

## ONLINE PLATFORM NAVIGATION MANUAL

This manual is your guide to the Aspire to Inclusivity online event platform, Meeting Play. Please refer to this helpful document to make the most of your ANPD Annual Convention experience.

### How To Be Online Ready

- We highly **recommend using a laptop or desktop** for functionality and a seamless experience. A laptop or desktop with internet connection, webcam and microphone will be needed.
- **Using Google Chrome as your Internet browser is highly recommended.**
- **Turn off your company's VPN** to avoid firewall issues.
- Does your computer meet the technical requirements? Review our System Requirements (below) for optimal performance.
- Review Meeting Play's [Technical FAQ](#) for troubleshooting.

Desktop Browser & Operating System	 <b>Chrome</b>	 <b>Firefox</b>	 <b>Edge</b>	 <b>Safari</b>	 <b>IE</b>
Windows 7	Minimum Version 80	Minimum Version 73	Edge Chromium	Not Recommended	Not Recommended
Windows 8.1	Minimum Version 80	Minimum Version 73	Edge Chromium	Not Recommended	Not Recommended
Windows 10 (includes Surface Pro 3 & 4)	Minimum Version 80	Minimum Version 73	Edge Chromium	Not Recommended	Not Recommended
macOS Mojave 10.14	Minimum Version 80	Minimum Version 73	Edge Chromium	Not Recommended	Not Recommended
MacOS Catalina 10.15	Minimum Version 80	Minimum Version 73	Edge Chromium	Not Recommended	Not Recommended
Red Hat Enterprise Linux 7.4	Minimum Version 80	Not Recommended	Not Recommended	Not Recommended	Not Recommended

### Mark Your Calendar

Trust us – you won't want to miss a single moment! Turn on your out of office message and block the dates on your calendar to immerse yourself in the education and networking we have planned!

Our [Schedule-At-A-Glance](#) can serve as a quick reference throughout the week.



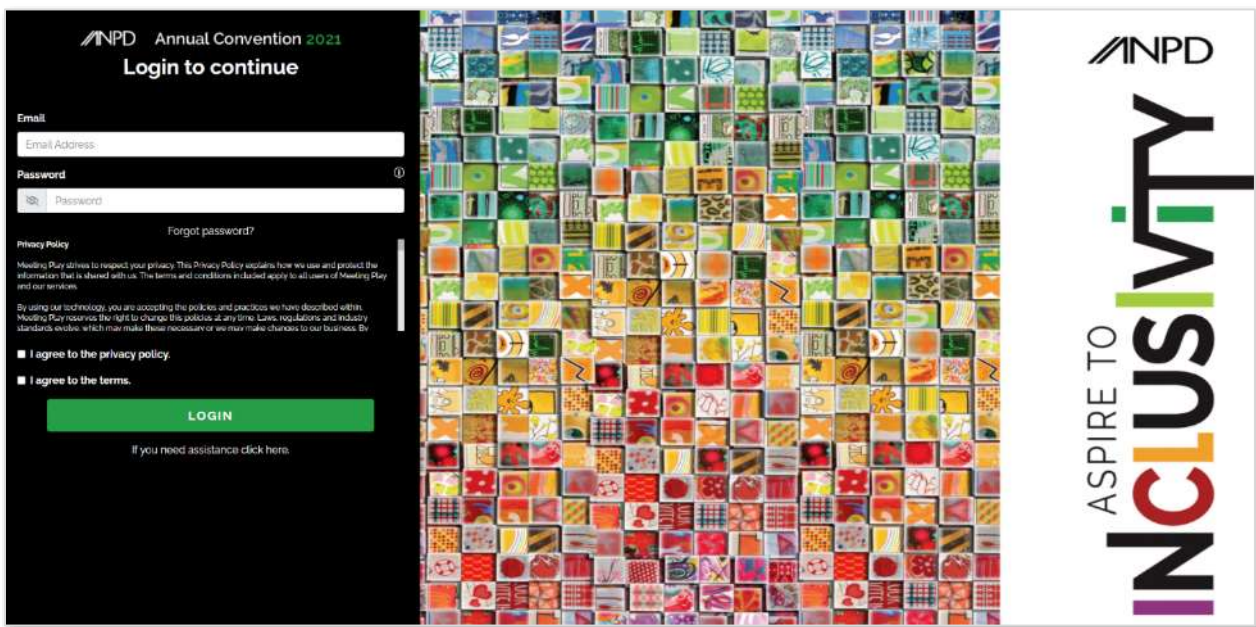


### Access the Online Event and Complete Your Profile

Registered attendees will receive login credentials via email from [registration@anpd.org](mailto:registration@anpd.org) on Tuesday, July 27. When you receive that email, please save it and bookmark the page. This is how you'll access Aspire to Inclusivity each day!

To log in, simply use the email address that you used to register for the convention and your unique password, which will be included in your login email. When you first log in you'll be directed to update your password and walk through the onboarding process which includes setting up your profile, reviewing your permissions, and making sure your audio and video function correctly in the platform. You will only walk through this process the first time you log in.

We recommend that you log in to the platform once you get access on July 27 and take a few minutes to familiarize yourself with the event platform to ensure that on Tuesday, August 3 you are ready to enjoy Aspire to Inclusivity.



# ASPIRE TO INCLUSIVITY ANPD

## Lobby

Once you click the green "Login" button (shown on previous page), you will enter the online lobby. This will be your home page as you navigate throughout the event.



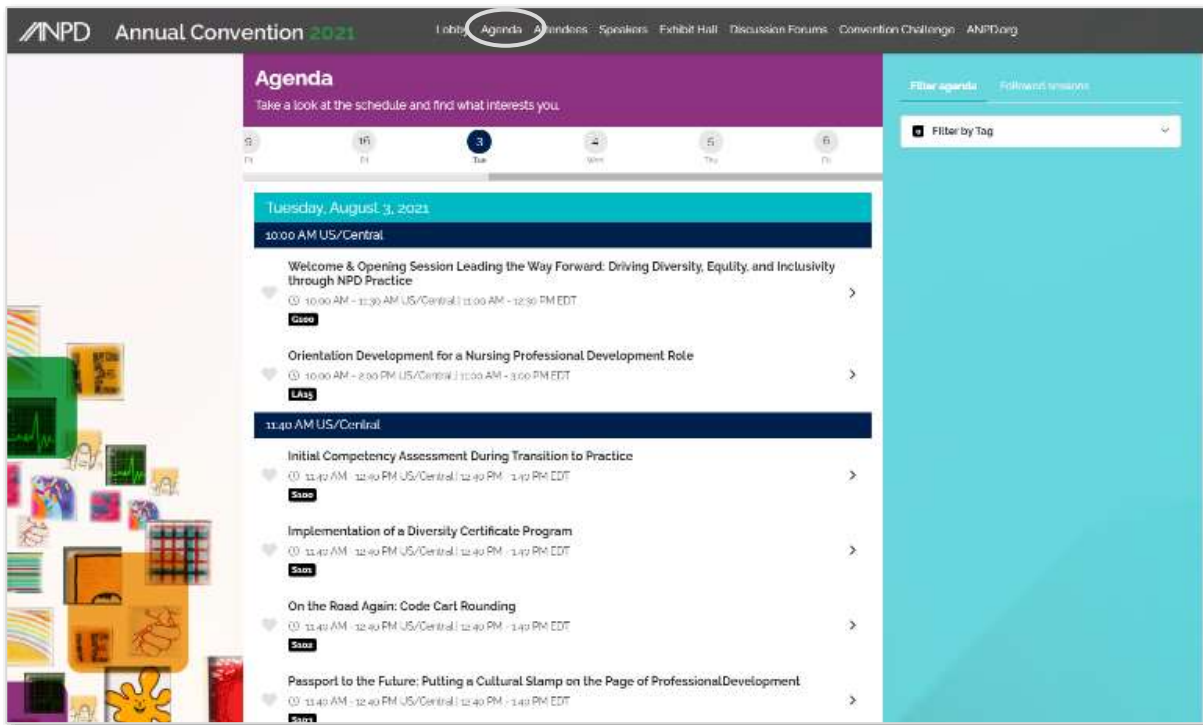




## Agenda

To view the convention agenda, click the link in the navigation bar at the top of the page.

When you see a session that you'd like to add to your personal agenda, you can click into the session to read more about the speakers, session description and objectives. While viewing the schedule, you will have an option to toggle between each day of the convention, to see what is happening when. We encourage you to build your personal agenda to plan a personalized Aspire to Inclusivity experience.

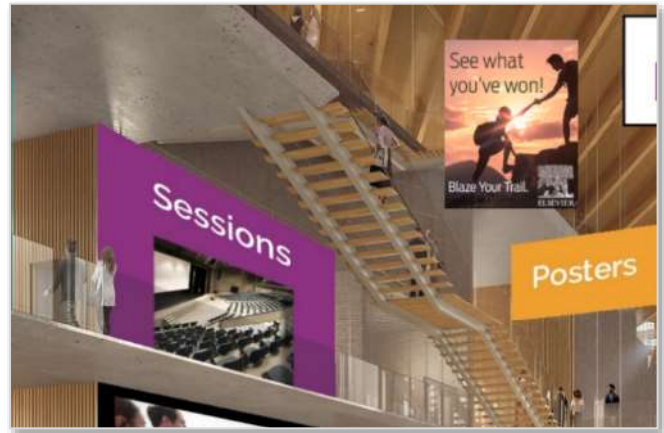


### Session Participation

To attend a session, please click on the Sessions room in the event lobby. From there, click into the agenda and click into the specific session you are looking for.

You can access the agenda both by clicking into the Session room in the lobby or by clicking Agenda in the navigation bar. If you are unable to attend a live session, don't worry! The recording will be available 24 hours later- right here on Meeting Play.

**On-demand access will remain open through August 31, 2021.**



During sessions, you can leave your questions for the presenters using the Q&A box. Please note that the Q&A box is visible to all attendees and presenters, so we ask that you keep comments and questions relevant and appropriate. See a question you like? You can up-vote the question to push it to the top of the Q&A list! Presenters and moderators will be online during their session to answer your questions live.

### Access and Submit Your Evaluations

- You can access Convention session evaluations on the [ANPD website](#). To do so, log into your ANPD account, hover over the Events tab along the top navigation menu, and select Annual Convention from the drop-down list. From there, you can select the link on the left-hand side menu for 2021 Convention Evaluation.
- Click the button to access the 2021 Convention Evaluation, read the evaluation instructions and click continue. Here, you can evaluate individual sessions, including posters, as well as share feedback on your overall convention experience. Please note that you must complete the overall evaluation in order to earn your certificate.

Upon completion of both evaluations for each session you attended as well as the overall convention survey, your certificate will become available to save and/or print. We recommend you wait to print your certificate until you have evaluated every session you attended. Once you print your certificate, you will not be able to evaluate any more sessions. **Evaluations for the convention will close on August 31, 2021.** If you have questions, please reach out to [info@anpd.org](mailto:info@anpd.org) and we will be happy to assist!



# ASPIRE TO INCLUSIVITY

## Attendees




Click this button on the navigation bar to connect with other attendees!

Use the search feature to filter by first name, last name, company or title!

Once you find the attendee you are looking for, by selecting their name, you are able to send them a direct message! Your message will be located on the upper right hand of your navigation bar, where the envelope is shown (see above).

### My followed attendees

 VIRTUAL TIP

You can save attendees for quick access later by following them from the profile page.


## Speakers



Get to know our speakers! View a list of all convention speakers or use the search feature to type to search.



### My followed speakers

 VIRTUAL TIP

You can save speakers for quick access later by following them with the heart badge.



Exhibit Hall



Even though we are online, we are excited to share that you can still enjoy the same ANPD Annual Convention experience from our exhibitors that you have come to expect. Here on the online event platform, you can meet and connect with more than 15 industry-leading vendors about their products, services, and solutions.

You can connect with all exhibitors by visiting the Exhibit Hall, located in the event lobby as well as the navigation menu. Once you are in the Exhibit Hall, click on an exhibitor's tile to enter their online booth. Once inside a booth on the top right of the page, attendees have the option to book one-on-one video meetings with exhibitors. The meeting will then populate to the representative's (and attendees) "Agenda" tab on the top navigation at the date and time that it was booked.

As an attendee, you will have access to the exhibit hall anytime. However, we recommend visiting exhibitors during the posted Exhibit Hall Open times to connect with company representatives.

Online Exhibit Hall Hours	
Tuesday, August 3	12:45 pm – 1:45 pm CT
Wednesday, August 4	1:10 pm – 2:00 pm CT
Thursday, August 5	10:50 am – 11:30 am CT
Friday, August 6	10:50 am – 11:30 am CT







### Innovation Theatres

When adding sessions to your calendar, do not forget to plan to attend an Innovation Theatre! Innovation Theatres are 20-minute presentations from some of our top partners during Exhibit Hall hours.

When you attend these sessions, you will also earn more points in the Convention Challenge game to move up the leaderboard!

### Symposia Sessions

We also have some exciting symposia sessions, allowing our sponsors to deep dive into the topics that matter most to you.

Just like the Innovation Theatres, when you attend these sessions you will earn major points in the Convention Challenge game.

### Posters

ANPD has more than 100 poster presentations to share during Aspire to Inclusivity. They can all be accessed through the Poster Hall in the main lobby. Once in the Poster Hall, you can view and download individual poster PDFs and ask questions using the Q&A box. Some posters include a short, pre-recorded video presentation by the presenter. If a poster presentation has an accompanying video, there will be a link labeled "Watch the Presentation."







## Discussion Forums

Pop into the discussion forums to connect with other convention attendees on timely topics.



To join a conversation, click on the Discussions Forums button in the navigation menu. From here, you will see different topics that you can comment on and chat about with your fellow NPD practitioners. Missing the casual interaction from being in-person? Use the Convention Conversations discussion forum for those "hallway" chats!

A screenshot of a web page titled "Chat Rooms" with a purple header. Below the header is a list of chat room topics, each with a title, a brief description, and a right-pointing chevron icon. The topics are: "Convention Conversations" (description: "Not sure where your question or comment belongs? Use this chat room for all things under the sun. Convention related, specific to your NPD department, share where you are from, any and all questions are welcome here!"), "Aspire To Trailblaze in San Antonio, TX" (description: "Next year's Annual Convention will take place in San Antonio, Texas, March 22-25, less than 8 months away! What are you most excited about when you look forward to our next convention?"), "The Intersection of NPD Practice and Diversity, Equity, Inclusion, and Bias" (description: "Connect with your NPD community and share how diversity, equity, inclusion, and bias will drive your practice in support of health equity and optimal outcomes."), "Professional Development (PD) Associates" (description: "PD associates are an integral part of the NPD team and many of you are with us this week! What sessions have been the most meaningful to you in your practice this week?"), "The Future of NPD Practice" (description: "What is your vision for the future of NPD practice? What key priorities will shape the work that you do? What are your biggest gaps and needs?"), "Advanced NPD Certification" (description: "Get your questions answered and share ideas for portfolio development for the soon to be launched advanced NPD certification."), and "Multisite Leaders Forum" (description: none).



## Convention Challenge

50	Upload a Profile Photo
10	Submit a question during a session (500pt max)
10	Follow an Exhibitor (500pt max)
125	Scheduling an appointment with an Exhibitor/Sponsor Booth (1250pt max)
35	Take a poll/survey in an exhibitor/sponsor booth (500pt max)
10	Downloading a document from an Exhibitor (500pt max)
5	Exhibitor connections (500pt max)
100	Check in to Morning Vendor Symposia (500pt max)
250	Check in to Innovation Theater (500pt max)

Convention Challenge is a friendly competition for fun prizes. You can earn points and climb the leaderboard by participating in sessions, interacting with exhibitors, and networking with each other.

The leaderboard will reset daily so each convention day is a fresh chance to climb to the top and win! Some of the daily prizes include Apple AirPods Pro, One (1) Year ANPD Membership, \$100 Target Gift card, or even a complimentary registration to Aspire to Trailblaze, the 2022 ANPD Annual Convention!

Winners will be announced in each morning's Daily Aspire email and will be contacted directly by ANPD.

## Help Desk

If you run into any technical issues or need help with the platform, visit the Help Desk in the Lobby!



- Find all the tools you need for a great experience at your fingertips.
- If you experience challenges while in the platform, visit the live support chat by clicking the middle banner in the help desk section of the platform. If you experience challenges logging into the platform after July 27, please email [registration@anpd.org](mailto:registration@anpd.org) so our team can help get you to the convention!

Help Desk Support Hours	
Tuesday, August 3	8:00 am – 6:30 pm CT
Wednesday, August 4	7:00 am – 5:00 pm CT
Thursday, August 5	7:00 am – 6:00 pm CT
Friday, August 6	8:00 am – 2:30 pm CT

