PDS Virtual Pilot
FAQs and user guide

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Logistics

Timings

The Summit will run from 9.30 – 5pm on the 14th and 15th July . The morning programme will be run on our virtual events platform, Hopin, and the afternoons will consist of 1:1 meetings – timings for this can be found in your personalised schedule.

Starting the day

By 9.30 am, we suggest you are logged into your mobile dashboard – to the left of which is where you find your personalised schedule. In a separate tab, be logged into your Hopin account from which you can see the morning schedule of live events. The Welcome talk will be given by Georgina on the Hopin stage at 9.30 on each morning.

Ahead of the event

Ahead of the event we suggest you ensure you have done the following:
• Set up your Hopin account
• Set up your GoToMeeting account
• Downloaded Google Chrome if you can
• Tested your microphone/ speaker (See the useful links page)

Internet browser

For the best experience while using Hopin, we recommend Chrome or Firefox. Safari and Microsoft IE can be less reliable, and tend to require you download the GoToMeeting app.

SUMMIT EVENTS

1:1 meetings

1:1 meetings will be organised based on your selections, and take place at some point during the afternoon of the 14th and 15th July.

Your personalised schedule is found on your mobile dashboard. This will show who you are due to meet and when you are due to meet them.

Is my computer set up for GoToMeeting?

GoToMeeting works on chrome web, but Safari requires you to download the app. We recommend you use chrome as this is most reliable. **If you have to use Safari, please have the GoToMeeting app downloaded in advance of your first meeting.**

Starting the meeting

The delegates have been given the URL for your meeting room – so you just have to ensure you have 'joined' your meeting room before the meeting begins.

You must ensure that you are in your 'personal meeting room' when you click join. If you find you are in 'meet now' and click 'start', you will follow a different link to the one the delegate has been given and the meeting will not work.

Locking your meeting room

You can lock your meeting room in the top left corner of your screen. When someone asks to enter the room, a notification will appear on the lock icon. As soon as you click the lock icon, they will enter the room.

Sharing screens

You are able to share your screen using the screen icon at the bottom of your room. If the delegate would like to share their screen, you must click on the 'people' icon in the top right corner. From here – you can click the screen assigned to your name, and re-assign the 'presenter' to the delegate.

What should I do if I can't make a meeting?

Please let us know as far in advance as possible if you are unable to make a scheduled meeting. We will contact the delegate and try to re-arrange within the time frame of the event. Otherwise, within the same week.

What if the person I am supposed to meet doesn't turn up?

If the delegate you are due to meet doesn't turn up within 5 minutes of the start time, please contact the Summit Team. We will do our best to get hold of this person and, if too much time is lost, try to reschedule within the time frame of the event or another time convenient to you both.

SUMMIT EVENTS

Hopin

A guide to the five areas of Hopin

The live morning programme will be streamed on Hopin. The schedule will be based across these 5 areas, which we encourage you to explore!

Reception

This is the 'lobby' of the event. Here you can quickly find out what's currently happening in the event, plus view our welcome message, the morning schedule, speakers and sponsors.

Chat function – the event chat on the right hand side is where all participants can post messages, comments, or questions regarding the event. Summit's messages will be highlighted here with live event info also.

In the 'people' tab of the live event, you will find a list of everyone live on Hopin, with the opportunity to direct message them. Give it a go ☺

Live polls – these are relevant and topical HR questions, please do take part and share your knowledge. We will provide feedback on the data we receive shortly after the event

Stage and sessions

The Live stage and session space can be accessed from the left hand menu, or by clicking an event on the Hopin homepage schedule. Each speaker will give a half hour talk on the Stage, followed by a 15 minute Q&A in the session space.

Please note: only speakers will be on camera during stage and session segments. During Q&A in the session space, individuals can either ask to be invited to the camera to ask their question, or simply comment in the chat function.

Expo booths

Here, you can learn about relevant products and resources from our sponsors. Watch videos, explore their website, get access to exclusive offers, and have a chat with their team using the chat function on the right hand side.

Networking area

The Hopin networking area is our solution to facilitating connection discovery at a virtual event. When you click 'ready' in the networking area, you will be randomly paired, via video call, to another event attendee also in the networking area.

If you meet someone interesting, the **blue 'connect' button** is a quick and easy way to exchange contact information, similar to exchanging business cards at a physical event.

SUMMIT EVENTS

Useful links

Login to your mobile dashboard here: https://my.summit-events.com/pd20

Login to your Hopin Account here: https://hopin.to/users/sign_in

Login to your GoToMeeting Account here: https://www.gotomeeting.com/en-gb and click 'sign in' in the top right corner

To test your computer, audio and camera is set up for GoToMeeting, use this link:
https://support.goto.com/meeting/system-check

A general FAQ page for GoToMeeting: https://support.goto.com/meeting/webapp/paid?tab=Organizer

Still need help?

If you have problems on the day, please don't hesitate to get in touch with the Summit Team.
Email: eventteam@summit-events.com
Phone: 02078282278
Or call Hannah on 07782548813

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