

PLATFORM GUIDE

Checklist:

- ❑ You will need a PC/laptop, webcam, microphone, and stable internet with 5-10Mbps bandwidth.
- ❑ Before you log into the platform, sign out of all applications (sign out of Zoom, Microsoft Teams, Skype etc.).
- ❑ We recommend accessing the platform via Google Chrome.



HOW TO SIGN IN



1. Once registered, you will receive an email with your unique username and pin.

2. Enter the meeting platform via

<https://portalapp.arinex.eventsair.com/VirtualAttendeePortal/apaa2021/apaa-2021/login>



Sign In

Email

rraeside@arinex.com.au

PIN

.....

Enable Enhanced Accessibility
(keyboard navigation, focus highlight,
screen reader compatibility and high
contrast colors)

Sign In

[Forgotten your PIN?](#)

Click the 'Forgotten your PIN' in case
you wish to set a new PIN

UPDATE YOUR PROFILE & SETTINGS



1. Select to enable 'Enhanced Accessibility'.

Enhanced Accessibility

- Enable Enhanced Accessibility
(keyboard navigation, focus highlight,
screen reader compatibility and high
contrast colors)

Continue

2. Set your microphone & camera.

Welcome

We really want you to enjoy the event, but before we continue we want to make sure you can participate.

Let's quickly check everything and then you're on your way.



Mic Access



Mic Selection

Great. Now let's make sure we're using the right mic. Select your preferred mic and click Set to continue.

Headset Microphone (Jabra EVOLVE LINK... ▾

Set



Camera Access



Camera Selection

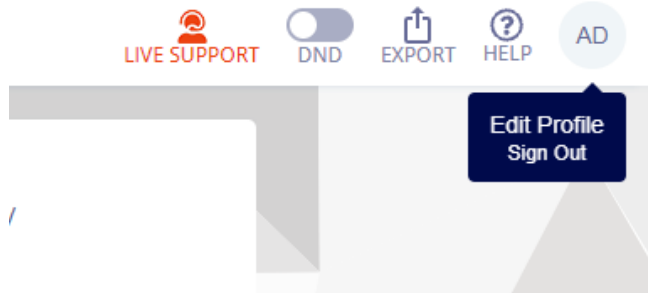


Live Video Call Check

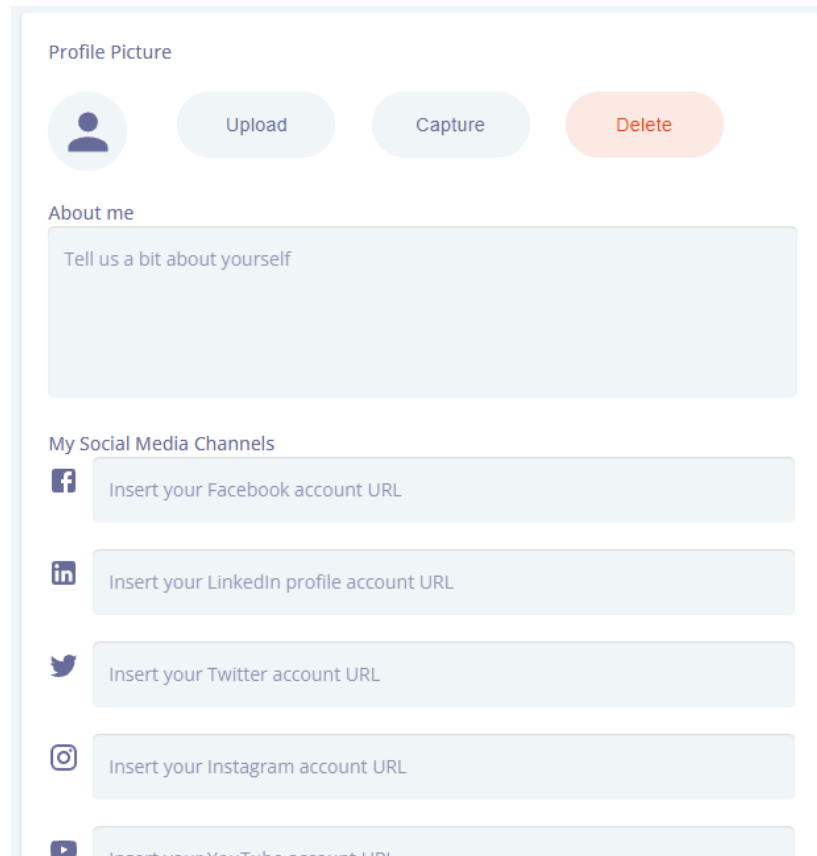


SETTINGS AFTER SIGN IN

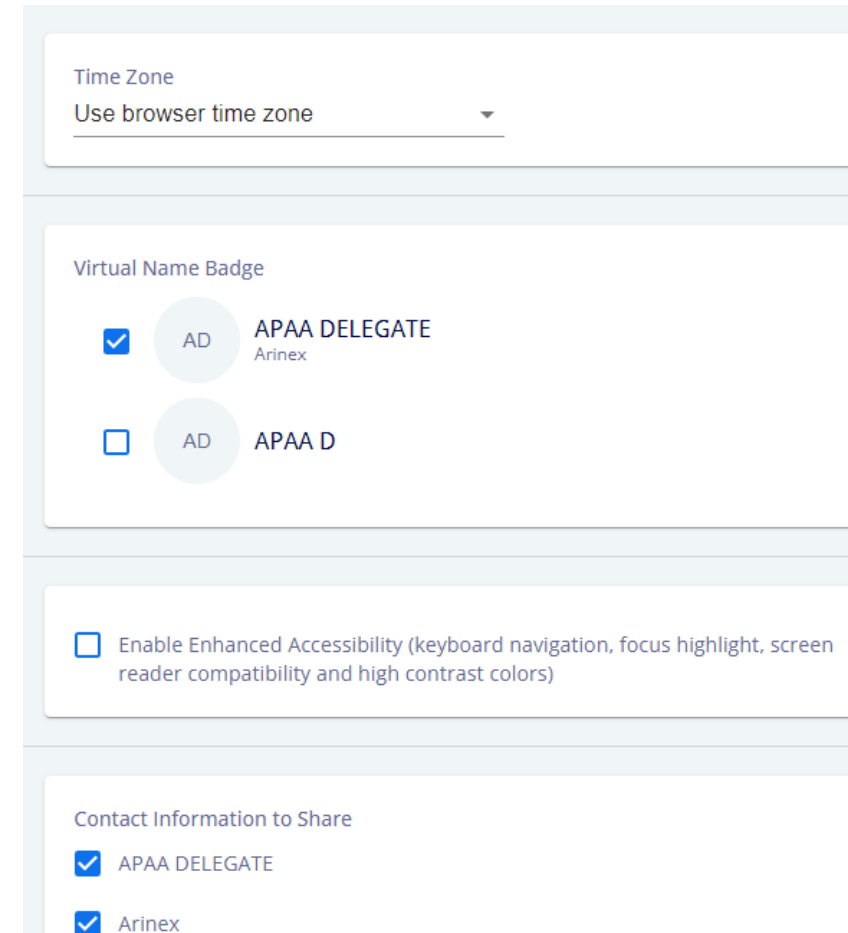
1. Click on your initials on the top right corner.



2. Update your profile to make the most of the networking opportunities.



3. Select your time zone and what other delegates will be able to view about you.





HOW TO BROWSE THE PLATFORM

THE TIMELINE

This is the session time. Please note the time converts to your local time.

Welcome to the Asian Patent Attorneys Association Council Meeting 2021

JOINING LIVE SESSIONS: The program is available below – simply click the 'join' button for the session you'd like to join. Sessions are available 15 minutes prior to the start time.

NETWORKING: Use the 'Meeting Hub' to network with fellow attendees via video, voice or chat.

UPDATE PROGRAM TO YOUR TIME ZONE: Click on your initials in the top right-hand corner of the screen, and then 'my settings'.

NEED SUPPORT? Click the orange 'LIVE SUPPORT' button on the top right-hand side of your screen to chat with the team. This is only available during the Meeting hours. Outside of these times, please email us at apaa2021@arinex.com.au

OCT 23 OCT 24 OCT 25 OCT 26

3:00pm

Afternoon Tea - Saturday
3:00pm - 3:30pm

5:00pm

Session 3
5:30pm - 6:30pm

Group Presidents' Meeting ☆ Preview

Finance Committee Meeting ☆ Preview

7:00pm

Opening Ceremony ☆ Join

No further events today

Filter ☆ Advanced +

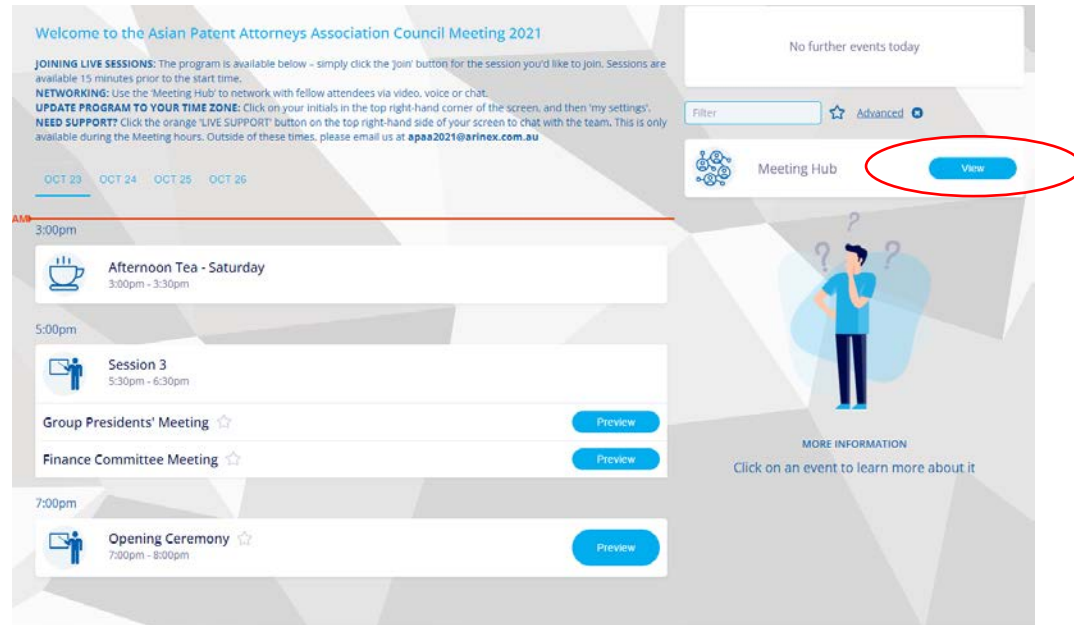
Meeting Hub View

MORE INFORMATION
Click on an event to learn more about it

15 minutes before a session starts, a 'Join' button will appear. Click on this to join the session. If it does not appear, refresh the page.



MEETING HUB – BUSINESS MEETING TABLE



Once you are in the Meeting Hub, you can:

- Search for other attendees by name, organisation, position and more.
- Request to connect with others.
- Once someone accepts your request, you can chat, audio call, video call, message, and schedule meetings.
- Meet with up to 6 people.

Click on 'View' on the right side of your screen to access the Meeting Hub.



MEETING HUB

View your connections,
pending requests and
invitations

Search

Attendee
list

The screenshot displays the Meeting Hub interface. On the left, the 'ATTENDEES' section features a search bar with the letter 'A' and an 'ONLINE NOW' toggle. Below this is a list of attendees, each with a circular profile icon and a name: AA Alonzo A, BA Bruce A, CA Casey Kook-Chan A, CA Chitra A, HA Hiromichi A, OA Omkar A, PA Philip A, SA Sudhir D A, and SA Syed Muhammad Bilal A. At the bottom of the list is a profile for Gavin Adkins, Principal at Griffith Hack. On the right, the 'CONNECTIONS PENDING INVITATIONS' section is visible. A modal window is open for Rebecca Raeside (RR), showing a 'Connect' button and a row of interaction options: Call, Chat, Message, Meeting, Notes, and Details. Below these options is a video call window showing 'Rebecca Raeside' and 'APAA DELEGATE' with a 'Video Call Inactive' status and a 'Video Call' toggle. A 'Call Rebecca' button is at the bottom of the modal.

'Connect' before
scheduling a
meeting

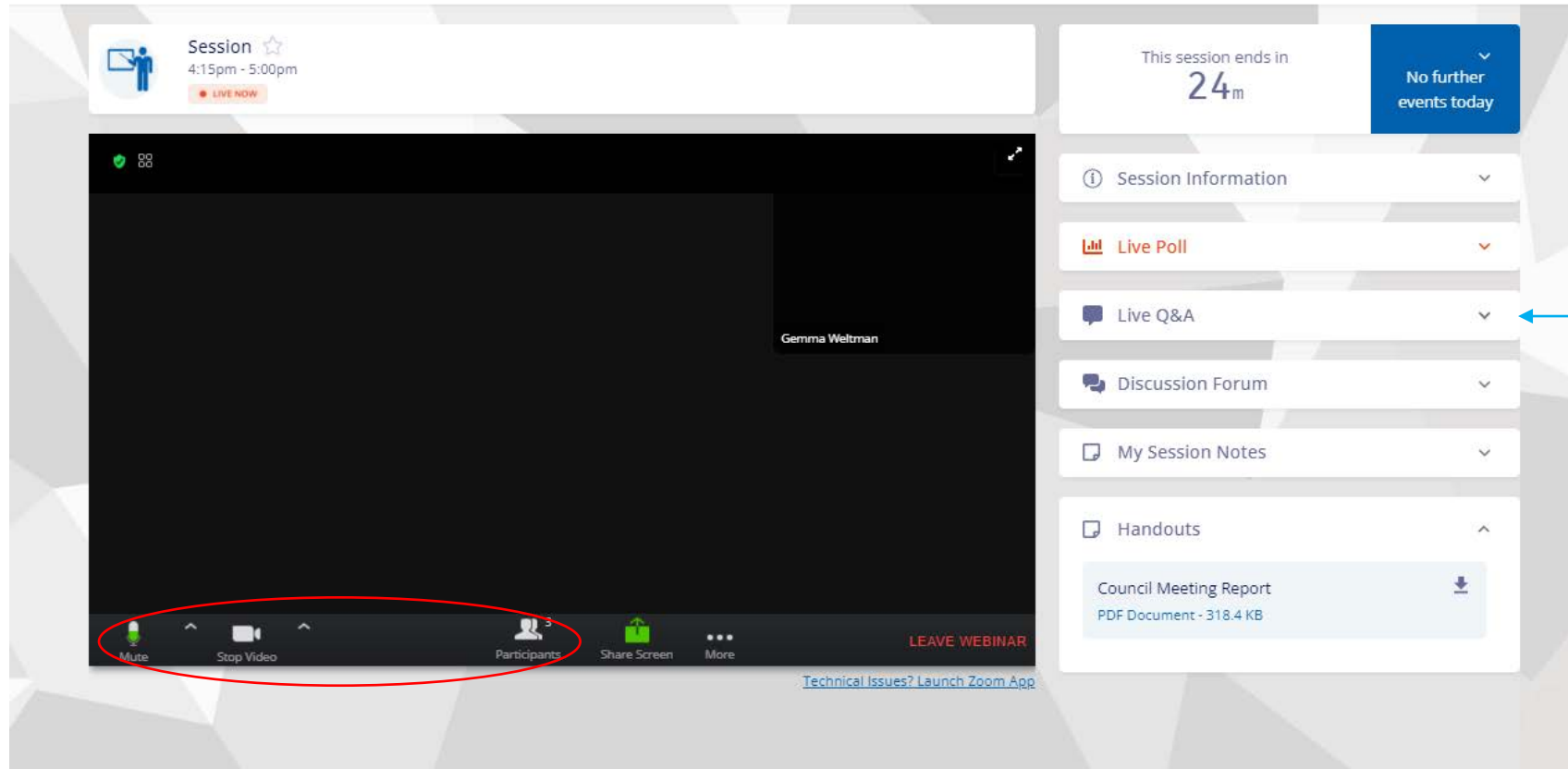
Call, chat,
message,
schedule
meetings, take
notes and view
attendee
profiles



PRESENTATIONS



COUNCIL, COMMITTEE AND ROUND TABLE MEETINGS



Participate in public voting.

If you do not wish to unmute, you may submit questions in the Live Q&A.

View and download reports.

You will only see the person who is speaking, one at a time in the platform. If you speak, your video will appear on the large screen.

Attendees can mute/unmute and turn their video on/off to join the discussion but cannot share screen unless they are assigned as a presenter or chairperson.



OPENING AND CLOSING CEREMONY, WORKSHOP AND FICPI SESSION

The screenshot shows a Zoom meeting interface. At the top left, the meeting title is 'Workshop Rehearsal' with a star icon, the time '10:00pm - 11:30pm', and a 'LIVE NOW' indicator. The main content area displays a blue banner for the 'Asian Patent Attorneys Association Meeting 2021' held from '23 - 26 October 2021'. The banner features the A2POA2A1 logo, which consists of a stylized blue fish-like shape with a yellow sunburst behind it. On the right side of the interface, there is a sidebar with a timer showing 'This session ends in 1h 21m' and a 'No further events today' button. Below the timer are several menu items: 'Session Information', 'Poll', 'Live Q&A', 'Discussion Forum', and 'My Session Notes'. At the bottom of the main content area, there is a 'Raise Hand' icon and a link labeled 'Audio/Video Issues?' which is circled in red. A red circle also highlights the 'Full Screen' icon in the top right corner of the main content area.

Full screen mode.



Use back up streams if you experience technical issues.

This is a viewing only session.

You will only see and hear the presenters.

You cannot unmute or turn on your video.

TECHNICAL SUPPORT



The screenshot shows a meeting interface for the Asian Patent Attorneys Association Council Meeting 2021. The main content area contains instructions for joining live sessions, networking, updating time zones, and seeking support. A navigation bar at the bottom shows the dates from today to October 26. In the top right corner, there is a 'LIVE SUPPORT' icon. An orange chat window titled 'Live Support' is overlaid on the right side, featuring a text input field with the placeholder 'Ask your question here...' and a 'Get Live Support' button.

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TODAY OCT 23 OCT 24 OCT 25 OCT 26

Live Support

Ask your question here...

Get Live Support

LIVE SUPPORT

If you experience issues, please contact the Live Support as seen above.

