



WFH GLOBAL POLICY AND ACCESS SUMMIT



VIRTUAL ATTENDEE GUIDE

GLOBAL POLICY and ACCESS SUMMIT

October 27–28 2022

wfh.org/GPAS



WELCOME

Welcome to the second virtual edition of the WFH Global Policy and Access Summit. This attendee guide will provide you with all the necessary information you need to access the virtual summit so you can enjoy the meeting without a hitch. This user guide is also available on our [website](#) and the [virtual platform](#).

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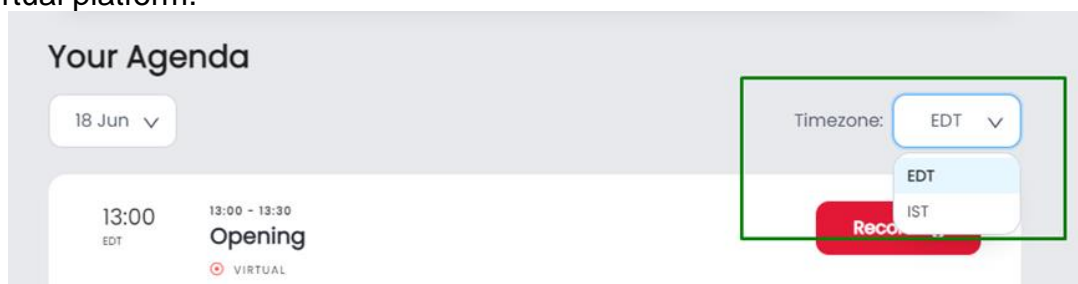
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TIME ZONE AND SESSION TIMINGS

How to Convert Your Time Zone for Session Timing

All times in the program are listed in **Eastern Daylight Time (EDT)**.

Please check the session times listed on our [program](#) and click on the [Time Zone Converter](#) to convert the times into your own time zone. You can also convert the session times into your own time zone by clicking the Time zone menu from the agenda page on the virtual platform.



SYSTEM CHECK

Optimal Viewing

Please use **Chrome** as the browser to view the sessions. We also highly recommend accessing the event from a **laptop/desktop computer** so that you can access all features of the virtual event. Event features are limited on a mobile device.

Internet Connection

Before you access the event, you should ensure that your browser is configured to stream media. For video events a minimum Internet connection of 800 Kbps is recommended for an optimal experience.

Technical Questions

If you have further technical questions, please refer to the [detailed help guide 1](#) and [detailed help guide 2](#).

EVENT PLATFORM

Access the Main Event Page





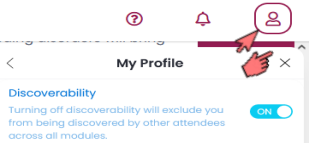





- Open a recommended internet browser on your device and enter the event URL: <https://na.eventscloud.com/ereg/ve2/index.php?eventid=701013>
- You will be asked to login with your email address and your last name. Please enter the same email address and last name that you used during registration. You are now logged in to the GPAS event.




Event Virtual Lobby



Navigation

The left-side navigation bar allows you to explore all the functionalities available during the summit. Please see the explanation of each icon below.

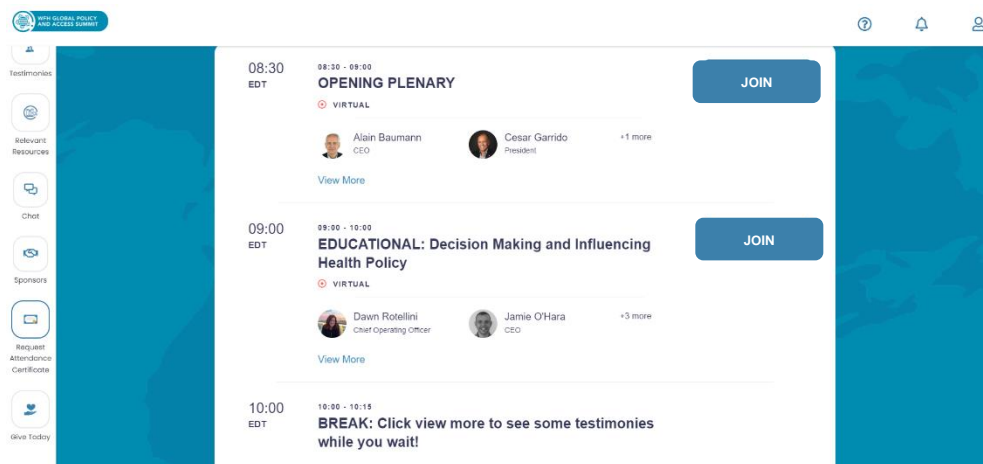
 Help	If you have any questions that you could not find in this guide or on the FAQ page , please click on help and send us an email at gpas@wfh.org
 Info	This icon will direct you to our official website for more information about the summit: https://wfh.org/events-new/global-policy-and-access-summit/
 Speakers	List of the notable speakers of the summit, their bios and all their information can be found here.
 Attendees	All attendees' names are listed here. If you do not wish to appear in the attendee list: <ul style="list-style-type: none"> • Click on your profile • Click settings • Turn discoverability off 
 Interpretation	Interpretation tool, refer to the section on Interpretation for further details.
 News	News about the community, WFH upcoming events and more
 Testimonies	Watch some testimonies and learn about the benefits of close collaboration between healthcare professionals and patient organizations.
 Relevant Resources	Interested in catching up on discussions from GPAS 2021? View recordings of select sessions on the WFH eLearning platform by clicking here .
 Chat	Search for a participant to start a private chat or a group of participants to start a group chat.

 <p>Sponsors</p>	<p>This summit would not be possible without our generous sponsors! Click here to learn about them.</p>
 <p>Request Certificate</p>	<p>Request an attendance certificate by clicking this icon and filling out the form.</p>
 <p>Give Today</p>	<p>Click here to support our work.</p>

SESSIONS

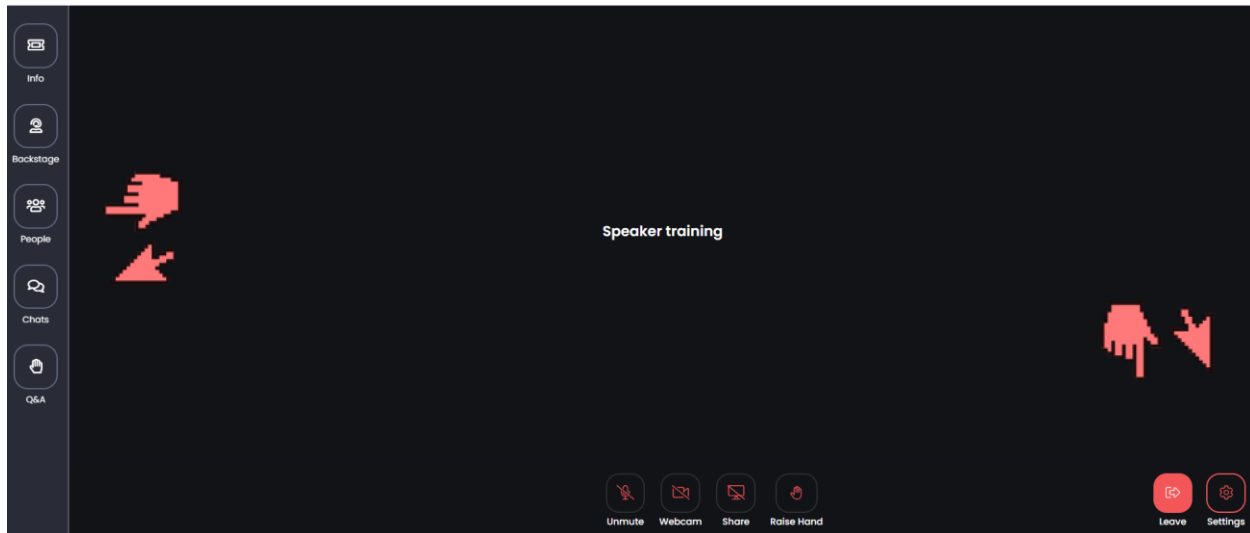
Find and Attend a Session

- Access the session you would like to attend by clicking on the **JOIN** button next to the session title in the virtual event lobby.
- Attendees may arrive 5 minutes in advance of the session start time.
- Click on [view more](#) to find out about the details of the session.



Engagement tools

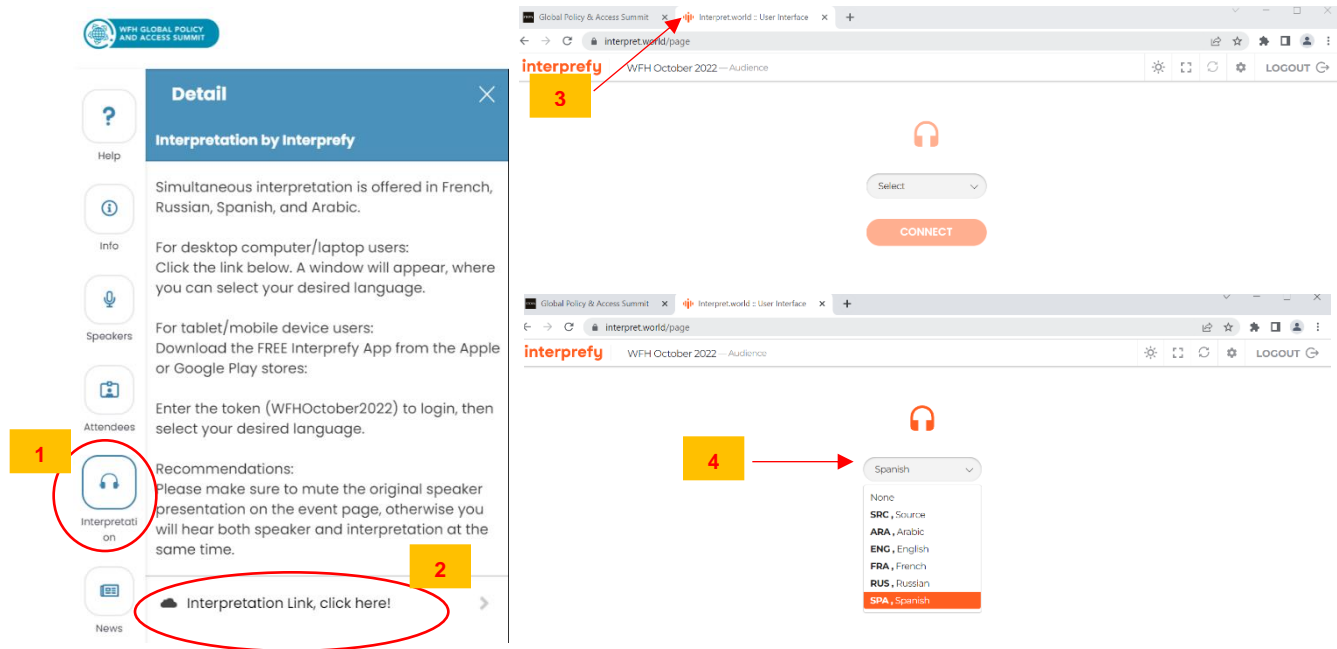
Engagement tools are located on the lefthand-side and on the bottom of your screen.



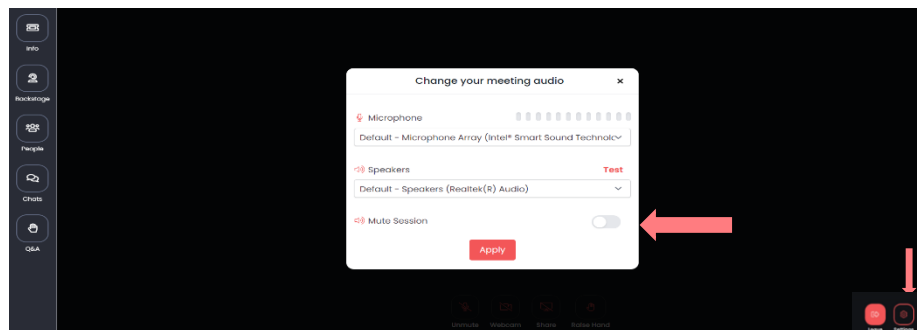
	Info	Session information will appear here.
	People	Session attendees will appear here.
	Chat	You can start a private or group chat with other participants.
	Q&A	You can submit your session questions here.
	Settings	You can change your audio and speaker settings here.

INTERPRETATION

- The sessions will have interpretation in **Spanish, French, Arabic** and **Russian**.
- Sessions with interpretation are marked in the [program](#) with this symbol: 🎧
- Before entering to a session with interpretation, **1** click on the headset symbol located on the toolbar at the lobby. **2** Select where it says **Interpretation link**.



- **3** The interpretation window will appear as a **new window** in your browser.
- **4** Select your preferred language, then click **CONNECT**. You can now, go back to the Aventri window and connect to the session.
- If you do not wish to listen to the original audio, click on settings at the bottom of the in-sessions tools and then mute session.



HELP

The following tools are available if you have questions:

1. [Technical FAQs](#)
2. Attendee user guide (this document)
3. [Time zone converter](#)
4. [Detailed help guide 1](#)
5. [Detailed help guide 2](#)

QUESTIONS?

If you have any doubts or questions, please contact gpas@wfh.org for further support.

THANK YOU AND ENJOY THE WFH GPAS 2022!

