



Commonwealth Chemistry Posters - Building the Partnership

Bridging Chemistry Across the Commonwealth to Tackle the SDGs

25-27 August 2020



JOINING INSTRUCTIONS

Thank you for registering to attend this virtual poster event

<https://rsc.li/ccposters>

We are excited to be holding this online poster event and look forward to interacting with you over the three days from 25-27 August. Details about how to join the meeting and what preparation you need to do in advance are all described in this document.

We want you to have the best experience and recommend the following essential steps to you:

Essential preparation checklist

- Our virtual event platform, InEvent, works best on Google Chrome – **please download Chrome ahead of the meeting**
- Check the browser and minimum internet requirements on the [InEvent website](#)
- Test your microphone and speakers. You can use our [platform testing tool](#)
- If you are a poster presenter, please remember to publish your poster by 17:00 UTC Friday 21st August. You will still be able to edit your poster but must finalise and save it before 07:00 UTC on Tuesday 25th August.
- Remind yourself of when poster presenters from each region will be available online. See below and refer to your calendar requests.

Region presenting posters

Date

Time

One (Caribbean and Americas)	25 August	17:00 – 19:00 (UTC)
One (Caribbean and Americas)	26 August	01:00 – 03:00 (UTC)
Two (Africa and Europe)	25 August	08:00 – 10:00 (UTC)
Two (Africa and Europe)	26 August	17:00 – 19:00 (UTC)
Three (Asia and Pacific)	26 August	08:00 – 10:00 (UTC)
Three (Asia and Pacific)	27 August	01:00 – 03:00 (UTC)

What equipment preparation should I do in advance?

Our virtual event platform is being provided by InEvent. **The online platform works best on Google Chrome – please download Chrome ahead of the meeting.** You will not be able to access the event platform using Internet Explorer.

We recommend that you test your audio (speaker and microphone, and headphones if applicable) and video (webcam) before the meeting. It should be possible to test your microphone and speaker connection via the settings option on your computer or device. To further test your speaker, microphone and bandwidth connection, we recommend using the [InEvent Virtual Lobby testing tool](#). If you do find your microphone and camera is not working, please check that your browser is not blocking access in your browser settings.

What equipment will I need and what are the minimum internet requirements?

The InEvent virtual event platform can be accessed using computers / tablets / smartphones with a stable internet connection and speaker, microphone and webcam. It is recommended that you use a computer or laptop. You may find that using headphones improves the audio quality and that using a webcam, while this is not essential, enhances your experience by allowing you to interact face-to-face with other delegates.

The minimum internet requirements for participating in this virtual poster event can be found on the [InEvent website](#).

Joining the event

On Monday 24 August, you will receive an email from events@rsc.org with your unique log in link to the InEvent virtual event platform. This link will work for the duration of the event. Please [contact the Secretariat](#) (after first checking your spam folder) if you do not receive the email with your unique joining link by 09:00 UTC on Monday 24 August.

When you click on this link, you will be taken to the InEvent Virtual Lobby. The Virtual Lobby is your homepage, from where you can access the welcome video, the FAQs, the list of posters, the poster gallery and create networking rooms to chat by video or audio with poster presenters and delegates. You can also update your account via the My Account tab in the Virtual Lobby. We suggest that when you first log in you add a profile picture to your account, to make yourself more visible and recognisable to other delegates during the event.

To access the poster gallery and view the posters, follow the link in the Virtual Lobby and the gallery will open in a second browser window. We recommend you keep both windows open.

If you are a poster presenter, please ensure you also log in to your poster.

Using the poster platform

The poster gallery will contain all posters, which you can view at any time during the event. You can browse all posters by scrolling down the page, or search and filter for specific posters by theme, region and country using the filters and search button at the top of the screen. To view posters where the presenter is online, tick the Presentations with chat box.

To view a poster in greater detail, simply click on the poster. If the presenter is online, you will be able to chat with them by text using the chat button. If the presenter is not online and you wish to leave them a message, you can do so using the Contact Author button. To video chat face-to-face, you can create a networking room from the Virtual Lobby. If you are a poster presenter and chatting in a networking room, remember to periodically check your poster for messages from other delegates.

Using the networking rooms from the Virtual Lobby

To chat via video or audio, you can create a networking room from the Virtual Lobby. Under the Networking heading, there will be a list of everyone who is logged in. Simply click on the name of the person you wish to chat with, select 'Ask to meet', and then 'Join now'. To leave the room, click on 'Back to lobby'.

If you wish to join an existing networking room, simply click on the room.

The Secretariat will have its own networking room throughout the event. Feel free to join us in this room if you have any questions or simply wish to talk with us.

FAQs and ways to contact us

- These joining instructions are also available from the InEvent Virtual Lobby
- General information on how to use the Virtual Lobby can be found in the [InEvent Virtual Lobby FAQs](#)
- Members of the Secretariat and the RSC Events Team will be present online during all six live sessions and will be happy to help you if you have any questions. You can message us from the virtual event platform, visit our networking room from the Virtual Lobby, or email us at events@rsc.org. Outside of the live sessions please contact us via email.

Finally

We hope this information is useful. Meeting in a virtual space brings with it many benefits and opportunities, and we encourage you – as you would do at a physical poster session – to participate fully: visit as many posters as you can, introduce yourself to each other, network and ask questions. We hope you enjoy our first Commonwealth Chemistry event and that it will lead to many new friendships and collaborations.

Ale Palermo, Sarah Thomas, Rachel Thompson, Stuart Govan
Commonwealth Chemistry Secretariat

Rachel Cole, Claire Springett
RSC Events Team