

13.–14.
SEPTEMBER
2021

NEIS
2021



NEIS conference User Manual

Hopin is a proprietary video teleconferencing **online conference-hosting platform** and **all-in-one event management tool** that enables networking and collaboration virtually. Consequently, the **NEIS 2021 conference** is hosted on Hopin platform.

Just register the **free Hopin account**: https://hopin.com/sign_up

Join our **NEIS 2021 event**:

<https://hopin.com/events/neis-conference-2021>

The screenshot shows the Hopin interface for the NEIS 2021 conference. The top bar includes the event name, organizer information, a 'Time Left' indicator (2d:20h:57m), and a participant count (4). The main content area features a 'Welcome' message and a 'Stream starting in 2 hours' notification. The left navigation panel has icons for Reception, Stage, Sessions, Networking, Expo, and Replay. The right side shows a 'Stage' view with options for Chat, Polls, People, and Q&A. A 'Chat here!' section is at the bottom.

Find the program overview here (points to Reception icon)

Main stage with the livestream (points to Stage icon)

Workshops, where you can participate! (points to Sessions icon)

Take a break and have "business speeddating" 1:1 video call with another (randomly chosen) participant! (points to Networking icon)

Check out partners and sponsors of the event. Videos, links, downloads... (points to Expo icon)

Number of event participants "right now" (points to participant count)

Livestream will be right here in the middle! (points to the main content area)

Choose to talk in the "event chat" (visible to everyone) or "stage chat" (only visible to viewers of the main stage) only. (points to Chat option)

Vote here for Polls! (points to Polls option)

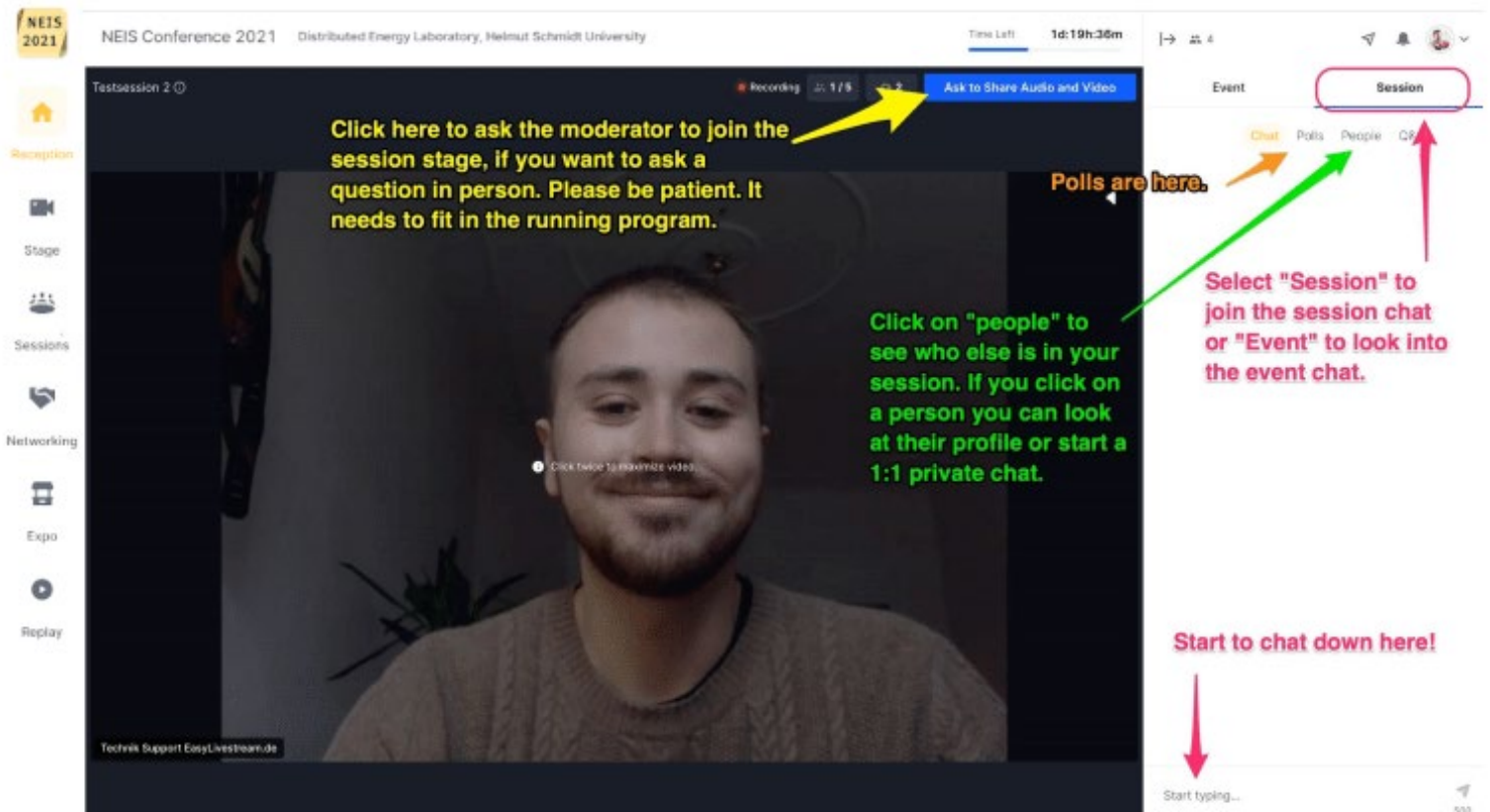
Edit your profile here. (points to profile icon)

Chat here! (points to the chat input field)

The navigation panel on the left-hand side consists of **four areas** that will take participants to different parts of the event: **Stage, Sessions, Networking and Expo.**

Stage: opening and Closing Ceremonies, General Information for NEIS 2021 participants.

Sessions: separated areas for **Presentations, Webinars, Poster Sessions** and **Break rooms**. Participants can share their **webcam and microphone** after permission of the moderator. Check your set-up 10 min before **your presentation** in the **Service Session**.



Networking: special area for NEIS 2021 participants. One-on-one video calls during the event to **meet each other**.

Networking: special area for **Presentations, Webinars, Poster Sessions** and **Break rooms**. Participants can share their **webcam and microphone**.

Expo: exhibitor hall of **digital vendor booths**. Participants can visit **Expo area** and **learn about** relevant products and resources from **NEIS 2021 vendors and partners**.

More on Hopin: <https://hopin.zendesk.com/hc/en-us>

Recommendations – please always keep in mind

Use **headsets/earphones**

Verify that **only one** Hopin tab in the Browser is **opened**

If the **second tab** is not **opened**, but there is a connection problem, **restart** your device

Use **Laptop/Desktop** computers

Use **Google Chrome** or **Firefox** browsers

If the speaker sounds **robotically**, **disconnect** and **reconnect** the microphone

Check your set-up 10 min before **your presentation** in the **Service Session**

Contacts

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