NACNS 2021 Annual Conference: Official Attendee Guide

Your Guide to Accessing and Navigating the NACNS Annual Conference Platform

How to Get Started

☐ You will receive an invitation from **NACNS 2021 Annual Conference** with access to the platform. Please follow the link inside the invite *We recommend using Google Chrome for the best experience on The NACNS Annual Conference Event Site.*

> ➢ If you registered on or before March 1, you will receive your email invitation on March 2. If you register on or after March 2, you will receive an email invitation within an hour of registering.
> ➢ If you cannot find your email invitation, please first check your Spam folder, then email meetings@nacns.org

☐ When you click "**Claim your account**" on the invite, it will take you to the conference platform page. The screen will be pre-populated; please make any changes necessary and agree to Terms & Conditions. You will be directed to a profile screen where you can add your photo, add credentials, bio and any additional contact information you'd like to share. Don't forget to click SAVE!

☐ Bookmark the event site for easy access throughout the week. We recommend using **Chrome** as your internet browser for best functionality.

☐ Please ensure that you have the Zoom app downloaded to your computer. You will need the app for the interactive sessions.

Navigating the NACNS Annual Conference Event Site

To get around the platform, use the navigation bar at the top right (Home, Schedule, People, etc.).

Home: This button will always bring you back to the main screen. The home page includes some general information, a video tutorial and a preview of upcoming sessions on your agenda.

Schedule: Under the schedule tab, select **Agenda** to browse the full program. *All times on the schedule will be displayed in your time zone automatically.* You can also use the Search area on the right to search for sessions by topic, keyword, author, etc. **My Agenda** lists the sessions you have added to your personalized agenda (more details below). **Schedule a Meeting** lets you send a meeting request to any attendee(s) and/or speaker(s)

People: From within the People tab, you can browse through the **Speakers** and **Attendees** lists, request meetings & send private messages.

Sponsors, Exhibitors & Committees:

> **Sponsors:** This is a page dedicated to our amazing sponsors. Please check them out!

> **Exhibitors:** This is our Virtual Exhibit Hall! Our Exhibitors all have virtual tables in which they have posted information, links and videos. During official Exhibitor Hours on the agenda, you will also have the option to speak with the staff members live by clicking "ENTER VIDEO MEETING."

> **Committees:** Just like the Exhibitors, these Committees have virtual booths with information, videos and links, as well as the opportunity to join the live booth by clicking "ENTER VIDEO MEETING" during Exhibitor Hours.

Fun:

> **New Orleans**: On this page, you can take a virtual tour of the city, listen to our New Orleans playlist, watch craft cocktail lessons, and explore icon areas of the city virtually.

> **Word Cloud**: We are asking all attendees to please contribute a word or phrase that describes what being a CNS means in 2021. We will be creating a Word Cloud with the responses and will share the results at the Closing Ceremony. You can start adding words on March 4.

> **Leaderboard**: We have added some fun gamification to the event site, allowing you to gain points the more you engage! Sponsored by NSO, on the Leaderboard tab you can see all the activities that will earn points, keep track of your own score and view the Leaderboard to see who is winning. Our top three game winners at the end of NACNS Annual Conference will receive prizes!

**Activities**: Here we have a summary of the fun networking activities planned throughout the conference.

Resources: There are three sections under the Resources tab:

Abstracts: Here we have the full database of all abstracts associated with the conference. You can search by topic, author, date or time to reach the full abstract for any session.

Documents: Here you can download the full Conference Program and other NACNS publications.

Get Help: If you are having any issues during the conference, click here to get assistance.

Conversations: Interested in starting a discussion about something? Select **Public Forum** and then "New Conversation." You can also browse and contribute to other ongoing conversations. In the **Inbox**, you will find any private messages and/or meeting requests you have received.
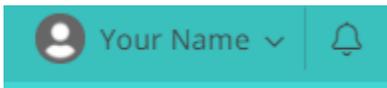
Above the Navigation bar, you will see your name and bell icon. Under your name, you can edit your profile and adjust your settings. Pop-up notifications throughout the conference will appear under the bell.

Under Edit my Profile, you will see a CEU area where you can view the CEs you have accumulated.

Alyssa McArdle, CMP
Virtual, Inc.
(SPEAKER)

Profile   Preferences   CEU

Meeting	Credits ▾	Note	Timestamp ⇕
Evaluating a Physiological Monitor for Delirium Detection	0.33	N/A	2/15/2021 5:14 PM
Innovation in CNS Education: Leveling the APRN Playing Field	0.33	N/A	2/15/2021 5:06 PM
SCVMC Waste Elimination Using the Lean Six Sigma Methodology	0.33	N/A	2/15/2021 3:33 PM
Multipronged, Multidisciplinary, Nurse Driven Line Rounding: Reducing Blood Stream Infections	0.33	N/A	2/15/2021 3:26 PM

A Note about CE Credits:

You do not need to track your own CEs, the system does this for you. At the end of the conference, we will send you documentation on how many CEs you earned and how you can collect them.

Building Your Personalized "My Agenda"

Add any session you plan to attend to your personalized schedule called "My Agenda." Under the full Agenda tab, select an agenda item to add by clicking the plus sign at the top right. Once it has been added, you will see a green checkmark and it will appear on your personal schedule, found under "My Agenda."
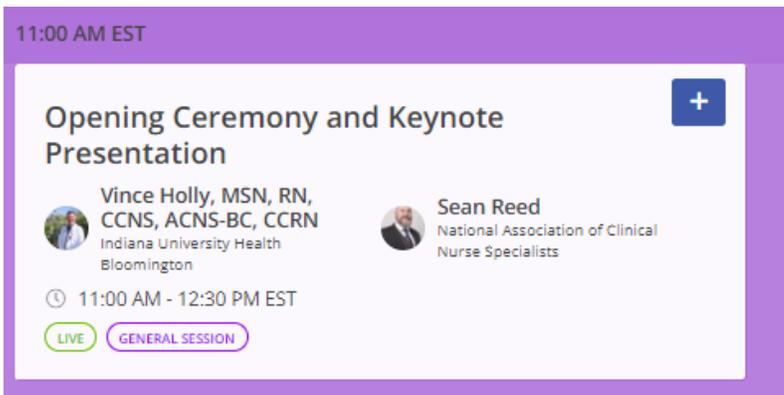
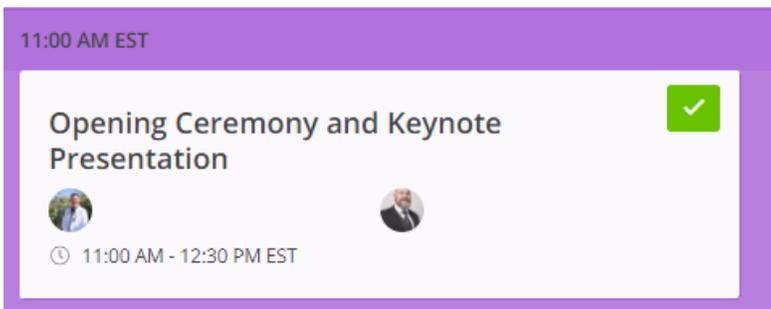You can also use the Search box on the agenda page to search for sessions by keyword, speaker, topic, etc.

A Note About Concurrent Sessions

Concurrent Sessions are nested under Concurrent Session A, B, C, etc. For example, Dennise Washington and Ludmila Santiago-Rotchford's session, *A CNS Led Inpatient Wearable Defibrillator Initiative* is nested under Concurrent Sessions B. Once you click on Concurrent Sessions B, you will see the full listing of sessions within that category. *(Important: there is a next button on the bottom; the sessions spread over two pages)*

How to Watch Sessions

Go to My Agenda and click on the session. Click "Join Meeting" when the session goes live.
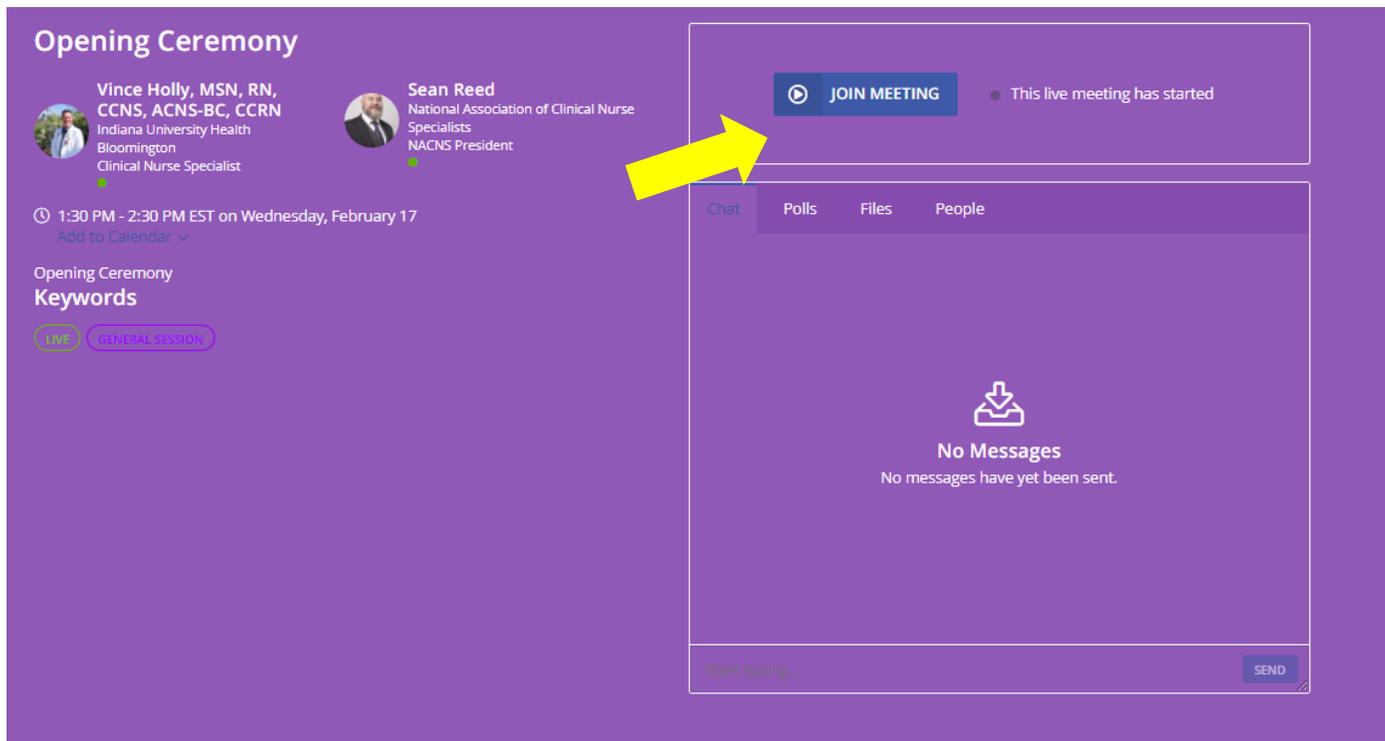
On the virtual platform, most sessions are embedded right into the website. If you are viewing a speaker webinar or prerecorded session, you will participate fully from within that session page.

Some agenda items (tagged as "INTERACTIVE") will require you to have the Zoom app downloaded. An "Interactive" session will launch the Zoom app outside of the NACNS Annual Conference platform when you click "Join Meeting" so that you will be able to talk, be seen, and interact with other attendees.

If you miss a live session when it airs, don't worry! With a few small exceptions, **all live sessions will be recorded and available to watch on-demand immediately following**. (You will see a handful of sessions on the agenda labeled "Live Only"—these are sessions like the Casual Conversations which won't be recorded).

To the right of the presentation, you will see a box with **Chat, Polls, Files** and **People**.
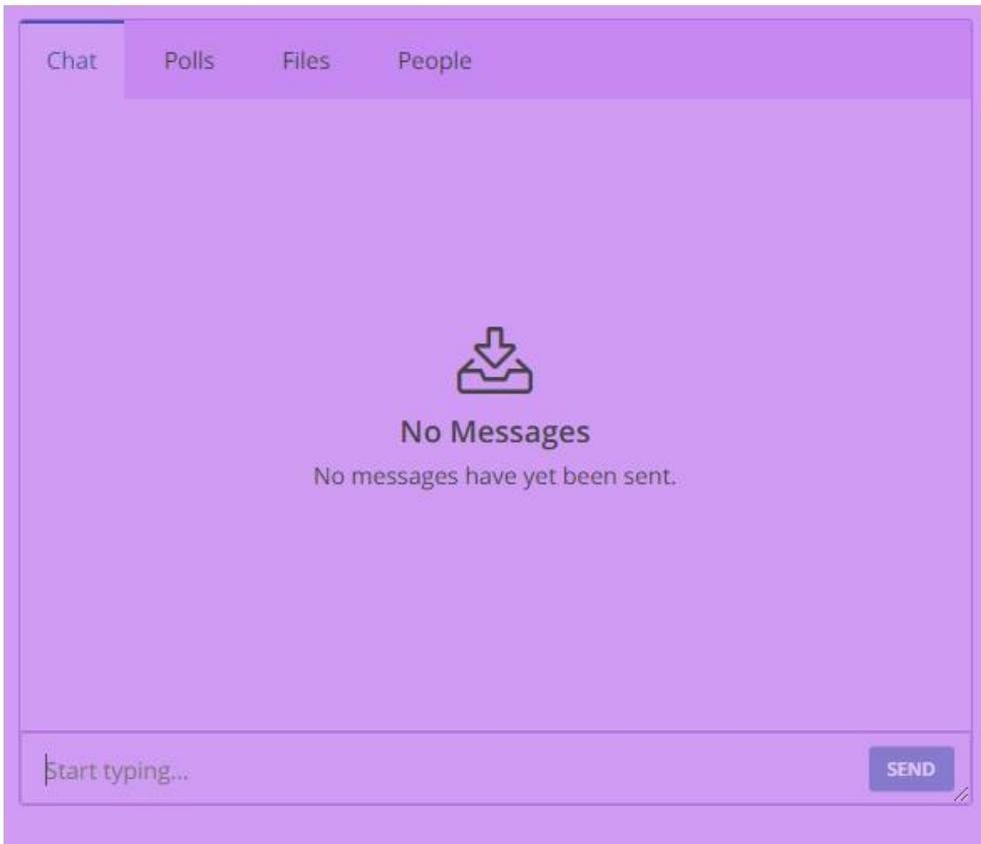
Chat: Please use the Chat for Q&A! Live presenters will monitor the chat box and our prerecorded speakers will also be available for live Chat Q&A when their sessions air.

**Polls:** Some sessions may have Polls for you to answer.

Files: Handouts and other session resources all live under the Files section.

People: This tab allows you to see everyone who has added this session to their agenda

Networking and Attendee Interaction

Just like you would in person, you can easily grab a colleague or group of peers for a private meeting!

Schedule a Meeting: Request a meeting by finding the attendee in the "People" tab, click the three dots at the top right and click "Schedule meeting." You will then be able to add additional people, choose your suggested time and send the invite. A note is sent to the invitees and an event is created in "My Agenda." To attend the meeting, simply find it in your agenda and click "Join Meeting."
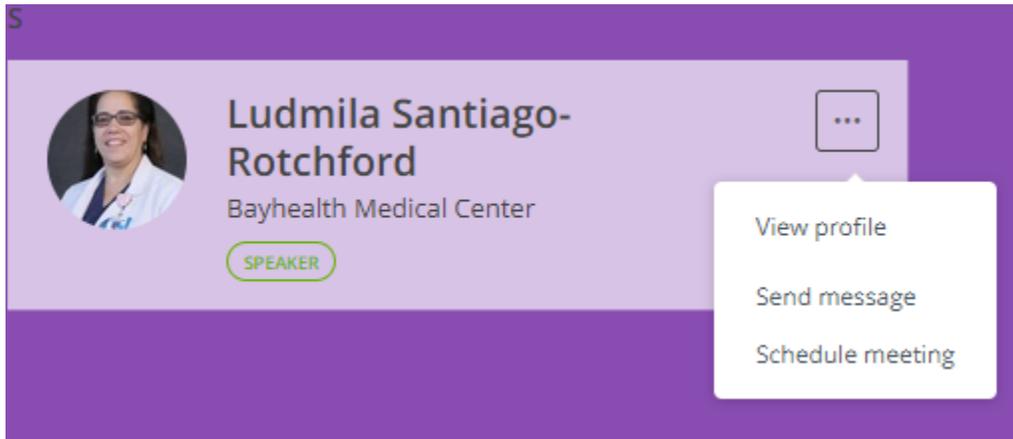
Send Message: You can send a private message to any attendee, speaker or organization within the NACNS platform. Simply find them in the "People" tab, click the three dots at the top right and click "send message." Private messages and meeting invites will live in your Inbox under Conversations.

Conversations: You can begin a new conversation or comment on ongoing discussions in the Public Forum. Chats from Sessions will also be archived here. In the Inbox, you will find all of your private messages and meeting invites.

Networking Activities

We have some not-to-be-missed activities for you including:

- A Virtual Cajun Cooking Class on Wednesday afternoon hosted by the New Orleans Culinary and Hospitality Institute
- A Trivia Tournament on Tuesday afternoon where you can match wits with your peers to win prizes
- AND Networking Receptions at the close of every conference day

Virtual Exhibit Hall

Exhibitors and Committees are participating in our Virtual Exhibit Hall!

Exhibitors and NACNS Committees have virtual tables in which they have posted information, links and videos. During official Exhibitor Hours on the agenda, you will also have the option to speak with the staff members live by clicking "ENTER VIDEO MEETING." You can visit these tables any time throughout the conference to poke around; you can also click "LEAVE YOUR CARD" if you would like to share your info with the organization and have them contact you with more information.

Please take some time to visit the vendors and committees—they are excited to meet with you and you'll earn more points in the conference Leaderboard game!

Leaderboard Conference Game

Activities

Join a virtual trade show live meeting	Every time	15 pts
Contact Exhibitor/Sponsor	Every time	15 pts
Add profile photo	Only once	15 pts
Participate in a group video meeting	Every time	10 pts
Watch a webinar	Every time	10 pts
Watch exhibitor/sponsor videos	Every time	10 pts
Download exhibitor/sponsor files	Every time	10 pts
Accept private meeting	Every time	10 pts
Request private meeting	Every time	10 pts
Add a session to your agenda	Every time	5 pts
Post photo in forum	Only once	5 pts
Send private message	Every time	5 pts
Post message in discussion	Every time	5 pts
Participate in poll	Every time	5 pts

Sponsored by

nso®

Score History

No Score
You have not scored any points yet

We have added some fun gamification to the event site, allowing you to gain points the more you engage! Sponsored by NSO, on the Leaderboard tab you can see all the activities that will earn points, keep track of your own score and view the Leaderboard to see who is winning. Our top three game winners at the end of NACNS Annual Conference will receive prizes!

Additional Notes on Technical Requirements

We recommend using Chrome as your browser, but you can also use Microsoft Edge or Safari. Microsoft Explorer and Mozilla-Firefox are not supported and will likely prevent you from experiencing full functionality.

Getting Help

If you need help at any time before, during or after the Conference we are here to help!

If you are having difficulty accessing the event site or need help navigating the site, please email meetings@nacns.org

If you are experiencing technical issues during the live conference, we have a dedicated platform technical support team for day-of support. Click **Need help? Get Support** on the top right of your screen.