



PLATFORM NAVIGATION QUICK USER GUIDE FOR FEBRUARY 8-12.

Links for sessions taking place February 1-5 can be found in the [online agenda](#) via the TCT Meetings Homesite.

Please refer to the 2021 TCT Meetings of ASTCT & CIBMTR Virtual Meeting Platform Tips & Tools for visual and more detailed guides located on the TCT Meetings of ASTCT & CIBMTR [Home Site](#) under Resources and in the Virtual Platform under General Information.

Access to the Platform

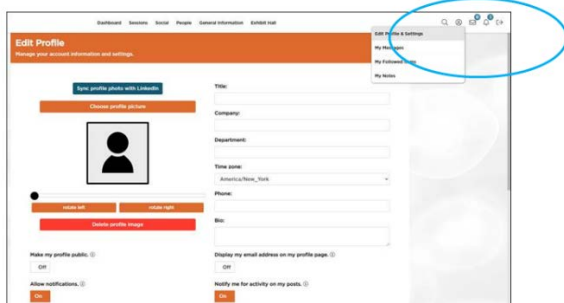
- The link to the TCT Meetings of ASTCT & CIBMTR Digital Experience Platform was sent the afternoon of February 4 to all registered attendees. If you registered after this date, it is included in your registration confirmation email.
- This email will also contain login credentials. Your credentials include:
 - Registration email address
 - Registration ID number that will function as your password
- Your registration email and registration ID are also your credentials to complete evaluations.
- After you log in, you will be prompted to create a new password before you enter the platform.

System Requirements and Technology Check

- Google Chrome is recommended for the best experience.
- Disconnect from VPN
- Make sure only one tab for the platform is open at a time, especially when logging in
- If you anticipate potential firewalls blocking your access to the virtual meeting platform, the MeetingPlay_Firewall_Requirements document can be passed along to your internal/facility IT Department.

Setting-Up Your Profile

When you first log into the platform, you will be prompted to tell us a bit about yourself by completing your profile. Feel free to edit, remove, or add to the existing data. Don't forget to upload a profile photo! From the profile page you can also edit your notification settings, or set your profile to private if you wish to opt out of networking. If your profile is set to private, you will not be visible on the attendee list and other participants won't be able to chat with you. If you didn't complete your profile when you first logged into the site or would like to make edits, simply open the user panel via the user icon in the top right corner and select the **edit profile** button.





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Navigating the Platform

There are multiple ways to navigate the program. The navigation at the top will remain consistent no matter what page you are on. From the lobby, you can also click on a word within the kiosk, or items located on the walls such as agenda, exhibit hall, social feed, chat lounge, and posters. If you choose to use the back arrow, it is recommended that you use it within the orange toolbar within the platform instead of within your browser.



Agenda

- **View sessions by day and time.** You will see Central Time Zone. If you indicate a different time zone within your profile, that will show up as well.
- **Build your own agenda:** Make session navigation even easier for yourself by clicking on the heart within a session to have it show up on the right side of your screen under "My Followed Sessions" and under "My Agenda" which can be found under Sessions on the top navigation window.
- **Participating in a session:** Click on the session you wish to participate in, check into the session, located near the center of the page, participate in chat related to the session on the right navigation window and ask questions via the Q&A.
- You can enlarge your screen view and still be able to view and participate in the chat and Q&A by pressing **ctrl+** on your keyboard. To reduce the size press **ctrl-**.

Chat Lounge

- Connect with colleagues in the Chat Lounge through conversations about key learnings from the day in The Daily Chat specific to each day.
- Job postings can also be found within the Chat Lounge



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Meeting Bag

- The week of the meetings view the pocket guide with schedule at a glance and key highlights as well as other information within the meeting bag.

Exhibit Hall

- Make sure you stop by our [Virtual Exhibit Hall](#) to meet all of our TCT Meetings Digital Experience exhibitors! To meet our exhibiting companies, navigate to the “Exhibit Hall” in the top navigation menu or by clicking Exhibit Hall on the wall of the lobby. On this page, you will see a listing of all TCT Meetings Digital Experience exhibitors. You can click on each exhibitor’s profile to learn more about the company, enter their virtual booth, request more information, or start a discussion with them!
- Exhibits can be viewed anytime during the TCT Meetings Virtual Experience; however, they will only be staffed during exhibit hall hours listed below. **All times are Central Standard Time (CST)*

Monday, February 8, 2021	10:30 AM 11:00 AM 12:30 PM 1:30 PM
Tuesday, February 9, 2021	11:00 AM 11:30 AM 1:00 PM 1:30 PM
Wednesday, February 10, 2021	11:00 AM 11:30 AM 1:00 PM 1:30 PM
Thursday, February 11, 2021	11:00 AM 11:30 AM 1:00 PM 1:30 PM
Friday, February 12, 2021	10:30 AM 11:00 AM 12:00 PM 12:15 PM

Posters

- All posters will be visible within the poster hall for the duration of the 2021 TCT Meetings of ASTCT & CIBMTR Digital Experience
- Join us Tuesday and Thursday in the poster highlight sessions to hear from some of the authors.

Social Feed

- Join the conversation #TCTM21

We hope you enjoy the 2021 TCT Meetings of ASTCT & CIBMTR Digital Experience!