How to get the most out of the 2021 AIMSE Annual Conference

The 2021 AIMSE Annual Conference is quickly approaching. We hope you're as excited to join this event as we are! Before the Conference begins, we wanted to provide you with some tips to help you get the most out of your experience.

Before the Annual Conference Begins

- Remember to set your Out of Office so you can make time for all the learning and community experience opportunities that we have planned for you! The AIMSE Annual Conference kicks off with the President's Welcome at 1:00 pm ET on May 18th.
- Take a look at the minimum operating requirements, **here**, to ensure you're all set to use the virtual event platform.
- **Speakers:** Run a Tech **Technical Check** on your computer to ensure you're all set to use the webinar platform.
- View the full agenda for the AIMSE Annual Conference click **here**.
- For the best experience, join the Annual Conference from your desktop computer and run the audio through your computer.
- Be sure to have a strong Wi-Fi connection. Please disconnect from your VPN if you are using a work connection or laptop.
- **Please note that all Time Zones listed for the event are Eastern Standard Time (EST)** To convert to your local time, please **click here**.

You will receive a confirmation email from noreply@olibuh.com with the link to log on to the AIMSE Conference Platform.

To access the online event platform:

- **Click here** to login to the event platform Hubilo. Attendee access to the virtual platform will begin on Monday, May 17th.
- This will prompt you to enter the email address used when registering.
    - You will receive an email from **AIMSE noreply@olibuh.com** with a link to the platform. *If you do not receive the link please use AIMSE2021 as the log-in code.*
    - *If you do not receive the email from noreply@olibuh.com, please check your Spam or Junk folders. If it is not there, check with your internal IT*

team to see if your company email filter may have blocked the email. You may contact the Technical Support if you are experiencing any technical difficulties receiving the email or logging into the event platform.

- After you receive this email return to the login page and enter your unique login code and enter the event.

During the Annual Conference

- All sessions and networking opportunities on the agenda will be listed in **EST time zone**. Most sessions and keynotes will be available on demand after final events of the day conclude.
- Add sessions to your schedule by scrolling through the agenda and clicking the "Add to My Schedule" button in the bottom right corner of each session.
- Take advantage of interacting with other industry professionals throughout the duration of the conference.
    - Have a 1:1 conversation with any other attendee by using the button in the top right button of the platform or by searching through the attendees tab of the platform and selecting chat.
    - Within the attendees tab you can also meet or schedule to meet with other attendees in a 1:1 video chat!
- Be sure to visit the Exhibitor Tab to engage with exhibitors!
    - Download exhibitor materials to your briefcase.
    - Schedule a time to meet and learn more about the exhibiting company.
    - Share your contact details with the exhibitor to keep in contact.
- Don't miss out on Networking in the Lounge! Here are a few important key checks for the Networking Lounges:
    - Ensure to connect via Google Chrome
    - Ensure to disable the VPN - if connected
    - Ensure to connect from an open (non-restricted) network
    - On Room tab > click on the Test Compatibility button > to check your system is compatible or not
    - For Apple/Mac users: Pop-up blocker should be disabled in order to receive the pop to enable Mic and camera.
- Have conference questions for the AIMSE Staff? Please reach out via **info@aimse.org**.
- ***If you have additional technical questions once you are logged onto the platform, please use the Event Feed and ask your questions on the pinned post.***

Networking Events

Bring your favorite beverage and come enjoy an hour of conversation with your fellow members, select panelists and our surprise guests! We kindly ask that you do not enter the lounge in the ten minutes leading up to the event as we need to give our featured participants time to grab their seats! Our guests will be rotating tables, so once you have taken your seat please remain there for the duration of the event. Please ensure that the vacated seats remain open for the next guests.

Accessing Sessions

All sessions will be available in the Agenda. On-Demand content will be released following the sessions each day.

After the Annual Conference

- Keep an eye out for our post-event survey. Your participation every year is what makes these events so valuable, and we appreciate your feedback.
- You can access all content, video, and sessions on the event platform for 30 days post-conference.

Get Social

Tag **@AIMSEUSA** and use the hashtag **#aimse** to follow along and share your own insights!

Contact Us

- Please contact us at **info@aimse.org** with any other questions or concerns or issues logging in to the event.
- Once you are in the event platform, please chat Tayler Kenney or Amber Darcy.

Thank You to our Sponsors!

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