VIRTUAL ATTENDEE GUIDE

2020 AIChE ANNUAL MEETING | ASC20 AIChE Annual Student Conference

NOVEMBER 13 - 20, 2020

Welcome to your guide for the week of November 13-20.
This guide will provide you with all you need to know to have a productive, engaging, and enriching experience at the first virtual AIChE Annual Meeting and Annual Student Conference.
For quick reference, the table of contents can be used to jump into specific sections.

Who do I contact if I need help during the conference?

If you run into any issues during the conference, the Info Desk and more are available to help you.

For Technical Help within the vFairs Platform	- Use the Help Desk chat in the Chat Rooms - Click on the Info Desk in the Lobby - Send an email to aiche-ann20@getvfairs.io o If you forget this email, don't worry, it's also listed at the top right corner of most rooms in the platform.
For Technical Help with iPosterSessions	- Send an email to support@ipostersessions.com
For Issues Logging In	- Send an email to customerservice@aiche.org
For Questions on the Conference Program	- Send an email to programming@aiche.org
For Questions on Recordings	- Send an email to meetings@aiche.org

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REMINDER
All times for talks and events in the virtual platforms are in **Pacific Standard Time (PST)**.

Your Quick Reference to the Attendee Guide

Accessing the Event

You will receive a series of emails from AIChE Virtual Events (customerservice@aiche.org) with instructions on how to login to the platform ahead of the event. The emails will provide you with your user ID and clearly identify the process for logging in to gain access to the platform. If you run into any issues, please contact customerservice@aiche.org.

Planning Ahead: Use the App + Build Your Schedule

Plot out your week early – use the online technical program and AIChEvents app as you would on-site to help keep your schedule organized. More information on the app can be found here: AIChEvents App Info. The app will help you:

- Stay organized with up-to-the-minute speaker and event information.
- Sync the app across all your devices with Multi-Device Sync.
- Receive important real-time communications from AIChE.
- Build a personalized schedule and bookmark exhibitors.
- Rate the sessions you attend and comment on them, too.
- View and congratulate award winners.
- Stay in-the-know and join the conversation using the Social Media icon.
- And much, much more!
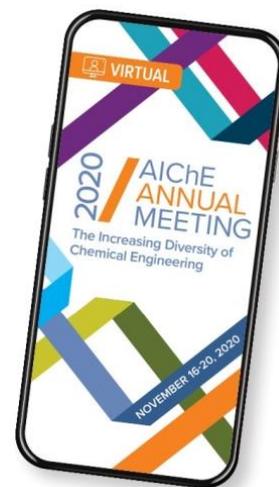
Building Your Schedule

Prior to the meeting, use the scheduling tool to stay on top of the presentations you'd most like to attend. The schedule will also help you find your way around the virtual platforms by indicating which program and presentation type you should be looking for.

Where to find Presentations

Live & Pre-Recorded Presentations:

Both live and pre-recorded presentations will be hosted in the vFairs Auditorium. To access them, simply click on "Live & Pre-Recorded" in the top navigation bar or lobby. More information on how to navigate talks in this auditorium is provided in the "Live & Pre-Recorded" section below.

Match your schedule to the group in the "Select Area of Interest" dropdown. Once you select a group, areas will appear as subgroups if applicable. Simply scroll to through the list to find the session or presentation you're looking for.

Pre-Recorded+ & Poster Presentations

Pre-recorded+ and poster presentations will be hosted in an iPosterSessions gallery. To access them, simply click on "Pre-Recorded+ & Poster" in the top navigation bar or lobby. More information on how to navigate talks in this gallery is provided in the "Pre-Recorded+ & Poster Presentation" section below.

| Main Lobby | Live & Pre-Recorded | Pre-Recorded+ & Poster | Exhibits & Recruitment Fair | Networking Hub | Chat Rooms | Attendees | Virtual Briefcase | Scavenger Hunt | Keyword Search |

Navigating the Lobby

Once inside the virtual platform, you'll be able to explore all that the meeting has to offer by using the links in the lobby or the top navigation bar. Each link is included below. Don't forget you can click on the signs to get to Networking, Featured Events, Scavenger Hunt, Chat Rooms, and more!
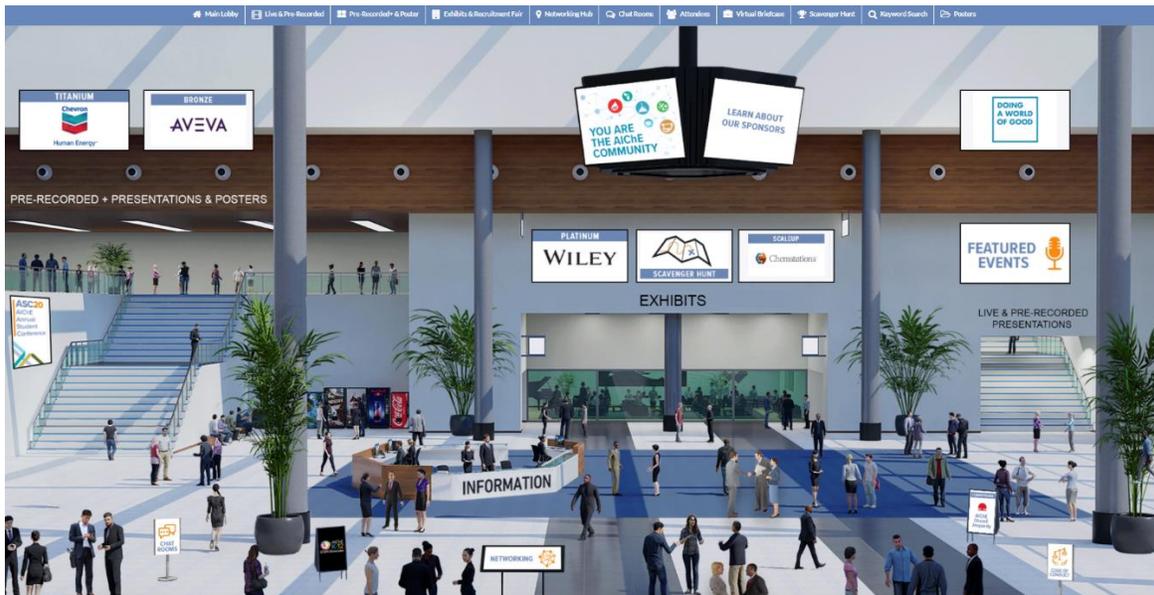
Live & Pre-Recorded Presentations

Clicking on this link will take you to the vFairs Auditorium. Click on the screen to view all live sessions and pre-recorded presentations. Presentations will be listed by Division, Forum, or Topical Conference. Don't worry if you can't make it to every presentation of interest, **recordings will be available in the platform less than 24 hours after the presentation and for up to 30 days after the meeting ends**.

How to Navigate

Match your schedule to the group in the **"Select Area of Interest" dropdown**. Once you select a group, areas will appear as subgroups if applicable. Simply scroll to through the list to find the session or presentation you're looking for.
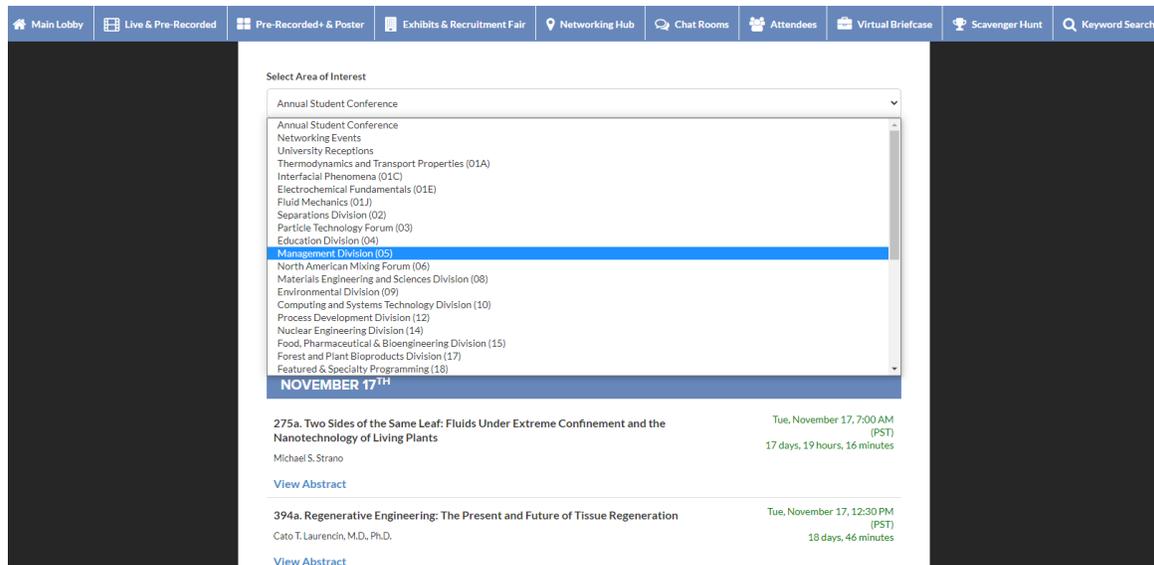
Watching Presentations

Once you've found your presentation of interest, you'll see a countdown to the start time. Once it goes down to zero, an **orange "Join" button** will appear. All you have to do is click that button and follow the prompts to join the session or talk.

Live Sessions

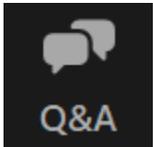There are many live sessions scheduled for each day, each of which can be viewed by clicking the orange "Join" button for the session. The **session will open 5 minutes before the scheduled start time** to allow you into the Zoom webinar (which you will be able to join through the Zoom app or through your web browser). Once in, you'll have the opportunity to **enter questions in the Q&A box** and join in to the chat.

Zoom notes to be aware of: If you do not have a current Zoom account you may be asked to enter your name and email to enter the room. This is standard process and will allow you to join the sessions. Audio will also be through the computer only.

Pre-Recorded Presentations

Quite a few talks have also been pre-recorded. This will allow you to interact with the speaker via the text-based chat for the entirety of the talk, providing a more engaging experience that doesn't require you to hold on to your questions until the end of the presentation.

Pre-recorded talks in this auditorium will start at their scheduled times so be sure to plan accordingly. You'll need to click the orange "Join" button to enter the talk, and from there, you can engage in the Q&A or sit back and listen.

Pre-Recorded talks will be available at their scheduled time and will be viewable on demand after that time.

Pre-Recorded+ Presentations & Posters

Clicking on this link will take you to the iPosterSessions gallery, where most presentations are housed. All information in this gallery will be available on-demand for the duration of the conference and for 30 days after the conference ends. Take advantage of this by viewing presentations and posters ahead of their scheduled time, so that you can return during each presentation's time to partake in the Q&A.

How to Navigate

Once in, you'll be able to find your presentations of interest by using the available filters for Presentation Type, Group, Session, and Time.

Pre-Recorded+

These presentations will consist of a 15-minute pre-recorded talk and any additional information the presenting author chose to upload. Each author has been encouraged to set up a time for live video chat or text chat at a specified time during the week. They have been encouraged to use the scheduled session time but may have chosen an alternate time. If you'd like to speak with them, make sure to see if they've scheduled any specific time. If they haven't, that's no problem, there's always a Contact Author button at the bottom of their multimedia presentation which will allow you to send them a direct message.

Posters

These presentations will consist of a 3-minute narration to the poster. Poster presenters may also have set times to chat, so make sure to look to see if they have posted their availability. Keep in mind you'll also have the opportunity to send them a message using the Contact Author button.

Exhibit Hall

Always a highlight of AIChE meetings, the exhibit hall provides the opportunity to learn from service providers about new technologies and techniques that can support you in your career. Visiting also provides you with an opportunity to earn points in the Scavenger Hunt (see more below) and be entered to win giveaways from exhibitors and AIChE.

When you visit the exhibit hall you will be able to:

1. Find specific exhibitors by scrolling through the hall, or by reviewing the exhibitor index on the lower left of the screen.
2. Chat with the exhibitor booth reps using the booth chat feature.
   a. You can engage in the booth group chat, chat one-to-one with a booth rep, or even schedule a time to return and chat later in the meeting.
3. Fill up your "virtual briefcase" with information from the exhibitors by selecting content of interest.

Scheduled Chats with Exhibitors

Throughout the meeting, the exhibit hall will be open and you can have scheduled chats with exhibiting companies to learn more about them. Exhibitor booth users will be sending attendees invitations to meet during the event. You may receive an email from 'Virtual AIChE Annual Meeting – vFairs' (aiche-ann20@getvfairs.io) with the Subject Line of 'Chat Invitation - AIChE Annual' notifying you of the exhibitor and requested time. **Please make sure to regularly check your Inbox and Junk Mail for emails with this subject line and email address.**

Within the email, you have the option to accept or decline the meeting request. If you accept, when it is time to join your meeting, you can meet the exhibitor you are scheduled to talk with by going to the Exhibit Hall, selecting the company booth you are scheduled to speak with and clicking into the chat room section of the booth.

Recruitment Fair

Taking place 9:00 AM – 4:00 PM on Sunday, November 15th, AIChE's 2020 Recruitment Fair will be a great opportunity for students to meet representatives from graduate schools and corporate recruiters with open entry-level positions and internships. This exciting event will be your chance to decide which path is best for you after graduation. Representatives of graduate schools and companies from across the country will be on hand to describe their degree programs along with job and internship opportunities. You will learn about current research, new and emerging study options and interesting venues for continuing your studies and starting your career.

While you're looking through the recruiter booths, make sure to have a look at the **Job Vacancies** link to view their postings.

When you visit the Recruitment Fair, you will be able to:

1. Find specific recruiters by scrolling through the fair, or by reviewing the exhibitor index on the lower left of the screen.
2. Chat with the booth reps using the booth chat feature.
    a. You can engage in the booth group chat, chat one-to-one with a booth rep, or even schedule a time to return and chat later in the meeting.
3. Fill up your "virtual briefcase" with information from the recruiters by selecting content of interest.

Networking Hub

You'll find everything you need to effectively network at the Meeting at this link.
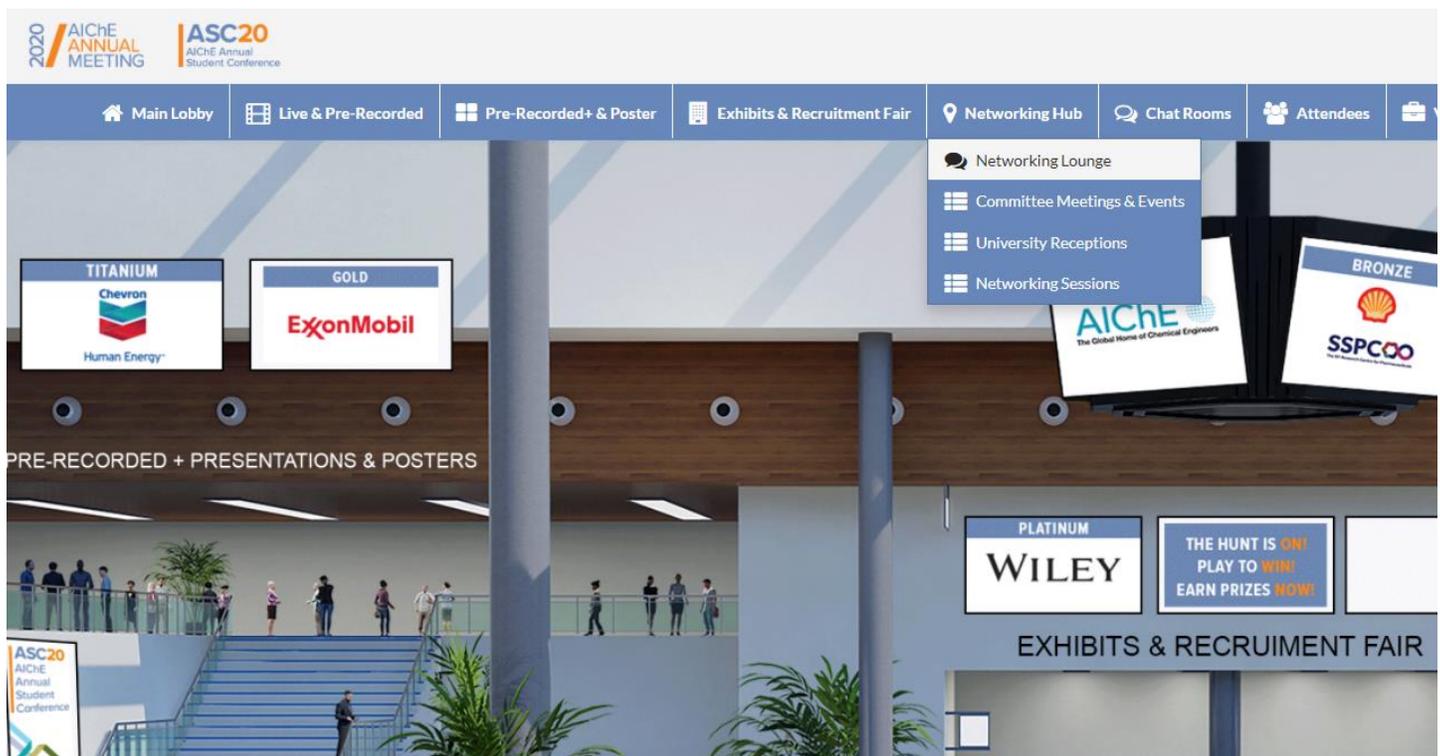
Networking Lounge

Within the lounge you'll find links to access the networking sessions, committee meetings, university receptions, chat rooms, browse all attendees, and visit the exhibitors. And- if you're missing being in San Francisco, check out a virtual tour!

Committee Meetings & Events

All scheduled committee meetings and events will be available to access through the networking lounge, the top navigation bar, or in the Networking Events group in the auditorium. Make sure to check this list to find your group's programing meetings, mixers, or executive committee meetings.

→ View the full list of committee meetings & events

University Receptions

The full list of virtual university receptions will also be accessible through the networking lounge, top navigation bar or in the Networking Events group in the auditorium. Find out if your university is hosting one by taking a look at the list.

Networking Sessions

Networking sessions will span a wide range of topics, whether technical – like a volunteer-led discussion on sensors – or fun – join the Yappy Hour with your pet, participate in trivia or learn about beer brewing. A full list of the networking events is below. You can access all of these events through the networking lounge, direct link in the top navigation bar, or in the Networking group in the auditorium. Join these sessions to make new contacts and have some fun while connecting with your colleagues.

→ View the full list of networking events

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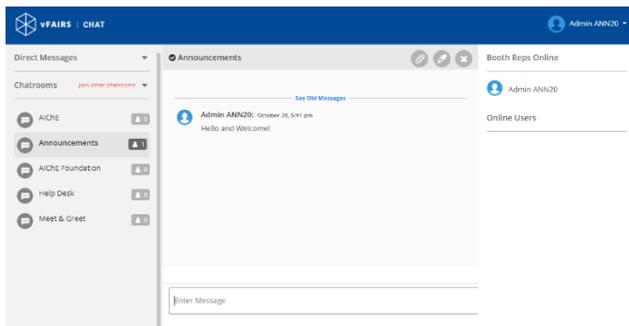
Chat Rooms

The chat rooms are designed to help you connect with your peers to continue exploring topics, connect with those that hold the same interests, and keep the conversation going after presentations. Accessed via the Networking Hub, Lounge, or link in the top navigation bar, join the chat rooms for everything you are interested in.

Chat rooms are available for Division, Forum, Topical Conference and Engineering Sciences & Fundamentals area topics, as well as each exhibitor or recruiter.

You'll also find these three key chat rooms:

- **Announcements** – This is where AIChE staff will post messages in case of issues, but attendees are also encouraged to use it to promote their university receptions, plenaries, or booths.
- **Help Desk** – Join this chat room so that we can help resolve any issues you may be having. This room will be staffed by vFairs and AIChE staff.
- **Meet & Greet** – Use this chat to get to know your colleagues and say hello to old friends.

IMPORTANT NOTE – you need to join the chat rooms! We respect your privacy and don't want to put you in a room you don't want to be in, so you will need to actively join chat rooms to engage with other attendees.

Once in a chat room you can participate in the group text chat, or find someone to chat with one-on-one – a list of attendees in each room will be seen on the right side of each chat room. For one-to-one chats, you'll be able to choose from text, audio, or video calls.

Please note, there is potential to join a significant number of chat rooms. Your active chat rooms will be listed down the left side of the chat interface in alphabetical order. In addition, the chat will open in a separate browser window, allowing you to toggle back and forth between sessions and the chat rooms.

Attendees

View a list of all the attendees and filter to determine if your colleagues are here.

Virtual Briefcase

This will house all documents you've downloaded from booths.

Keyword Search

Search for live sessions and pre-recorded presentations using the keyword search.

Scavenger Hunt

You'll be able to participate in the virtual Scavenger Hunt like you would on-site! Collect points by attending featured events and by interacting at the exhibit booths. Climb the leaderboard to become one of 5 lucky undergraduate student and 5 lucky professional winners of fantastic prizes.

Start playing by clicking on the Scavenger Hunt tab in the Lobby navigation bar. There you will find all the options for earning points. Good luck!
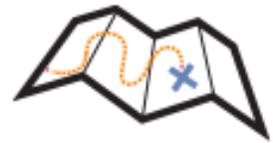
Zoom Guidance

Live sessions, pre-recorded+ live chats, and networking events will be held using Zoom. Any time you click on a "Join" link in the program or enter a Zoom meeting or webinar, you will be able to join via the Zoom app if you have it downloaded, or through your browser by clicking the "join from browser" link.

Live Sessions

Live sessions will use Zoom Webinars, where you will be able to listen to the talks and ask questions via the Q&A function. Make sure to ask your questions using the Q&A text box, as opposed to the chat text box so that we do not miss any questions. Questions will be submitted to the panelists/speakers/moderators who will have the option to answer live or answer via text to all attendees. Feel free to say hi, let someone know they have given a great presentation or more in the chat.

Pre-Recorded+ Live Chats & Networking Events

Networking events and pre-recorded+ live chats will use Zoom Meetings, where you will be able to see all others who have also joined in the participant list. Be sure to turn your camera on and be mindful of mute/unmute! You'll have access to the chat function to raise questions in text if someone else is sharing.

A Few Reminders for a Great Week!

Say **hello** to everyone. You might make someone's day.

Introduce yourself to people you don't know. They may be your next good friends.

Stop and **smile**. You will brighten the room considerably.

Be **understanding**. Everybody makes mistakes.

Help those with less experience. We were all novices at some point.

Respect others. We all have something valuable to contribute.

Value staff and volunteers. They are here for you.

Be **kind**. You will never like everybody, but you can be cordial to all.

Enjoy the meeting! You can have fun while sharing, learning and networking.