Attendee «How to» Guide
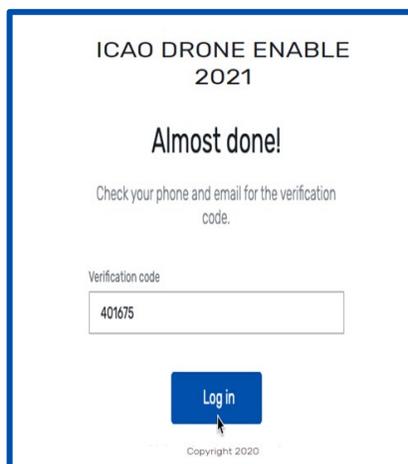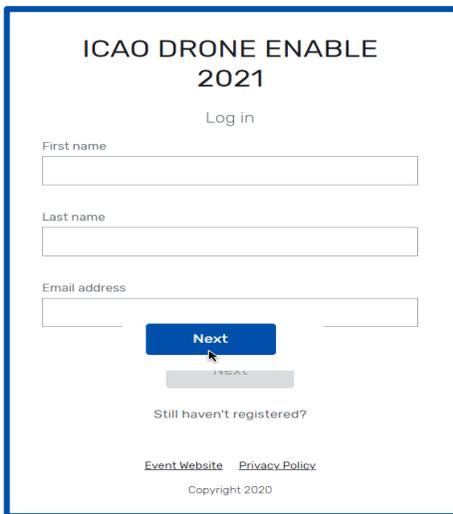
1. ICAO Virtual Attendee Platform

Access the Attendee Platform through:
https://cvent.me/7y08KL

► Logging In:

After clicking the link to go to the Attendee Platform, you will be prompted to log in. After entering your first name, last name, and email address, a verification code will be sent to your email.

Verification codes can only be used once and expire 24 hours after you leave the Attendee Platform. If you're logging in on multiple devices, you'll receive a new verification code for each.

► Troubleshooting Log In:

Ensure you are entering the same email you registered with for the event. Check your spam and junk folders. The verification code email should be triggered in less than a minute.

If you do not receive the verification code, contact RPASEvents@icao.int.

The Attendee Platform is compatible with the latest versions of Chrome, Firefox, Safari, and Microsoft Edge. We do not recommend using Internet Explorer, as functionality will be limited.

2. Navigating the Virtual Attendee Platform:

► My Event Page

This is the homepage of the Attendee Platform. You will be able to view live and upcoming sessions, featured sponsors or exhibitors, and basic event details.
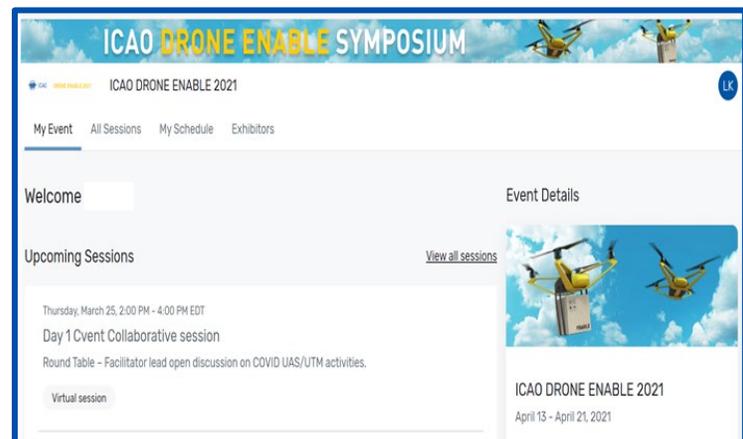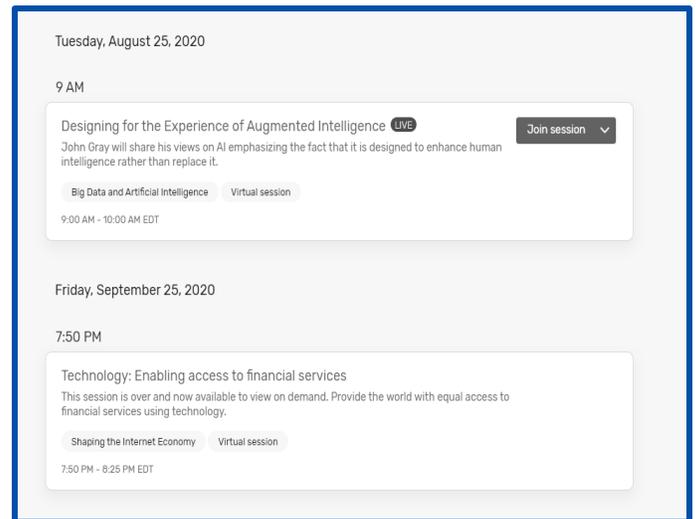

You can click into each day's individual session or an exhibitor directly from this page. Additionally, you can access the DRONE ENABLE 2021 public website at:
https://www.icao.int/meetings/DRONEENABLE4

► **All Sessions Page**

This page lists each day's session links. They are listed in chronological order. You can join or leave a session at any time while it is live streaming.

Facilitator led Round Tables are being held on Days 1 to 4. Each has a separate link on the All Sessions Page for attendees wishing to explore the topics further.

The page appears in the time zone of the event by default but you are able to adjust the times to the time zone you are viewing in for ease of use by saving them to your personal calendar. You can click on the session name to access the content of the session.

► **My Sessions Page**

This page shows your personalized schedule based off the sessions you are registered for. You can join the sessions from this page by clicking the join session button or the session name. You can remove sessions from your schedule on this page if you no longer wish to attend.

► **Exhibitors Page**

On this page you can view all the exhibitors for the event. You can click the exhibitors name to access the information about the exhibitor and their virtual booth. Exhibitors are tagged based on whether they have a virtual meeting available for you to join or are an event sponsor.
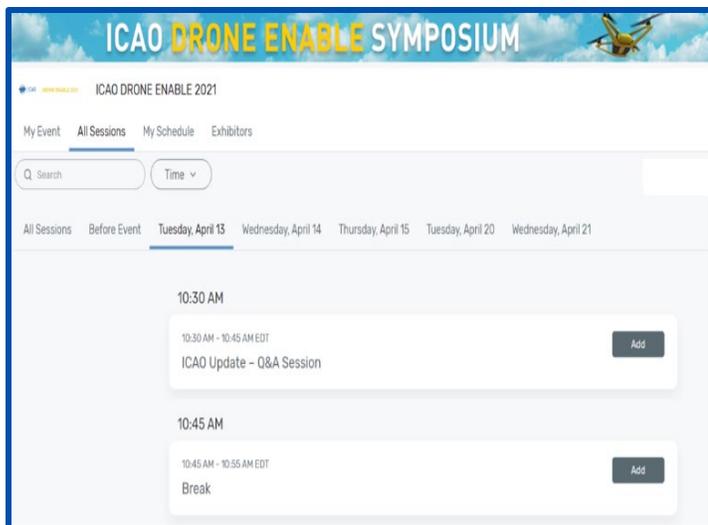
All the exhibitors are listed in alphabetical order but you have the ability to search and filter based off the type of exhibitor you'd like to view more information about.
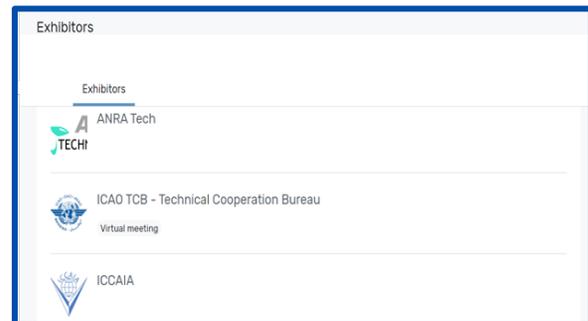
3. Accessing a Session:

When it is time for you to join a session, click the name of the session or the join session button to get to the session page.

On the session page, you can view a general description of the session. Also available here is a link to the full programme containing information on who is speaking and full session details. If you are viewing the sessions before it begins, you have the ability to add that session to your personal calendar.

► Asking a question

If you are in a session that is accepting Q&A, select the 'ask a question button' to open a text box. You can ask the question anonymously or include your name. Please note that the questions will not be displayed on the Attendee Platform and will be viewed by the session moderator only.

The session moderator will select which questions to address based on the Q&A time available.

► Using Session Chat

If you are in a session that has session chat, the icon to access the chat is located right above the Q&A icon, on the right hand side of the Attendee Platform. You will be prompted to join the chat.

Once in the chat, you are able to communicate with other attendees and react to their messages.
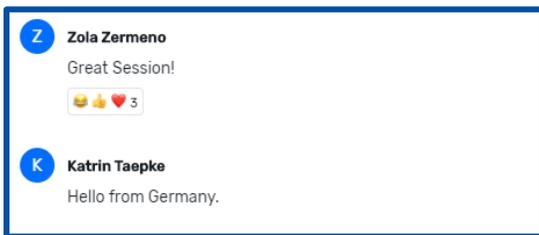
► Joining a session

Select the 'Join Now' button when you are ready to access the content. If the session is a livestream session then a video will pop open and you will be able to view the content.
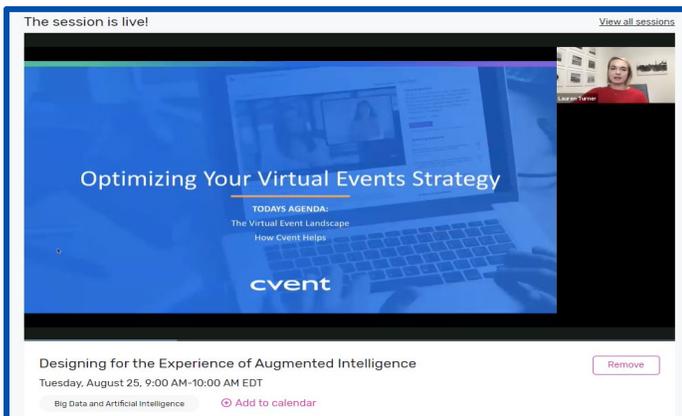
If you are viewing the session during the time it is aired you are able to pause the content but it will not hold your place. If you are watching a recording, you can pause and play the video like usual.

If the session is collaborative such as the Round Tables, the 'Join Now' button will prompt a Zoom window to open.

You can select 'Open Zoom Meeting' or join via your browser window. This will open a Zoom meeting where the host of the meeting will determine if you can unmute or turn your camera on.

4. Accessing an Exhibitor Booth:

By clicking an exhibitor's name on the Exhibitor Page, you will have access to their page. This page has information about the Exhibitor, ways to connect with them via social media, and ability to join their virtual booth if they have one. You can also see any files or links the Exhibitor has included.
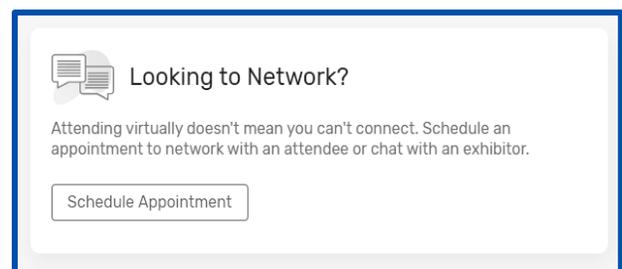
If an Exhibitor has a virtual booth, you can click 'Join Virtual Meeting' and a Zoom meeting will open.

If you would like more information about the Exhibitor, you can select 'Contact us' to send them a message.
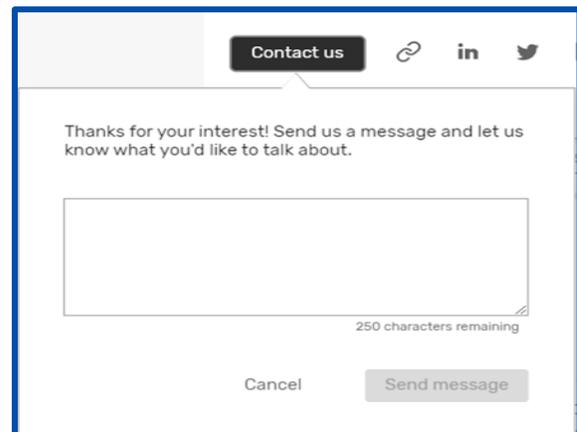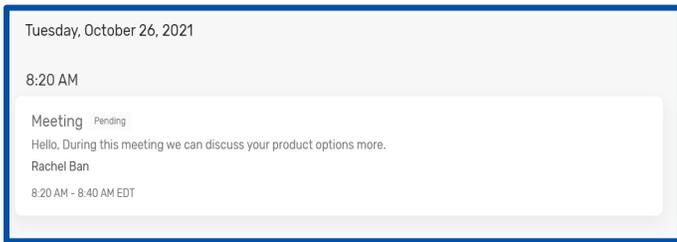

5. Booking an Appointment

You can book an appointment with another attendee or exhibitor by clicking "schedule appointment" on the homepage.

You can choose which type of appointment you would like to make and who you would like to make it with, the time, and add a note. Once you send the invitation, the meeting will appear on your agenda as 'pending' until accepted.

When it is time for you to join your meeting, you will click on the meeting and then click join to open the Zoom meeting.

6. How to Edit and Hide your profile:

To edit your profile you have to click on your name, and then go to "visibility setting" to choose your preference.
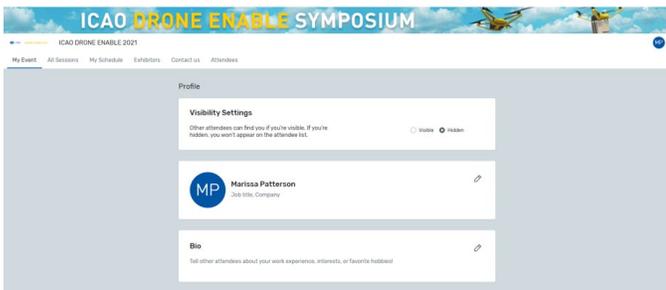
7. Attendee Support:

Should you need assistance, please visit the "ICAO Virtual Attendee Platform Help Booth" by clicking on the **"Contact us"** tab on the Attendee Platform Home page.