



## INSTRUCTIONS FOR COMPANIES

### THE VIRTUAL EUROPEAN CONFERENCE OF FAMILY DOCTORS

#### TECHNICAL PRE-REQUISITES

For correct function of the online conference platform please follow the minimum system requirements:

- Microsoft Windows or Mac OS based device
- Latest Chrome or Microsoft Edge internet browsers (*other browsers are not fully supported*)
- Noise cancelling headphones with microphone to reduce background noise
- Stable Internet connection (minimum 10/10Mbps)

#### LOGIN

To attend the virtual conference, please visit the LIVE part of the conference's website (<https://familydoctoreurope2020.gcon.cz>) and click the **User Login** link in the top right corner of the page.



The site will request your login credentials (*email address and password*)

- On your first login attempt the site will ask you to provide your email address (*your email address is provided to us by the person who registered your company for the event*), your password will be automatically sent to this address (*it is coming from the e-mail address [info@qcon.cz](mailto:info@qcon.cz)*).

#### EXHIBITION

Each sponsor and exhibitor have his/her own company profile, which is administrated by each company. Company profiles, documents and videos are available under each company's exhibition booth.

- **!** Please be aware that your access to different options of the Exhibition booth is based on the sponsorship/exhibition level of the respective company please refer to the sponsorship prospectus details.
- In case you find discrepancy between your contract level and provided access please contact our Exhibition Coordinator Jindra Dudova at: [dudova@guarant.cz](mailto:dudova@guarant.cz)



- **!** As each exhibitor has multiple employees registered to attend the virtual event, each employee can have one of the following roles:
  - 1) **Delegate** – Can attend the virtual conference as attendee, DOES NOT manage the company’s profile or chat
  - 2) **Exhibitor** – Can attend the virtual conference and has access to administer the company’s booth and chat.
- If you or your colleague is missing the Exhibitor role, please contact the helpdesk and the role will be assigned.
- **!** All names and email addresses for company employee registrations must be provided in advance to Exhibition Coordinator Jindra Dudova at: [dudova@guarant.cz](mailto:dudova@guarant.cz)

## YOUR BOOTH



**Your booth** section allows you to administrate your profile according to your requirements:

- **Info:** Provide your company introduction and information (*your input is saved as you type*)
- **Social Networks:** Add your company social network pages links (only the ones you add will be displayed to participants) (*your input is saved as you type*)
- **Videos:** Upload your company or products introduction videos here
  - Videos must be in MP4 Format (other formats will not be accepted)
  - Recommended aspect ratio 16:9
  - There is file size limitation (**100 MB**) and required bit rate of <1Mbps is recommended to ensure optimum playback experience for the users.
- **Documents:** Upload documents/brochures or any other material you would like to share with the participants here. Files will be available for download; no direct presentation of the file contents is available.

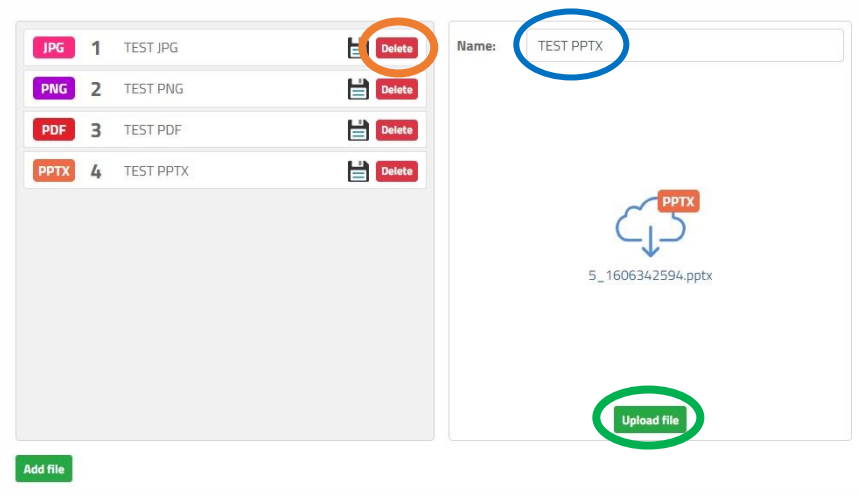
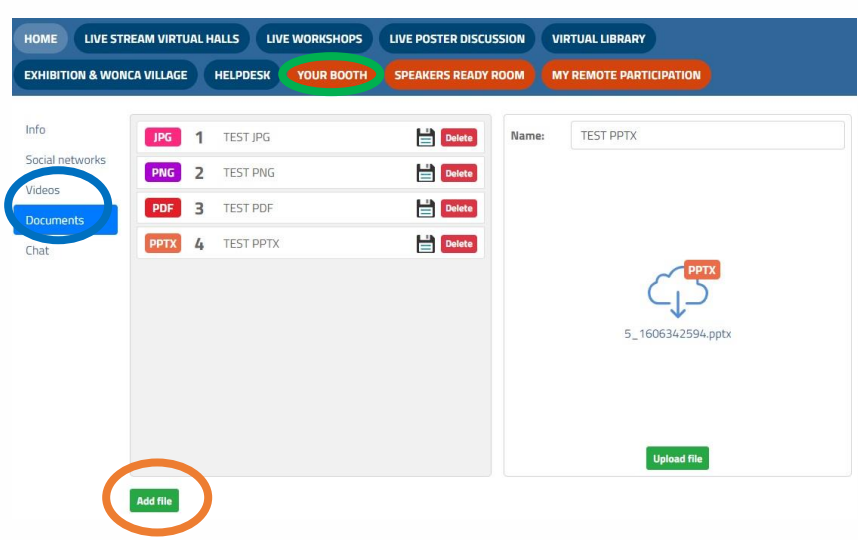


# Core Values of Family Medicine: Threats and Opportunities

## UPLOADING DOCUMENTS AND VIDEOS

To upload and manage the documents and videos available at your virtual company booth:

1. Navigate to **Your Booth**
2. Here select the **Videos** or **Documents** section
3. To add your first file, click the **Add File** button, this will open the file upload box on the right side of the page.
  - Here you can **name your** file (this will also be the filename when visitors download the file).
  - Press **Upload File** and navigate to the file on your computer which you desire to upload.
4. You can **add** multiple files and they are visible in the left panel of the page, click the file name you would like to manage (rename or upload new file), use the **"Delete"** button to delete the file.
  - If you want to re-arrange the order in which the files are shown, you can just drag the file in this view and put it to the slot you desire.



## CHAT WITH SPONSORS AND EXHIBITORS

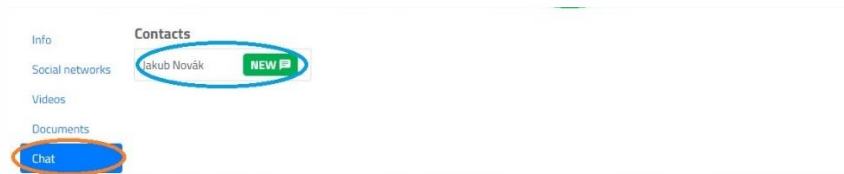
The chat and video chat conference attendees is available under Your Booth.

- You can decide if your company will use only text chat or also accept video chat by ticking the Accept video chats checkbox.
- Once conference participants contact your company through chat or video chat, they will become visible in the Contacts section and will be marked with New icon or Waiting icon (in case of video chat).

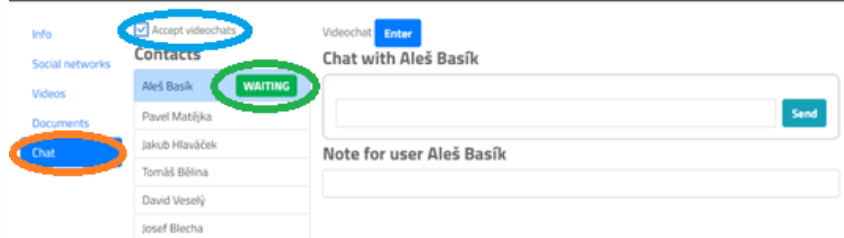


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## Chat



## Video chat



- Select the person name to enter in the chat with the participant
- In case they use video chat, you can join the video chat by clicking Videochat: Enter
- Or type your message into the chat box and click Send to reply to the participant, this will start the conversation.

Please note: **All administrators and representatives of the Company whose e-mail(s) were provided by the company are available to chat and reply the chat messages.**

## NETWORKING



The networking feature enables you to connect with any participant of the conference through our secure platform, the same way as it allows everyone to connect with you. It is up to the contacted persons to decide if they want to network with you. No contact detail or personal information is shared between the

two sides and the communication is managed only through the virtual platform. Networking is entered by clicking the **letter icon** next to your profile.

### Contacting someone

- In the networking page, please **enter the name** or better select your desired contact from the list and compose your message to them.
- Reply to message/ongoing networking