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Underline Attendees User Guide for ICOPS 2021

HOW TO LOGIN TO UNDERLINE

- An email with a password creating link will be distributed by Underline to Registered attendees on Friday, Sep. 10, to make it easy for first time users of Underline to create the password for their respective accounts (named by email addresses).

When you are logged into your Underline account, please follow this link to the ICOPS 2021 Conference event page: <https://underline.io/events/171/reception>

- If you did not receive an invitation the password can also be created by following the instructions:
 - Visit Underline’s home page <https://underline.io/>
 - Click “create account” located in the upper right-hand corner of the page
 - Fill in name & email address and click “next” (leading to “Create your password” page)
 - Create the password per the stated password setting rules, followed by clicking “next”
 - The browser will prompt checking the email inbox and activate the Underline account.
 - Remember the password because that is needed to log in the Underline website.
- In case your Underline account has not been authorized to access the ICOPS 2021 Conference event, please report the issue by emailing icops2021@underline.io

ATTENDEES QUICK GUIDE

- To join the **Main stage**, for Plenary talks and Events, please click on the star icon in the left bar
- **Chat** can be used to share thoughts with other attendees during the live Main stage presentation
- Please use **Q&A tab** to ask questions to the speakers, do not use Chat for questions.
- All sessions can be found via the menu item “**Sessions**”, in the left bar.
- The “**Exhibitors**” menu item includes links to our official partners and exhibitors, and their booths
- **ICOPS Lounge** menu item takes you to our Career Fair and live chat with Exhibitors in **Gather Town**. Just click on the link and enjoy networking with your colleagues in a ‘game-like’ environment. More instructions and shortcuts on how to use Gather Town can be found on our Help desk.
- The **Help desk** includes a link to a person answering questions, video tutorials, instructions etc.

HOW PARALLEL SESSIONS WILL RUN

- All sessions are accessible from event’s schedule or sessions tab
- To join the live session click on ‘LIVE SESSION’ blue button. This will take you to a room where live session takes place.
- Click on the ‘Raise your hand’ icon to ask a question. Or enter a question in the chat.
- You may up-vote other people’s questions.
- There is a full featured search bar on the “Sessions” page that allows search by session.

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HOW POSTER SESSIONS WILL RUN

- All POSTER sessions are accessible from event's schedule or sessions tab
- All posters can be viewed on Underline and chat function is available for written communication with the presenter
- To join the live session according to the conference schedule, click on 'LIVE SESSION' blue button within the poster session on Underline. This will take you to Gather Town where presenters will be 'standing' next to their poster booths and you will have the option for a live video chat.

CAREER FAIR in Gather Town

- To view the posters from various companies just click 'X' on your keyboard when prompted, close to the poster you choose in Gather Town (Monday room)
- Poster presenters from different companies will be 'standing' next to their posters and you can have a chat with them live, just as if you were in the room together.
- Further Gather Town instruction can be found on our Help desk page:
<https://underline.io/events/171/help-desk>

For any additional questions, please contact Underline support at: icops2021@underline.io

Enjoy the conference!
ICOPS & Underline teams