



# National Clinician Scholars Program

## Attendify FAQ – Attendees

**Thank you for joining us for the National Clinician Scholars Program 2021 Annual Meeting!**

Below is an overview of the virtual platform and its features to review prior to the conference.

### What is Attendify? How will the platform be used?

Attendify is the virtual platform being used for the 2021 NCSP Annual Meeting. Attendify will allow you to access the conference schedule, watch and participate in the sessions, and network with attendees and speakers.

### How will I access and login to Attendify?

Please follow the below steps to access the Attendify Platform:

1. Click the event link you received via email. Upon clicking the link, you will be prompted to enter your email address. **Note** – Please use the email address that was used to register for the 2021 NCSP Annual Meeting.
2. Enter your email address, and then you will be prompted to create a password. Click **Create Account**.
3. You will be sent a verification email from Attendify ([support@attendify.com](mailto:support@attendify.com)). Click the link inside the Attendify email to confirm your account. **Note** – The email may go into your spam folder.
4. After your account has been verified, you will be able to login to Attendify and create your profile for the conference.

If you have any trouble logging into the platform, please email [NCSP@designingevents.com](mailto:NCSP@designingevents.com).

### Attendify Toolbar Overview

**Town Hall** – The hub or the homepage of the event. You can quickly view the activity stream, the community (attendee list), and access any current or upcoming sessions.



**Activity Stream** – The social feed for the event. Attendees can add comments or images to the stream as well as like or comment on any of the items posted to the stream.



**Community** – The full list of the attendees attending the event. You can view the attendees' profiles and send them messages to connect. Additional conference attendees are also listed under the Speakers tab.



**NCSP Website** – Learn more about the National Clinician Scholars Program.



**Schedule** – Access and watch all the conference sessions.



**Speakers** – The full list of the presenters speaking at the event. You can view a speaker's biography, as well as a list of all sessions in which they will be featured during the conference.



**VA OAA** – Learn more about the VA Office of Academic Affiliations, NCSP's national partner.



**#NCSP2021** – Link to Twitter- use #NCSP2021 to tweet throughout the event.





# National Clinician Scholars Program

## Attendee Networking Features

**Messages:** Create and send a private message to attendees.

**Notifications:** Any notifications sent throughout the conference will appear via the bell icon.

**Profile:** Access and edit your attendee profile.



Leah Smith ▾

## How do I create or edit my profile in Attendify?

Select the dropdown arrow next to your name in the upper right corner. Select "Edit" profile. Here you can add your institution, title, biography, contact information and upload a photo. All fields are optional.

**Speaker Note – The above applies to attendee profiles only. If any changes are needed to your profile on the Speakers tab, please contact [NCSP@designingevents.com](mailto:NCSP@designingevents.com).**

## How do I access the schedule and watch the conference sessions?

In Attendify, navigate to the schedule tab, then select schedule. This will show all sessions for the conference. To watch a session, click on the session you would like to view. You will then see a countdown in the middle of the page. Once the session is live, the countdown will expire, and the session will be viewable.

## Are different views available for watching the sessions?

Yes, the sessions can be viewed in 3 different views: normal, half screen or full screen.

**Normal** is the default view of Attendify. No action is needed.

**Half Screen** will collapse the schedule on the left side of Attendify. To view in half screen, select "Hide List" under the countdown to view in half screen mode.

**Full Screen** will take up your entire screen. To view in full screen, select the four expanding arrows  in the bottom right corner of the session. **Note – In full screen view, you will not be able to view the session chat.**

## How do I view the sessions?

In Attendify, navigate to the schedule tab, then select schedule. To watch a session, click on the session you would like to view.

You will then see a countdown in the middle of the page. Once the session is live, the countdown will expire, and you will be able to view the sessions on Attendify.



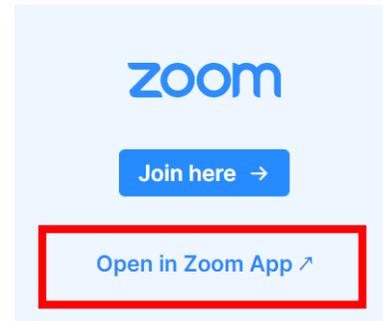
# National Clinician Scholars Program

## How do I participate in the meetings?

In Attendify, navigate to the schedule tab, then select schedule. Select the session of your choice.

**The Nursing Scholars & Directors Meeting, the Scholars Training Sessions Part I & II, the 1st-Year Scholar Brainstorming Sessions, and the VA Scholars Meeting will be taking place in Zoom Meetings.** On the session page(s), you will see the Zoom options (shown on the right) in the middle of the page. Select **“Open in Zoom App”** This will take you into the Zoom Meeting. ***Do not select Join Here – you will not have full Zoom Meeting functionality if this option is selected.***

**Note – If you are using Safari, you will only see the option “Open in Zoom App.”**



## Which browser should I use?

To attend a virtual meeting on the Attendify platform, we highly recommend using Google Chrome, Mozilla Firefox or Safari.

## Is there a mobile app available for the conference?

Yes, Attendify does have a mobile app option available throughout the conference. You can access conference materials, sessions, and information through the mobile app version of the platform, Attendify. Attendify is accessible via the app or the desktop version. We will send out more information on how to access Attendify via the app or the browser the week before the conference.

**If you have any questions, please contact us at [NCSP@designingevents.com](mailto:NCSP@designingevents.com).**