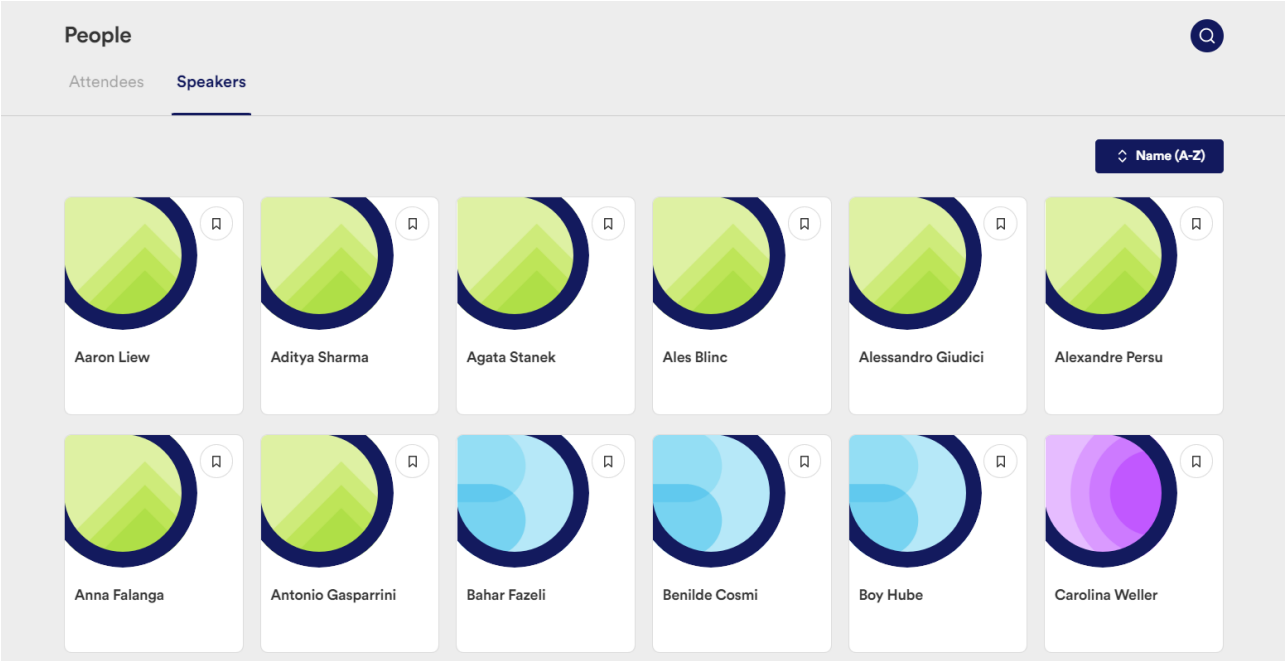
If you have found the right attendee to establish a network with, click on the photo of the attendee. On the page that opens, you will find detailed information about the attendee, and options such as "Meet" and "Chat".

If you wish, you can send a meeting request to the other party by clicking the "Meet" button, and choosing the day and time, or you can communicate from the chat window that will open by clicking the "Chat" button.
As soon as you click the "Meet" button and select the date and 15-minute meeting time for the person you want to send a meeting request, this will be sent to the e-mail and notifications field of the person to whom the meeting request is sent.



Speakers

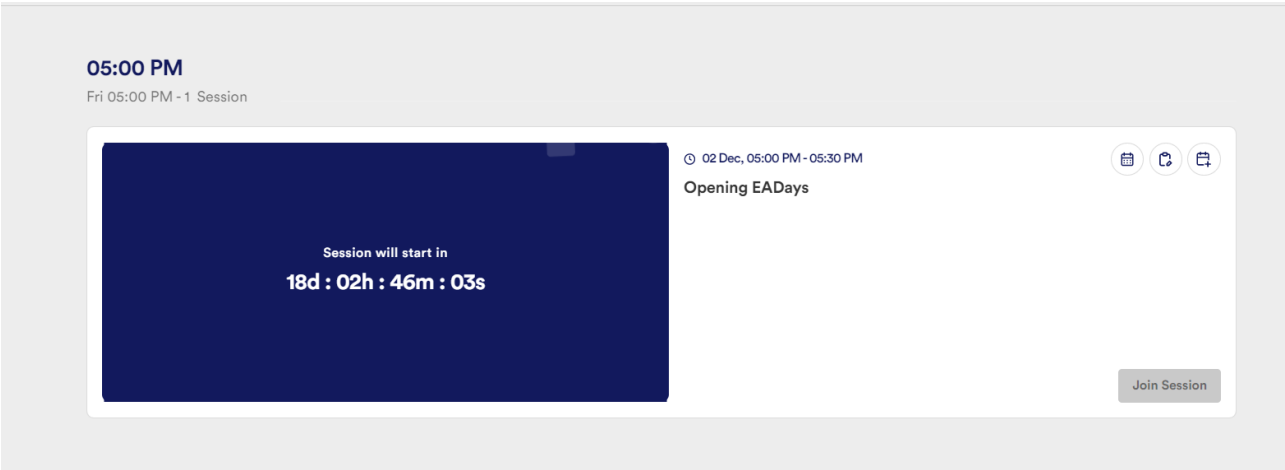
In this section you can see the list of the speakers. Click on the picture of the speaker in order to see the profile and the sessions related.



Program

When you click on the PROGRAM, if there are any live sessions, you will see a page with the name of the sessions, topics and speaker details. You can easily join the ongoing sessions by clicking the button "Join Session".

Ongoing sessions are listed at the top of the page for convenience.



The platform hosts all the sessions included in the 19th European Angiology Days program (from December 2th to 4th).
You will be able to join each session by clicking on the "Join Session" button in the "Program" section of the virtual platform. The "Join Session" buttons will be enabled as soon as the corresponding sessions start.
By clicking on "Join Session", you will access a Zoom Webinar or Zoom Meeting, inside the platform (please check if you have already ZOOM application on your PC – we suggest to connect by DESKTOP from the web) and you will participate as attendee.

If you want to install the Zoom App, you can download it for free from here.
By default, your microphone and camera will be turned off when you access the meeting room. Please, keep them turned off if you are not talking or actively participating to the session. Speakers will be enabled to talk and to show their video/share their screen by the host of the meeting room.

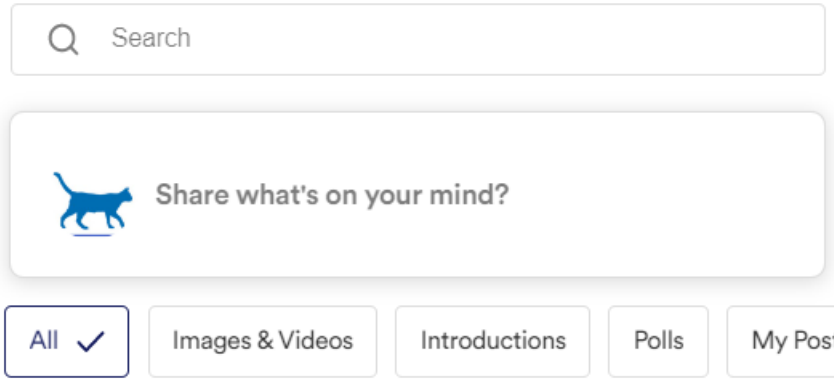
FOR PRESENTERS OF PARALLEL SESSIONS

Once each session is live you will see a button that says JOIN THE SESSION. Click on the button and you will be redirected in a Zoom meeting. We warmly suggest to provide a good connection by cable rarher than wifi, and use headphones while presenting.

To present the slides you have to share your screen with the green button you will see below in the Zoom meeting. We suggest to download the Zoom App and to update it.

So no links will be sent to presenters: they'll just have to connect to the platform, choose their session and join it at the proper moment.

Event Feed
When you click on the Event Feed, you can see what other people in the event shared, like or comment on their posts, just like on Twitter.



For any assistance please contact:

info@frcongressi.it