



5-7 November 2020

Patient Safety

The COVID-19 Virtual Edition

Visitor Login Guide

patientsafety-me.com

1. Login

You will receive a welcome email from noreply@virtual.patientsafety-me.com with your login credentials and details to access the event platform.

Navigate to the event platform, click on **“Login”** and activate your account by using your email and badge/registration ID from the email.

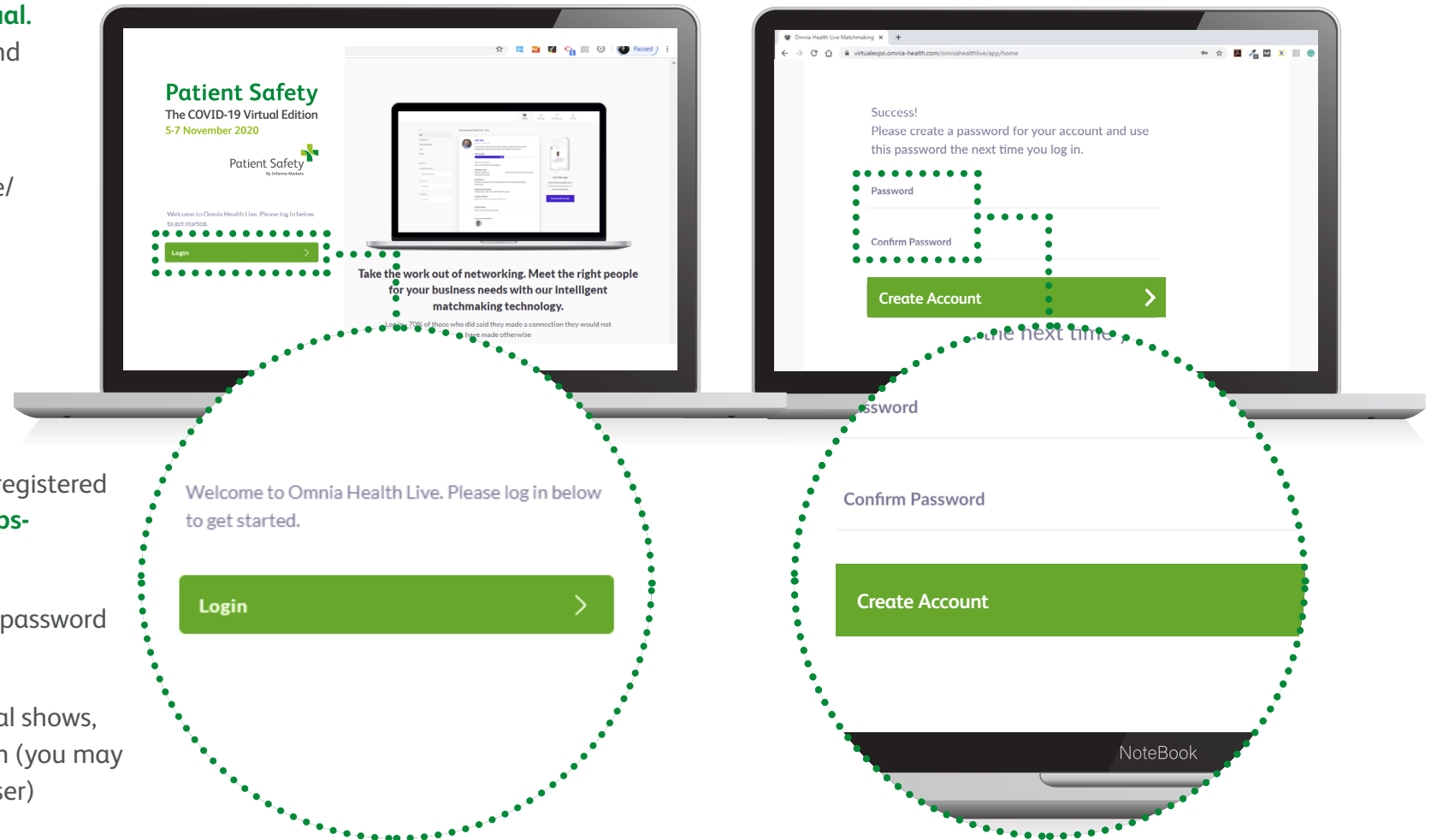
If you did not receive this email, contact ps-support@informa.com

Enter the email address that you registered for the event with.

If your email is not recognised it means you are not registered for the networking platform and you should contact ps-support@informa.com

You'll now be asked to create a password. This is the password you'll use for every subsequent login.

Note: If you are a repeat user across any of our virtual shows, please use the same login/password as your last login (you may have saved the login information through your browser)



2. Update your profile

Click on **'Profile'** and make sure your profile is up to date:

Upload a picture

Enter your personal information

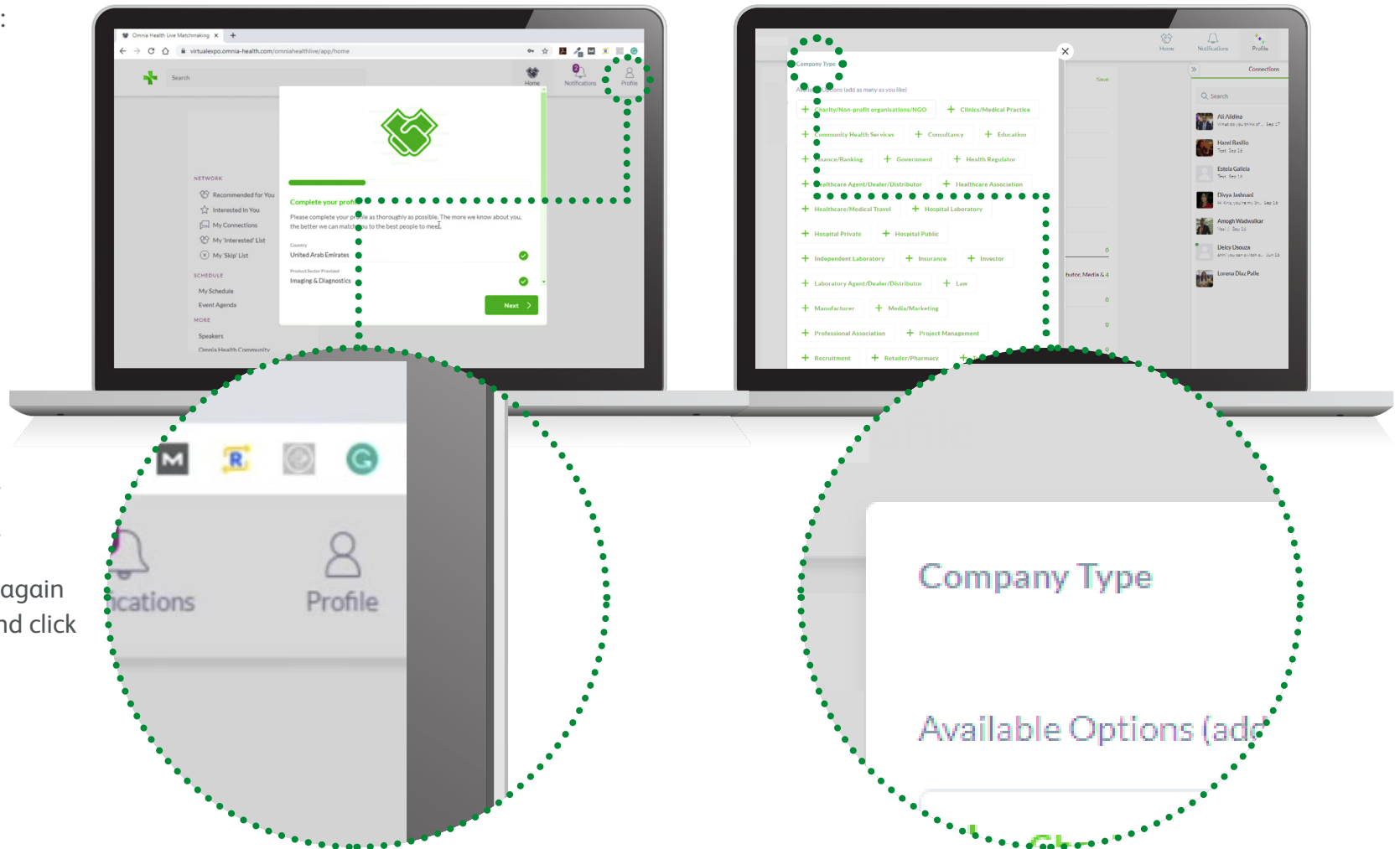
Select your interests

The first steps are very important as the answers to these questions are used by our matchmaking engine to generate your recommendations.

To fill-out the different criteria, simply click on the question field

Enter your answer and click the **“+”** sign to add your answer. Repeat this method to answer all questions.

To update your profile after you initially login, login again with the same credentials, add or remove criteria, and click **'update'**.



3. Start networking and request meetings

Click on “**Home**” and under the ‘**Network**’ section, you will find your networking features:

Recommended for You: Review and take action on the recommendations we have made you.

Here are the actions you can take on people:

Skip: you are not interested in this person

Interested: you are interested and would like to spark a conversation

Meet: you want to request a meeting with that person

Article on how to request meetings: <https://grip.helpscoutdocs.com/article/99-how-do-i-request-a-meeting>

Interested In You: See the people who have shown interest in you

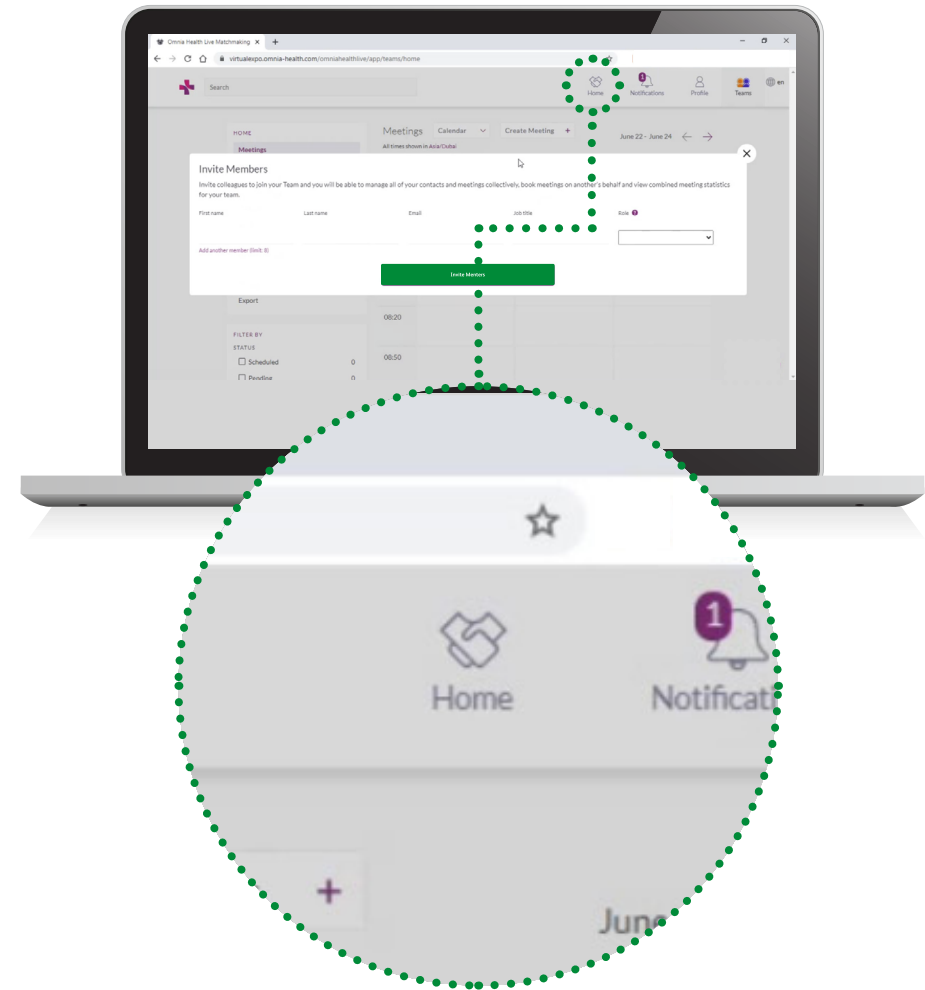
My Connections: Once you have a mutual interest with someone or a scheduled meeting, you will be able to open a chat with them

My ‘Interested’ List: See a list of people who you have shown interest in

My ‘Skip’ List: See a list of people who you have skipped

The Exhibitor Directory: See the full list of exhibitors at the virtual edition of Patient Safety

Search: Type in search box to find exhibitors, products or sessions.



The different meeting statuses:

Scheduled: has been confirmed by both parties.

Pending: someone has requested a meeting with you and you need to approve it, decline it or reschedule it.

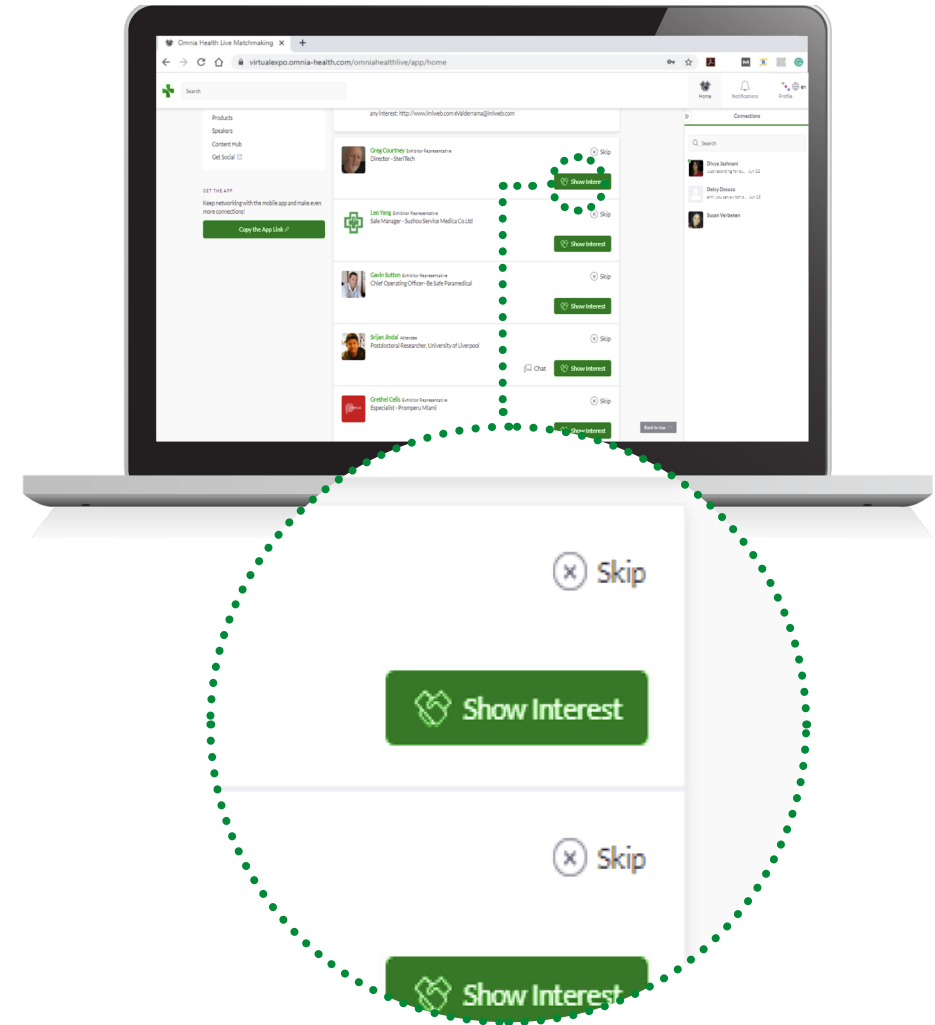
Awaiting Response: you have requested a meeting with someone and they need to approve it, decline it or reschedule it.

Declined: the meeting has been declined by you and/or the other person.

You do not need to have a Connection with someone to request a meeting with them. If the request is accepted then a Connection is formed.

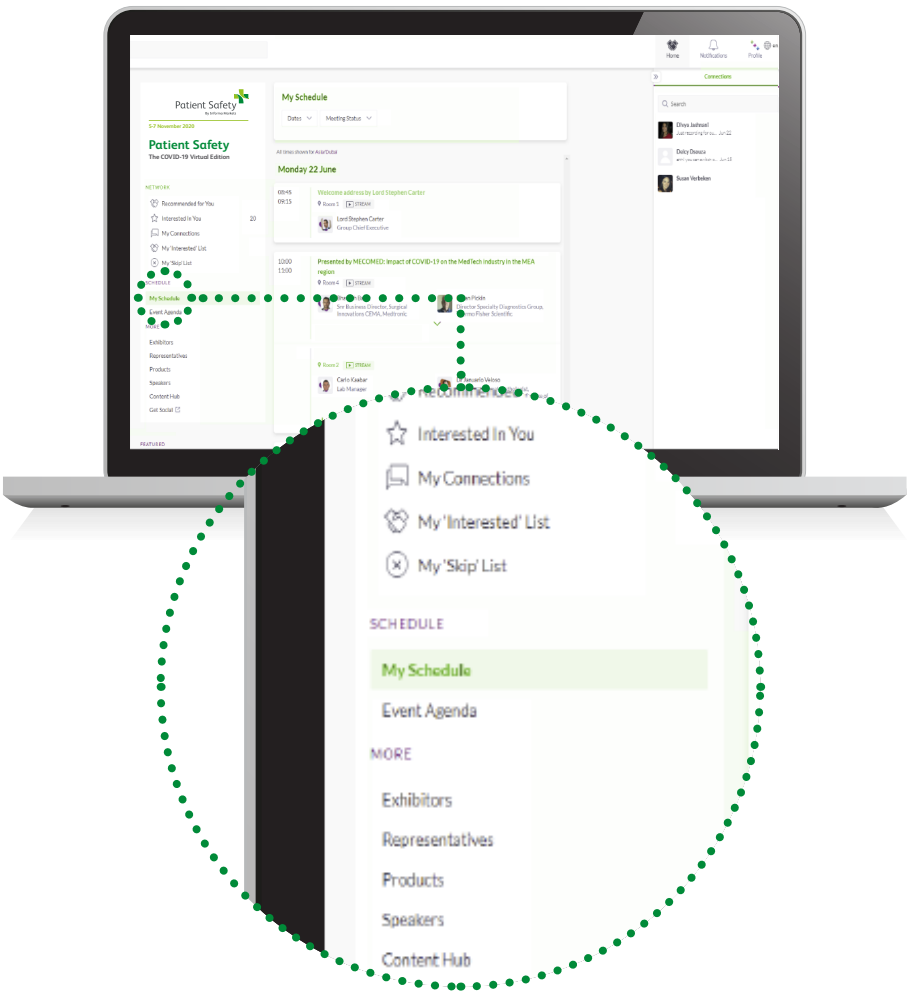
To learn how to reschedule a meeting click here (<https://grip.helpscoutdocs.com/article/55-how-to-reschedule-a-meeting?auth=true>)

If you have any additional questions regarding your profile preferences and how to optimize it please do not hesitate to email us at ps-support@informa.com



4. Review your personalised meeting schedule

Go to “**My Schedule**”. In this section, you will be able to keep track of the meetings you have requested, scheduled and the sessions you will be attending.



5. Attend your virtual meetings

Virtual meeting rooms are only available for scheduled meetings (if the meeting is pending or cancelled, the virtual meeting room will be unavailable).

A Virtual Meeting Room will be clickable 5 mins before the scheduled meeting.

Click on **“Open Virtual Meeting Room”** to attend your meeting.

You can go in and out of the Virtual Meeting Room within the scheduled meeting time, however, once the meeting time has expired you will be unable to access the Virtual Meeting Room.

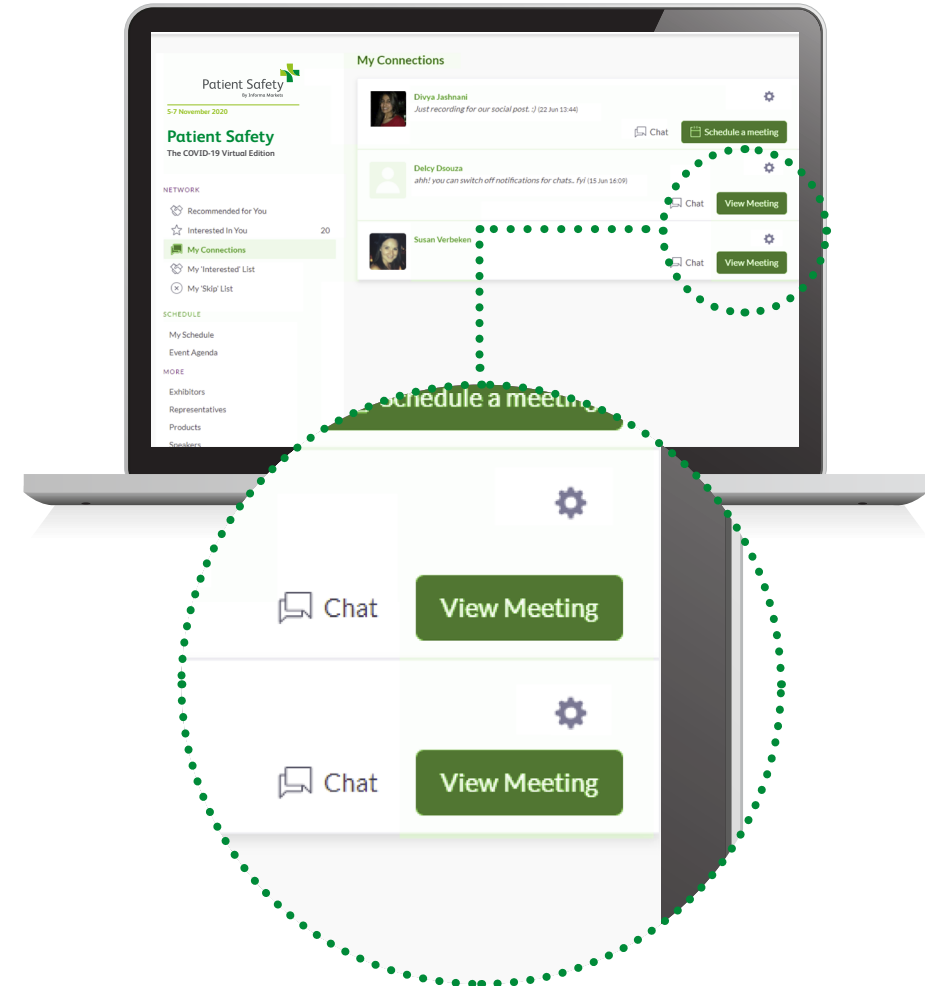
The meeting duration is not limited once you are in the virtual meeting room. Inside the virtual meeting room, you'll be able to

- Review the profile of the person you are meeting
- Send a message to the person you are meeting

Patient Safety Virtual uses a third-party connection for networking. If you are unable to join a virtual meeting, please use a VPN connection.

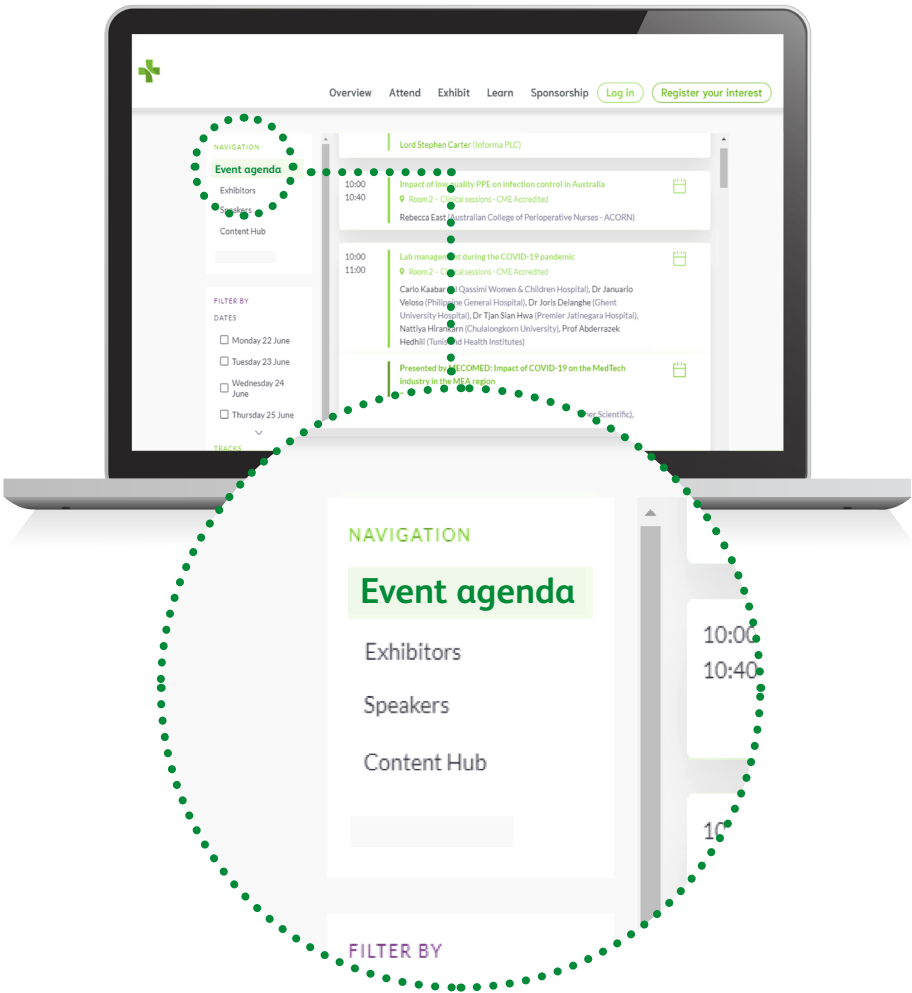
Please note, for users based in UAE, the virtual meeting room facility built inside the platform might be blocked by your telecom provider.

We suggest you use an alternative virtual meeting service, such as Zoom, to conduct your virtual meetings. This can be easily shared within the chat facility provided on the platform.



6. Review the event agenda

Go to the “Event agenda” tab. In this section, you can discover our unmissable line-up and bookmark the sessions you are interested in attending.



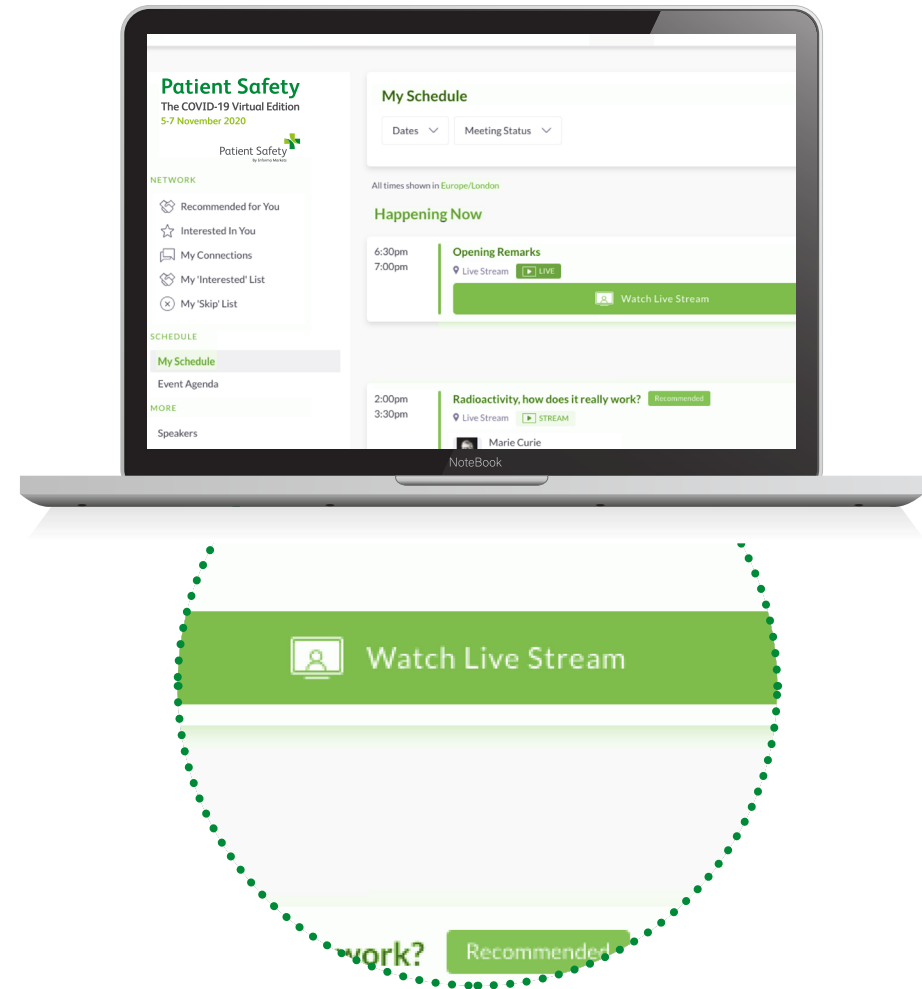
7. Watch the sessions you have bookmarked

Go to My Schedule. At the date and time of the session you are attending, click on the “**Watch Live Stream**” button to access the session.

Note: In order to watch the sessions, you will have to be registered as a delegate.

If you have registered free as a visitor and would like to upgrade to a delegate profile, contact the team at patientsafety@informa.com and purchase the **All-Access-Package of AED 500 for the 3 show days.**

Includes access to all conference sessions, educational content, and matchmaking meetings for 3 days.



8. Explore additional features

Under the “**More**” section, you will find:

- **Speaker:** View the full list of key industry spears attending Patient Safety-Virtual
- **The Exhibitor Directory:** See the full list of exhibitors attending Patient Safety- Virtual
- **The Product Directory:** See a full list of the product offering attending Patient Safety- Virtual

For any questions regarding the Patient Safety virtual desktop platform and/or App, contact:
ps-support@informa.com

Here is a link to our FAQ articles for any general inquiries:

<https://www.patientsafety-me.com/en/visit/frequently-asked-questions.html>

