Joining EventPilot for MEMS 2023 Conference

1. Look for the "Join Here" button on the conference website to join the Conference Online Planner (EventPilot).

2. You will need to use the email address from which you received the registration email and your last/family name as your password (case sensitive). Your email and password will be good for two (2) devices.

You can use the Online Planner to watch all conference sessions from your computer, or download the conference app to your mobile device and watch from there.

To download the conference app to your mobile device, please go to the App Store or Google Play and search for "EventPilot Conference App". After installation, open the app and enter **MEMS23** as the event code. If you already have EventPilot installed for another conference, go to "More" and select "Find Event" and enter the code.
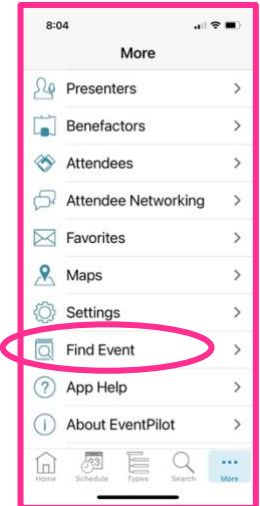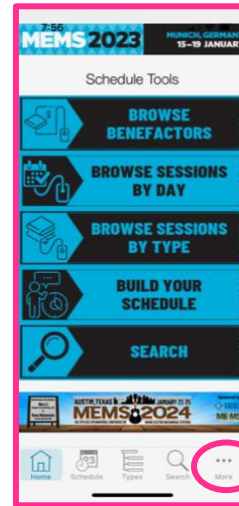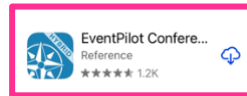
To network with other conference attendees, you will need to download the app to your phone. You will find Attendee Networking under More. Select the person you want to message and compose/send message. Note this is NOT instant messaging. Expect a delay when both sending and receiving messages.

Online Planner

The Online Planner allows you to bookmark presentations, take notes, and create your own schedule. You have the option to email these items to yourself for future reference so make sure you add ATIV Software (alerts@ativsoftware.com) to your contact list.

There are four (4) main tabs in the Online Planner.

<u>Schedule</u> – This is where you can create your own schedule. All event times listed are <u>PDT</u> Time. For additional information on schedule see Online Planner Information at the end of this file.

<u>Speakers</u> – This is a list of all presenting authors. Search by name or affiliation within the list to view presentations by the speaker.

<u>Benefactors</u> – This is a complete list of all benefactors and exhibitors. Please visit their pages for useful information and contact them directly with questions you may have or to request additional information.
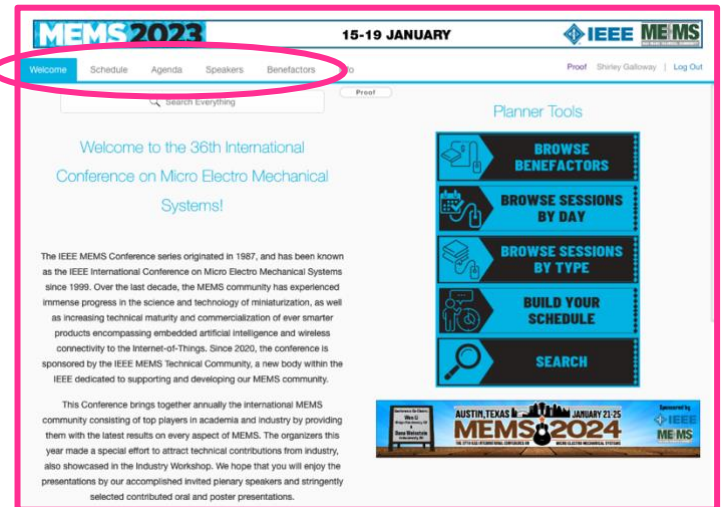
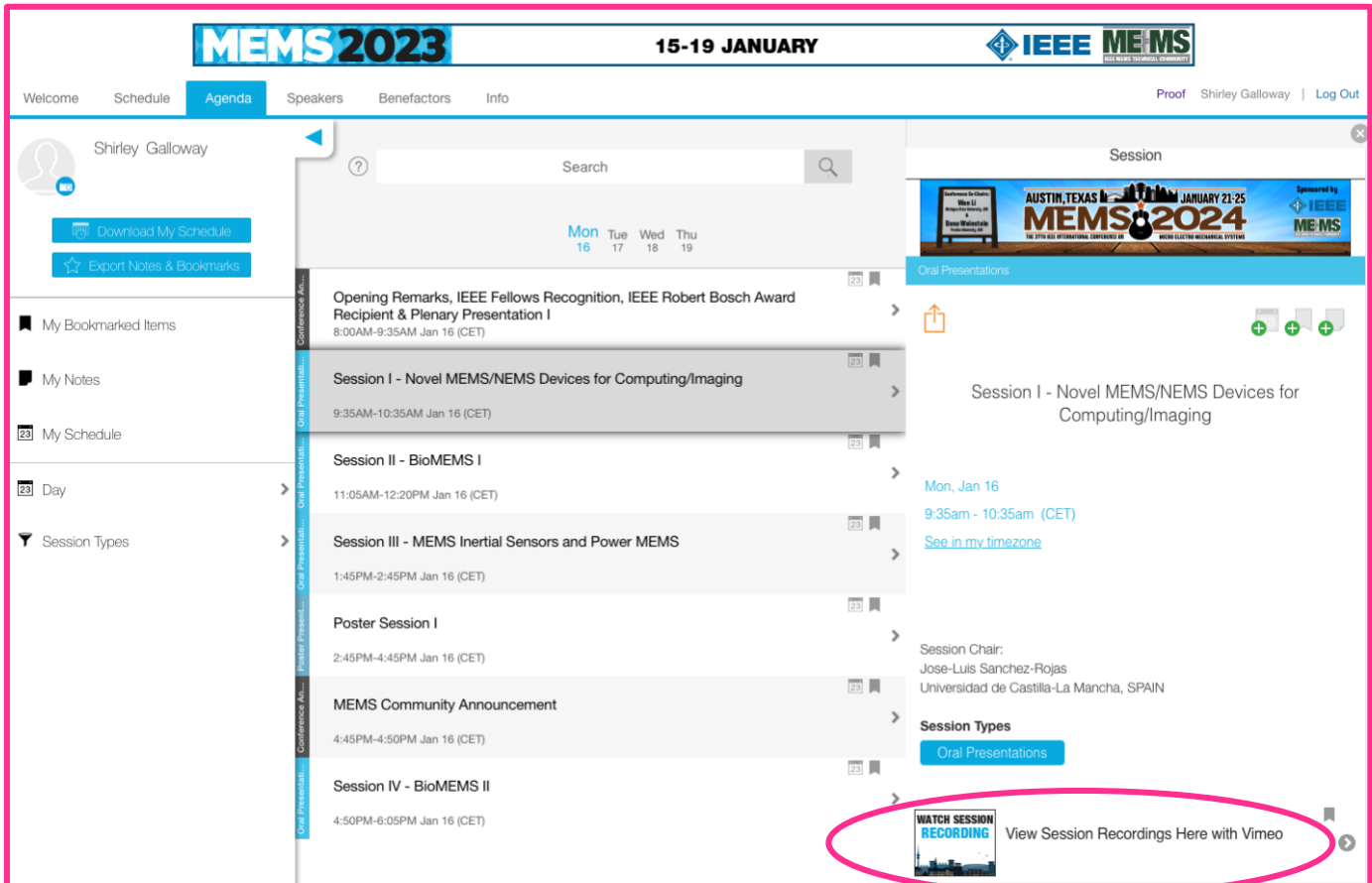EventPilot will be available on a 24-hour basis until 14 February 2023.

Agenda – This is where you will find the program schedule for the conference by day. Select the day at the top and then scroll down to see all presentations in chronological order. Select a session, and details on that session and presentations will appear in the right panel. For oral and poster sessions, scroll down to see the individual poster pages within that session. Presentations are color-coded to easily distinguish from the different types (Plenary, Oral, Poster, etc.).

Session Recordings

Session recordings will be found on the agenda page under the specific session for each day. Recordings will be available within 24 hours. You will see a Watch Session Recording button on the session page. This will open the video in VIMEO.

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Presentation Page

Each presentation has its own page where you may view the Technical Digest Manuscript and send a question directly to the speaker.

The Question to Speaker button will send your question directly to the presenting author. Keep in mind that they will receive your name and email in order to respond back to you.
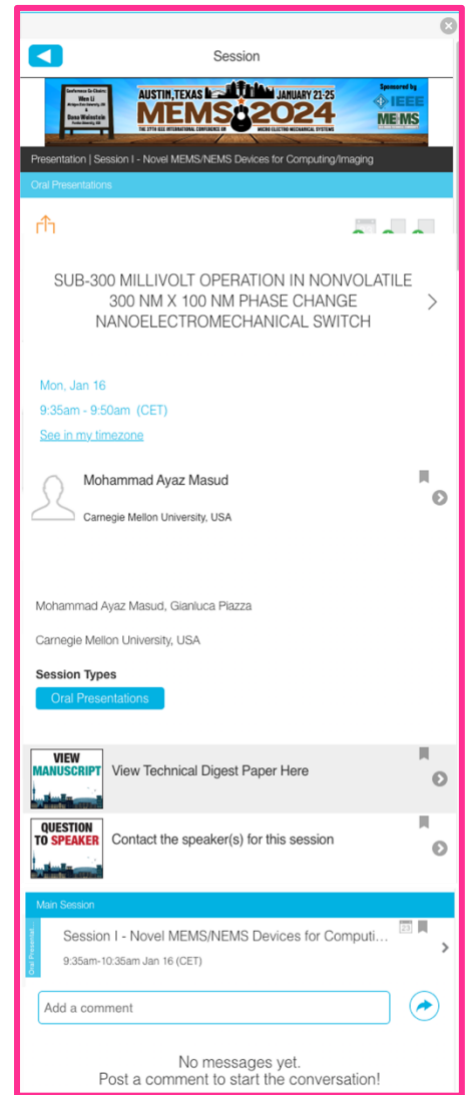
You will also be able to set your time zone in addition to the presentation time in Germany.

Set to your time zone →

View Technical Digest Manuscript. →

Send a question directly to the presenting author of the paper. →

If you use the comment box it does **NOT** go to the presenter. This is visible for all attendees to see. →

Tips for Optimizing the Platform

The Online Planner is supported on the latest versions of Chrome and Safari on your computer. Make sure that your **browser is updated and current**.

The full-screen feature only functions with **Chrome** browser (not Firefox). If you are using a browser other than Chrome and wish to view full screen, please consider installing/using Chrome for the Online Planner. We know that this is not ideal for all and we are sorry for the inconvenience. Visit the website for additional information on system requirements.

If you are unable to log into the system, please clear your browsing history and restart your web browser. Check your firewall settings on your computer browser.
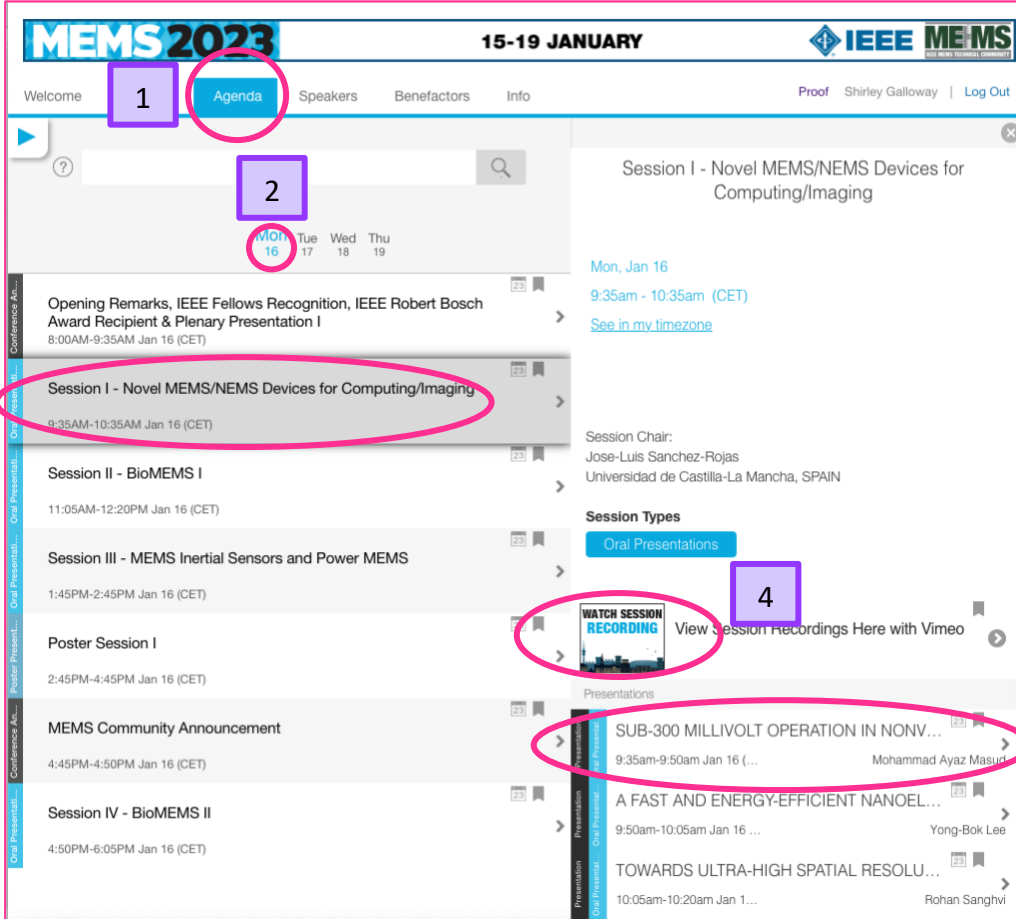
For those in China and anyone else having problems viewing content, please try using a VPN (Virtual Private Network) to access the platform.

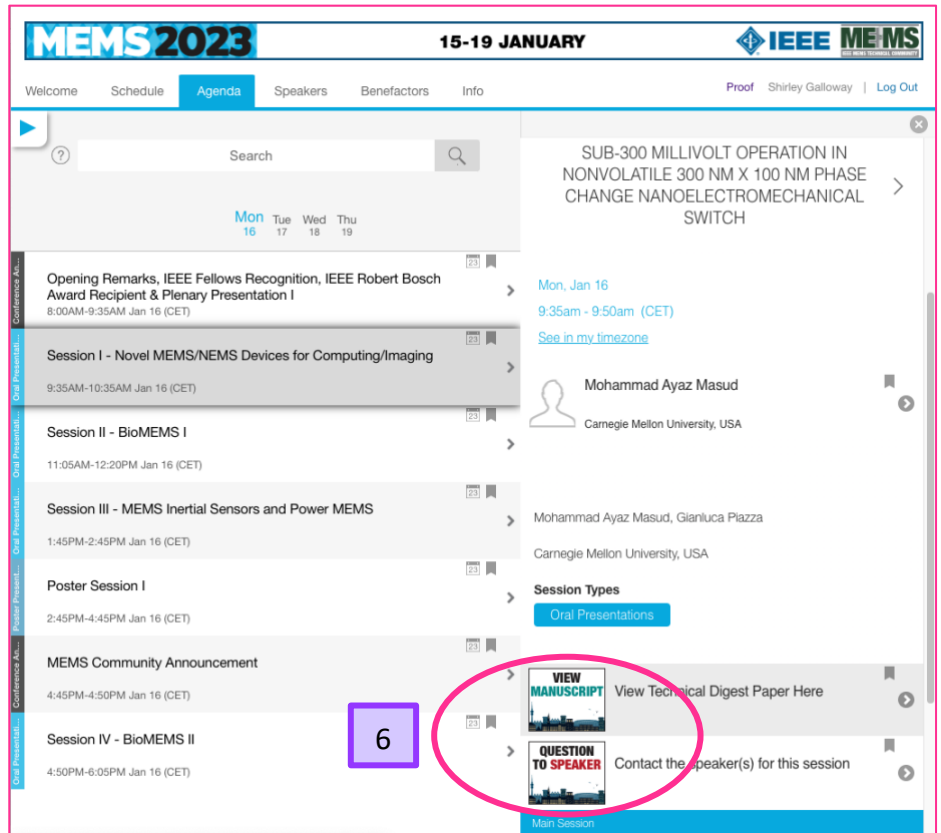EventPilot will be available on a 24-hour basis until 14 February 2023.

Presentation Navigation

1. Go to Agenda
2. Select the Day
3. Select Session
4. Watch Session Recording
5. Select the Presentation
6. View Manuscript - Send Question to Speaker

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Schedule Information

Add to Schedule
Press the Calendar icon inside a session to add it to your schedule

Bookmark
If there are two concurrent sessions and you are not sure which one to attend, use the bookmark/star icon to bookmark the session.

Notes
You can add notes whenever you see the Note icon in a view.
All your notes are automatically

Export Schedule or Notes
Open the left panel to export your schedule in a variety of formats and your notes as a PDF. The schedule download includes an .ics option which allows you to import your schedule into your calendar program.

Download My Schedule

Export Notes & Stars

Schedule at a Glance Calendar View
One of the most helpful views is the Schedule tab in the Online Planner. Depending how your organizer has set up this view, you could see a combination of your own personal itinerary plus other sessions and events going on at the meeting. The sessions are displayed in manageable blocks to help know if an event is going on where you have gaps in your schedule.
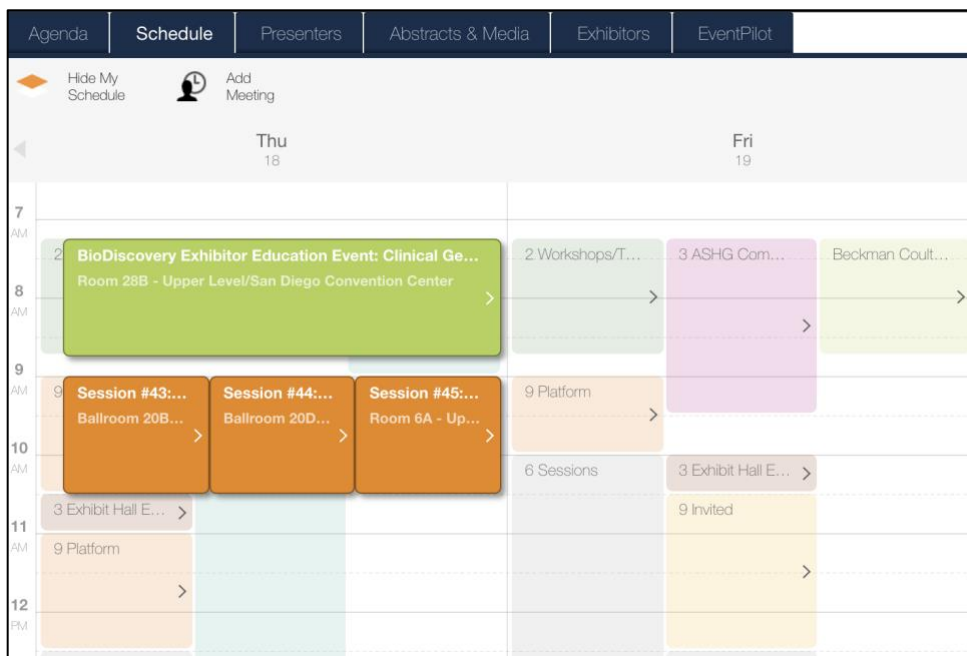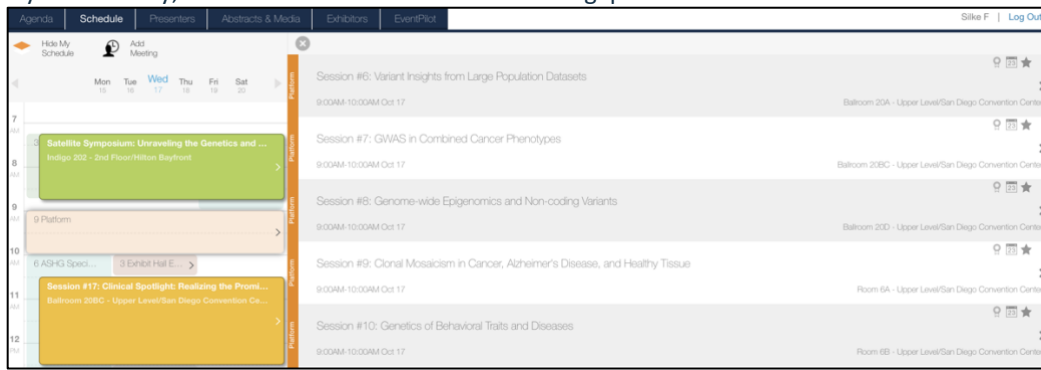

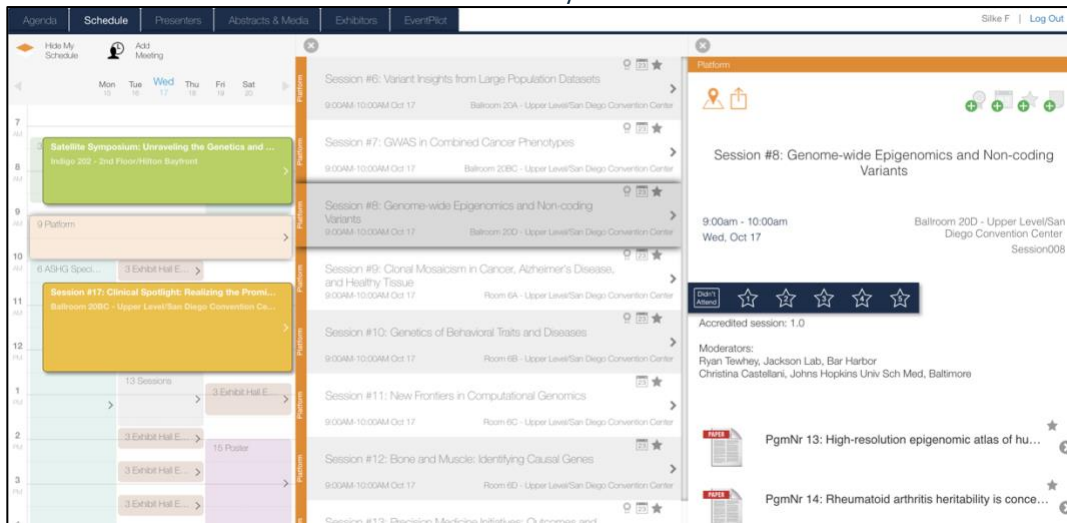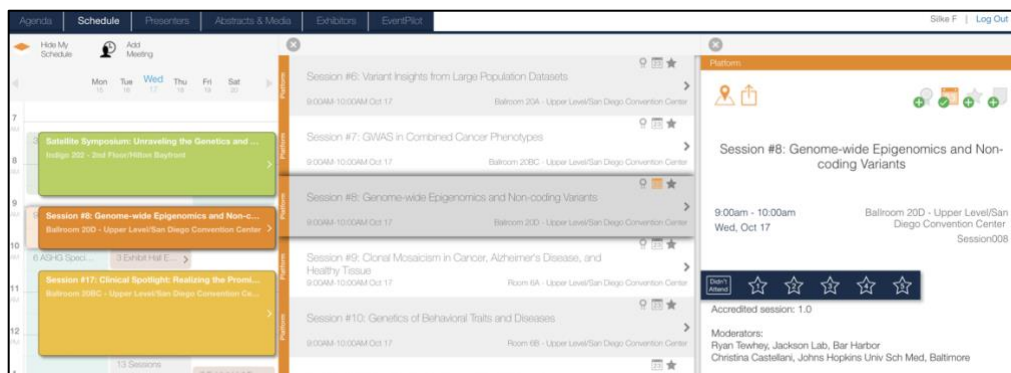EventPilot will be available on a 24-hour basis until 14 February 2023.

If you have a gap in your itinerary, select an available time block in that gap to see the available sessions for the block.

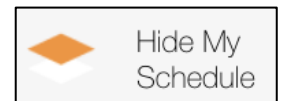Select a session from the list to see details for that session to add to your schedule.

And fill the gap

Hide/Display Your Schedule

To see the program at a glance, use the **Hide My Schedule** button, which hides your personal scheduled sessions.

Add Personal Meetings

If you would like to plan time on your schedule for other meetings than sessions in the program, you can use **Add Meeting.**