

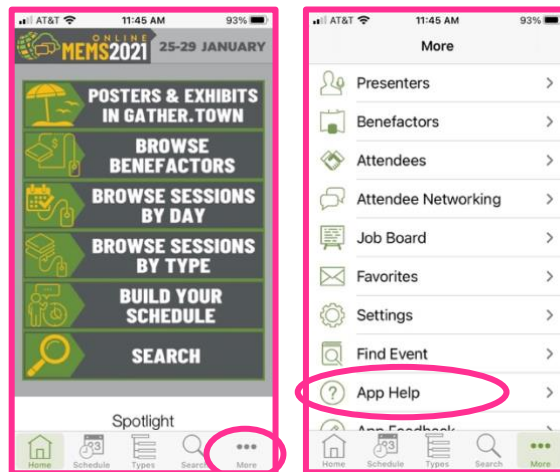
Joining EventPilot for IEEE MEMS 2021 Virtual Conference

1. Look for the “Join Here” button on the [conference website](#) to join the Conference Online Planner (EventPilot).
2. You will need to use the email address from which you received the registration email and your last/family name as your password (case sensitive). Your email and password will be good for two (2) devices.



We suggest you use the Online Planner to view/watch all conference sessions from your computer, but also download the conference app to your mobile device as a companion for questions and the attendee listing.

To download the conference app to your mobile device, please go to the App Store or Google Play and search for "EventPilot Conference App". After installation, open the app and enter **MEMS21** as the event code. If you already have EventPilot installed for another conference, please go to “More” and select “Find Event” (or something similar) and enter the code.



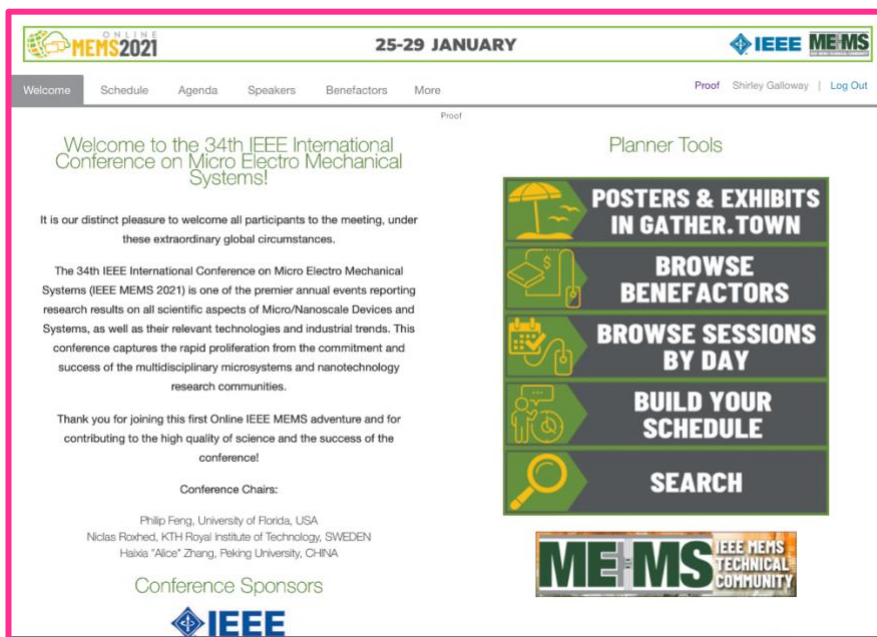
Online Planner

The Online Planner allows you to bookmark presentations, take notes, and create your own schedule. You have the option to email these items to yourself for future reference so make sure you add ATIV Software (alerts@ativsoftware.com) to your contact list.

There are five (5) main tabs in the Online Planner.

Schedule – This is where you can create your own schedule. All event times listed are **US Eastern** Time – New York. For additional information on schedule, visit [<<Online Planner Information 2>>](#).

Agenda – This is where you will find the program schedule for the conference by day. Select the day at the top and then scroll down to see all presentations in chronological order. Select a session, and details on that session and presentations will appear in the left panel. For oral and poster sessions, scroll down to see the individual poster pages within that session.



Presentations are color-coded to easily distinguish from the different types (Plenary, Invited, Oral, Poster, etc).

Speakers – This is a list of all presenting authors. Search by name or affiliation within the list to view presentations by the speaker.

Benefactors – This is a complete list of all benefactors of the MEMS 2021 Conference. Please visit their pages for useful information and contact them directly with questions you may have or to request additional information.

More – Here you will find the Job Discussion Board, Help, and Info.

Live Content

All Plenary, Invited, and Oral presentations are live, but will be recorded and available on the platform from one hour after the presentation and may be viewed until February 5.



Three minutes before a presentation starts, a “Join Webinar” button will appear on the individual presentation page. Click this button to join. The live session will not open until the presentation actually starts. If you are watching from your phone, you may need to swipe left to see the video.



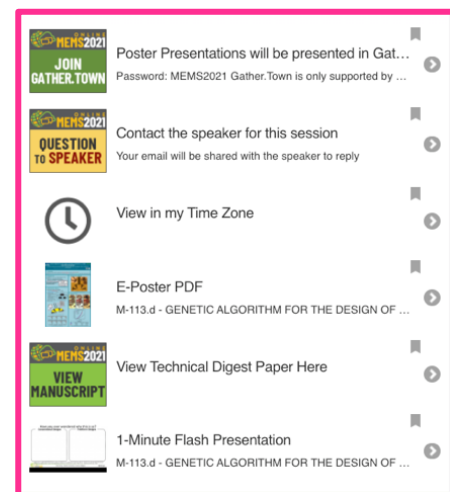
On-Demand Content

All poster sessions have a session video where you can watch all of the 1-minute flash presentations within a particular daily poster session.



On-Demand Presentation
View Monday's Poster Preview Videos Here

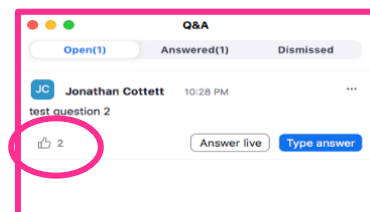
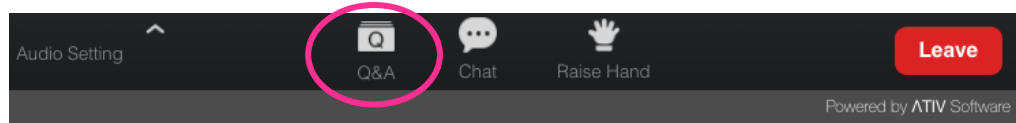
In addition to the poster session video, each poster presentation has its own page where you may view the E-Poster, Technical Digest Manuscript, and the 1-minute flash presentation. You will also find a button “Join Gather.Town” where we will be hosting our live poster session on the beach.



Ask Questions

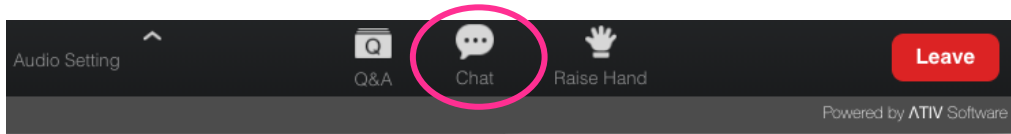
Questions can be sent directly to all presenting authors via the “Question to Speaker” button on their presentation page. Keep in mind that they will receive your name and email in order to respond back to you.

For Plenary, Invited, and Oral discussions, please use the “Q&A” feature at the bottom of the screen during the live presentation to ask questions. We ask that you add your name and affiliation before your question.



If someone asks a question you like, hit the thumbs up icon to move it up in priority.

Please **DO NOT** use the chat feature during live presentations. It is not compatible across all platforms and will not be monitored or responded to by conference staff.



Tips for Optimizing the Platform

The Online Planner is supported on the latest versions of Chrome and Safari on your computer. Make sure that your **browser is updated and current**.

The full-screen feature only functions with **Chrome** browser (not Firefox) If you are using a browser other than Chrome and wish to view full screen, please consider installing/using Chrome for the Online Planner. We know that this is not ideal for all and we are sorry for the inconvenience.

If you are unable to log into the system, please clear your browsing history and restart your web browser. Check your firewall settings on your computer browser.

For those in China and anyone else having problems viewing content, please try using a Virtual Private Network to access the platform. More information can be found via this link (<https://ativ.freshdesk.com/support/solutions/articles/24000060323-the-planner-website-doesn-t-fully-load-in-china-i-can-t-find-my-event->)

Zoom will be used for all live presentations. If you are not familiar with Zoom, or do not have it on your desktop, you can sign up for a free account at <https://zoom.us/>. For those of you that do not have Zoom, you can watch presentations through your web browser. When the Open zoom.us.app opens, hit cancel and then select "Join From Your Browser" at the bottom of the window. Options may be limited (i.e. gallery view) but you will still be able to watch live presentations.

Zoom is not supported by Safari. If you use Safari as your web browser instead of the Zoom app to connect, you will not be able to hear. Please use Chrome, Chromium Edge or a combination of Safari and your phone.

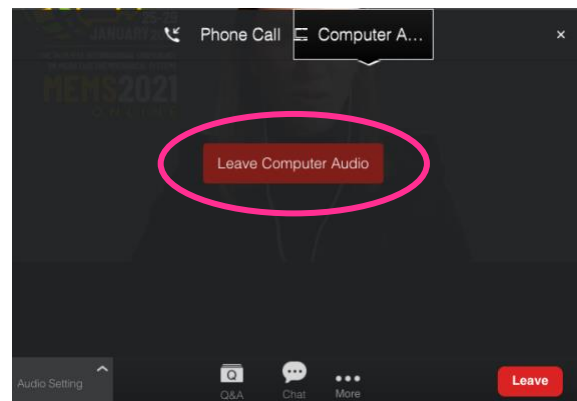
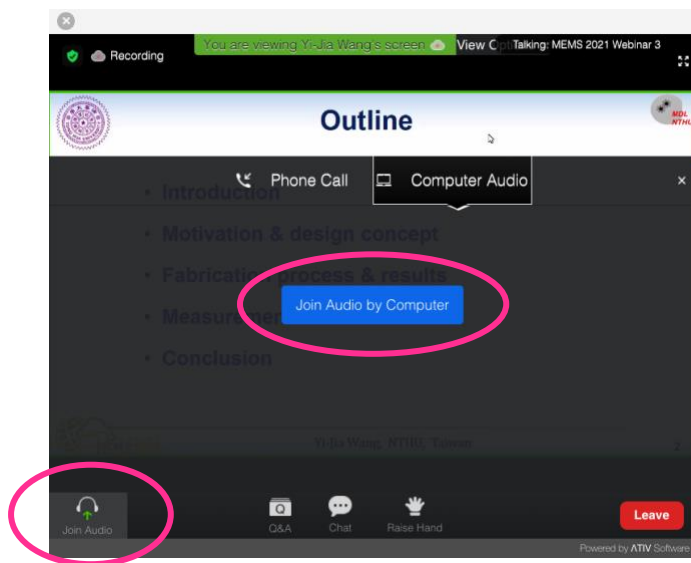
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Audio During a Presentation

If during a live presentation you are not able to hear any audio through your computer speakers, first check to make sure your speakers are not muted or turned off. The next step is to refresh your screen by clicking the “refresh” button in your web browser.

Another option for audio is to go to Computer Audio in the bottom left corner (within the video frame) Leave Computer Audio, and then Join again. You may have to do this a couple times.



Please ensure your computer meets hardware, software and bandwidth requirements well in advance. Visit [<<system requirements>>](#) for specific information.