FAQs for delegates

Thank you for registering for Inspiring choices. We've created this guide which we hope will answer any questions you might have. Whilst we are unable to meet face-to-face, there's plenty to get involved in at this virtual conference!

Please read the below in advance of the event, and if you have any further questions, either email us at events@ucas.ac.uk or visit the helpdesk on the platform.

What are the event timings?
- You can log in and update your personal profile from Monday 9 November.
- You can log in, book meetings and take a look at the agenda from Friday 13 November.
- The live conference takes place from 09:00 – 18:00 on Monday 16 November BST.
- The event content is on-demand until 15 December.

How do I log in?
Visit https://ucasinspiring.online-event.co/ to log in. Passwords must be a minimum of eight characters, containing at least 1 special character, 1 numeric and 1 upper-case.

How do I create my personal profile?
When you log in before the live event starts, you'll see only your personal profile. Here you can:
- Add a profile picture
- Provide a short description of yourself
- Update personal details
- Set privacy settings

Complete your profile before 13 November to enhance your experience with other delegates, speakers and exhibitors during the event.

## What happens in each area of the event platform?

Lobby
This is the central hub of the conference. Use the buttons to navigate to the different event spaces - Agenda, Networking area, Conference rooms, Exhibition hall and Help desk.

Agenda

View the full programme of sessions and choose the ones you'd like to attend. Add sessions to your personal agenda by clicking the clock icon at the top right of the screen, and we'll send you reminders when they're about to begin.
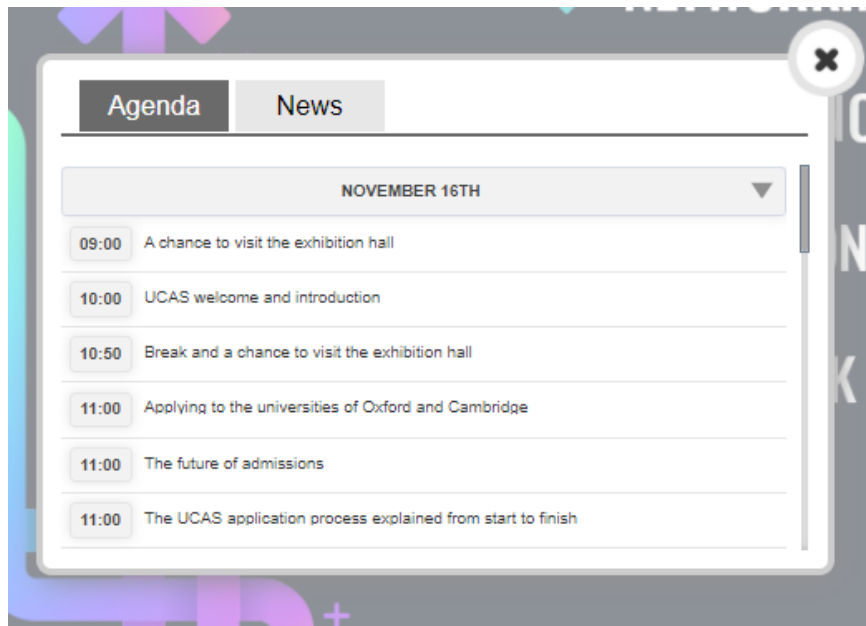
Networking area

Take part in discussions and connect with other delegates, exhibitors and speakers. We all know that networking is one of the main things you miss from being at a live conference, so make the most of this experience and join in!

Conference rooms

Here's where you come to join each of the plenary and breakout sessions. Click the 'live' tab to view live content on the day, and the 'on-demand' tab to view on-demand content from 17 November. On-demand content is available for30 days, until 15 December.

Top menu

Agenda (clock) - add the sessions you want to attend to your personal agenda, and we'll send you a notification just before the session starts.

Who's Here (person icon) - this feature allows you to see everyone attending the event. Search for colleagues, other delegates, exhibitors or speakers, and click through to individual profiles – then message people and network outside of the Networking Area. Exhibitors may also invite you to their stand.

Event bag (star) - find all the information you've collected throughout the event, in one place. View all of the content or download it to read later. You may also see sponsored content in the Sponsored Items area.

Settings (cog) - access your profile, privacy policy, and log out of the platform. The bell icon in the bottom right of the screen lets you know when you have a message, or someone has replied to a comment you have made.

How can I make the most of the conference?
• Log in to https://ucasinspiring.online-event.co/ and add the details to your personal profile before 13 November.

• Plan the sessions you want to attend and add them to your personal agenda from 13 November – so you don't miss that important session when it starts.

• Have a look at the agenda here before the event to think of some questions you would like to ask. Jot them down and have this with you during the event, then make sure you ask! You can either do this via text chat, or you can put your 'hand up' so that your microphone (and camera if you wish) can be turned on, so that you can ask verbally.

• Make sure you visit the Exhibition Hall, there are over 30 exhibitors from different organisations, all keen to engage with you. If there is an exhibitor you would like to book a 1-2-1 meeting with, click on the handshake icon on their stand. You can do this from 13 November.

• Join in the conversations. The Networking Area will have polls and discussion topics related to the conference content.

• Start conversations. The platform allows you to search for colleagues and peers that you might normally catch up with at a physical conference. To do this, go to the who's here or attendee list on the top menu. You will be able to filter by organisation type, attendee type or county.

• All of the sessions (including Q&A) will be available on demand for 30 days after the event. So, make sure you take advantage of this to view all of the content you didn't get chance to on the day.

How do I report an incident?

Your safeguarding is very important to us. If you experience any inappropriate behaviour during video or text chat, please email events@ucas.ac.uk.