



ASSESSMENT: NAVIGATING NEW EXPECTATIONS

27-29 September 2021 | Join Us Online

Attendee Frequently Asked Questions

Thank you for registering for the 2021 E-ATP Conference! We have compiled information about the virtual conference, what to expect, and more. Please review and email atp@designingevents.com if you have other questions.

What platform is being used for the 2021 virtual conference?

Attendify is the main platform for the virtual event, allowing you to access the conference programme, watch the sessions and ask questions to the presenters, communicate with fellow attendees, view our sponsors, and so much more! Below in the question “Will you provide training for Attendify?”, you will find a list of training videos to see how to use Attendify and all the features available for the conference.

How will I access and login into Attendify?

You can access Attendify via your desktop or download the app

• **How to Access the Desktop Version:**

1. Use this link to access the desktop version: <https://ve.attendify.com/index/fkd1xm/jy83mii/login>
2. Upon clicking the link above, you will be prompted to enter the access code. The access code was sent to all attendees. If you did not receive it, please email atp@designingevents.com.
3. Once you enter the access code it will prompt to enter your email
4. Enter your email address and then you will be prompted to insert a password. If you have used Attendify at other ATP conferences, please use the same login information from those conferences.
 - If you do not already have an account from previous conferences, please follow the instructions below:
 - Insert a password for your account and hit create an account. Once you have created the account it will prompt you to make a profile. Make your profile.
5. Once you input your password or create your profile you will be able to access the platform.

• **How to Download the App:**

1. ATP has their own app available for download on the Google Play Store and Apple AppStore. To find our app just search for ATP Events and click download.
2. Once you have downloaded the ATP Events app, click on the app to launch it. Once the app is open you will see the E-ATP Conference under upcoming Events, click on this feature and you will be asked to join.
3. Hit the Join button and enter the Event Code. The access code was sent to all attendees. If you did not receive it, please email atp@designingevents.com.
4. Once you have inputted the event code, enter your email address and then you will be prompted to insert a password. If you have used Attendify at other ATP conferences, please use your login credentials from those.
 - If you do not already have an account from previous conferences, please follow the instructions below:
 - Insert a password for your account and hit create an account. Once you have created the account it will prompt you to make a profile. Make your profile.
5. If you already have an account and have logged in, you will have access to the conference. If you are creating an account, after your account has been created you will be able to login to Attendify and access the conference app/platform.

What browser should I use for the virtual conference?

If you decide to use the desktop version, we strongly recommend using the latest version of Chrome, Mozilla Firefox or Safari.

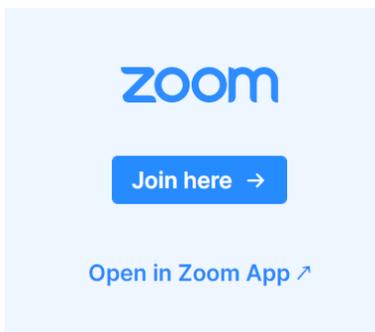
Can I use my mobile phone?

Yes, if you are attending the conference, you can download the app and use your mobile phone to access the conference and participate in the sessions and engage with other attendees.

How do I access the schedule and watch the conference sessions?

In Attendify, navigate to the schedule tab, then select schedule. This will show all sessions for the conference. To watch a session, click on the session you would like to view. You will then see a countdown in the middle of the page for all sessions that will be streamed (Assessment Debates and Breakout Sessions). Once the session is live, the countdown will expire, and the session will be viewable.

If you are trying to join a Coffee Conversation, Workshop, or Roundtable, you will see the Zoom options to join the meeting in the middle of the session information page. Select “Open in Zoom App”. This will take you into the Zoom Meeting. Do not select Join Here as this option will not have full Zoom Meeting functionality. *Note – If you are using Safari, you will only see the option “Open in Zoom App”.* See below for image of what this option will look like for these sessions.



Can I ask questions during the sessions?

Yes, each session will have a chat feature where you can ask questions to the presenters and chat with other attendees who are watching that particular session.

What features does Attendify have?

We have created training videos that will show you the features Attendify will have and how to use them. You will find a list of these videos in the below question, “**Will you provide training for Attendify?**”.

Will there be training for Attendify before the conference?

We have training videos attendees can watch to learn more about Attendify and how it works. You can find a list of those training videos below. We will also host a pre-conference session on Monday, 20 September from 2:00 – 3:00 BST. A link to this training will be emailed to all conference registrants.

Creating an Account

Creating a profile

Help Desk
Town Hall
Welcome Features
Activity Stream
Community Feature
Schedule
Speakers
Sponsors
Messages
Notifications
Conference Site

Can I interact with other attendees via the conference platform?

Yes, you can engage with speakers, sponsors, and attendees in the conference platform. You will be able to private message any speaker or attendee, start group chats via the conference app, engage with all attendees, speakers, and sponsors via the activity stream, join in on a conversation on one of the channels available via the conference app, and more! See the question above, “Will there be training for Attendify before the conference?” to see the list of training videos to learn more about these features and how to use the conference platform.

How will I be able to network during the virtual conference?

During the virtual conference, you will be able to network via the platform along with certain session types that provide more engaging opportunities. The platform has features available that allows you to interaction with speakers, sponsors, and attendees. Please see the question above for more information. The conference will also have session types that allow for more engagement, such as our Coffee Conversations, Roundtables, and Workshops. All sessions will have the chat feature enabled so you can chat with other attendees who are joining you within that session along with a list of other attendees so you can see who else is viewing that session at the same time.

Will the sessions be recorded?

Yes, most conference sessions will be recorded and available after the conference for attendees. We will send out emails after the conference with instructions on how to access.

What time zone is the conference taking place?

The conference program listed [here](#) is listed in BST. The App and Virtual Platform will show in your local timezone.

Are the sessions live?

Most sessions will be live. There will be a few presentations that are pre-recorded.

What do I do if I have concerns or questions during the conference?

If you have concerns/questions during the conference, please call our support line at +1-443-293-4011 or email atp@designingevents.com.

If you have any questions, please contact us at atp@designingevents.com.