



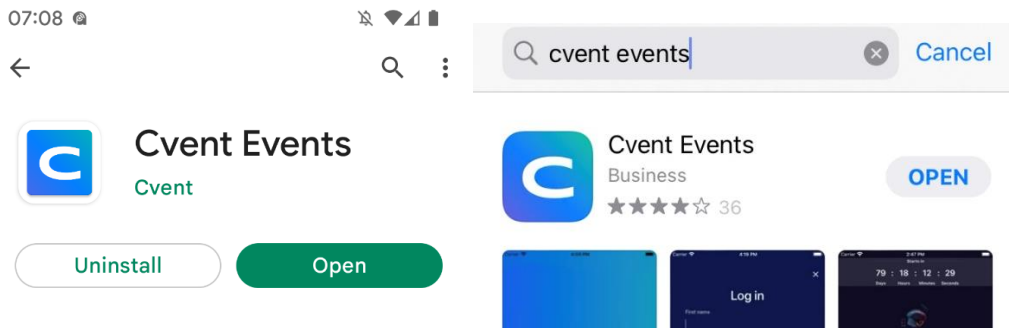
## Accessing the Event App in Cvent

The Cvent Event App is available in two slightly different versions for mobile app and web browsers. We recommend that in-person attendees download the mobile app to a phone/tablet for access at the meeting. Virtual attendees should use the web browser on a desktop to access video recordings of sessions.

### Mobile App

1. Download the App – Go to your mobile app store and search “Cvent Events”. You will see the app logo- a blue square with a white “C” in the middle.

The app requires iOS 14 or higher or Android 10 and higher. Kindle Fire and other devices that use the Amazon App Store are not supported. If you have an unsupported device, you can access the web browser version of the app from your phone as instructed below.



2. Open the app - You will be prompted to enter the event ID. **The event ID is nDild sots2022 (note the space in between the words - that must be added, and the ID is also case-sensitive).** You will also need to enter your name and email address. *Your name and email must match those used to register for this event.* A verification code will then be sent to your email or mobile device.
3. Enter the verification code when prompted. *NOTE: The verification code is good for 24 hours and for the mobile app only. Revisiting the app after 24 hours has passed, or attempting to use the browser version of the Event App, will require a new verification code.*

## Web Browser

1. Go to <https://cvent.me/oVlYnx> on your preferred browser. Cvent is compatible with the latest versions of [Chrome](#), [Firefox](#), [Safari](#), and [Microsoft Edge](#).
2. You will be taken to a login page and prompted to enter your name and email. *Your name and email must match your name and email used to register for this event.*
3. After entering this information, a verification code will be sent your email or mobile device. Enter the verification code and you will be able to log in to the event. *NOTE: this verification code is good for 24 hours and for the web app only. Revisiting the event page after 24 has passed, or attempting to access the mobile app, will require a new verification code.*

## Troubleshooting Log In

For additional information on the accessing the Event App visit [this link](#).

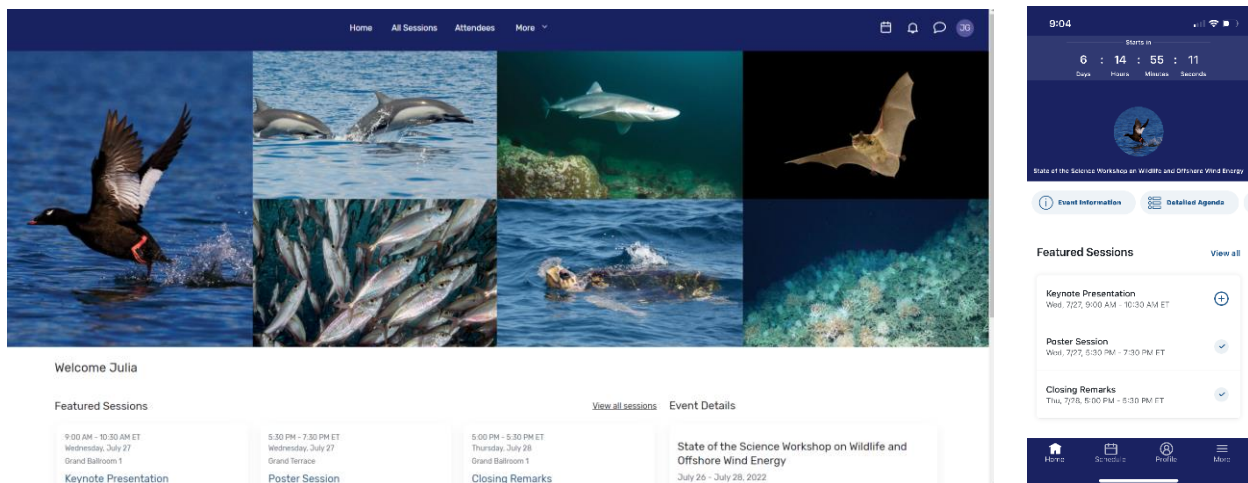
- Ensure you are entering the same email you registered with for the event.
- Check spam and junk folders for the verification code email.
- The email or text should be triggered in less than a minute.
- If you still do not receive the verification code, contact [eleonor.eckel@briwildlife.org](mailto:eleonor.eckel@briwildlife.org) or ask for help at the registration table at the venue.
- If you do need to log in again, you will be sent a new verification code to enter.

## Sign Out

If you need to sign out of the Event app, you can do so by clicking your profile circle in the top right corner (web browser) then clicking **Sign Out** or by clicking on the profile icon on the bottom menu (mobile app), click **Settings** then **Log Out**.

# Navigating in the Event App

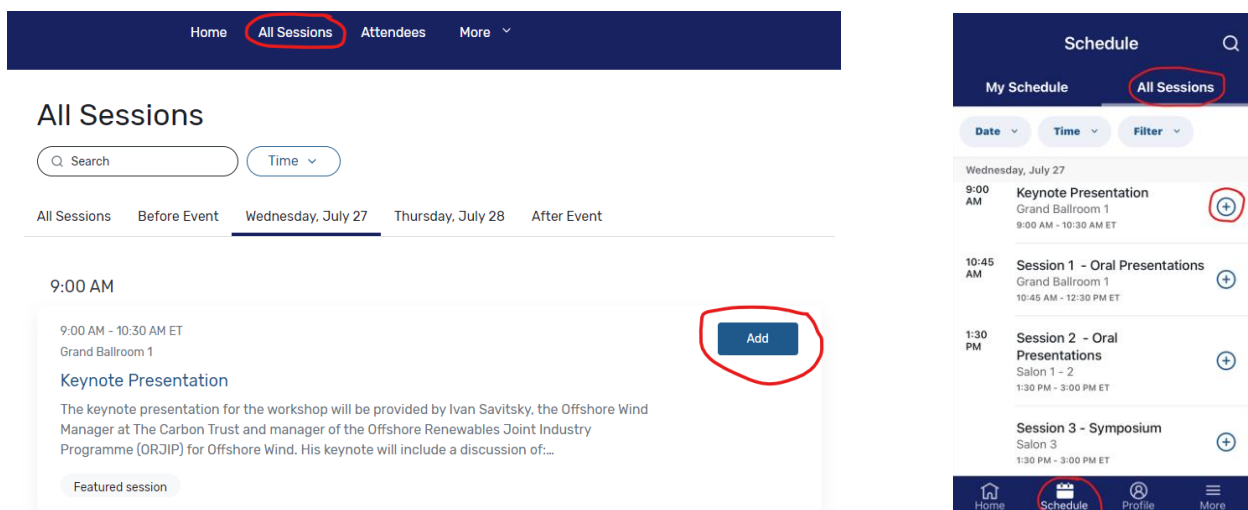
## Event Homepage



This is the homepage for the event (as viewed in the web browser, left, and mobile app, right). You will be able to view current and upcoming sessions, event details, and other items related to the event.

## Workshop Agenda

You can view the full workshop agenda by clicking **All Sessions** at the top of the browser or **Schedule** at the bottom of the mobile app, then selecting the **All Sessions** tab. You also have the option to add sessions to your personal schedule by clicking add button/plus sign at the side of the session. Selected sessions will then appear under the **My Schedule** tab (mobile app) or by clicking the calendar icon in the top right corner of the screen (web browser) and clicking **View Schedule**.



Sessions are listed in the order they occur and broken out by date. The page will appear in the time zone of the event by default. In the mobile app you can change this under **Schedule** then **All Sessions** and **Adjust** at the top right to switch to your device's time zone. You can click the session name to access to content of the session. **In order to view abstracts or view/participate in Q&A for a particular session, you must add the session to your**

**schedule, and the abstracts will appear at the bottom of the page.** The full abstract booklet is also available under the **More** menu.

## Video Recordings of Sessions


All sessions will be recorded and made available on the web browser as soon as possible following the end of each workshop day. Once available, a video icon will appear on the **Join Session** button and can be accessed via the session page by clicking **Join Session**.




## Test Session

Monday, July 18 at 9:00 AM-5:00 PM ET

Grand Ballroom 1

 Add to calendar

 **Join session**

***NOTE: Viewing the video recording is only available on the web browser version of the Event App. If you would like to navigate from the mobile app you can find “Session Videos” from the home page or under the “More” menu on the bottom left, which will have direct links to the session videos, when available.***


## Attendees

You can view a list of attendees in the web browser by clicking on **Attendees** on the top menu. From the mobile app, click **More** at the bottom left then **Attendees**. You have the option to go hidden from this list if you would prefer not to be visible to other attendees. You can search, sort, view other attendees’ profiles, and send private messages to attendees.

### Attendees

Q Search by name, title, or company

Sort by: First Name ▾

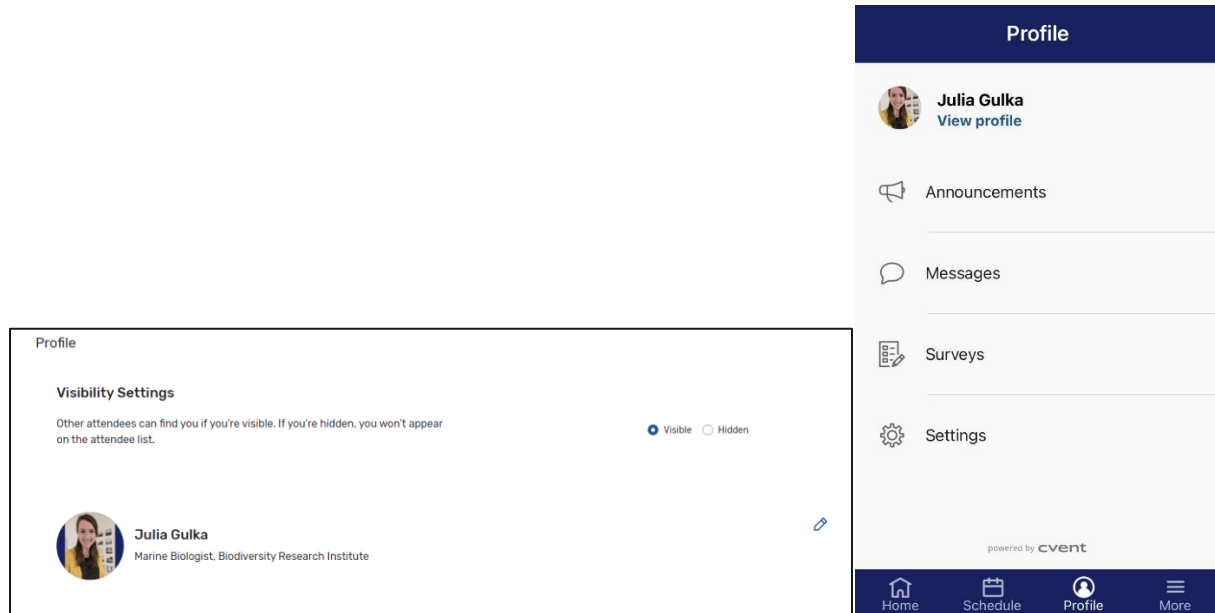


Edward Jenkins  
Avian Biologist, Biodiversity Research Institute

**Message** ⋮

## Profile Tab

The **Profile** tab (mobile) contains several features related to the event. You can view and edit your profile (what other attendees see) by clicking on **View Profile** then clicking on the pencil icon. In the web browser, click on the circle in the top left corner then **View Profile** then click on the pencil. You can upload a profile picture, modify your information and decide if your profile is visible or hidden from other attendees.



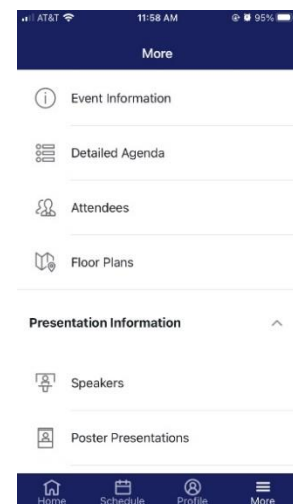
The profile tab is also where you can view any event announcements, messages from other attendees, workshop surveys, and where you can modify your settings.

## Attendee Messaging

You can send direct messages to other workshop attendees either through the Attendees list (described above) or you can start a new message directly by clicking the speech bubble icon in the top right corner (browser) or clicking **Profile** on the bottom menu (mobile) then clicking **Messages**.

## More

Other information about the event can be found in the More tab on the top (browser) or bottom (mobile app) of the page. This includes floor plans for the conference center, additional event information, PDFs of poster presentations, the book of abstracts, list of speakers, and more.



# Participating in Sessions

## Joining 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.

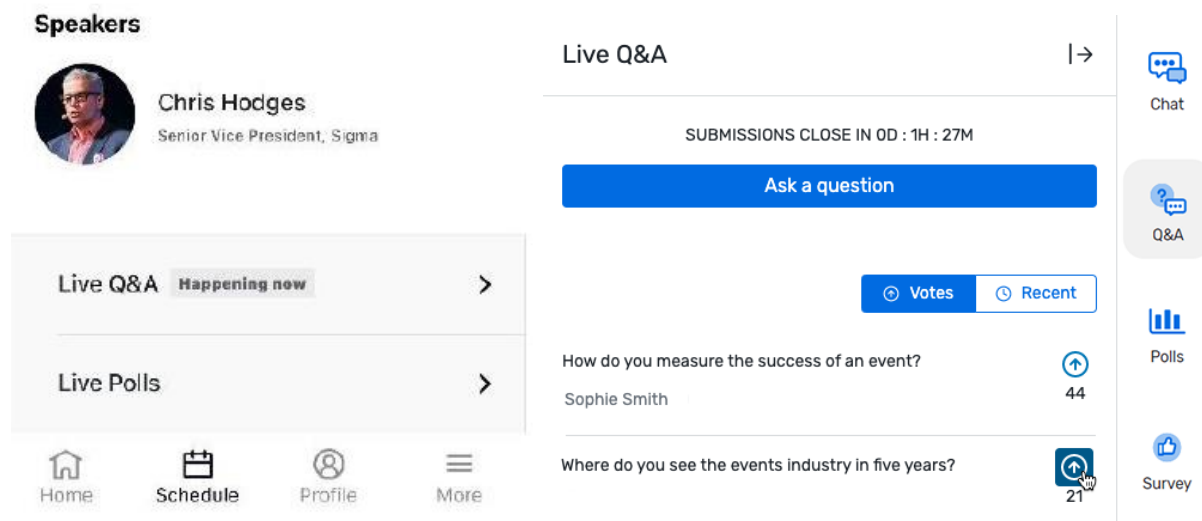


On the session page, you can view a description of the session, information on who is speaking and any session documents that were shared (the abstracts for each presentation session will be available to view as a PDF if you have added the session to your schedule). If you are viewing a session before it begins, you may be able to add that session to your personal calendar.

**NOTE: If they do not automatically appear, click the Join Session button in order to access features including Q&A, chat, and the PDF of abstracts for that session.**

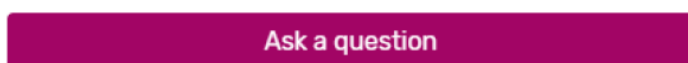
## Participating in Session Q&A

**We will primarily be using the mobile app for live Q&A in each session.** Once you have joined a session, you will see a series of icons on the right-side of the session page (browser) or from the menu on the session page (mobile app). For mobile, select **Live Q&A**.



## Upvote and ask questions

Within the Q&A tab, you can upvote the questions you want answered most by clicking the arrow on the right side of the question. Use the toggles above the list of questions to sort them by most votes or most recent. To submit a question, click **Ask a question**.



You can ask the question anonymously or include your name. When you're done, click “Submit”.

Ask a question

250 characters remaining

Ask anonymously

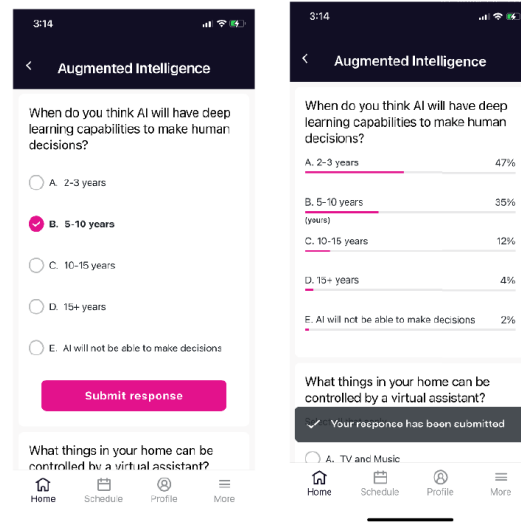
Submit Cancel

Your question will be automatically visible within the Q&A tab and other attendees will be able to upvote the question. Written answers to questions will appear under the question and an “answered” box will appear.

**The Q&A for each session will remain open for 7 days following the session to allow additional questions, including those from virtual participants who will not be viewing sessions in real time. Speakers in each session will be able to answer questions in writing.**

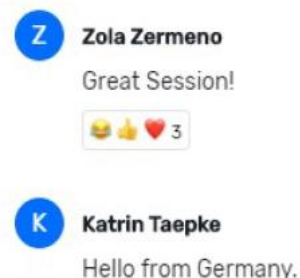
## Using Session Polls

If the session you are attending has a poll, when it is released, it will appear under the polls tab on the right-hand side of the session page (browser) or from the list on the session page (mobile app). Answer poll questions by selecting one or multiple answers. After you submit your response, see how your answer compared to other attendees’.



## Chat with other session attendees (Web Browser only)

If you're in a session with chat, you can join by clicking the **Chat** icon at the top (browser). Once in the chat, you can communicate with other virtual attendees and react to their messages.



## FAQs

**Why can't I see the Q&A for a session?** You need to add the session to your schedule (prior to the event) or click the "Join Session" button before you can see the Q&A box to join Q&A and ask questions.

**Where can I find the video of a session?** If the session happened the same day, it likely has not yet been uploaded. After that time period, access videos by navigating to the session on the agenda (on the *web browser only*) and click "Join Session" and the video will appear. If you're on the mobile app, click the tile on the home page **Session Videos** or navigate via the **More** menu in the bottom right to **Session Videos** to access links to the videos directly.

**Why did my question disappear from the list of questions during Q&A?** Your question was probably upvoted by other attendees, so it's showing up higher on the list. If a question was inappropriate, it may also have been flagged for removal by session moderators.

**Something else isn't working!** Try logging out of the app and then logging back in. You can sign out of the Event app on the web browser by clicking your profile circle in the top right corner and then clicking Sign Out, or on the mobile app by clicking on the profile icon on the bottom menu, and clicking Settings then Log Out.