Navigating the EMHFC@home Conference Site

How to Enter the Conference Site

As registered EMHFC@home participant, you will receive an email from EMHFC mailer@appendee.com with the needed access code and more information as follows:

Dear participant

Thank you once again for your registration for the EMHFC@home. Please join us with the following steps:

(1) Open the following link in your browser:
https://events.elevent.ly/emhfc/enterevent

(2) Enter your email address as used in the above mentioned email.

(3) Enter your access code.

(4) You should agree with the terms of use and privacy statement of elevent.ly.

(5) Click ‘submit’ and have fun!

Please note that the full functionality of all rooms is given only during the EMHFC@home from 17th to 19th May 2021. Before, you can already have a look at the videos in the cinema and/or the PDFs of the posters in the poster area.

Everytime you log out, you simply have to request a new access code with the email address connected to your account on this login site using the tab REQUEST ACCESS.
What to Find on the Conference Site

Explore the conference site by moving your cursor over the different areas or select the areas via the menu on the top. A click on ‘floor plan’ on the top always leads you to this site:

- Go full screen by clicking on this symbol on the top:

- You can leave a message to any participant using the letter symbol on the top. In the new window, just choose the respective participant at the top left corner, type your message (e.g. ‘please meet me in the networking lounge at 2 p.m.’) at the bottom and click on the arrow to the right to send it.
Reception
Getting your badge and information in case of technical issues

When you click on the reception part of the conference site or the reception desk in the menu, you will see this screen:

- You can see and hear welcome notes on the screen at the wall (can be paused, but don’t miss the rabbit from Little Albert!). Click on the receptionist’s question mark to get help regarding all technical issues you encounter during the conference.
- The first time you enter, you will be prompted to fill in your badge or you can do this by clicking on ‘profile settings’ in the bar at the top and then click on ‘edit profile’.
- After your first and last name, please enter your university under ‘company name’ and your country under ‘job title’.
- You can upload a picture of you by clicking on the space left to the name.
- Click ‘save badge’. Changes are possible, anytime.
Rembrandt Hall
Enjoying all sessions with talks, the keynotes, panel discussions and the quiz

When you click on the Rembrandt Hall of the conference site, you will see this screen:

- Click on ‘enter’ to join the implemented Zoom meeting or use the Zoom access details you will receive via email.
- Make sure to mute yourself when joining the Zoom meeting according to the tips for your EMHFC@home Zoom meeting emailed to you - or be downloaded here: https://emhfc.blogs.uni-hamburg.de/software-and-presentation-details/
- In the chat, you are welcome to ask questions for the individual talks or within the panel discussions. Be prepared that the respective chair might give the floor to you to ask your question by yourself. You can also simply raise your digital hand to indicate that you would like to contribute something.
- Please make sure to close the Zoom meeting, if you would like to use the functionality of elevent.ly in the ‘networking lounge’ or the ‘poster presentations’, since both require access to your microphone and camera. For some computers, it is not possible to organize that your microphone and camera are used by two applications at once.
**Networking Lounge**
Networking during coffee and lunch breaks as well as the meet-the-expert
Feel free to individually connect here with others all the time!

When you click on the networking area of the conference site or the networking lounge in the menu, you will see this screen:

- In order to be seen in the attendees list and connect to others, you should make sure that your ‘show me’ button at the top right is activated.
- You can directly speak to the attendee (if s/he is available) by clicking on the camera symbol next to the respective attendee.
- You can also create your own meeting, simply drag and drop your avatar to the meeting floor to start a meeting.
- The following screen will appear and you will be asked to allow the browser to use your camera and microphone:
- Let others know what you would like to talk about by clicking on ‘change meeting title’ and edit the meeting title (e.g. meet-the-expert, coffee talk about Open Science, reconsolidation, etc.).
- Click on ‘open’ and you can decide who is allowed to join your meeting, leave it ‘open’ to everyone, make access possible only on ‘request’ or ‘close’ the meeting if you wish to only talk to the attendee(s) who have already joined you and no further attendee(s) are welcome.
Poster Presentations
Attending poster sessions. Connect individually here with the poster presenters on Tuesday and Wednesday and have a look at their presentations uploaded as PDFs!

When you click on the poster area of the conference site or the poster presentations in the menu, you will see this screen:

- You can search for a particular poster using the search function on the top right of this page or simply scroll the list on the right to find the poster you are interested in, click on ‘load more’ and more PDFs will be available.
- You can send a message to the author by clicking on the chat symbol. You can directly speak to the author (if s/he is available) by clicking on the camera symbol next to the respective poster (works as indicated in the networking lounge)
- Each PDF can be downloaded or bookmarked as favourite for yourself by using the buttons right to each PDF.
- All bookmarked items can be accessed via your profile on the top under Favourites. Here you can also sign out and mark if you do not want to be disturbed.
On-demand Cinema
Watching all poster presentations and talks provided by the individual participants as videos. Feel free to watch them anytime you would like to!

When you click on the ‘cinema’ of the conference site or the on-demand cinema option in the menu, you will see this screen:

- You can search for a particular video by simply scrolling the list on the right to select the video you are interested in, click on ‘load more’ at the bottom of this list and more videos will be available.
- After the uploaded videos of the sessions, you fill find the videos of the posters if you ‘load more’.
- You can enlarge the video screen by simply clicking on the respective buttons in the YouTube embedding.

Most importantly: Enjoy the EMHFC@home!