

Hopin How-To Guide: Short Tutorials to Get You Familiar with the Platform

HOW TO NAVIGATE THE ONLINE CONFERENCE



RECEPTION
Check out the reception page for the event schedule.

STAGE
This is where panels will be held.


SESSIONS
Join workshops and trainings throughout the day.

NETWORKING
Looking to make new connections? Engage in "chat roulette" one-on-one video calls with other attendees!

EXPO
Interact with our sponsors.

CHAT
Ask questions to the speakers and chat with other attendees.

PEOPLE
You can send private messages or initiate one-on-one video calls with other attendees.




LOST?

Our team is here to help! Find us at Help Desk in the Expo.



TECH ISSUES?

Please try refreshing your browser.



FOR BEST EXPERIENCE

Use Chrome or Firefox



WARNING!

Do not use Safari, Edge, IE, etc.

Hopin Introduction & Browser Compatibility

We're excited to be hosting #NoWar2021 on the Hopin platform! Please read through this guide to familiarize yourself with the platform in advance of the event.

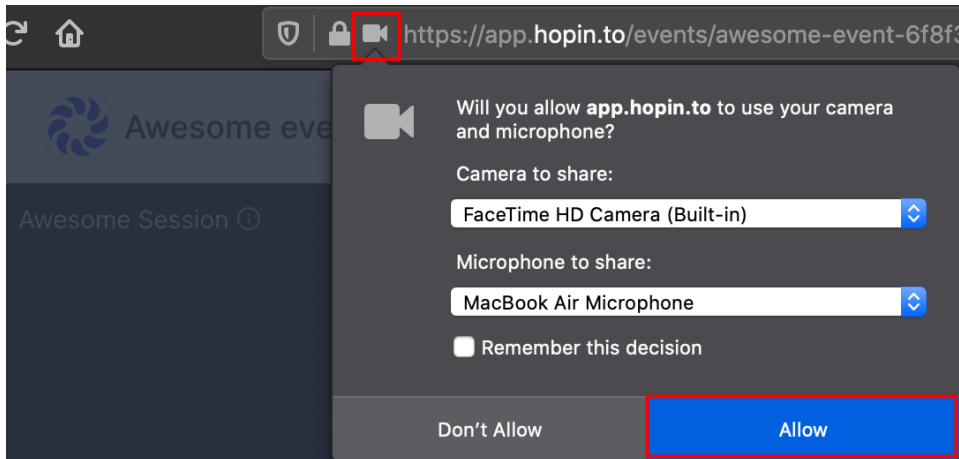
Hopin doesn't require any apps or downloads. It's an in-browser experience that works best on desktop. **The browsers that are compatible with Hopin are Google Chrome or Mozilla Firefox on desktop. On mobile/tablet, Chrome works best for Android devices and Safari works best for Apple devices.** Pro tip: Make sure your browser is up to date!

Browser Permissions

In Hopin, you will be prompted to select your audio and video device so that people can hear and see you at the event. Below are instructions for giving browser permissions in Firefox and Chrome to allow your camera and microphone to be on in Hopin.

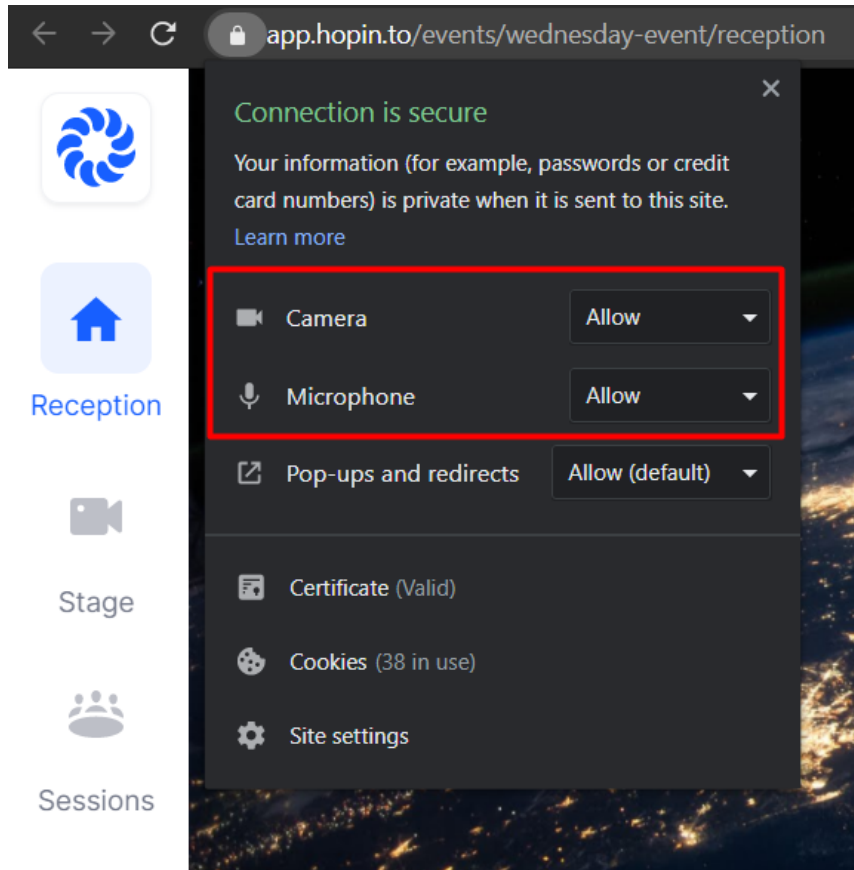
On Firefox:

- Click the *video icon* in the URL field
- Choose the *Camera* and *Microphone* to share
- Hit *Allow* for changes to take effect



On Chrome:

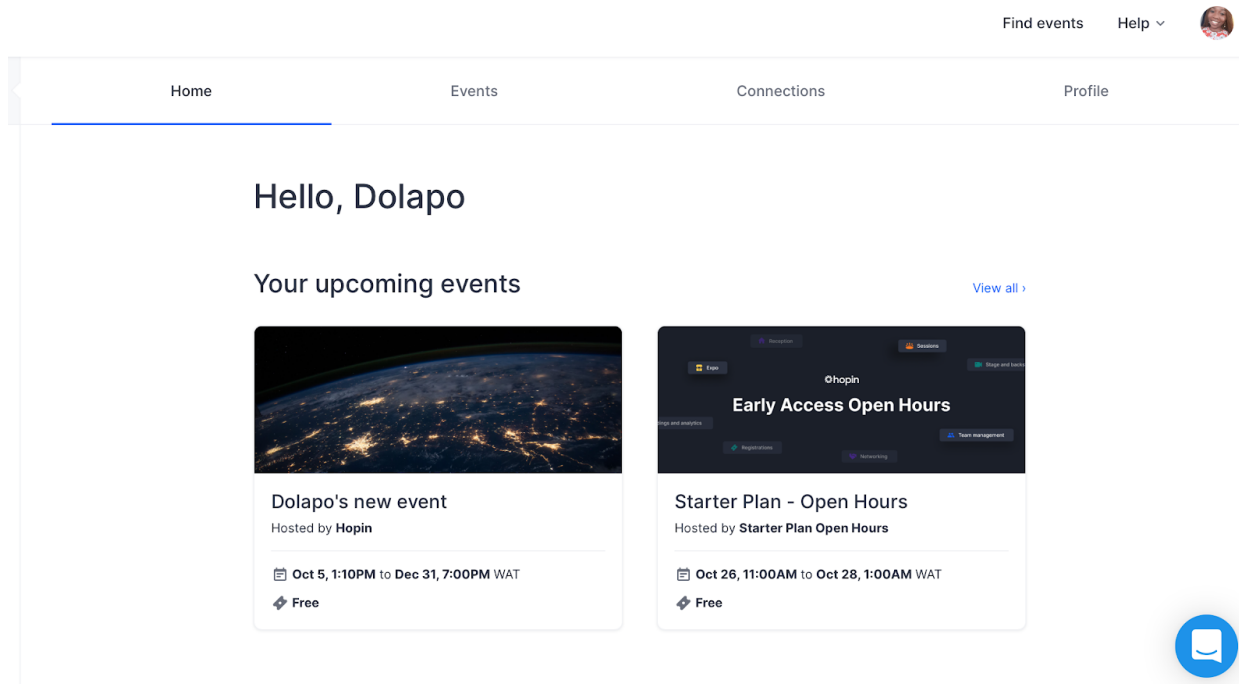
- Click on the padlock icon next to the URL
- Set *Camera* and *Microphone* to *Allow*



Note: Make sure your camera and microphone are allowed for <https://hopin.com> website.

How to Access the Conference

You are registered for an event hosted on Hopin and may be wondering how to access the event. Head [here](#) and sign in. Once logged in, navigate [here](#) and you will see a direct link to the event you are attending. Your Home page contains all the events you have registered for. You can click on the event to get in once it's time. **Note:** You will have access to the event 5 minutes before the scheduled start time.



The Profile tab gives you access to your profile information. Here, you can update your profile photo, name, email, headline, bio, and social media links. Completing your profile is optional, but recommended to make it easier for other attendees to connect with you.

Home

Events


Connections

Profile

Profile

Fill your profile so people can know more about you during events.

Avatar



Choose image

First name

Dolapo

Last name


Iyunade

Headline

Support Operations

Bio

G



On the Connections tab, you'll see a list of everyone you've connected with using the networking feature (discussed below). You can access their contact info so that you can follow up with them after the event.

Home

Events

Connections

Profile

Connections

See all the connections you made while networking.



dolapo iyunade

Head of Dolapo's Empire



Matched at Dolapo's new event

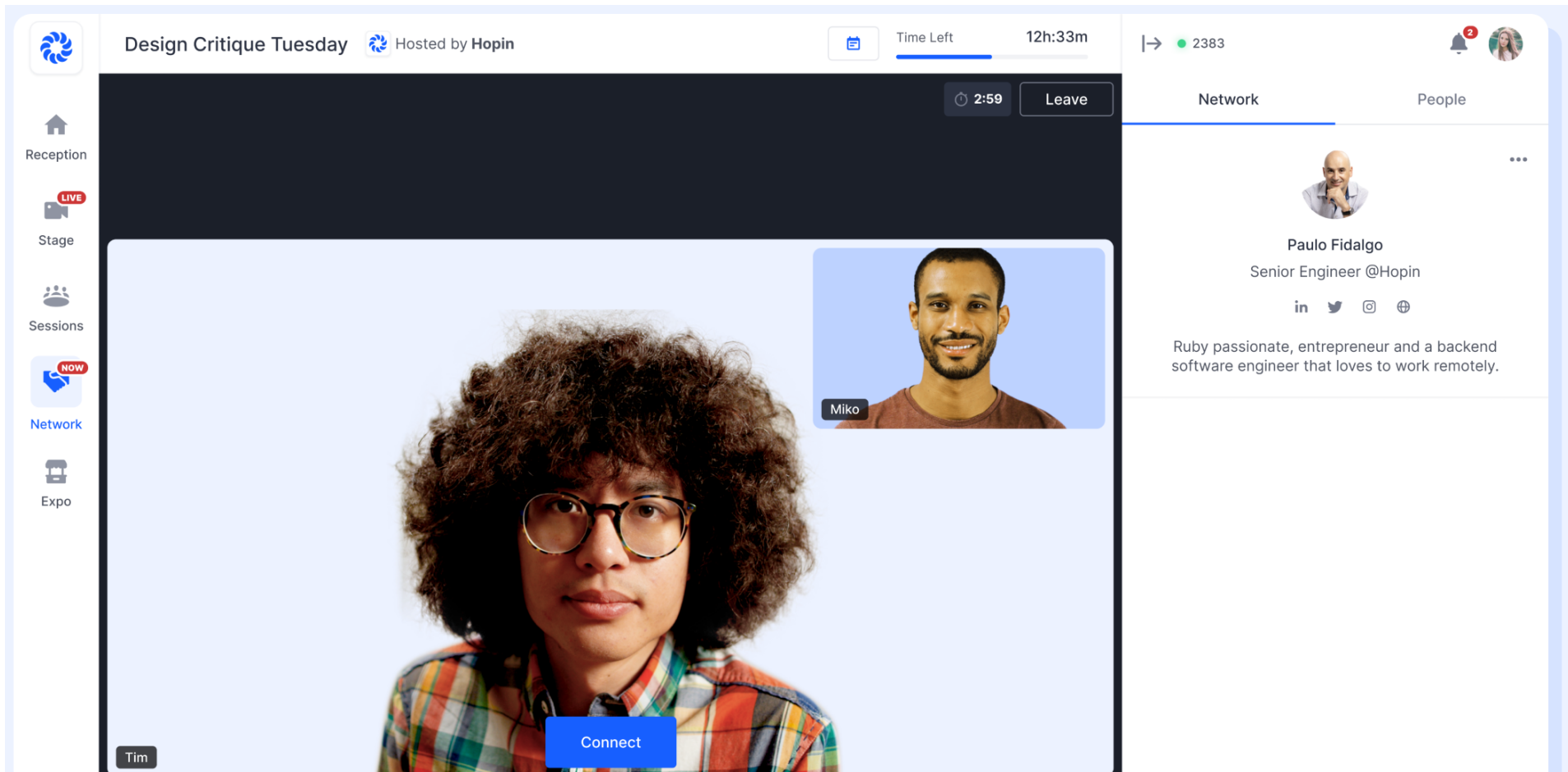


Navigating the Event

Hopin has 4 main segments: Stage, Sessions, Networking, and Expo. These will display as tabs on the left-hand side of your event screen, as in the screenshot below. On the left-hand side you will also see the tab for “Reception”. Reception shows the event schedule. Click on the relevant icon (Reception, Stage, Sessions, Networking, Expo) to navigate to that section of the event. On the right-hand side of the event panel is the chat where you can chat with other participants. Click the People tab to search for other participants, so you can schedule a private video meeting or send them a direct message.

The screenshot displays the Hopin event interface for the #NoWar2021 Virtual Global Conference. On the left, a vertical navigation bar contains icons and labels for 'Reception', 'Stage', 'Sessions', 'Networking', and 'Expo'. The main event banner features a graphic of diverse people holding flags, with the text 'GET YOUR TICKET NOW!' in a diagonal banner. The event title '#NOWAR2021 VIRTUAL CONFERENCE' is displayed in blue, along with the dates 'June 4-6, 2021'. The main headline reads 'FROM WEAPONS FAIRS TO WAR ZONES: UNRAVELING THE WAR MACHINE'. The logo for 'WORLD BEYOND WAR.org' is visible in the bottom right of the banner. Below the banner, the event title '#NoWar2021 Virtual Global Conference' is repeated, followed by the dates 'Jun 04, 1:55PM → Jun 06, 8:00PM (-04:00)' and an 'Add To Calendar' button. The event is hosted by 'World BEYOND War', with a small logo and text indicating it was founded in 2014. A paragraph describes the organization as a global grassroots network working to abolish war and replace it with a nonviolent security system. On the right side of the interface, there is a chat area with a 'Chat' tab selected, and options for 'Polls' and 'People'. A small profile picture of a participant is visible in the top right corner of the chat area.

Red buttons that say “live” or “now” on the left-hand side of the screen, as in the screenshot below, will direct your attention to which is happening live during the event. Click the icon to navigate to that section of the event.



The calendar button at the top center of the screen is an easy way to preview what's coming up at the event. Click the calendar icon and it will open up a list of what's coming next.

The tiny red dots are like notifications - they indicate new chat messages or polls that you haven't viewed yet. The red dots disappear once you've viewed the messages.

The screenshot shows the Hopin Career Conference 2020 interface. At the top, the event title "Hopin Career Conference 2020" is displayed, followed by "Hosted by Hopin". A red arrow points to a calendar icon in the top center. To the right of the calendar icon is a "Time Left" indicator showing "12h:33m". On the far right, there is a notification bell icon with a red dot and a profile picture. Below the top bar, the main content area shows "Stage1: Career talk with HR managers from Hopin" with a video player. On the left sidebar, there are navigation icons for "Reception", "Stage" (marked with a "LIVE" badge), "Sessions", "Network", and "Expo". On the right sidebar, there are tabs for "Chat" (with a red dot and "17" notifications), "People", and "Poll". Below these tabs are "Event" and "Direct Messages" (with a red dot and "1" notification). The "Chat" tab is selected, showing a list of messages. The first message is from "Hopin - Organizer" at 12:45, followed by a message from "Donatella Santoro" at 12:30, and another from "Hopin - Organizer" at 12:45. The "Direct Messages" tab is also visible, showing a message from "Jack Yan" at 12:34 and another from "Cirila Lopez" at 12:33. Red arrows point to the calendar icon, the chat notification, and the direct messages notification.

Hopin Career Conference 2020 Hosted by Hopin

Time Left 12h:33m

2383

Chat 17 People Poll

Event Direct Messages 1

Stage1: Career talk with HR managers from Hopin

Hopin - Organizer · 12:45
Johnny Boufarhat shares new product updates on Video Calling, Video Rooms and Live Video within our Hopin App to help everyone feel more connected with each other, even while we're apart.

Donatella Santoro · 12:30
You're innovations have added so much connectivity and fulfillment to my personal life and business realm. Thanks for all your hard work and dedication to making Hopin better and growing the platform.

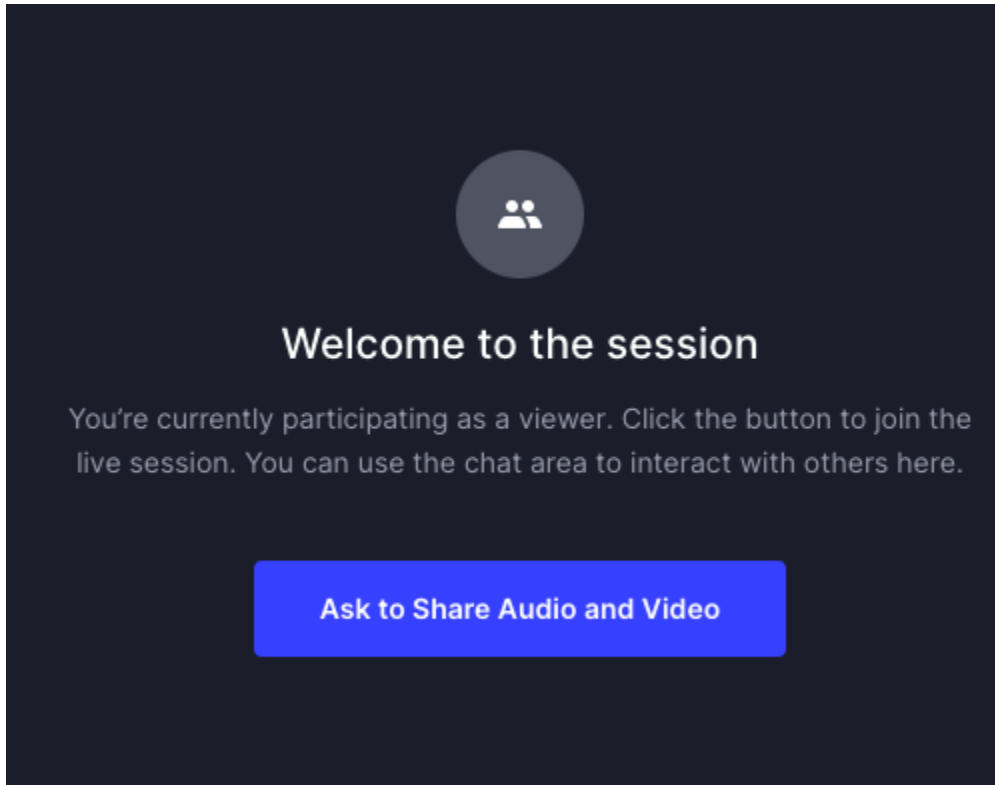
Hopin - Organizer · 12:45
Everyone, voting started!

Jack Yan · 12:34
Blessing you Hopin that you gived to us in ITALY..to stay connecting during this horrible period with people that supported us . You was Amazing as always @Hopin. Thank you to stay here ! 🙏🙏🙏🙏 thank you.

Cirila Lopez · 12:33
You're innovations have added so much connectivity and fulfillment to my personal life and business realm. Thanks for all your hard

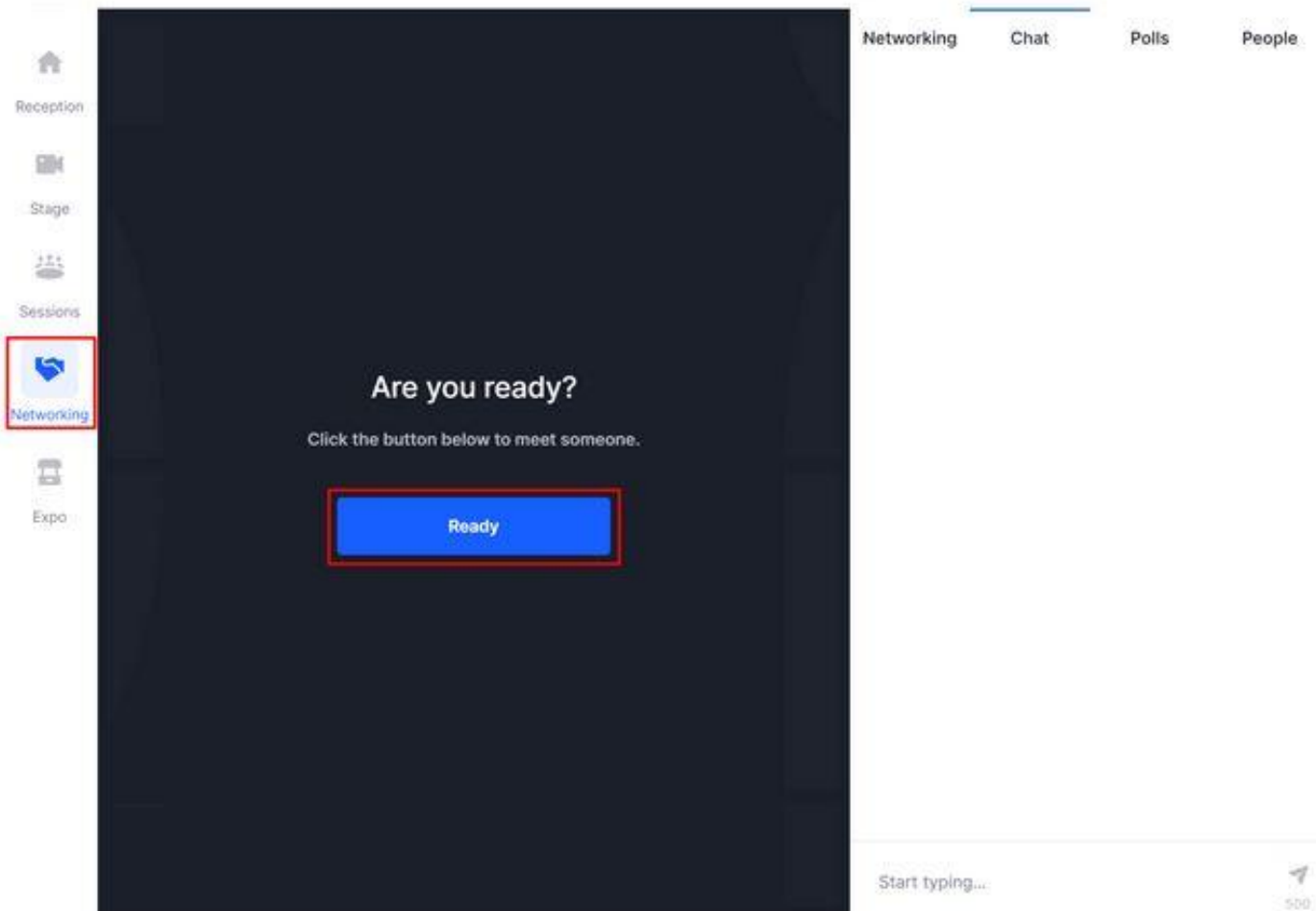
Here is more information about the 4 main sections of the event (Stage, Sessions, Networking, Expo):

- **Stage** - This is where the panel presentations will take place. You can use the stage chat on the right-hand side of your screen to ask questions to the panelists on stage.
- **Sessions:** Sessions are like breakout rooms. These are where the discussion groups, workshops, and trainings will take place. These are interactive. You can "Ask to share audio and video" to join the discussion and the moderator will allow you to come on camera. See the screenshot below.



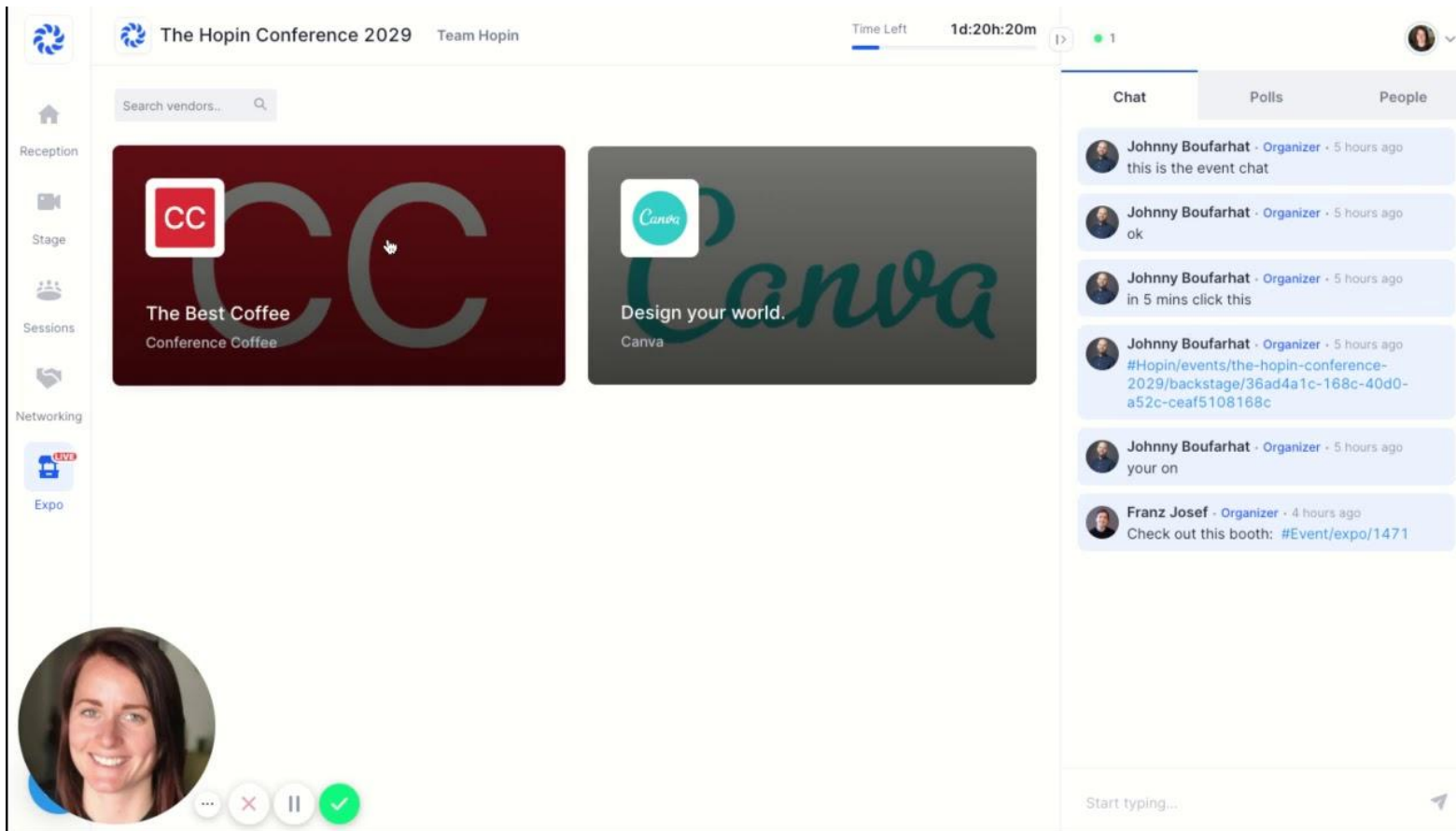
You can also use the session chat on the right-hand side panel to chat with participants in a session.

- **Networking** - The Networking area is the place for one-on-one meetings. In networking, when you click the *Ready* button, the system searches for someone else who has also clicked the *Ready* button. If someone else is available, the two are matched instantly and the video chat begins. Networking is random. During networking, click the blue *Connect* button to exchange contact info. Both participants need to click *Connect* in order for contact information to be exchanged. Post-event, this information will be available in your Connections tab on your Hopin account (see screenshot above on page 6).



- **Expo:** Visit the expo booths tab during the event to check out information from the event sponsors. Booths can contain pre-recorded content, links, and the option to “go live” in the booth to speak to a representative from the booth organization. Each booth contains a booth chat so you can send messages to the organization to ask questions about their offerings.

This screenshot shows an example of 2 expo booths in the Expo tab. Click on the booth to explore it.



To go live in an expo booth, click the blue button to “Ask to share audio and video” as in the screenshot below. You can also use the booth chat to chat with booth representatives (on the right-hand side of your screen).

//app.hopin.to/events

app.hopin.to/events/un-global-compact-20th-anniversary-leaders-summit/expo/35011

UN Global Compact 20th Anniversary Leaders Summit United Nations Global Compact

Time Left 3h:54m 2871

UNODC 3 / 10 17 Ask to Share Audio and Video Booth Chat Polls People

Alex Petkov

Mona Salem

Cristina Albertin

UNODC
United Nations Office on Drugs and Crime

United Against Corruption. The United Nations Office on Drugs and Crime (UNODC) is a global leader in combating illicit drugs, transnational organized crime and... Show More

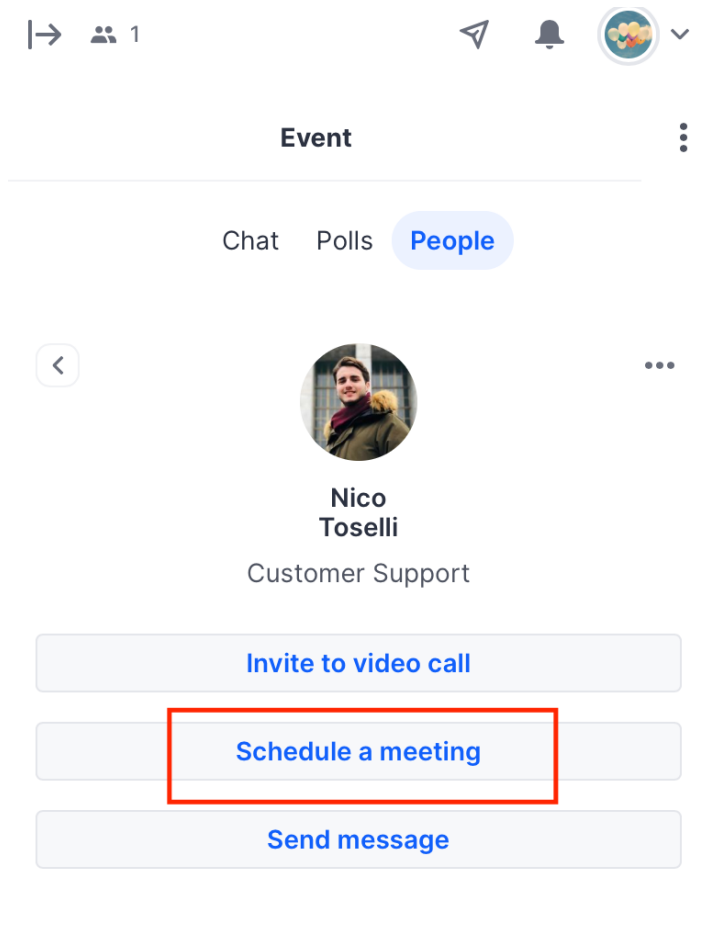
Visit our Website

Zur Suche Text hier eingeben

100% 12:05 16.06.2020

Networking

As explained above, the Networking feature allows you to be randomly connected in 1:1 meetings with other attendees when you visit the Networking section of the event and click the *Ready* button to be matched up. But you can also create private one-on-one or small group (up to 5 people) video chats with other attendees of your choice. To connect with a specific person, go to the 'People' tab of the event on the right-hand side of the event page, find the person you would like to connect with, and click the *invite to video call* button. The screenshot below shows the 3 options that show up when you search someone's name in the People tab: Invite to video call, Schedule a meeting (at a designated time), or Send message (to send a private direct message to the person). Scheduling a meeting will be discussed below.



Clicking the Schedule a meeting button will open a modal with the following information for you to populate:

×

Schedule a meeting

Select a date and recipients to send meeting invitation

Start date

17 Jan

Start time

12:15

▼

End date

17 Jan

End time

12:30

▼

Select recipients (up to 4)

Search people

▼

☐

Exclude me from the meeting

ⓘ

TJ

Test Jake

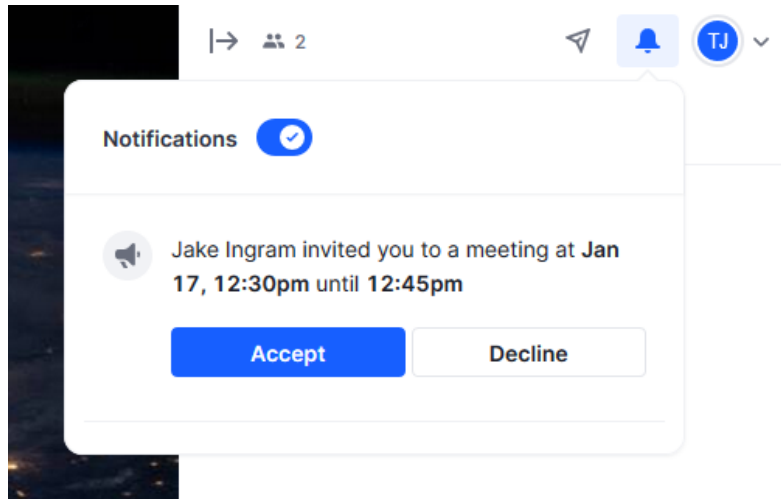
×

Send invitation

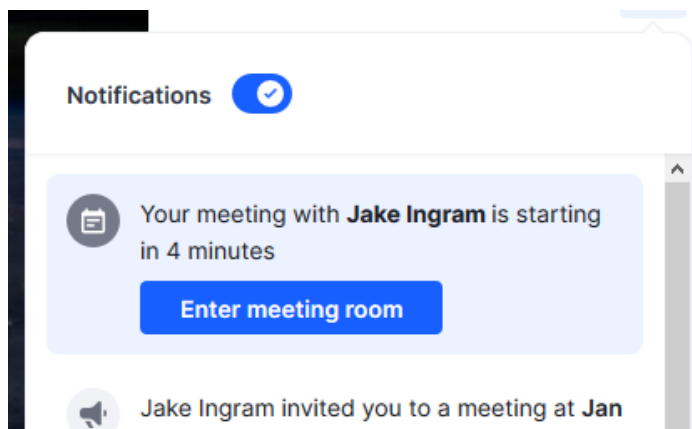
15

Pick the start and end time, and select up to 5 participants. Then click *Send invitation*.

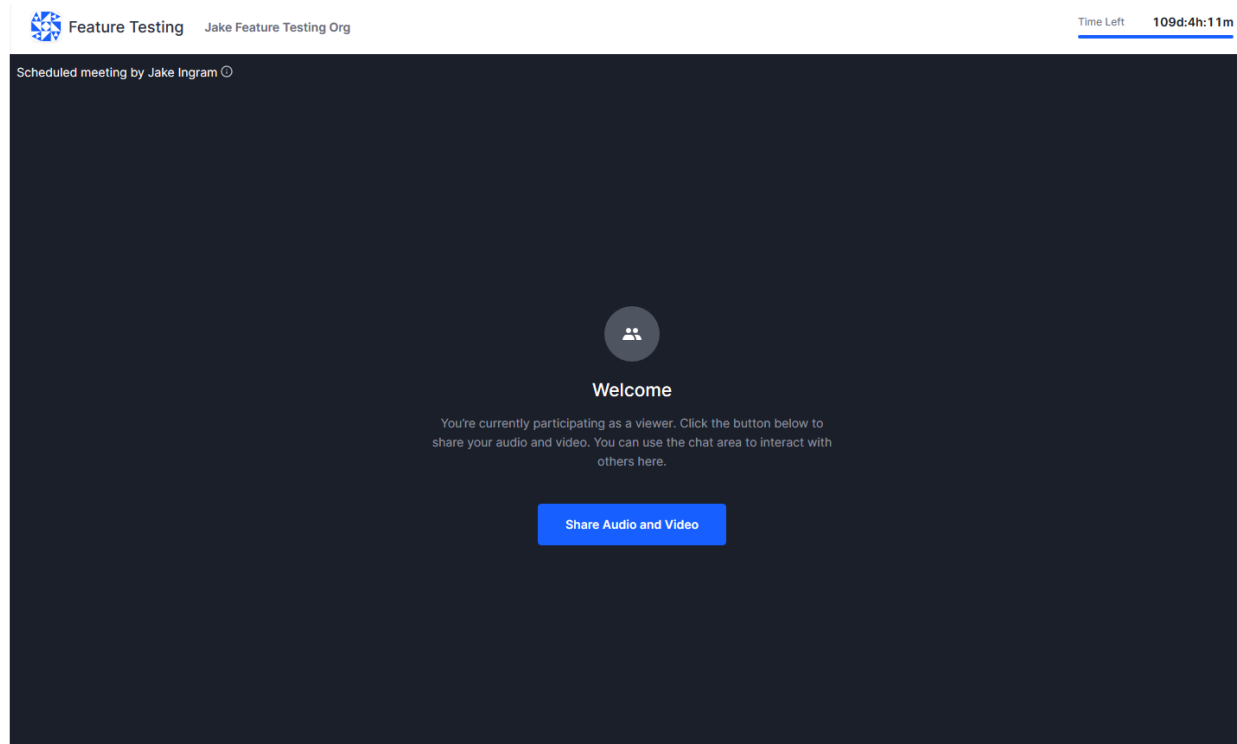
When a meeting is scheduled, the recipient of the invite is notified via the notification area (the bell icon) at the very top right of the event screen. From there, they can accept or decline the invite.



After an invitation is accepted, any users invited to this meeting will be notified 5 minutes before the meeting is about to start, and again when the meeting is starting:



This is a screenshot of what the meeting room looks like. Click the blue button to “Share audio and video” to go on camera and join the meeting.



For questions about any of the Hopin features, contact greta@worldbeyondwar.org. See you at #NoWar2021!