WFH GLOBAL POLICY AND ACCESS SUMMIT

VIRTUAL ATTENDEE GUIDE

GLOBAL POLICY and ACCESS SUMMIT

July 6 – 7 2023

wfh.org/GPAS

WFH
WORLD FEDERATION OF HEMOPHILIA

WELCOME

Welcome to the third 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. This user guide is also available on our website and the virtual platform.

TABLE OF CONTENTS

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.

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.

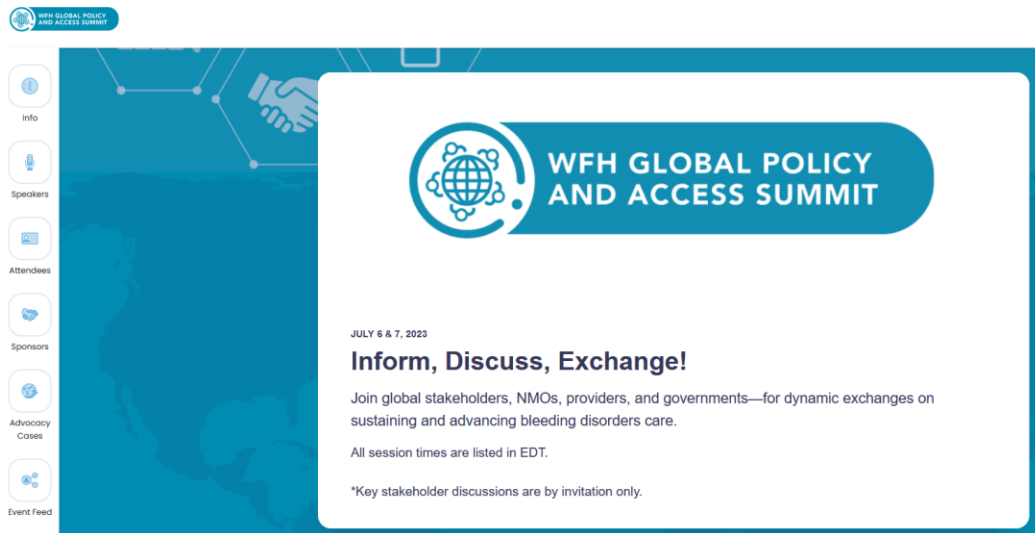**WFH GLOBAL POLICY AND ACCESS SUMMIT**

Technical Questions

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

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=735889
- 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.
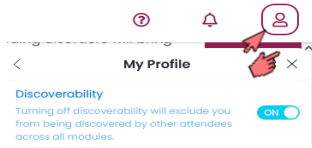
Event Virtual Lobby

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.

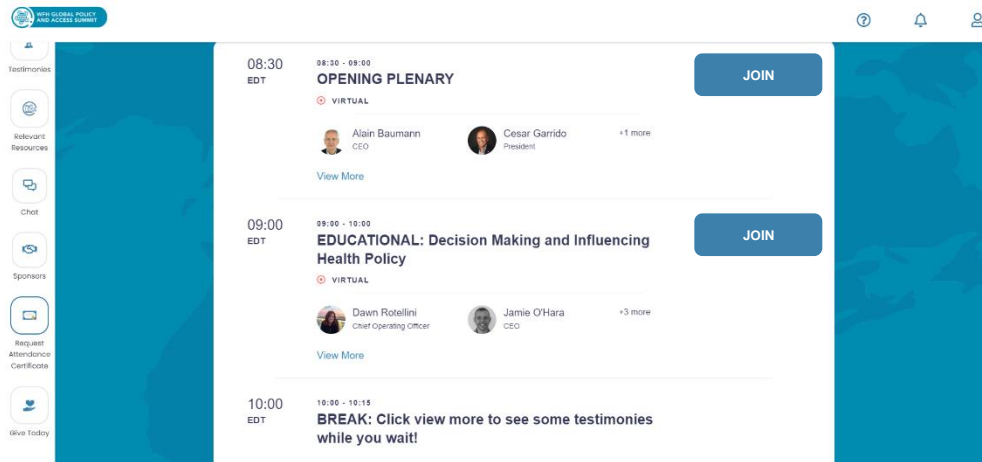|	
(i) Info	This icon will direct you to our official website for more information about the summit: https://wfh.org/events-new/wfh-global-policy-and-access-summit-gpas/
? Help	If you have any questions that you could not find in this guide or on the [FAQ page](#), please click on help and send us an email at gpas@wfh.org

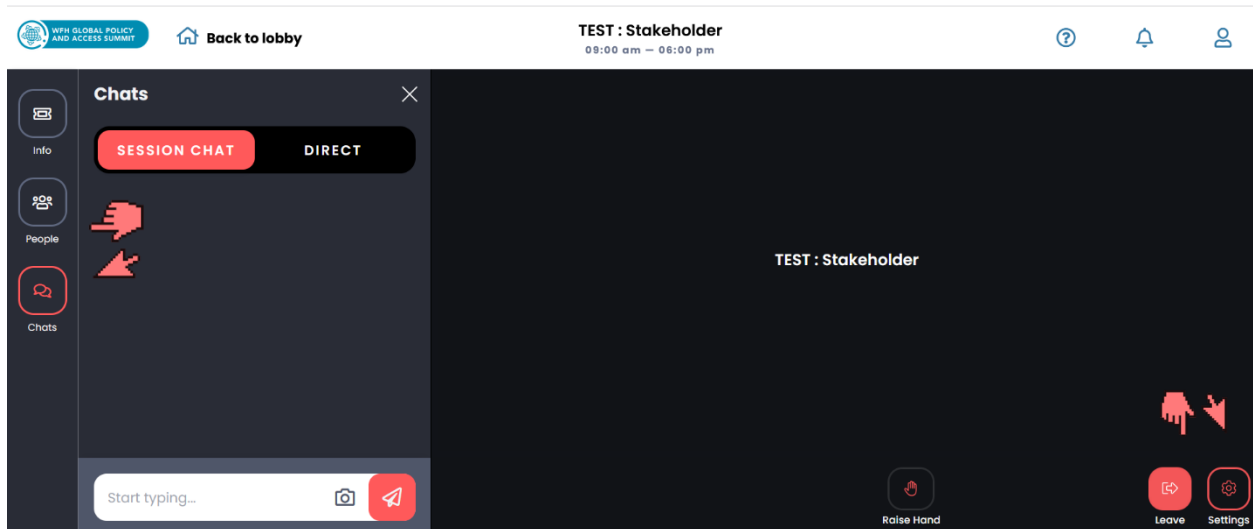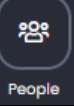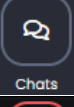|	
🎤 **Speakers**	List of the notable speakers of the summit, their bios and all their information can be found here.
🪪 **Attendees**	All attendees' names are listed here. If you do not wish to appear in the attendee list: • Click on your profile • Click settings • Turn discoverability off
🎧 **Interpretati on**	Interpretation tool, refer to the section on Interpretation for further details.
🌐 **Support our Work**	Click here to support our work and become a Global Champion.
🤝 **Sponsors**	This summit would not be possible without our generous sponsor! Click here to learn about them.
🌍 **Advocacy Cases**	This section includes Advocacy Cases from various WFH National Member Organizations (NMOs).
💬 **Chat**	Search for a participant to start a private chat or a group of participants to start a group chat.
Event Feed	Share your thoughts and comments during the meeting.
📰 **News**	News about the community, WFH upcoming events and more
🖼️ **Request Certificate**	Request an attendance certificate by clicking this icon and filling out the form.

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.
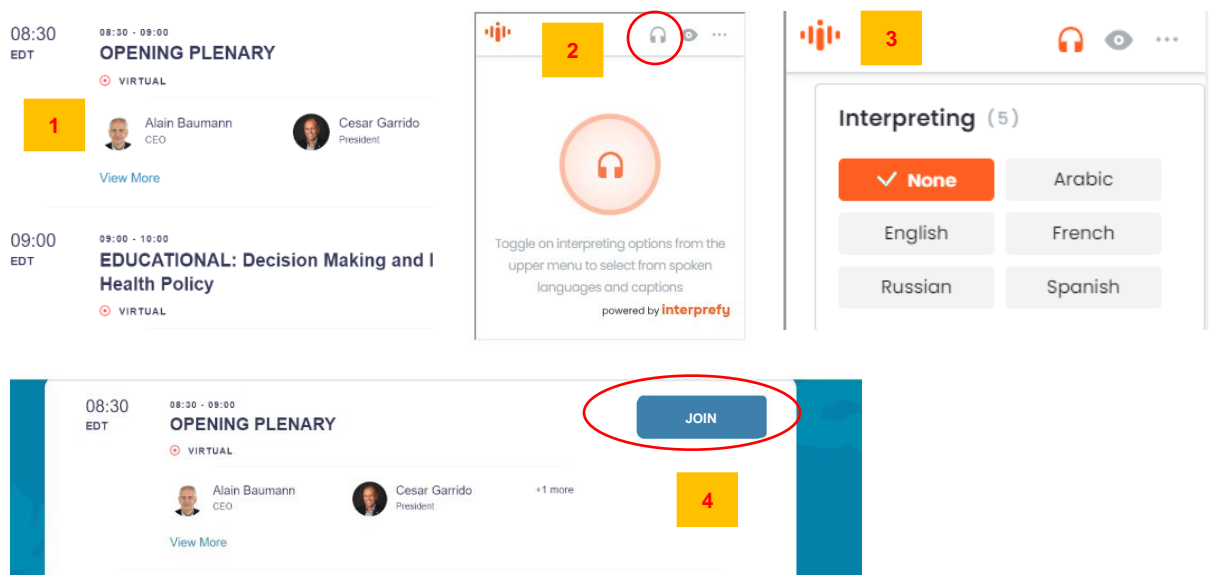- Click on view more to find out about the details of the session.

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 and send your session questions here.	
	Settings	You can change your audio and speaker settings here.	

INTERPRETATION

- Interpretation will be offered in **Spanish, French, Arabic** and **Russian**.
- Sessions with interpretation are marked in the program with this symbol: 🎧
- There are 2 ways to connect, before entering a session with interpretation:
- **METHOD 1**:
  - **1** From the agenda, click **View More** on the session you want to attend.
  - **2** Scroll down to the Interprefy box and **select the 🎧 symbol**.
  - **3** **Select** your preferred language.
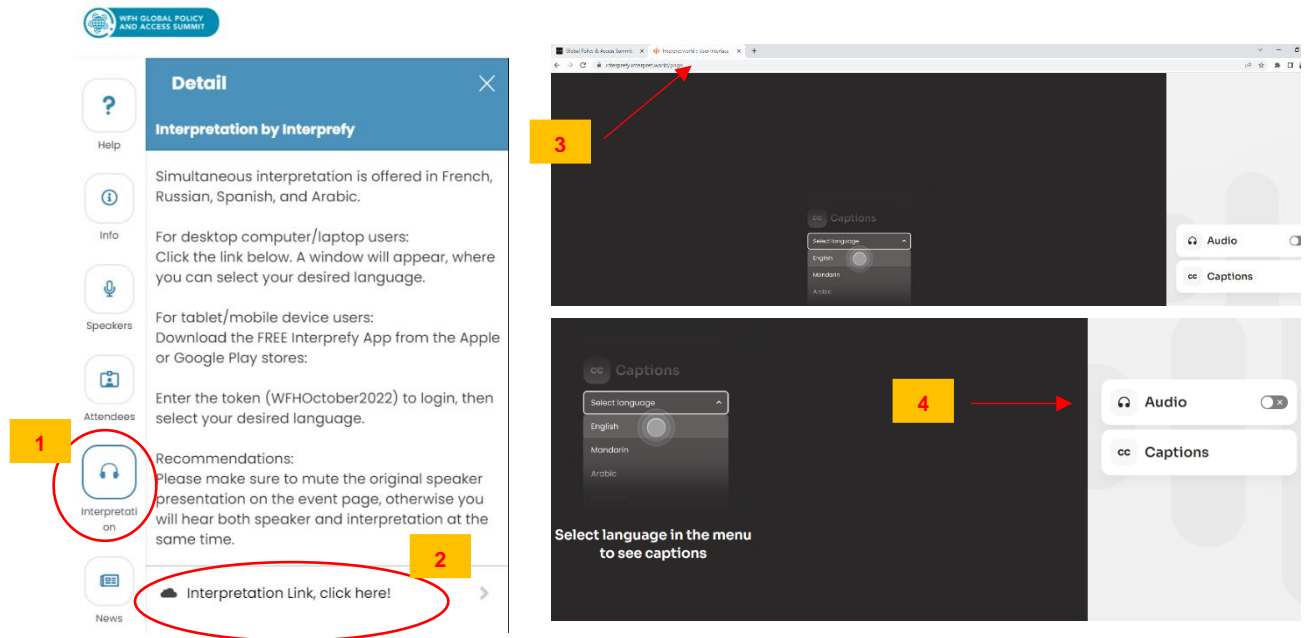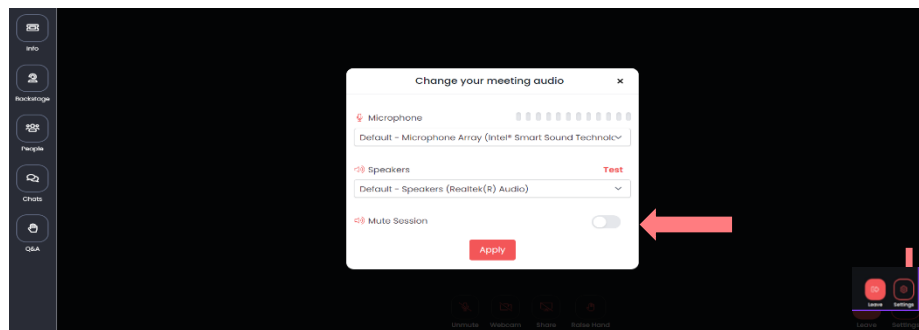 - **4** Click **Join** to enter the session.

- **METHOD 2**:

  o **1** Click on the headset symbol 🎧 located on the toolbar in the lobby.

  o **2** Select **Interpretation link, click here!**
  o Interpretation will open a **new window** in your browser.
  o Toggle on the **Audio**, select your preferred language. You can now go back to the Stova 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.

- The token is GPAS2023

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](#)

QUESTIONS?

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

THANK YOU AND ENJOY THE WFH GPAS 2023!