# AAFP 2023 eConference Navigation Guide

Greetings, and welcome to the AAFP's 2023 Spring into Feline Medicine eConference! Our interactive conference platform is a dynamic tool to help you easily navigate all the offerings available this year. This Guide is intended to provide you with a summary on how to use the website platform and get the most out of the conference experience. You can search and browse presentations; create your own schedule; view events by date, speaker, program/category; and more!

As a registered attendee, you can "favorite" any item on the agenda in order to add it to "My Schedule" to help you plan your conference experience in advance. Note: the website is meant to be utilized on your computer, tablet, or iPad.

## How do I use the AAFP eConference Platform?

Our eConference was designed for easy access to the live stream of presentations/sessions, speaker and attendee listings, and more all from our main page. This Guide will walk you through the following areas:

1. Navigating the Conference Homepage
2. Logging in and Activating Your Profile
3. Watching CE Sessions
4. Speaker Q&A
5. Speakers and Attendees
6. Other Features
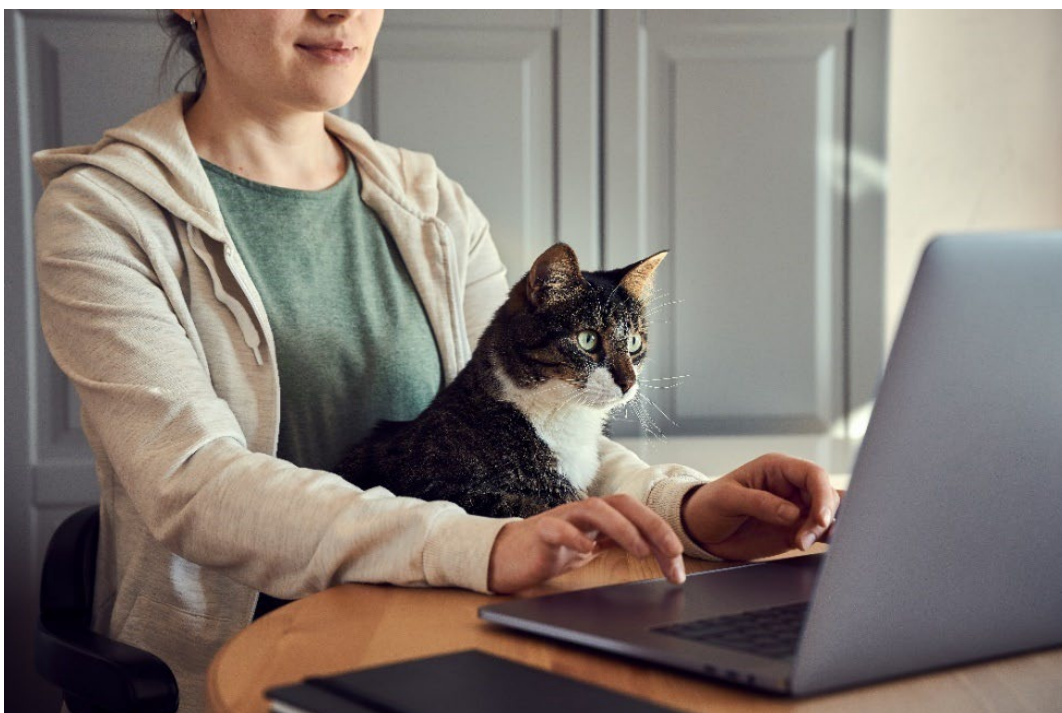
## 1. Navigating the Conference Homepage

The AAFP eConference homepage offers a variety of ways to navigate the rich content.



- **Navigation Bar:** Access any feature or portion of the conference using this vertical navigation bar.
- **Login**: Attendees can log in here with the credentials that were emailed to you.

TIP: Log in early to ensure your registration and conference features are functioning. It is also a good time to explore the conference homepage, get a feel for the events and programs.

## 2. Logging In

eConference attendees begin their experience by logging in on the upper right corner of the conference homepage:



Enter the email address and Access Key located in your log in information email received on April 26. If you can't find the email, you can request a new email be sent to you by using the "Forgot Access Key?" function.
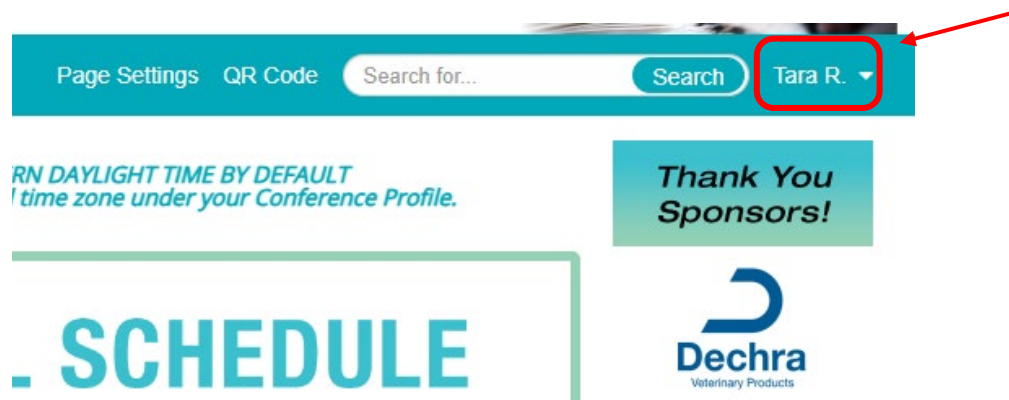


Your Profile:

After you have logged in, your name will show in the upper right corner (first name, last initial). Click on your name and choose "My Conference Profile." This will allow you to edit your profile and opt in for sharing your information so everyone can see you and you can send and receive messages.

### 3. Watching CE Sessions

All sessions will take place live on their scheduled dates and times, and then be available on-demand 2 business days following the live presentation. There are two ways to access the live sessions.

a. Click on the "Live Stream" tile on the homepage. This will open the presentation pop-up of the session being presented at that time. Click on the 'Live Stream' button on that pop-up (see screenshot at the top of the next page). Please note the live stream button won't be active until 30 minutes prior to the start of the first session.



b. Click on "Schedule & Sessions," in the left-hand navigation bar, the "Full Schedule" tile, or any of the individual day tiles to access the schedule. Under the "Schedule & Sessions" area, you may browse the full schedule or filter by date, topic/program, speaker, or any of the related keywords.

Once on the schedule page, choose which session you wish to watch and click on the presentation. This will open up a pop-up window which is where you can view the session details and all related materials, as well as enter the Live Stream by clicking the "Watch Session" button.
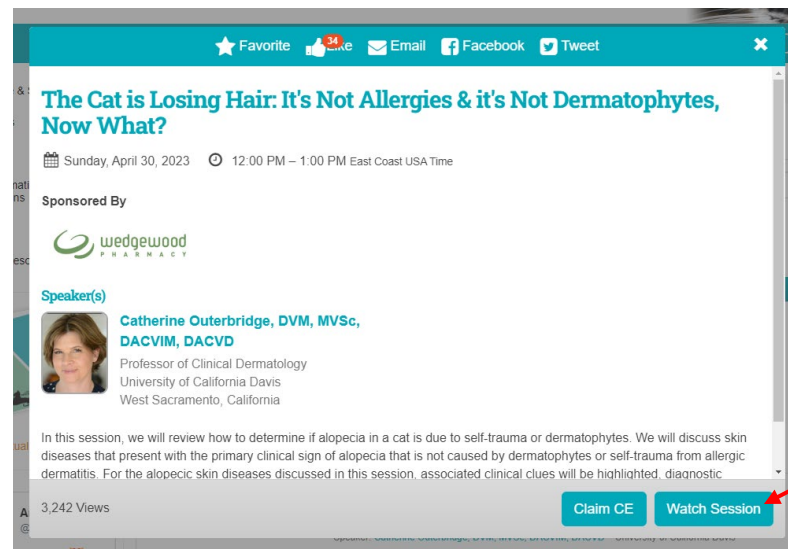


Once the sessions become available on-demand, you will be able to access them the same way as you did in Option b above. Once you enter the room, you can watch the presentation. There are multiple features inside the room including entering full screen mode, changing your preferences, and bookmarking a slide.
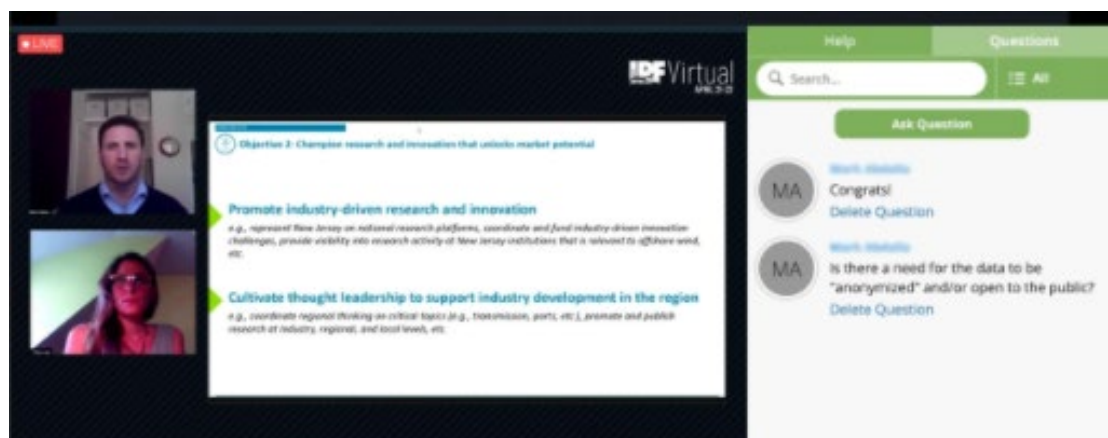
## 4. Speaker Q&A
Our conference platform offers attendees the opportunity to interact with and ask questions of our speakers. Attendees can ask specific questions and view questions asked by other attendees.

### How can I ask a question?
Live Stream
In the live stream, you will be able to ask speakers questions. Simply type your question into the right-side bar and it will be served up to the moderator. Please only include questions for the speaker and not technical issues or other inquiries. The moderator will only try to get to as many questions as possible.
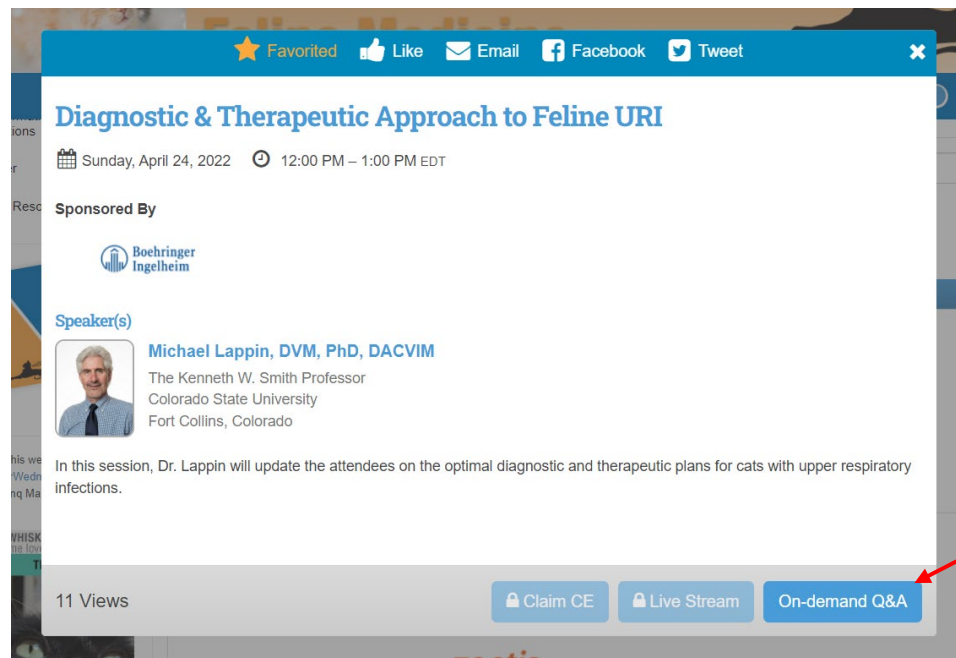
## On-demand

To ask a question after the session has been added for on-demand viewing, navigate to the specific presentation and select the "On-demand Q&A" button option at the bottom of the presentation details. This button won't show up until after the session goes on-demand.



From this screen, you may view a list of previously asked questions, as well as a field to ask a new question. To ask a new question, click the "Ask Question" button.
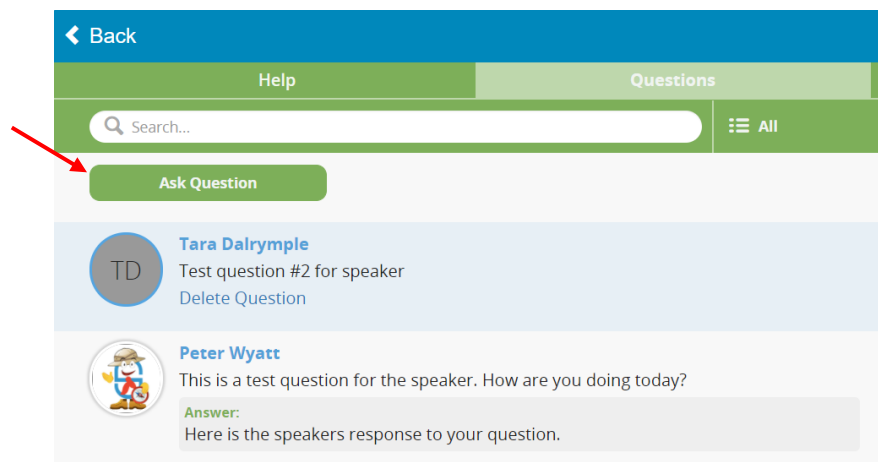


When finished, simply click "Submit" to add your question for the presenter. Speakers will try to monitor questions and you will receive an email when the speaker has responded to your question. Please know that there may be a delay in response.
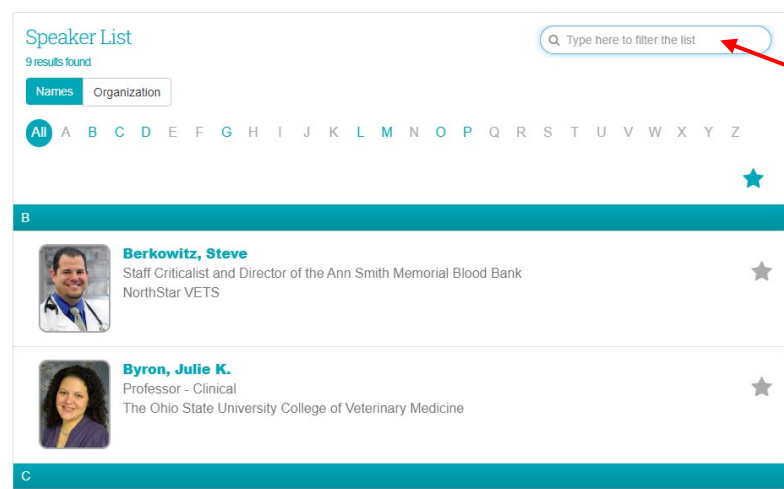
## 5. Speakers and Attendees

Attendees can learn more about our speakers, as well as network with other attendees through the "People" option in the left navigation bar.
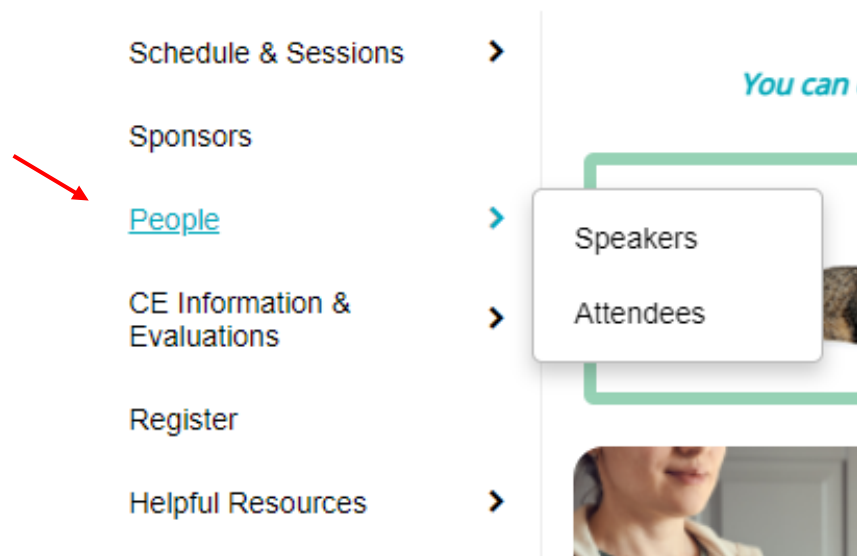


Speakers

Speakers are available in alphabetical order. You may also search for a specific person using the search filter.

Presenter profiles offer a biography and full listing of all content and presentations. If a speaker has opted to enable being contacted, you may email them directly using the email button at the bottom right of their profile.



## Attendees

The list of attendees is available in alphabetical order. You can also choose to sort the attendees by Name, Organization, City, or State.



To start a chat with an attendee, click on their name and in their profile at the top you will see "Message Board." Click that button to start a chat with another attendee.

After you have sent a chat you can see responses by going back to the Attendee List and clicking on the button on the top right that says "Show only my chats."



In order to see their response, you must click on the attendee's name and then click on the Chat button at the top of the window.

## 6. Other Features
Some other features include:
- **Sponsor Buttons:** located on the Homepage and left Navigation Bar – check out our fabulous sponsors and partner with links to their website for more information.
- **CE Information & Evaluations:** located on the left Navigation Bar – here you will find more information about how to claim your CE, saving and downloading your CE Certificate, and submitting evaluations of presentations and speakers. There is a CE Guide that provides you with more detailed information on how to access and complete the quizzes as well as where to get your CE Certificate.
- **Helpful Resources:** located on the left Navigation Bar – here you will find:
  - Navigation Guide – where you can access this document for future reference
  - FAQ's – have a question? You might find the answer here
  - Proceedings Notes – offers a quick link to the Proceedings Notes
  - AAFP Membership Information – not a member? Learn more about joining this great Association!
  - Support – Need help with something? Find out who would best be able to help you. This information is also listed below.
- Google Translate is also available for those attendees who would rather view the website in another language – use the dropdown on the left side bar to change the language on the pages.

# Spring into Feline Medicine

**Have Questions?**

Our team of dedicated staff are available to answer any of your questions or requests. We also have tech help scheduled below. If you are having difficulty or have any questions, please contact us at:

**Technology Issues**
If you are experiencing technical issues, please review the [Tech Tips for an Optimal Virtual Meeting Experience.](#)

*General Technical Support*
Phone: (410) 638-9239 or toll free (877) 426-6323
Available: Monday – Friday from 9:00 am - 9:00 pm EDT

*Dedicated AAFP Support*
Phone: (443) 819-2370
Available: Sunday, April 30 from 11:15 am - 4:15 pm EDT
Or Click 'Technical Support' in the footer of the website to submit a Support Ticket

**Other Inquires for Staff**
Phone: (800) 874-0498
Email: conference@catvets.com
Available:
Monday – Friday from 8:30 am – 5:00 pm EDT
Sunday, April 30 from 11:15 am - 5:00 pm EDT
Wednesday, May 10 from 8:30 am - 7:00 pm EDT
Saturday, May 20 from 11:30 am - 5:00 pm EDT