Tips for a Successful Experience

Thank you for participating in the EMS Virtual Summit! On this online platform, you will be engaging with EMS leaders and supplier representatives in various types of meetings, all as part of your custom agenda. **This guide will help you to make the most of your Summit experience.**

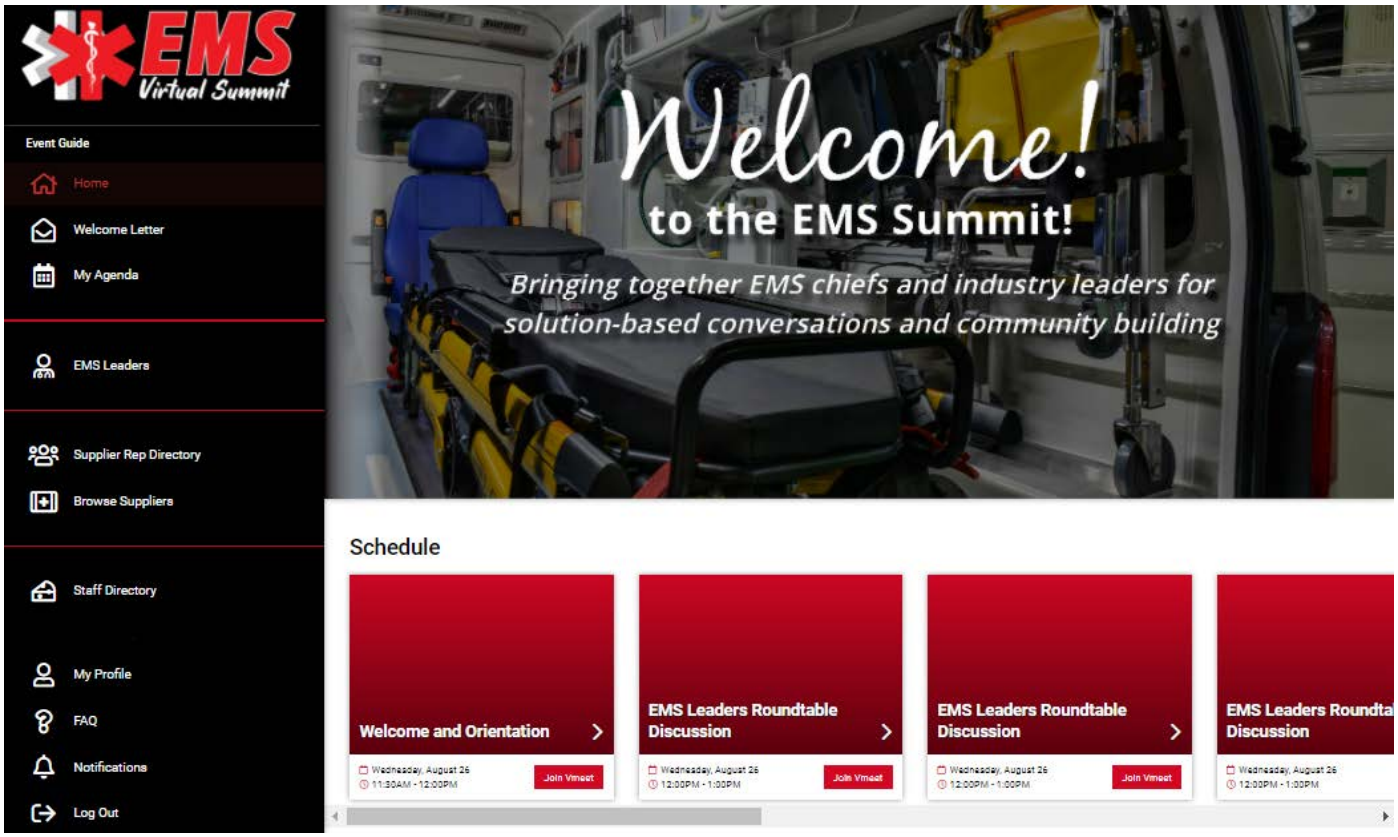
Please use Chrome or Firefox as your browser throughout the Summit, and access the site using a desktop or laptop computer. The site is NOT functional on smartphones or tablets. And if you have trouble with any of the platform's functions, our team is always here to help! (More on that below.)

We highly encourage you to explore the site before the Summit begins. Now that you have your login information, you can access the site at any time! Make sure to save your password.

On the next two pages, please find **tips for navigating the site and participating in meetings.**

NAVIGATING THE SITE

When you first log in to the EMS Virtual Summit, you will see a navigation menu on the left with links to every section of the site. Below are brief descriptions of what some important sections do.



- **My Agenda:** This is where your personalized agenda lives for all three days of the Summit, and you can reference it at any time. Toggle between days at the top and scroll down to see your full schedule of daily meetings. To join a meeting, click the "Join VMeet" button – more details on that in the section below.

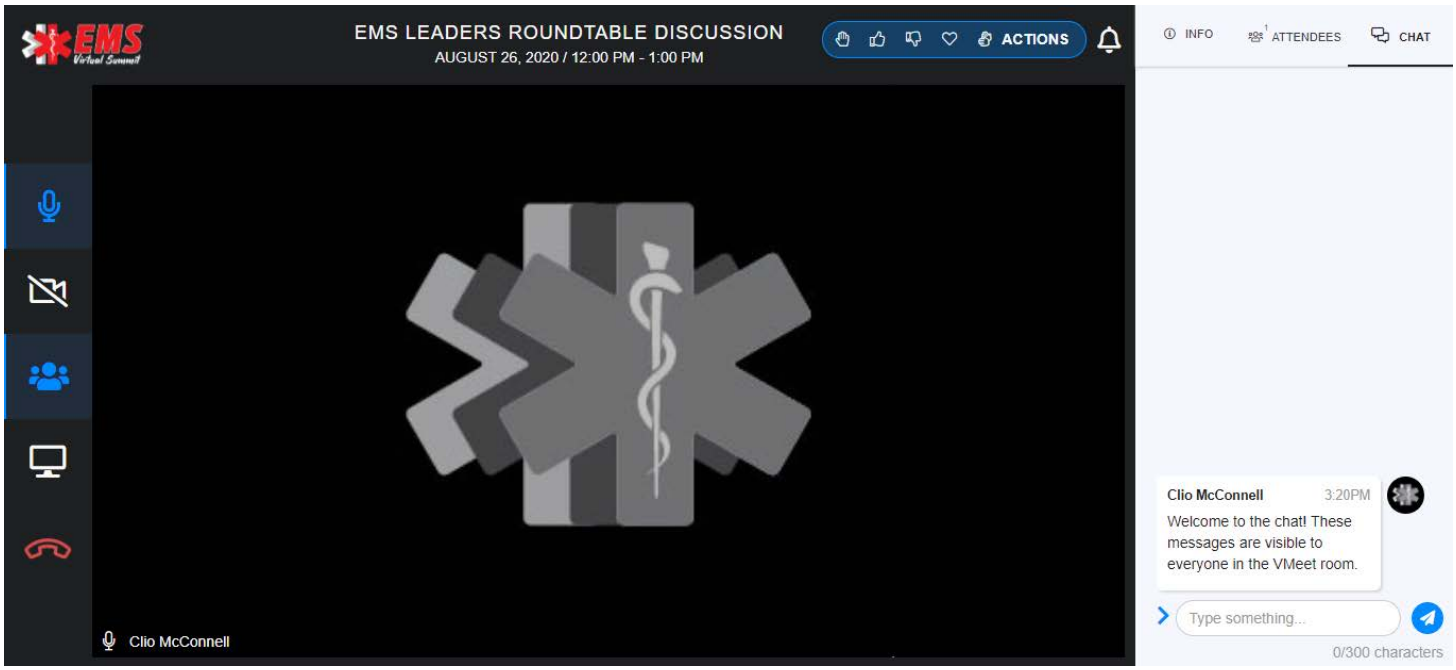
- **Directories:** In EMS Leaders and the Supplier Rep Directory, each individual's profile includes an "Invite to Chat" button. Please use this function to set up meetings outside of Summit hours.

- **FAQ:** Visit this page if you need help. For questions about the event, use the link to the Info Desk, where you can chat in real-time with Summit staff. For help with technical difficulties, check the FAQs – if they don't address your question, email emssummit@gramercytech.zendesk.com to contact tech support.

PARTICIPATING IN MEETINGS

In your Agenda, each meeting has a "Join VMeet" button. Clicking this brings you to a meeting room in a new browser tab with video and audio. **If at any point you lose video or audio, refresh the page or close the tab and re-enter the room from your agenda.** If that doesn't fix the issue, email emssummit@gramercytech.zendesk.com to message tech support.

In all meeting rooms *except full group sessions*, you'll see a menu of icons on the left: microphone, camera, room info/chat, share screen, and hang up.



- The icon will bring up a sidebar with three tabs: **info and materials, a list of other attendees in the meeting room, and a live chat**
  - Note: any message you send in the VMeet room chat will be visible to the whole group – use it for questions and comments!
- You will see additional **ACTIONS** icons at the top right of your screen, including an option to **raise your hand**
  - In a full group session, if you have a question or comment that you'd like to contribute aloud, click the hand icon. This will indicate to the speaker that they should call on you!