

### **Quick Start Guide**

### **Website Overview**

- You received an e-mail with a link to access the meeting website. Please follow the instructions to sign in, using your AANP profile credentials (you created an account at the time of registration if you didn't previously have one). You will then be rerouted back to the Annual Meeting virtual platform.
- Use the navigation menu at the top of the website to explore the site.
- In any session, click the "Resources" tab for downloadable PDFs.
- Should you want to zoom in on any aspects of the website, use your browser zoom feature (Ctrl and + (Windows, Linux, and Chrome OS) and ℜ and + (Mac); or "View", "Zoom In/Out")

### **Equipment Needed**

Before the meeting begins, ensure that you have:

- ✓ Computer with a stable internet connection
- ✓ Speakers, either external or built-in, or headphones

### **Connecting to Live Sessions**

Click on any of the schedule days on the top menu. Click on the session title, then click the blue Join Session button on the right. Note: this button will read "Register" until the session time is approaching. You do not need to click "Register" in advance in order to join.

# What should I do if I have connection issues?

If you are unable to connect to live sessions, first try closing your browser, restarting it, and then logging back into the website. If you still experience issues, check out the FAQ, submit a ticket to BlueSky by clicking "Support" at the bottom of the website, call/e-mail BlueSky at (858) 900-2223 (+1 858-201-4136 outside of US)/support@blueskyelearn.com, or e-mail AANPHelpDesk@gmail.com.

### Technology Tips and Tricks

- If your Wi-Fi tends to cut out or slow down, consider wiring your computer directly to your modem with an ethernet cable.
- If an issue arises, try to refresh the browser or disconnect from a VPN if applicable.
- If you are using your computer's speakers, plug in headphones to reduce feedback and increase clarity.
- If you would like to save text that is posted in the <u>Chat/Q&A</u> tabs during the live stream, take a screen shot and save it to your computer.

### **Virtual Meeting Etiquette**

Please follow these best practices to ensure that all attendees have a great experience:

- Please provide any feedback on the presentations in the meeting evaluation form rather than posting it in the <u>Q&A</u> tab.
- ✓ Use the <u>Q&A</u> tab solely for questions that moderators can direct to the presenter.
- ✓ If you would like to discuss a presentation with other attendees, use the <u>Chat</u> feature of the website or reference the <u>Attendee</u> <u>List</u> on the Home page to see colleagues listed by name and institution. For other meeting questions, e-mail <u>AANPHelpDesk@gmail.com</u>.
- Keep questions appropriate and courteous, and don't dominate the conversation.
- Don't solicit or market products or services to other attendees on the virtual platform.



### **Frequently Asked Questions**

#### What will the live streams look like?

- When you click the Join Session button for the session you would like to attend, the stream will appear in your browser. There is no need to download any additional software.
- The presentation will appear on the left, and on the right, you will see the <u>Q&A</u>, <u>Chat and</u> <u>Announcements</u> tabs.

## How do I participate during live stream sessions?

- Use the <u>Q&A</u> tab to post questions for the moderator to pose to the presenter during Q&A sessions. The moderators will be on-site in Minneapolis, MN but will be monitoring questions from virtual attendees.
- Vote up questions from other attendees that you would also like to hear the presenter answer.

#### What if my video and/or audio are choppy?

- Check your internet connection by trying to open any webpage in your browser. If your connection seems as fast as usual on this test, exit the live stream and restart your browser to see if the issue resolves.
- If your internet connection is slow, move closer to your Wi-Fi router or try hardwiring your computer to your modem using an ethernet cable.

# Who do I contact if I still have questions or technical problems?

Submit a support ticket to BlueSky by clicking "Support" at the bottom of the website or call/e-mail them at (858) 900-2223 (+1 858-201-4136 outside of US)/<u>support@blueskyelearn.com</u>. Their contact information is listed in each session as well. E-mail

<u>AANPHelpDesk@gmail.com</u> with meeting-related questions, and we will respond as quickly as possible.

#### How do I claim CME credit for the meeting?

- The evaluation and application for credit can be accessed at any time during the meeting by clicking on the <u>Evals/Credit</u> menu item.
- See the <u>CME Info</u> page on the website for complete CME information.

# Will I be able to view recordings of the sessions after the meeting?

For 101<sup>st</sup> Annual Meeting registrants, on-demand recordings of live-streamed, core meeting content, excluding Platform Presentations, will be accessible for viewing at no charge following the meeting. The recordings will be posted to the site within approximately one week following the annual meeting. They will be available through 9/30/2025.

### How can I connect with my colleagues during and after the meeting?

- Use the <u>Q&A</u> and <u>Chat</u> features to engage with colleagues during live stream Q&A sessions.
- Click on the <u>Attendee List</u> in the top menu bar to see which colleagues are attending in-person and virtually this year.
- We also encourage you to use #neuropath2025 to connect with AANP on social media!

#### How does the Virtual Exhibit Hall work?

Click <u>Exhibitors</u> in the top menu bar to access our <u>Virtual</u> <u>Exhibit Hall</u> and browse all exhibitor information, services, products and initiatives.

#### How does the Poster Gallery work?

<u>Posters</u> can be viewed at any time during the meeting. To view posters, simply visit the meeting site Home page and click <u>Poster Gallery</u> on the main menu. You can browse posters by date, presenter, topic and more.