



## SUMMIT EVENTS

2...Logistics, timings, and being set up for the live event

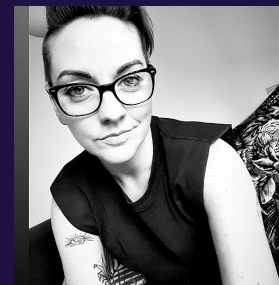
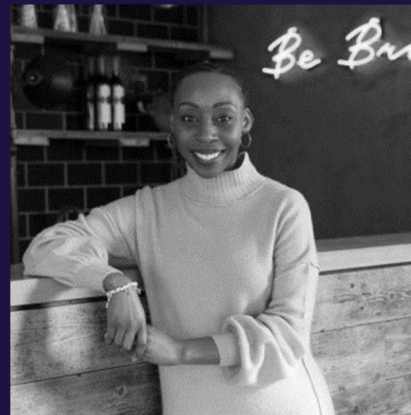
3...1:1 meetings using GoToMeetings

4... Live morning programme using Hopin

5... Useful links and more help

# 21<sup>st</sup> People Development Summit 2021 (Virtual Edition)

## Delegate FAQs and user guide





SUMMIT EVENTS

# Logistics

---

## Timings

The Live Summit will run from 9.30am – 1pm on the 12 and 13 May on our virtual events platform, Hopin. 1:1 meetings will take place across the week (Mon – Fri), based on the availability you have provided us with. You can see your personalised schedule on your event dashboard.

## On the mornings of the Live Event

By 9.25 am, we suggest you are logged into your event dashboard. 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 both mornings, and a 'How to use Hopin' video will be shown from 9.25.

## 2 streams

There will be 2 streams running across the Live Event. The main stream will be held on the main stage, followed by a 15 minute interactive Q&A in the 'sessions' tab. The second stream will be run on the 'sessions' tab throughout. There is no need to pick in advance which you attend, just simply hop on.

## Ahead of the event

Ahead of the event, ensure you have completed everything on [this web page](#) by the deadlines given.

This includes:

- Setting up your Hopin account
- Downloading Google Chrome if you can
- Tested your microphone/ speaker (See the useful links page)
- Blocked out the time in your diary that you have made available for your 1:1 meetings

## Internet browser

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

## Summit Social

For This will take place from 5-6pm on the evening of Tuesday 11 May. It is not compulsory – but is a great way for you to get to know the platform, and come together with everyone before the live programme starts.



SUMMIT EVENTS

# 1:1 meetings

## Starting the meeting

1:1 meetings will be organised based on your selections and the availability you have provided us with across Monday 10 Friday 14 May.

Your personalised schedule will be finalised and published on your event dashboard on the 06 May. This will show who you are due to meet and when you are due to meet them, and display a personalised link to their meeting 'room'.

Once your schedule is finalised, you should also receive diary invites from the suppliers you are due to meet, containing this link – so you have it in 2 places!

***Please have your camera on*** for your 1:1 meetings so they can reach the quality of our usual events. Please let us know in advance if this won't be possible.

## 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 solution provider and try to re-arrange within the time frame of the event. Otherwise, for the following week.

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

If the solution provider 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

We recommend you **watch this video** before the live event begins, to get a sense of the platform and what it offers

<https://vimeo.com/popcornlearningmedia/review/447419093/8df07a050e>

# 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!

When you set up your Hopin Account – include your Job title, company name, and Linked In URL in your account information for the most effective networking!

## 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

---

**Delegate checklist to make sure you are ready to go for HR21V:** <https://summit-events.com/people-development-summit/delegates-checklist>

**Login to your event dashboard here:** <https://my.summit-events.com/login>

**Register for and access the live event on Hopin via this link:** <https://hopin.com/events/people-development-summit-2021>

## 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](mailto:eventteam@summit-events.com)

Phone: 02078282278

Or call Hannah on 07782548813