



New Zealand Esri User Conference 2020

Virtual Platform

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Technical Specifications

The Virtual Platform is accessible on any web-enabled device, including mobile devices and tablets. On laptops, it is recommended to use **Chrome**, Safari, Firefox or Edge browsers with modern webkit support. *Internet Explorer is not supported.*

Logging into the Virtual Platform

You will receive an email with the details you need to log on to the Virtual Platform. An example of the email is below:

From: <anzpac@chime.live> on behalf of Chime Live <anzpac@chime.live>
Date: Friday, XX August 2020 at 4:29 PM
To: XXXXXX XXXXXX@XXXX.co.nz
Subject: 2020 NZEUC – Login Details to Virtual Platform

Dear XXXXXX,

Thank you for registering for the 2020 NZEUC Virtual Conference.
Please follow the instructions below to log into the NZEUC Virtual Platform.

Your login credentials are:

Username: XXXXX

Password: XXXXX

Please click on the link below to navigate to the Virtual Platform:

<https://nzeuc.anzpac.chime.live>

We hope that you enjoy the conference!

Best Regards

The Eagle Technology Team

Access Timeframe

The 2020 NZEUC Virtual Platform will be accessible for two business weeks following 1 September 2020.

On the Virtual Platform

User Consent*

The first time you log in you will need to read and accept the user consent form before you are able to continue into the NZEUC event

1. Read the user consent information
2. Tick the “I agree to these terms of use” box
3. Click Continue

PSAV are the company that provides the Virtual Platform

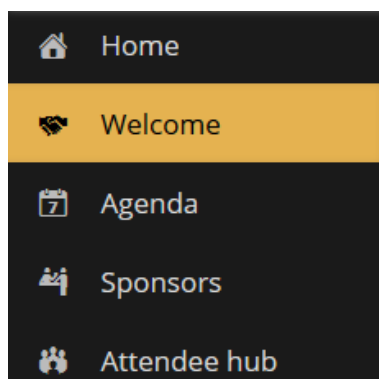
You are accepting the General Data Protection Regulations outlined at <https://www.psav.com/gdpr> when you accept these terms of use.

Landing / Start page

Click on the start button to enter the NZEUC event



Structure of the platform



To the top right of the platform you have a button to access the Plenary Stream and to access items unique to you.



To the left of the platform there are a series of “tabs” that help you navigate the platform. Each individual tab will be discussed further detail in the continuation of this document.

To the bottom left of the platform you have two icons to ask questions and write notes

Plenary Stream

Button in top right corner of screen.

Click on this for the Livestream of the Plenary session

The livestream window can be resized and moved

User Initials icon

Click on this icon for a dropdown list:

- Notifications
Stay up-to-date with the latest news, announcements and reminders.
 - a. Tap Notifications
 - b. Review all Notifications available to you. You may clear/delete notifications by tapping the 'X' to the right of a message.
 - c. Close the notification window using the 'X' to the top right of the window
- Send to self
Email yourself links to notes you have taken within the 2020 NZEUC virtual platform
- Restart
- Logout

The Tabs

Home Tab

Takes you back to the Landing / Start page

Welcome Tab

On starting the 2020 NZEUC Virtual Platform you will auto-directed to the welcome tab which has a greeting for the New Zealand Esri User Group and Eagle Technology.

Agenda Tab

- Tap the **Agenda** tab to see the full event schedule with session times, descriptions and presenters.
- Sessions



- a. First time – Click Select Stream Session and chose the session you will be attending
The dialog that appears will list the session names with a brief description of the content of each session.
- b. Once session selected – click Open On Demand stream button to view the session live
- c. Click the change stream session button to switch to a different session
- d. Click Attendee list to find out who else is attending this session.

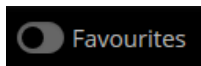
Sponsors Tab

Sponsors and Exhibitors listed by category

Click on a Sponsor or Exhibitor logo to find out more information about them

Click on the heart to favourite a Sponsor or Exhibitor

You can display just your Favourite Sponsors and Exhibitors via a toggle



You can filter and list by category and alphabetically, use 'Clear All' to remove the filter or category.

Attendee Hub Tab

The Name that you appear by in the 2020 NZEUC virtual platform is set to the name you registered under.

- Profile
 - My biography:* Where you can add a title, company, and biography
 - My business card:* where you can see your eBusiness card and manage how your eBusiness card will be shared with the virtual platform. By default, your eBusiness card is set to “Let me approve connection requests”
- Network
 - Connect:* Where you can search for people and organisation to connect with during conference. *Remember* - every time you request someone’s digital business card and they accept, they will receive your too.
 - Connections:* A list of people you are connected with
- Activity
 - Chats:* Where you can chat with your connections
 - Engagement:* Dashboard showing how engaged you are on the virtual platform

Managing your Privacy

Hide your profile:

1. Tap the **Attendee Hub** tab
2. Tap My business card
3. Tap Don’t include me in “connect” list. Fellow attendees will no longer be able to find you on the list or be able to send you messages

Opt out of **Chats**:

1. By default, you will need to Opt-in to participate in sending and receiving messages. If you do not want to participate in **Chat**, no further action is required on your part.
2. To Opt-in to Chat
 - a. Tap the **Attendee Hub** tab
 - b. Tap My business card
 - c. Tap Instantly accept connection requests and share my eBusiness card
3. If you did Opt-in to Chat initially but no longer want to participate
 - a. Tap the **Attendee Hub** tab
 - b. Tap My business card
 - c. Tap either Let me approve connection requests or Don’t include me in “connect” list

Presenters Tab

All 2020 NZEUC presenters are listed with a photo, name, title, company and biography

To access the biography for a presenter click their photo

Presenters are grouped in sub tabs based on which part of conference they are presenting in.

Polling Tab

Some sessions of 2020 NZEUC will contain polls. The **Polling** tab will display the polls for you to participate in for the sessions that you have selected in your **Agenda** tab. Results will only be displayed for the sessions that you have selected in your **Agenda** tab as well.

Camera Tab

Take a photo and share it within the 2020 NZEUC Virtual Platform, all photos will be moderated before being added to the 2020 NZEUC Gallery.

Gallery Tab

View all approved 2020 NZEUC photos.

Feedback Tab

Provide feedback on ever part of 2020 NZEUC that you attended. Providing feedback should take you no longer than five minutes.

Presentation Tab

Access a live stream of plenary presentation slides

Resources Tab

Access resources that were referenced in 2020 NZEUC plenary and sessions

Notes Tab

Create Notes and/or Access Notes that you have previously created.

Twitter Tab

Follow the feed about NZEUC or post directly to the App (the virtual platform) or Twitter as part of this tab

Help Tab

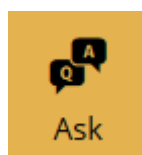
Access help on any aspect of the 2020 NZEUC Virtual Platform.

You can run a speed test from the help tab on how the platform is performing on your specific setup.

If you need more help than this tab provides click the contact support button to contact the virtual platform support team.

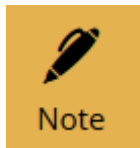
Icons

Ask icon



Ask a general question or a session specific question. Questions will checked and distributed by a moderator. Answers to these questions will be via an MC or Q and A time during the plenary or sessions. Questions that are approved and not answered during 2020 NZEUC 1 September 2020 will be followed up after 2020 NZEUC.

Note icon



Use to create notes during the event

We *recommend* that you send your notes to yourself via email at the end of 2020 NZEUC by clicking the user initials icon at the top left of the virtual platform screen, then follow the 'send to self' dialogs.

Live Video Help

- How do I see the video?
On the top navigation bar you should see a red button with a camera on. Click on that button and a window will appear with the video in it.
- What controls can I use?
You can click and drag on the top bar of the video window to move it around the screen.
On the top bar of the video window you can click on the minus sign (-) to minimise the video. You'll still be able to hear the audio. To get the video back click on the red icon again.
You can close the video and audio completely by clicking on the "X" button at the top of the video window. To resume the video and audio click on the red icon again. You can click and drag the bottom right-hand corner of the video window to resize it.
- Why can't I see the button to launch the video stream?
The button will only show while there is live video stream running. If you think there should be a button, you can check by reloading the page in your browser.
- The window opens but I cannot see or hear the video
The most likely explanation is that streaming video is blocked on your network or device. Try connecting to a different network and/or use a different device to access the site. You can check with your IT department if you should be able to view the live streaming video.

Platform Security

- The software platforms used within the virtual platform have multiple layers of security in place to protect client and attendee data
- Data security within the virtual platform meets both GDPR compliance requirements and ISO standards
- All data is hosted and managed by Amazon Web Service (AWS) and is stored in Australia
 - The AWS server is protected by a Sophos UTM 9 firewall
 - Communication between the server and client devices is over HTTPS (SSL)
 - Access to the applications running on the server is restricted by unique logins
- Documents uploaded within the virtual platform can be password protected
- You, as a delegate, can define what (if any) data is retained post event to comply with their data retention requirements
- By default the server application and database used by the 2020 NZEUC virtual platform is maintained for content for 24 hours after the event. At that point it is automatically destroyed, rendering the data unrecoverable

If further in-depth security detail is required contact nzeuc@eagle.co.nz