



Welcome!

Thank you for signing up to our online event! This user guide will help you get the most out of your IFW experience. Now let's get you set up!

The virtual event platform we are using this year is called **Hopin**. As an attendee, you'll be able to move in and out of rooms just like an in-person event and enjoy the content and connections throughout. The **Hopin** platform runs in your browser (so no downloads needed) and includes a mainstage and networking rooms!

1. Setting up your Hopin profile

You won't be able to access the event until 5 minutes before it starts, but you can create your profile in advance, and add the event to your calendar if you haven't done so already.



You will receive an email with a private link inviting you to the event. Accept the invite and create a new Hopin platform account or sign in to an existing one.

Click on the 'create your profile' hyperlink. A popup window will open, from where you can adjust your profile information and add an image of yourself. You can always update your profile by accessing your account from the upper-right hand corner.



2. Getting around Hopin

You will be able to access the event on Hopin 5 min before it starts from your profile dashboard by logging into your Hopin account. You are also going to receive a reminder by email shortly before the event starts, to make sure that you don't miss it!

Similar to a physical event, you can choose where you want to go and what you'd like to attend. In the reception area you will find the complete agenda showing what is happening where. You will also find an overview of the different event areas, and further details about the event.

On the right side of the screen you'll find the main event chat where you can comment and interact with other event participants. You can ask questions to the main stage speakers by using @Q&A in the stage chat. Make sure to follow the event chat for any important announcements and updates.

Chat Polls People

Aside from the main chat, you can direct message participants by browsing under the 'People' tab. You can also invite someone to join you in a private meeting room, by inviting them to a video call. Please make sure the other person is aware and interested in having a video call before sending the invitation.

The Areas:

You can navigate through the different areas on the left side of your screen.



Reception

Upon opening Hopin and joining the event, you will land in the Reception area. You can think of the reception area as a venue's lobby, it's the information hub. Here you will find a complete overview of the agenda and you can follow what is currently happening and what's to come.



Main Stage

This is the Main Stage where the IFW speakers will be speaking.



Networking Rooms

During the "Networking" session, you will find a specific room here for you to join. Every room will have its own chat, so you can interact with other participants and ask questions to the host. Important announcements and updates will be shared in the event chat.



3. Tips & Tricks for using Hopin

- We recommend attending the event using a laptop or PC, as we cannot guarantee it will work flawlessly on mobile.
- For the best Hopin experience, we recommend you use **Chrome** or **Firefox**. Please avoid Brave, Safari, and Microsoft IE or Edge.
- The “What’s happening now” button in the Reception area allows you to one-click navigate to where the action is.
- Keep track of any announcements and pinned messages in the event chat.
- You can send direct messages to an individual at the event via DMs in the People tab or invite someone to join you in a private meeting room, by inviting them to a video call. To send a DM, find the person you wish to chat with in the People tab, click their profile photo, and start your conversation.
- Each Networking Room will have a separate chat where you can interact with other participants or ask questions to the hosts at the session you are attending.
- McMaster University is not responsible for internet outages or technical difficulties. If you experience any issues during the event, don't hesitate to reach out to the support team via email at inspiring@mcmaster.ca

If you have any further questions, feel free to reach out to the team at inspiring@mcmaster.ca

We're looking forward to seeing you online soon!