

# Hopin guide

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## Accessing Hopin – for all

- Email one – ‘Invitation to event’ – this email will include an ‘Accept registration’ button. This must be accepted as soon as possible.
- Registration accepted → if you are a moderator you will added to your session
- Email two – ‘Registration confirmation’ – use this email to add the event to your calendar, or save it for fast access to the event on the day

Panel convenors, volunteers and organisers are added to Hopin as Moderators. This means that you control access to your session or booth, and that you can immediately share your video and audio without requesting permission.

## Using Hopin – what you need to know

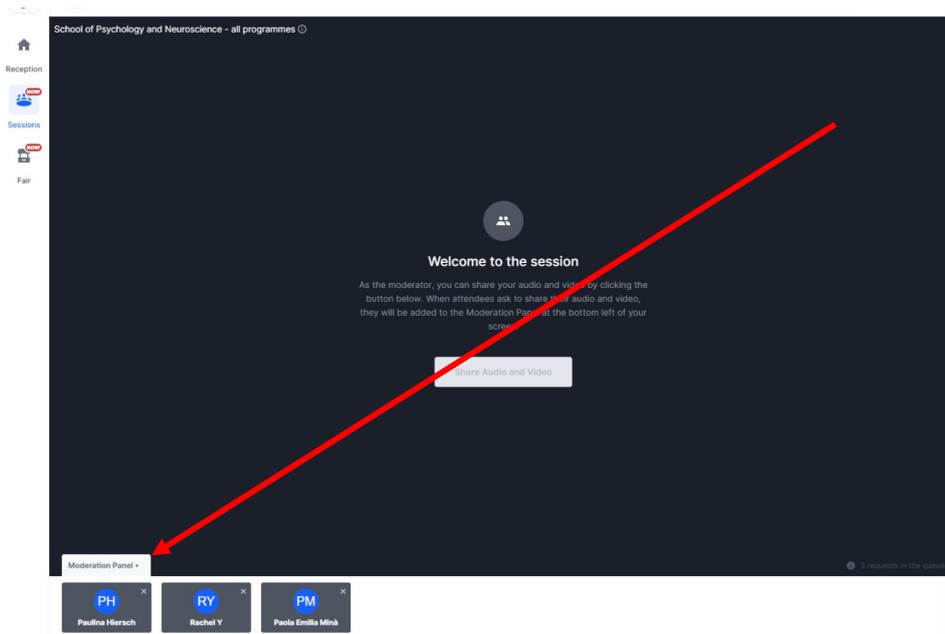
- Remember always to use Chrome or Firefox with Hopin.
- Ensure that your browser and computer are set to share audio and video and they are ready to use. Shut down other apps if sharing audio/video.
- Hopin does not allow for background blurring, so please be aware of your background.
- If you have a presentation to share, have this open on your desktop before joining. This makes the sharing operation more straightforward.

## Sharing your PowerPoint presentation

Hopin have done an incredibly detailed and useful guide on how to share a presentation, which can be [found here](#). Following these instructions enables you to share your PowerPoint while viewing the incoming questions. There are separate instructions for Macs or PCs.

## Using the Moderator panel

Moderators have to allow those in their session to share their video and audio (i.e. be seen and heard by all):



Requests will pop-up in the Moderation panel – click a name or set of initials to allow them to join the stage. They can then share their screen to show a PowerPoint as per above instructions.

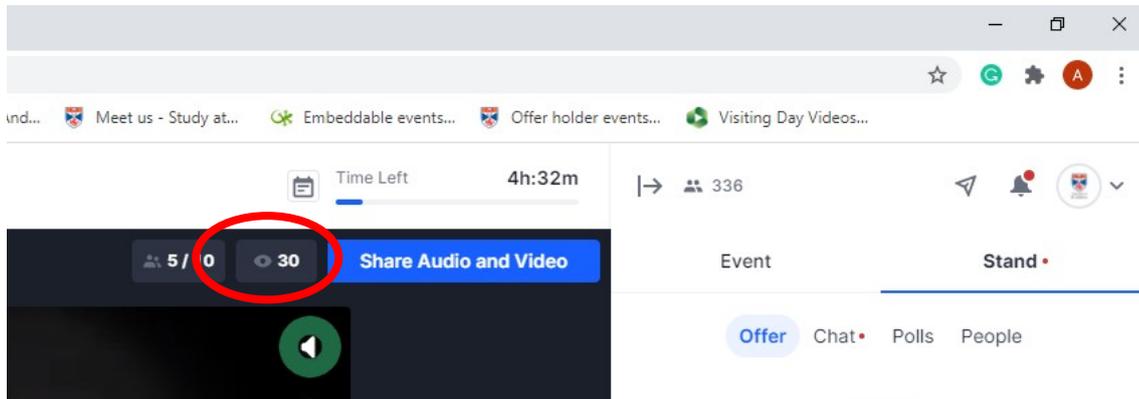
During the Q&A portion of your session, if you have one, you may find that you wish to invite attendees to share their video and audio so that you can talk, rather than just answer the chat.

Please note: there is a limit of nine who can be on screen at once.

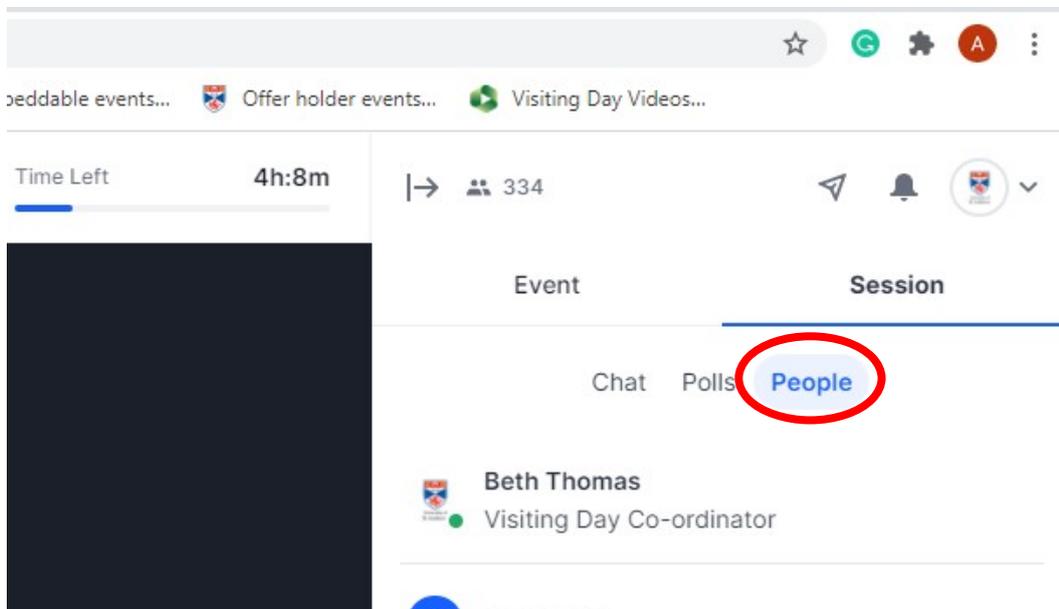
- **If you join a session and see 'ask to share audio and video'**, you are not set up as a moderator. Send a message to the conference organisers and they can add you as a moderator.
- **If some attendees can hear you, but one or two cannot**, this will be down to the latter's browser or internet. Leaving and returning again is the best way for them to solve this issue.

## Who is listening?

To see how many people are in your session (total includes you), refer to the 'eye' at the top of the screen:



To see who the people are, go to the 'People' tab under 'Session' in the bar on the right:



This provides a full list of those present in your session.

## Sessions vs. Expo

Sessions (panels) take place at a particular time and can be recorded. Expo Booths run for the entire event and cannot be recorded. These will include the Conference helpdesk, Publishers and the Films.