



HOPIN
ATTENDEE
GUIDE

ISANG BAGSAK:
UNITED IN HEALTH

INAUGURAL NATIONAL CONFERENCE
OCTOBER 10-11, 2020



COUNCIL OF YOUNG FILIPINX AMERICANS IN MEDICINE
a committee of the Association of Philippine Physicians in America



@thecyfamorg



cyfam.org

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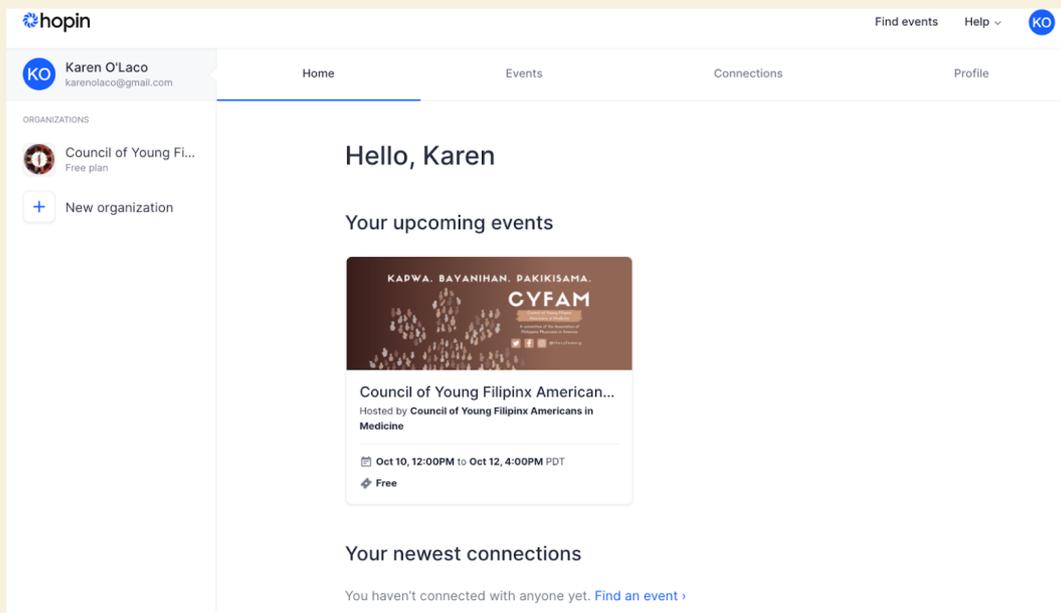
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CREATING A HOPIN PROFILE

You are cordially invited to join us for the Inaugural Council of Young Filipinx Americans in Medicine (CYFAM) Conference! This will be a virtual conference unlike any other. Here's what you need to do to register, join, and take full advantage of our conference on Hopin.

1. Go to https://hopin.to/sign_up to make a Hopin account.
2. You can alternatively make a profile through Facebook, LinkedIn, or Google, using the buttons at the bottom of the page.

This is what your Hopin profile page will look like:



There are 4 tabs on your homepage:

1. **Home** Summary of upcoming events you have registered for and newest connections made through networking
2. **Events** List of events you have registered for and past events you attended
3. **Connections** Collection of virtual business cards, including name and contact information, of people you connected with at all events you have attended
4. **Profile** Platform to edit your name, picture, and biography, and link your LinkedIn and social media handles

HOW TO REGISTER FOR AN EVENT

1. Click “Find events” on the top right of your profile
2. Find an event:
 - a. Search: **Council of Young Filipinx Americans in Medicine National Conference**
 - b. Dates: Oct 10-11, 2020
3. Choose ticket type (See below)
4. Register for event by clicking **“Checkout”**

The screenshot shows a registration form titled "Tickets" with a "Free" price tag. It lists five ticket categories, each with a radio button and a "Free" price. The "Pre-Health Student" option is selected. A blue "Checkout" button is located at the bottom of the form.

Tickets	Free
<input type="radio"/> Community Partner	Free
<input type="radio"/> Attending Physician	Free
<input type="radio"/> Resident or Fellow Physician	Free
<input checked="" type="radio"/> Pre-Health Student	Free
<input type="radio"/> Medical Student	Free

Checkout

ATTENDING THE EVENT

Which browsers work best?

The latest versions of **Google Chrome** or **Firefox** guarantee the best experience. Please avoid any Brave, Safari, and Microsoft IE or Edge since these browsers lack the modern web technologies support necessary for online events to run in a web browser.

Note:* Sometimes, third-party extensions can affect the experience by blocking some of the Hopin interface elements. That's why we also recommend opening the event in **Incognito mode (Command+Shift+N on macOS or Ctrl+Shift+N on Windows) on Chrome or Private tab (command+Shift+P for macOS or Ctrl+Shift+P for Windows) on Firefox.

Can I join a Hopin event from a mobile device?

Hopin's web app is now available on mobile devices for attendees! You will be able to view the *Stage*, view *Sessions*, view *Expo*, chat, and use the *Networking* features of the event and if you allow it, can even stream audio and video from your mobile device.

NAVIGATING THE 5 HOPIN AREAS

Hopin consists of 5 areas that you can explore: Reception, Stage, Sessions, Networking, and Expo.

1. Reception

Reception is the welcome page or “lobby” of the event.

What can you do here?

You can quickly discover what’s happening at the event in real-time! You can also find the event schedule, a list of sponsors, and a list of speakers.



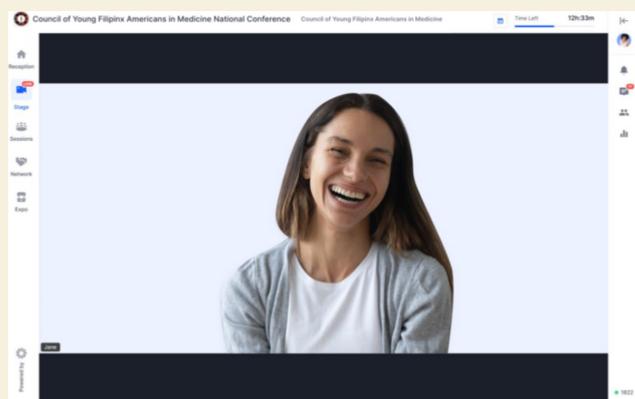
Check back here for any important announcements, links, sponsor messages, and event updates.

2. Stage

The stage is reflective of the main stage at a physical conference.

What can you do here?

You can listen and watch featured segments such as keynote speakers, featured performances, the welcome address, and closing remarks.



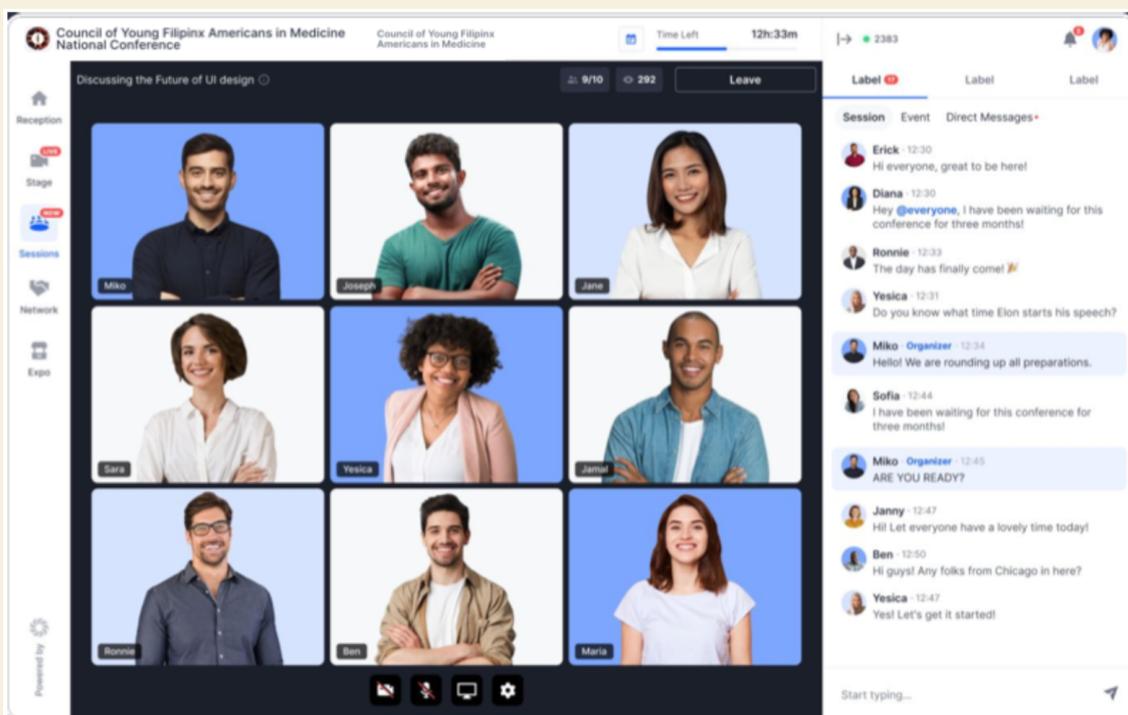
NAVIGATING THE 5 HOPIN AREAS

3. Sessions

Sessions act like breakout rooms in a physical conference.

What can you do here?

You can attend workshops and participate in small group discussions. To participate on-screen, click “**Participate**” at the top-right hand corner of the sessions screen and the moderator will enable your audio and video. You may exit the session or stop streaming audio and video by clicking “**Leave**” in the top-right portion of your screen.



NAVIGATING THE 5 HOPIN AREAS

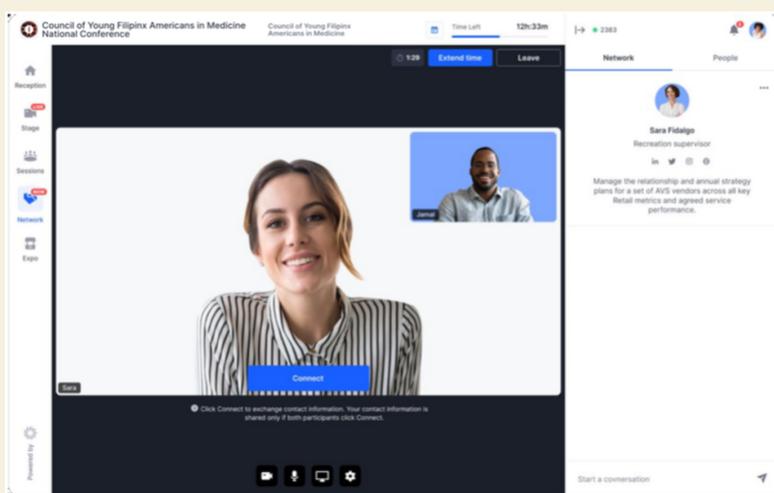
4. Networking

Meet and network with other conference attendees through this feature similar to speed dating.

What can you do here?

In the allotted 5 minutes, introduce yourself through a video-enabled chat and learn about another conference attendee before the pre-set time limit runs out. At the end, both participants are able to consent to sharing information (based on the email you registered your account with) like a business card.

TIP: One-time only! Once you meet someone in the Networking area of an event, you will not be matched with that person in the Networking area again at that event, so take advantage of your time together!



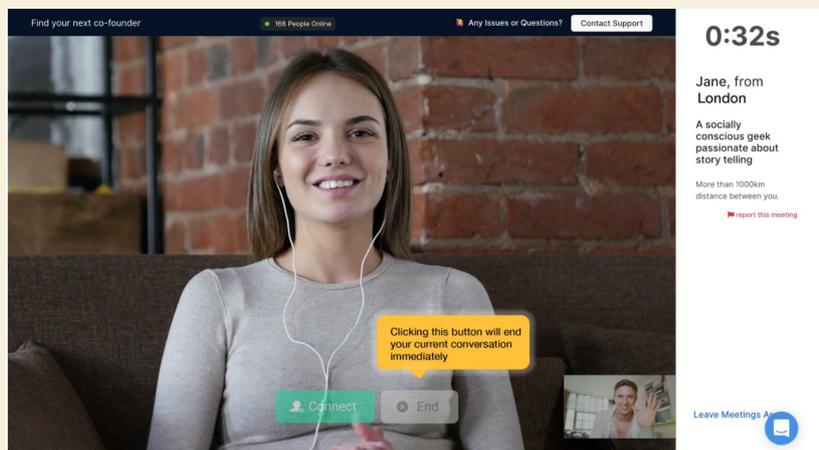
TIP: Trouble ending the encounter? Sometimes the 'End' button might not be visible right away when you first meet someone. This is because the organizer has set a minimum amount of time each conversation has to last before attendees can choose to 'End' the call.

So next time if you don't see the button right away, enjoy the conversation and it will become available very shortly. If you're stuck on what to ask or say, here are some topics we recommend:

- Where are you from?
- What stage of training are you --- pre-med to attending?
- Specific Interests in Medicine
- Filipinx means to me...
- If you were an ice cream flavor, which would you be and why?
- If you could pick up a certain skill instantly, what would it be?

NAVIGATING THE 5 HOPIN AREAS

4. Networking



How do I follow up with someone after the event?

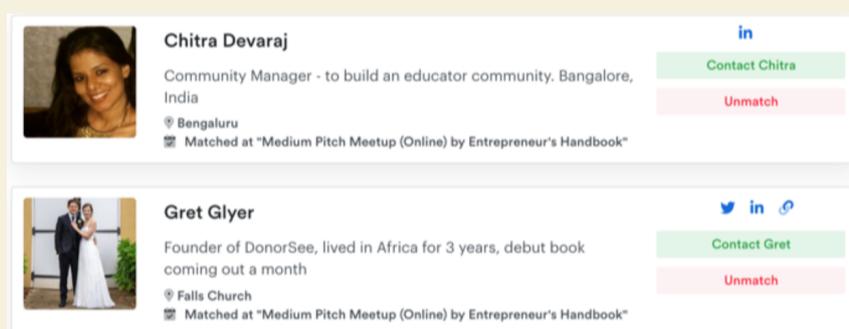
During a Networking segment, you and your conversation partner choose whether or not you'd like to select the 'Connect' button.

If neither person or only one person selected '**Connect**', a formal connection will not be made through the platform. However, if both parties selected '**Connect**', you can follow up with them through Hopin's virtual business card found in your **Account Home Page**.

- Select '**Connections**' on the left panel to see all your contacts on the main page of your Hopin Account.
- Choose the way you want to follow up with them (Linkedin, Twitter, Email).
- You can also choose '**Unmatch**' to lose the connection.

Other ways to connect during an event:

If you really enjoyed speaking with an individual, you can connect with them in the '**People**' function on the side bar that is always present in the entirety of the conference. You have the option to **message** or **video call** individuals by searching by name.



NAVIGATING THE 5 HOPIN AREAS

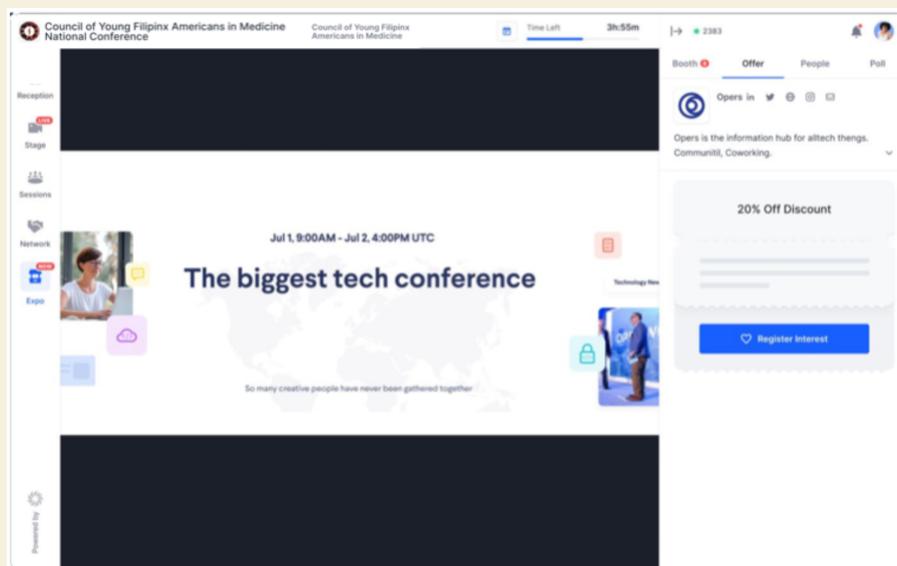
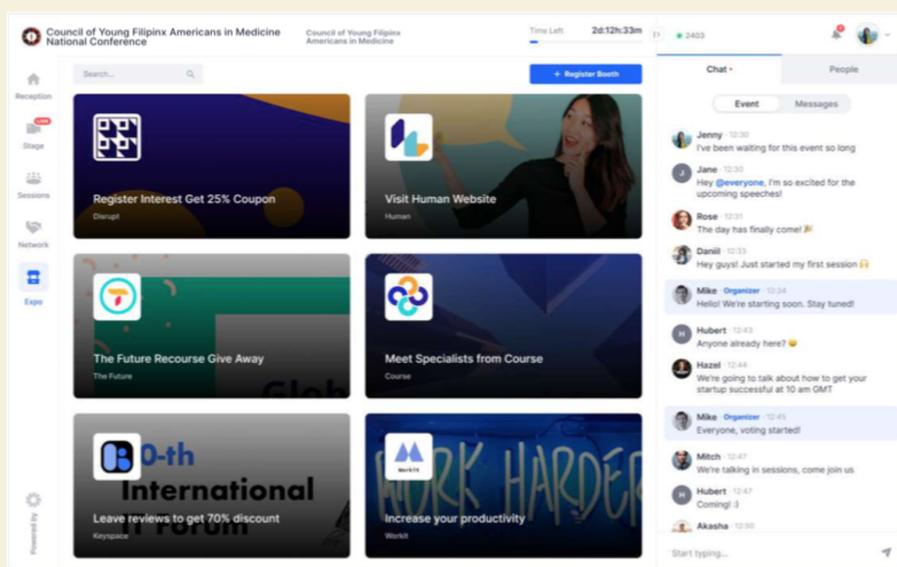
5. Expo

The Expo area of Hopin is the exhibitor hall of digital vendors and information booths.

What can you do here?

You can visit the Expo area and learn about relevant products and resources from vendors and sponsors. You can “walk around” to visit the booths that interest you, interact with the vendors, and take action!

At each booth, you will have the opportunity to explore branded content, Twitter links, pre-recorded videos, and special offers. You may even be able to interact with representatives on live camera!



I'M LOST! HELP!



What if I need help during the conference?

If you need help or have any questions during the day of the conference, visit our “Help Desk” in Sessions! We will be glad to help you face to face.