Unite
Annual Summit

November 29 & 30

Virtual Conference Platform User Guide

Global Heart Hub

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Sign-in

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Please use the **Google Chrome** browser to access the conference platform. Some streaming software may have compatibility issues with other browsers.

Download Google Chrome here.

1. Click the link to access the conference webpage:
https://crowdcomms.com/unitesummit2022/login

2. Enter your email in the box below and press confirm.

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Please ensure to use the **email** you used when **registering** for the event. Otherwise you will not be able to gain access to the conference.

Previous CrowdComms User

3a. If you have attended a virtual event on CrowdComms previously, you will need to use the **same password as before.**
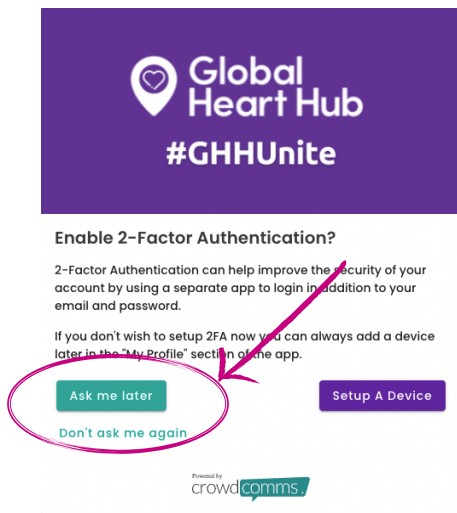
If you cannot remember your password, please use the reset password option.

New CrowdComms User

3b. If you are new to CrowdComms, you will then be asked to register your account with your name and create a password.

Sign-in (ctd...)

4. You will be given the option to enable 2-factor authentication. **This can be skipped** if you do not have an Authenticator app.

 You will need an Authenticator App, such as Microsoft Authenticator, on your smartphone to complete this step.

To skip, click **Ask Me Later** or **Don't ask me again.**

5. Finally, you will be asked to agree to the privacy policy and edit your settings.

Choose if you want to be available for chat messages, and if you want other users to see your profile on the app.

You can update these settings later by clicking the 'My Profile' link in the right side menu.

Your Profile

1. Select your **initials** at the top right-hand corner of the screen.

2. In the pop-out menu, select **Edit Profile**

i You can update your profile picture, bio and details.
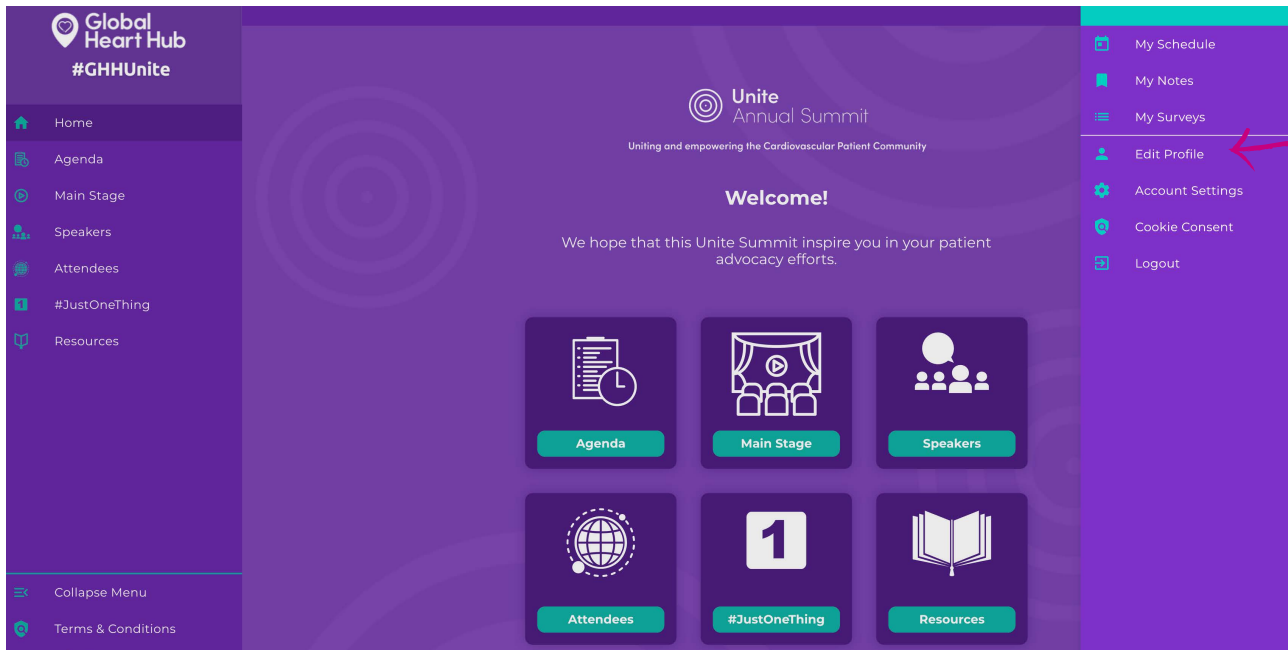
Upload Image

Details

Title

First Name*

Required

Last Name*

Email*
edel@croi.ie

☐ Show my email address on my profile

Job Title

Company

About

Write something about yourself

Save

Upload a photo so other attendees can put a face to your name, and perhaps say hello at our next in-person event.

*i* Only your name and email address are required, the other fields are optional.

You can add your company name if you wish.

Give other attendees a bit more information about yourself, your area of specialisation and your interests in cardiovascular care.

Don't forget to click SAVE

Agenda & Livestream

View the agenda by clicking on the **agenda icon** on the home page or **side-bar menu** to view the sessions. Click on a session to watch.
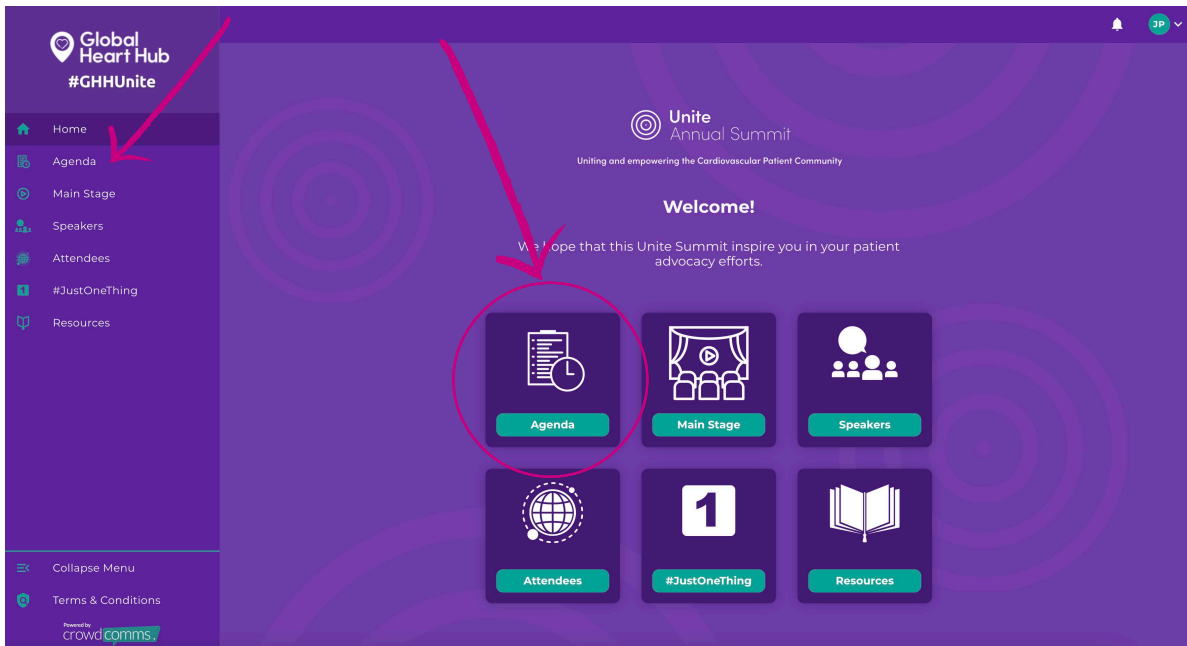
Alternatively, you can click the **main stage** icon to view the session that is currently live-streaming.

For the **'Focuss On' sessions**, you will have a selection of 5 workshops to choose from:

Go to **Agenda**, select your preferred option.

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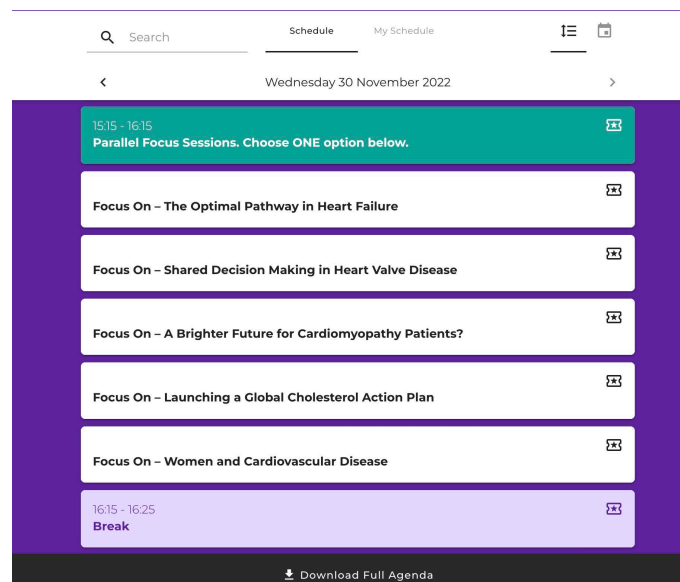
Get Involved

Session Interaction

We want to hear from you; share your thoughts, ask questions and contribute in the chat discussions.

To interact during the session, use the three tabs on the right-hand side of the virtual session:

- Session Q&A
- Chat
- Polls

You can submit questions for the presenter through Session Q&A, participate in on-going discussions with the other attendees viewing the session through Chat, and interact in the session by taking part in Polls.

Networking

Just because the conference is virtual, it doesn't mean you have to miss out on the opportunity to network with other attendees. Follow the steps below to make new connections or reconnect with old friends.

1. Click the **"Attendees"** tab on the homepage or side-bar menu to browse the attendee list.

2. At the top of the "Attendees" page, you can search attendees by name, organisation or title.
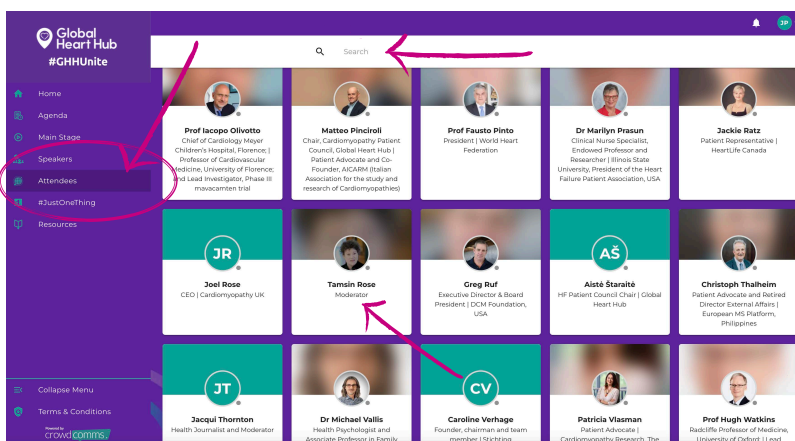
3. Click on an attendee to find out more about them.
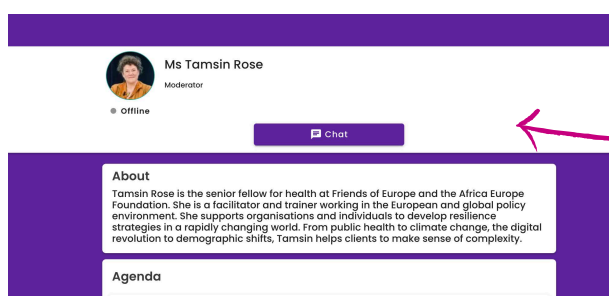
4. Click the chat button to private message.

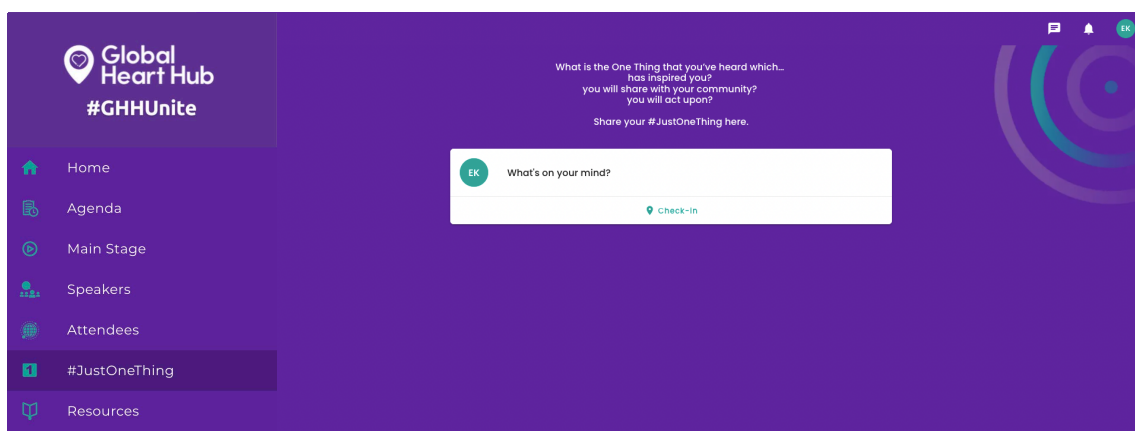The little green circle will indicate if the attendee is online.

#JustOneThing

What is the one thing that you've heard from the event which...
- has inspired you?
- you will share with your community?
- you will act upon?

Share your learnings on the **#JustOneThing** feed. Only visible to those on the platform.

Plus, share your **#JustOneThing** on social media and tag @globalhearthub!

Join the conversation on social media by using the hashtag #GHHUnite!

Get The App

Download the CrowdComms App on **Google Play** or **App Store** to receive notification updates with conference announcements and when you receive a private message from another attendee.
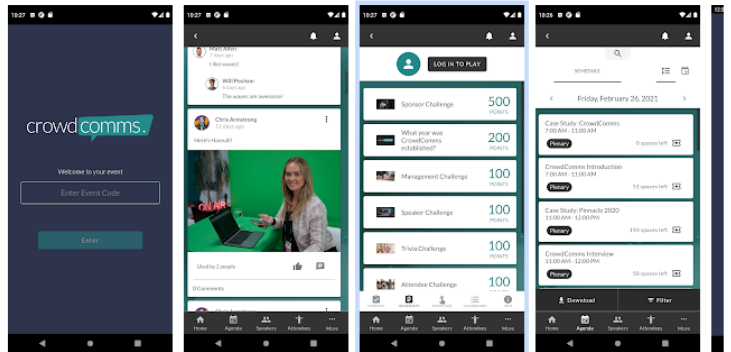
Launch the app from your mobile phone, enter the code **unitesummit2022** and sign in using your email and password.

i Please ensure to use the email you used when registering for the event.

FAQs

I need help, who can I contact?

Please email info@globalhearthub.org for assistance.

When can I access the platform?

The platform will be live from November 25th. We encourage you to get familiar with the platform in advance of the conference.

I cannot attend on the day, can I still watch the recordings?

Yes, all registered attendees will have access to the recorded sessions for one month following the event. The recordings will be added to the conference platform by the end of the day on the 30th November.

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Annual Summit

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