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Underline User Guide for IRPS 2021: Attendees

- An email with a password creating link has been distributed by Underline to Registered attendees to make it easy for first time users of Underline to create the password for their respective accounts (named by email addresses).

    When you are logged into your account on Underline this is the link to the IRPS 2021 event page: https://underline.io/events/83/reception

- If you did not receive an invitation the password can also be created by following the instructions:
    - Visit Underline's home page https://underline.io/
    - Click "create account" located in the upper right-hand corner of the page
    - Fill in name & email address and click "next" (leading to "Create your password" page)
    - Create the password per the stated password setting rules, followed by clicking "next"
    - The browser will prompt checking the email inbox and activate the Underline account.
    - Remember the password because that is needed to log in the Underline website.

- In case your Underline account has not been authorized to access the IRPS event, please report the issue by emailing irps2021@underline.io

- To join the **Main stage**, just click on the icon Main stage in the left bar
- Chat pane can be used to share thoughts with other attendees during the live Main stage lecture
- Target sessions can be found via the menu item "schedule" or "sessions". The "sessions" page also includes a "search lectures" tool located in the upper right-hand corner. Please check schedule to check live Q&A's day/time for each session.
- The "expo" menu item includes links to **Exhibitor** virtual pages and live-chat
- The **Help desk** includes a link to a person answering questions, video tutorials, instructions etc.
- **Gather.Town** connection: Please click on the Join link under **Gather Town icon** or under different sessions. In Gather.Town, move around with the arrow keys on your keyboard.
- When inside **Gather.Town**, in the left part of the screen there is a list of all attendees that are currently in Gather Town. If you click on the person you would like to talk to, you can message them, locate them on a map or follow them.
- If you would like to search for a specific person in **Gather.Town**, please press CTRL G on your keypad and you can search by name as well.
- Additional useful info for Gather.Town use can be found in a document on the Help desk.

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HOW SESSIONS WILL RUN

- All sessions are accessible from event's schedule or sessions tabs
- To join the live session click on 'LIVE SESSION' button. This action will take you to a room where live session will take place.
- At the end of the session all Session chairs, moderators and speakers are invited to go to Gather.Town for Authors' Corner
  - Raise your hand to ask a question (preferred). Or enter a question in the chat.
  - You may up-vote other people's questions.
  - Live Q/A will be recorded but will not be available for 2 days after the session ends.
  - Look for "LIVE" button to identify active live session
- There is a full featured search bar on the "Sessions" tab that allows search by anything, such as author, keyword, or session.

HOW POSTERS SESSION WILL RUN

- All sessions are accessible from event's schedule or sessions tabs
- To join the poster session, there is a poster icon where your posters are on demand. There is a Q&A box where you may ask questions in advance as well.
- The live poster session will be in Gather.Town. You will find the link to Gather.Town in the schedule. Poster presenter will wait for attendees next to his poster and attendees can review the poster there as well and ask questions live to the presenter.

In case you have any additional questions, please don't hesitate to contact Underline support: irps2021@underline.io

Enjoy the conference!
Underline & IRPS 2021