

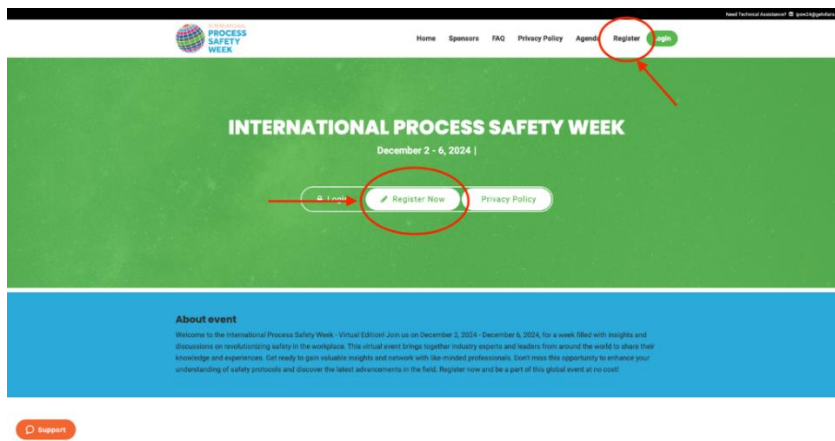


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International Process Safety Week (IPSW) Attendees' Guide

Registration

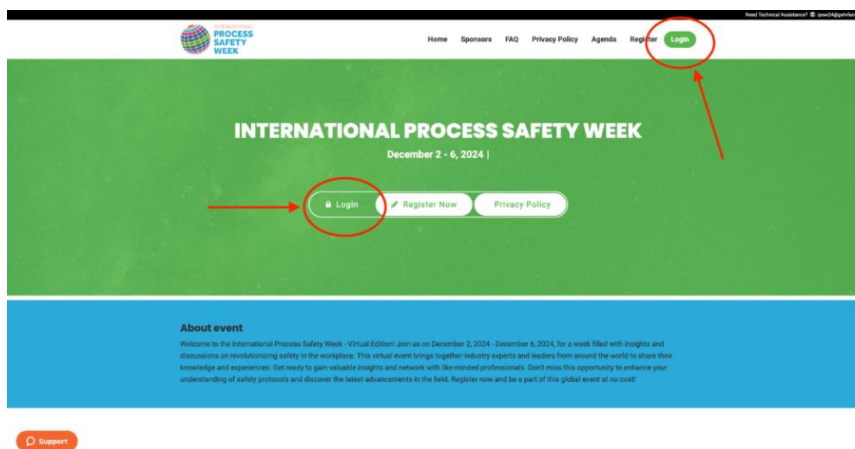
- You can register using the register buttons circled in red in the image below.



- After registering successfully with your email you can login to the event to have access to the 'Virtual environment'.
- Visit the event's URL (<https://ipsw24.vfairs.com/>). Click on Login, input your email address and password that you used to register for the event, and you will gain access.

Login

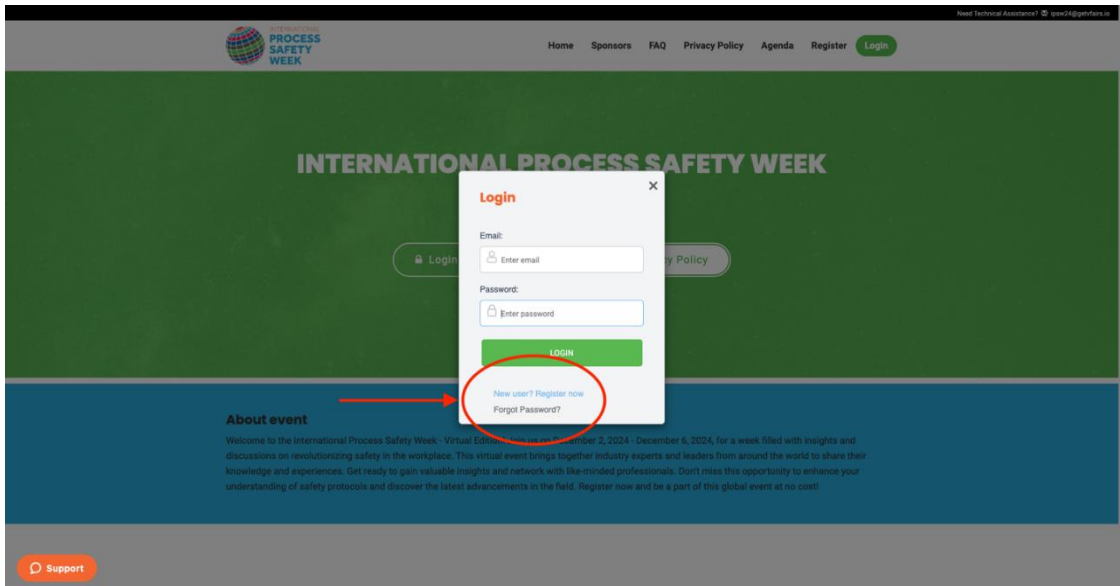
- The login buttons can be seen highlighted in the image below



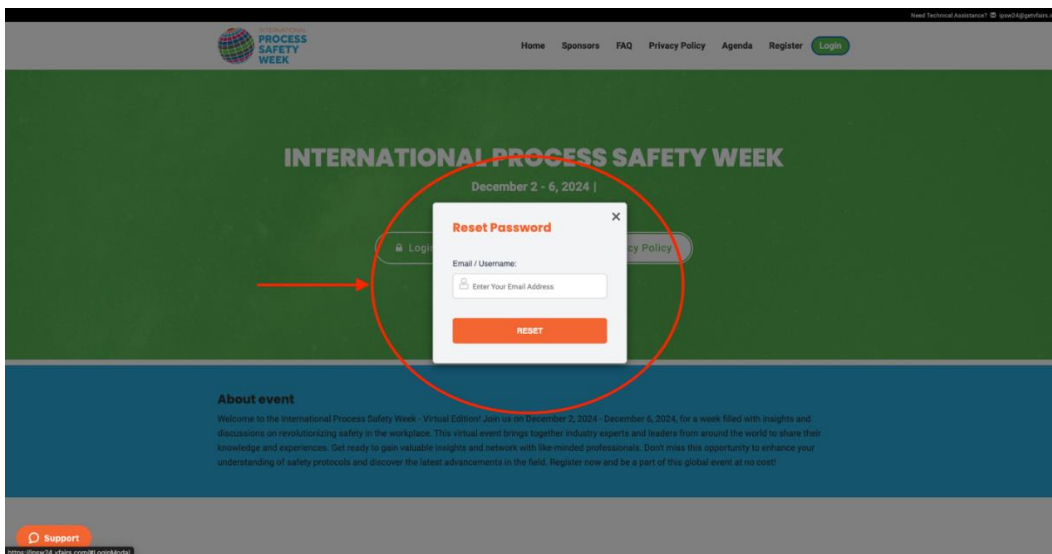


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- In case you forgot your password you can click the “Forgot Password?” button. The button can be found once you click the login button.



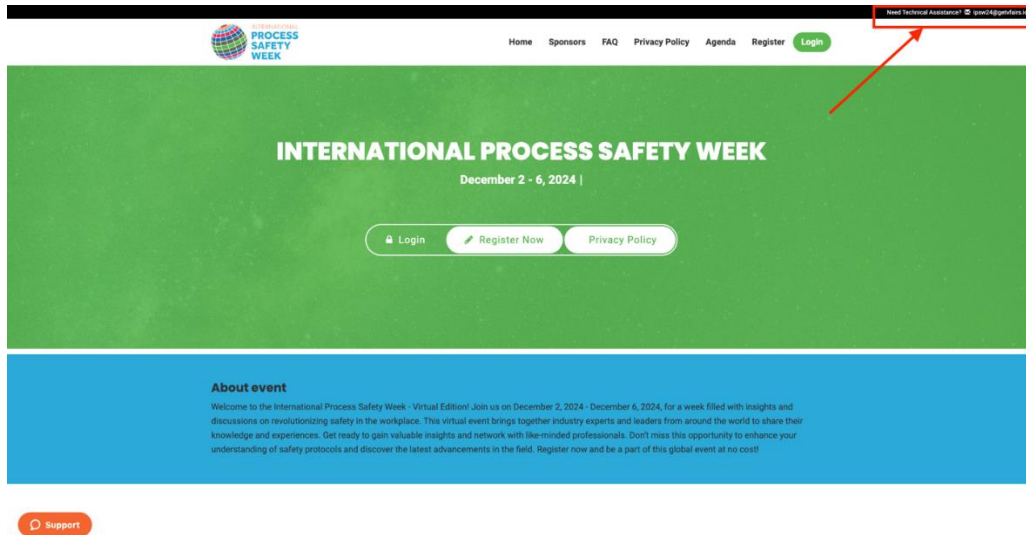
- Once this button is clicked it will prompt you to enter your email.





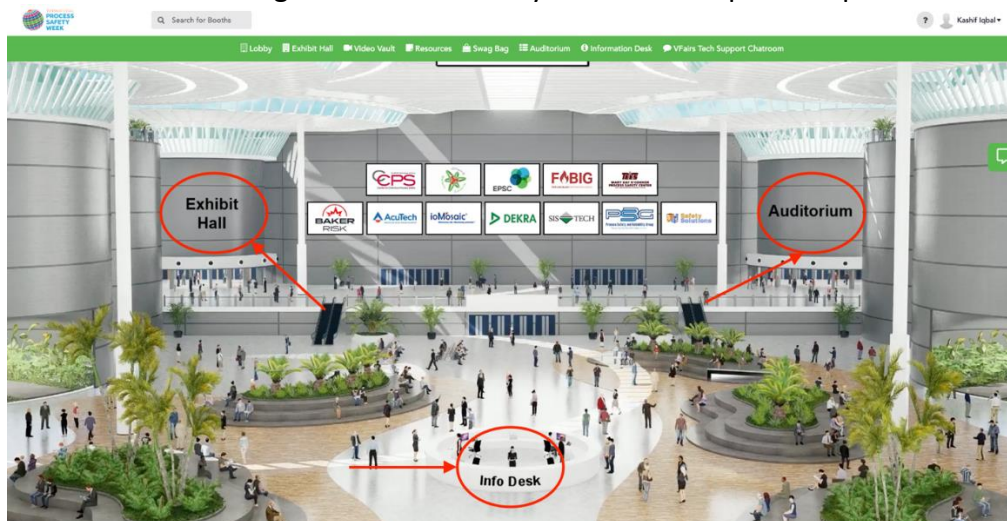
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- After entering your email, you will be sent a link to reset your password.
- If you require any assistance or support, please reach out to us at the email given at the top of the page (ipsw24@getvfairs.io). Image shown below on where to find the email.



Lobby and Navigation

- When you enter the Virtual Environment, you will be able to see the event’s “Lobby”, from here you can navigate into different parts of the platforms for an in-person experience.
- Inside the lobby you will find the exhibit hall, auditorium, and info desk. These are circled in red. Clicking on these will take you to their respective spaces.



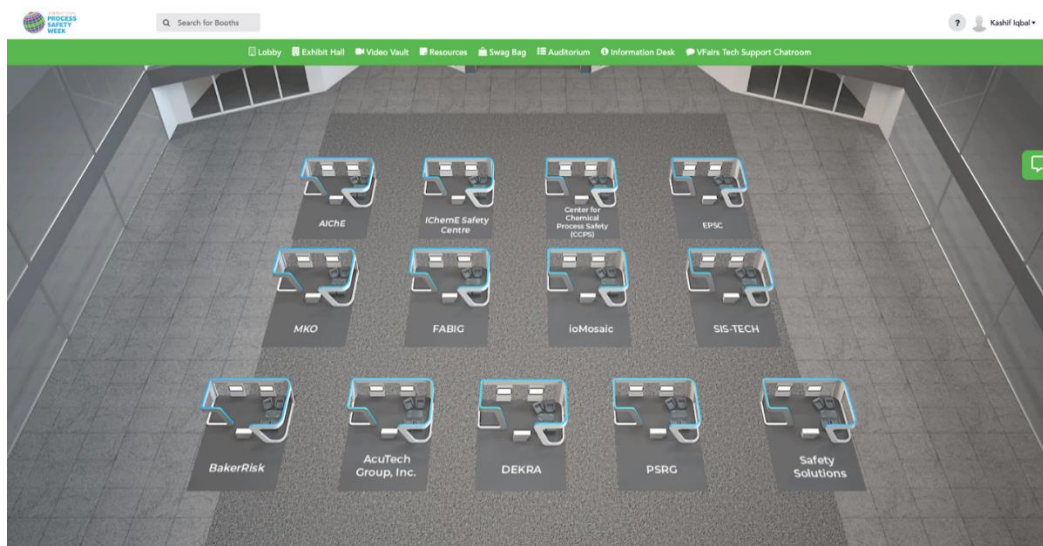
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- Another way to get to these spaces is through the navigation bar above the lobby.



Exhibit Hall and Additional Resources

- From the Navigation bar or lobby, select the “Exhibit Hall” tab to be redirected to the area where all the booths are set up.



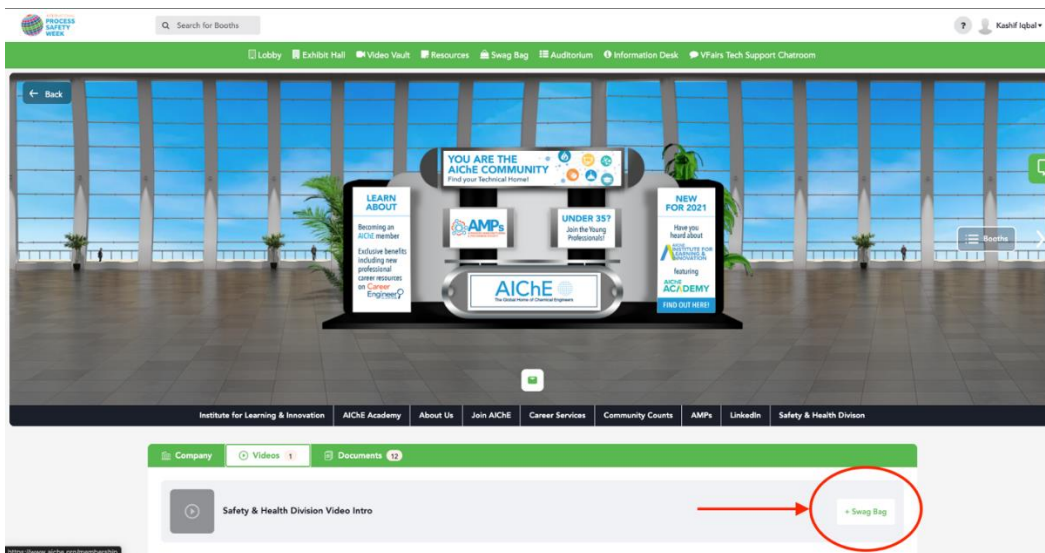


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- Click on any booth to see an enlarged version of the booth. From the large view of the booth, you can navigate to any of the information tabs added showing more details of the booth or view the content added by the exhibitors such as videos and documents.

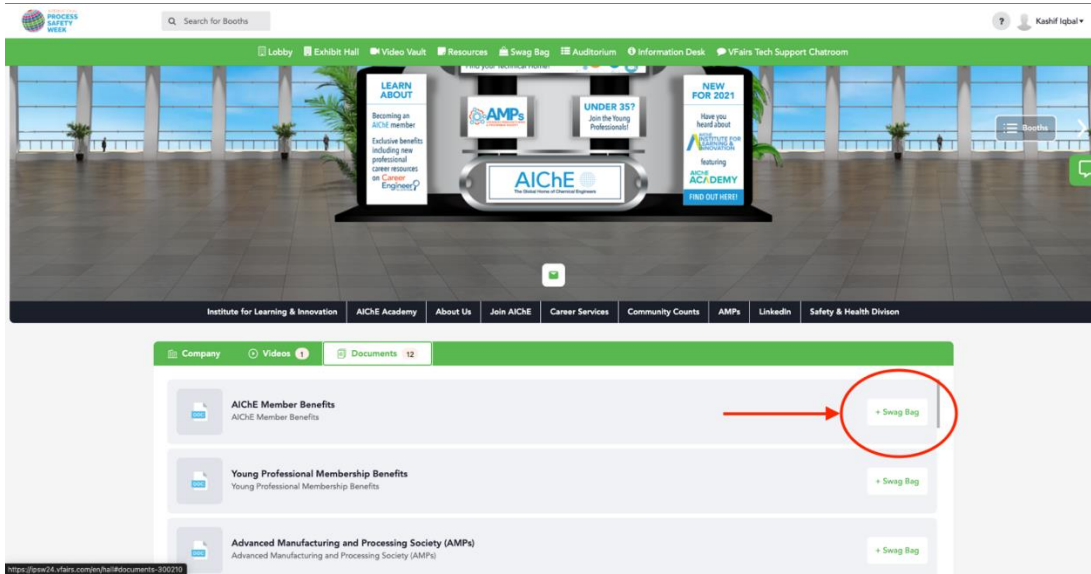


- You will also see the option of adding the content to your swag bag which you can later email to yourself.

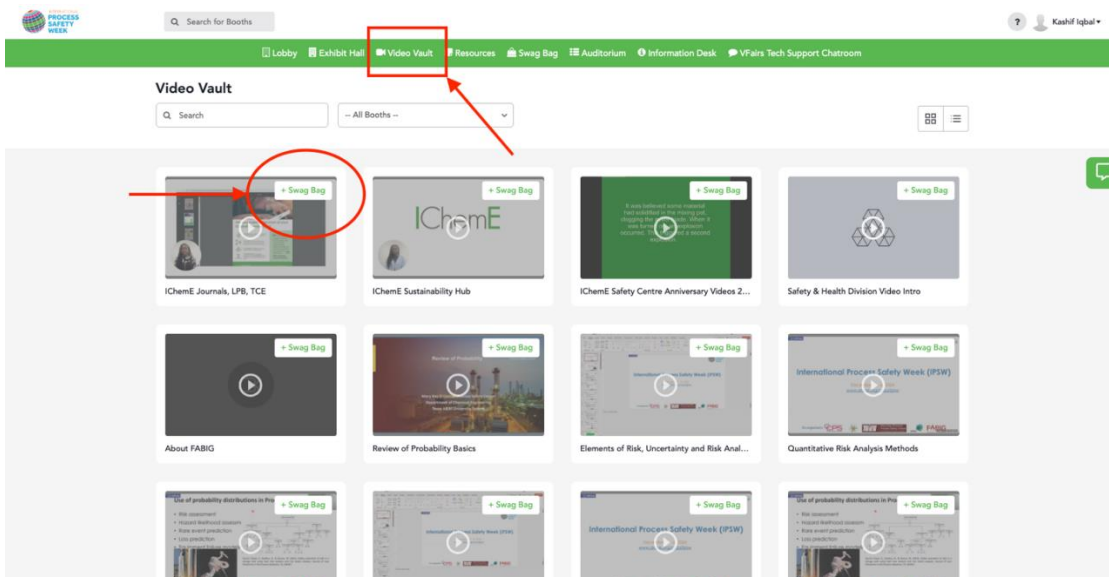




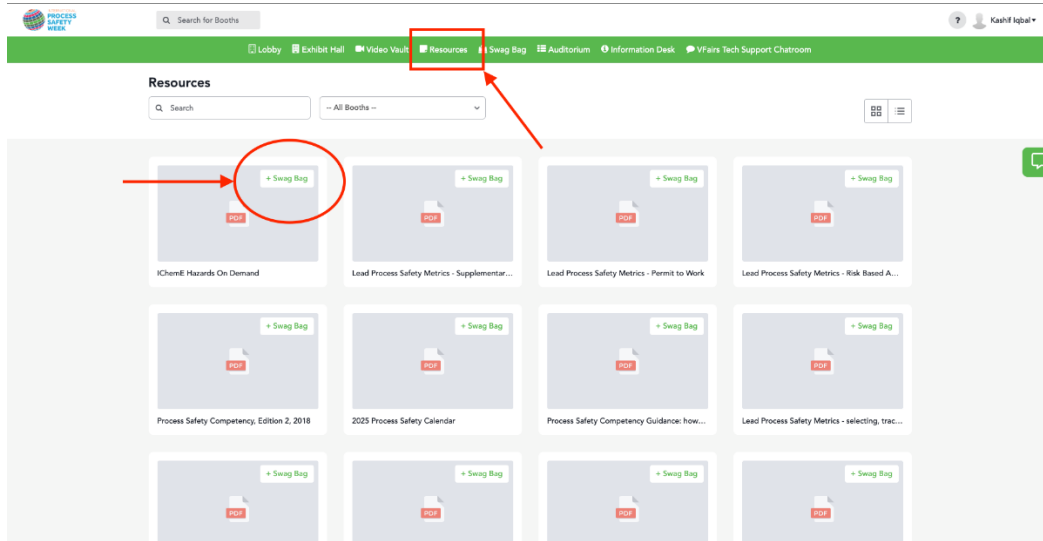
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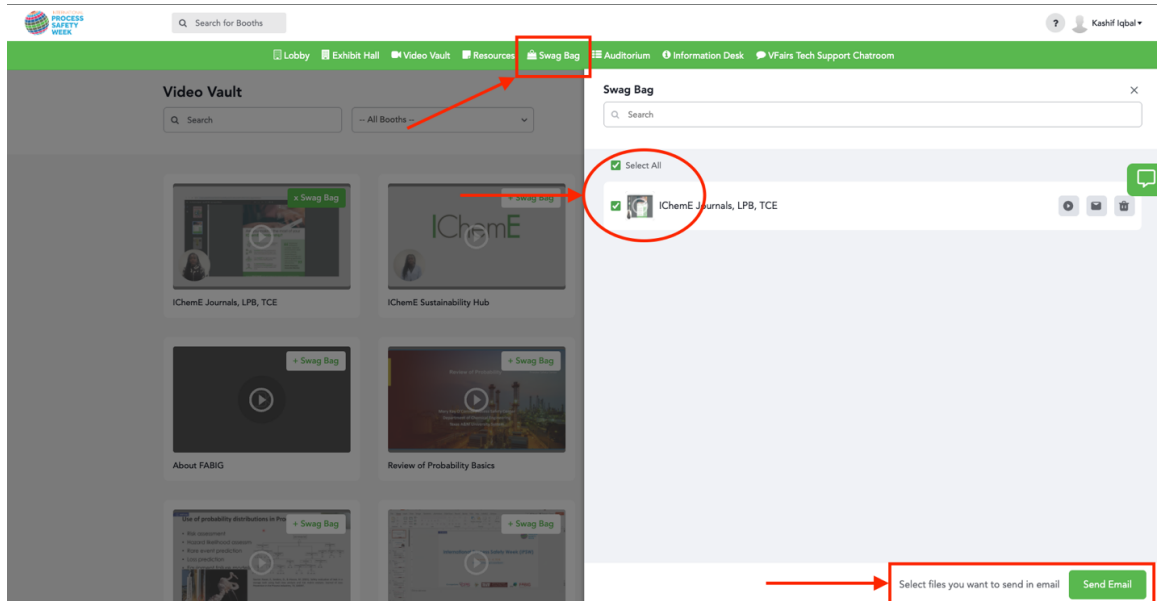
- Coming to the “Video Vault” and “Resources”, there is certain content present in these tabs for informative purposes to which you have access. You can add these to your swag bag.



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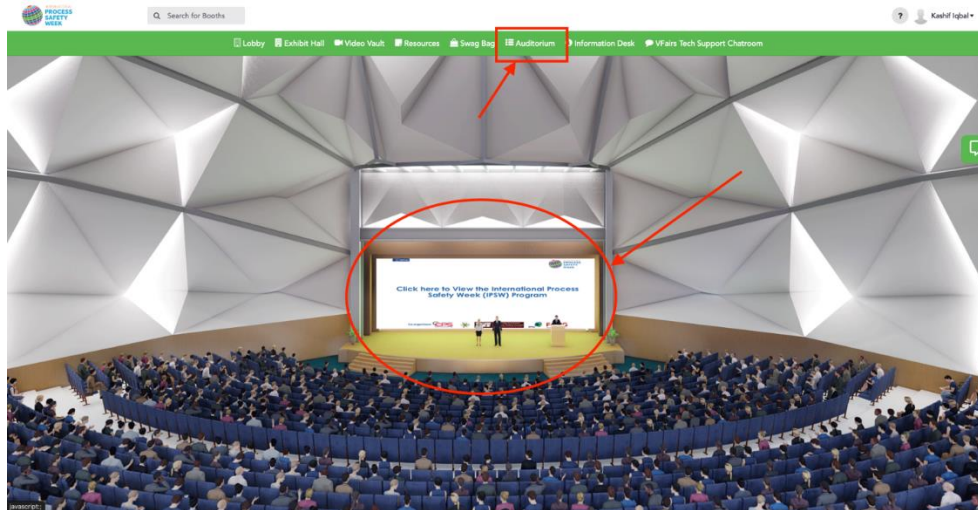
- Once you click on the “Swag Bag” tab in the navigation bar a page will open on screen showing you all the content you added to your bag. Once you select the content of choice you have an option to email that content to yourself or others.



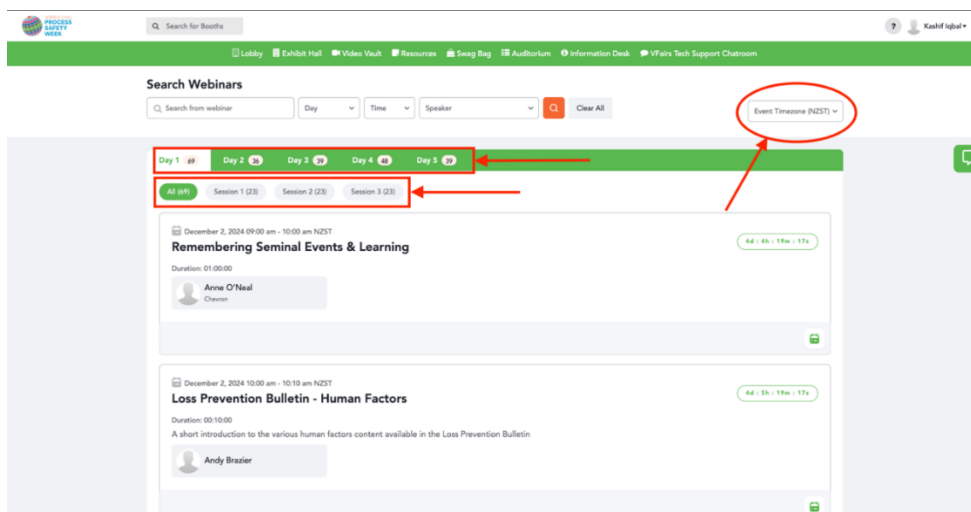
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Auditorium and Event Program

- Clicking on the “Auditorium” tab in the navigation bar or from the lobby will take you to another window where after clicking on the big screen, you can view the schedule of the webinars being conducted. **Click on the big screen to view the webinars.**



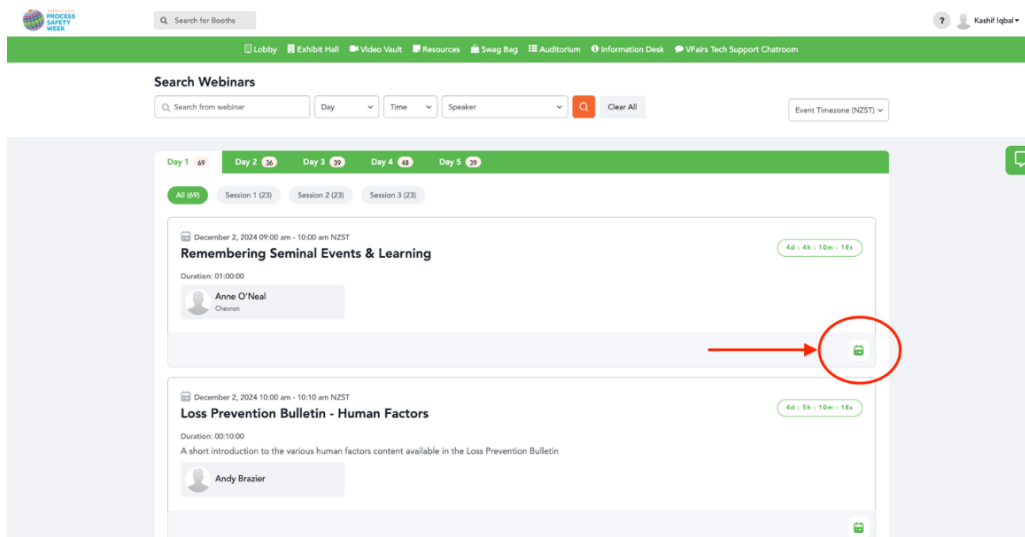
- Once you are on this screen you can select the day which you would like to see, the time zone in case you would like to know the schedule according to your time zone and you can also select the session. There are 3 sessions for each webinar, which are at a gap of 8 hours. Select the appropriate session so that you may see the webinar live at your preferred time.





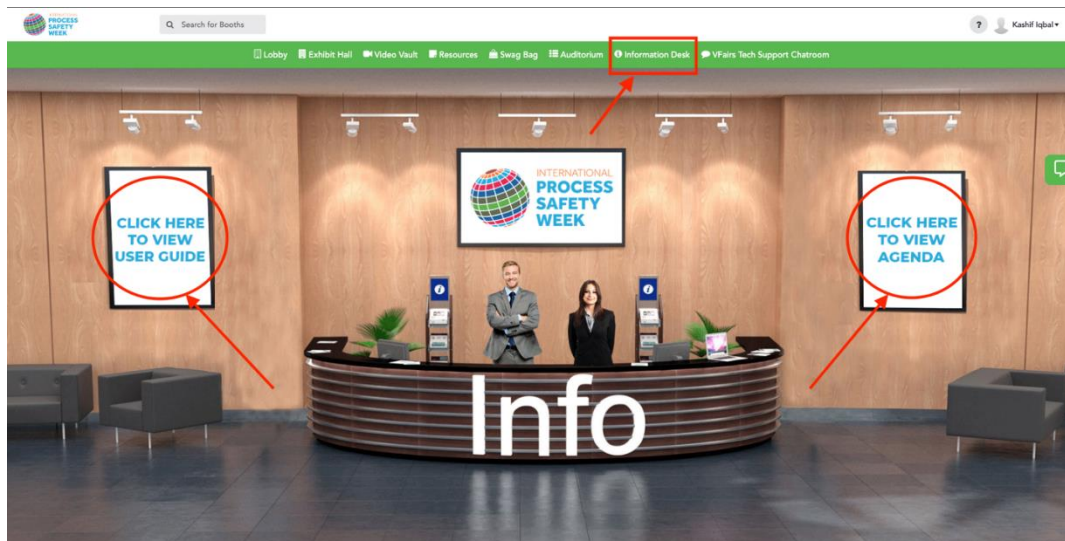
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- You can also add these webinars to your calendar using the calendar icon at the bottom of each webinar.



Information Desk & FAQ

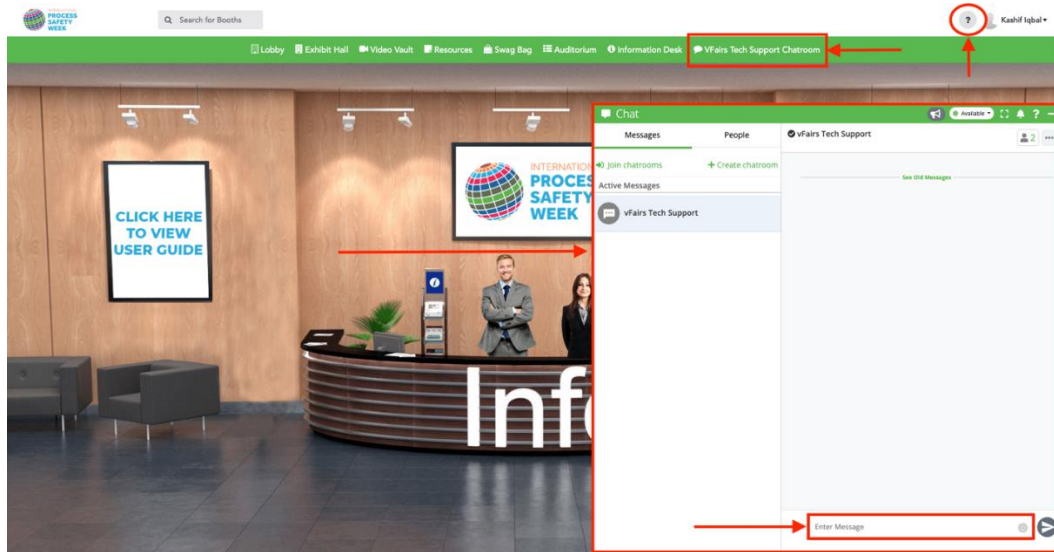
- Clicking on the "Information Desk" tab or from the lobby will redirect you to the information desk where you can read the user guide and see another way to get to the agenda.





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- Clicking on the “vFairs Tech Support Chatroom” will open a pop-up that allows you to chat directly with our support team. You can enter a message and one of our support team members will reply to you soon. You also have a “?” button on top of the page which allows you to directly send us an email.



- In case you have any questions or face any technical issues on the live day of the event, you can email us your query at ipsw24@getvfairs.io
- You can also access the frequently asked questions [here](#).

I hope the manual proves to be a great help. Have a great event!