

# HEALTHY CITY DESIGN INTERNATIONAL

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RESEARCH • POLICY • PRACTICE

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**11-14 OCTOBER 2021**

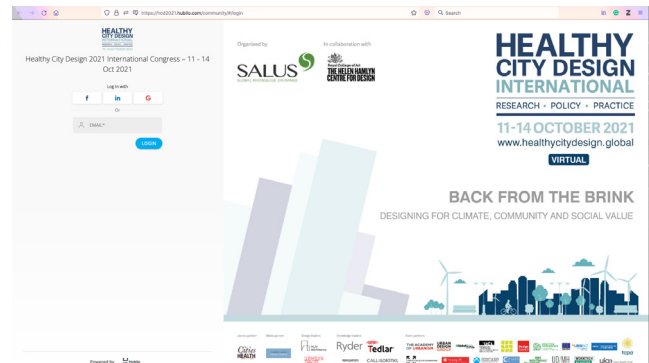
**Attendee Information**

# Logging into HCD2021

1. We recommend downloading and using the browser 'Google Chrome' for HCD2021.
2. There are two ways to log into the event, either:
  - a) On the email you would have been sent after registering for the congress there will be a button 'Join the event now' click on this to be taken directly into the event.
  - b) If you can't find that email you can go to <https://hcd2021.hubilo.com/> and click on 'GO TO EVENT' in the top right-hand corner. Then enter the email address you registered with, a 4-digit code will then be sent to that email address. Enter it and 'SUBMIT' you will now be taken into the event.

If you have any problems logging into the event please contact us at [info@salus.global](mailto:info@salus.global)

You can log into the event and start learning about the sessions, view other attendees and virtual booths, send messages and set up meetings as soon as you're registered.



Event log in page

## Before HCD2021

There are a number of things you can do to prepare before HCD2021 begins on 11 Oct, such as:

- Promote your attendance on social media so your network will know you're there. Use the hashtag **#HCD2021** and tag us on Twitter **@HCD\_2021**
- Create a profile and upload your photo
- Explore all content areas of the platform using the TABS across the top, learn about them in the next section
- View the AGENDA and SPEAKERS, and plan your schedule
- Search and connect with other ATTENDEES, friends and colleagues, old and new

## During HCD2021

- Use the EVENT FEED to post a comment, promote your participation and work to all attendees within the platform. Also like and comment on other attendee's posts within the EVENT FEED tab
- Invite ATTENDEES to connect and meet-up with 1-2-1 video
- Use CHAT in the sessions to introduce yourself & comment
- Use the Q&A to post questions via the Chair
- Pull up a chair in the LOUNGE to start or join conversations
- Visit the POSTER + VIDEO gallery to deepen your knowledge of the fields

## After HCD2021

The event platform will remain open for 30 days after the live event ends, taking us until 13 Nov. During this time, all of the recordings of the sessions are available to view and rewatch 'on demand' at a time you choose. You can still also visit the exhibitors booths and the Poster + Video pages to continue your learning.

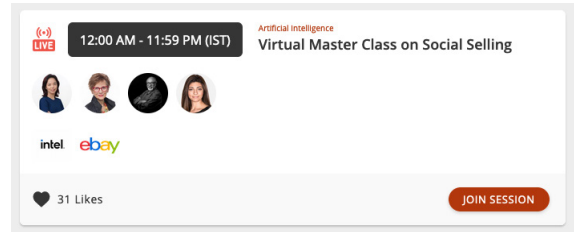
# TABS



Once you're logged into the event there is a tabs bar across the top, here is what each tab is used for:



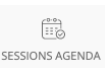
**RECEPTION** – The homepage for the event. Here you can see an overview of the event, featured sessions, sponsors and keynote speakers. You can always go to this page to find what session is currently LIVE and join the session straight from this tab.



Live session in the reception area



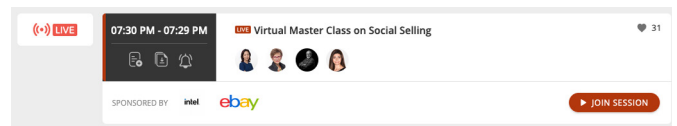
**EVENT FEED** – Here you can view posts from other attendees, speakers and exhibitors. You'll see exhibitors promoting their booths so you can learn more about them before heading to their booth within the 'SPONSORS' tab. Feel free to post any comments or questions in the 'EVENT FEED' too.



**SESSIONS AGENDA** – The agenda is where you can view all of the main programme sessions. The sessions are split into their days down the left hand side, and into the streams across the top. Click on 'SHOW MORE' underneath each session to learn more about the talks within it.

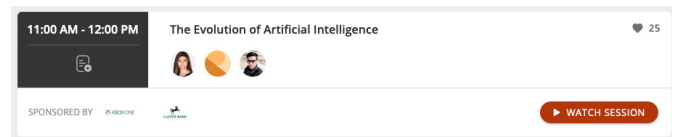
Before the session starts you will be able to 'REGISTER' for the session and it will be added to your schedule within the platform – however this isn't necessary you can always join the session even if you haven't previously registered. Find your online schedule by clicking your name in the top right-hand corner and then click on 'My Schedule'.

Once the session is live you will be able to click on 'JOIN SESSION' to view the presentations. In this screen there will also be a chat box and a Q&A function, please ask as many questions as you like to the speakers as there is a dedicated panel discussion at the end of each session. If there is no audio please click on the 'UNMUTE' button at the bottom of the video screen.

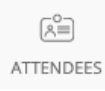


Live session in the Agenda tab with 'JOIN SESSION' button

After the session is finished you will then be able to view the sessions recording in the 'AGENDA' tab too.



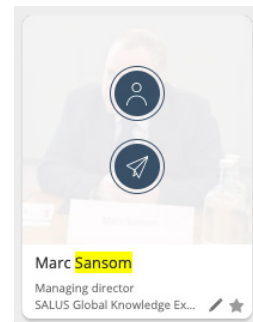
Click the 'WATCH SESSION' button to view the recording



**ATTENDEES** – Everyone who has registered for the congress is listed here. You can search for them and filter them down until you find who you're looking for. From this page you can set up a meeting with someone by clicking on their profile then choosing a date and time adding a personalized message and clicking 'SEND'. You can also chat with each person by clicking 'CHAT' on their profile.



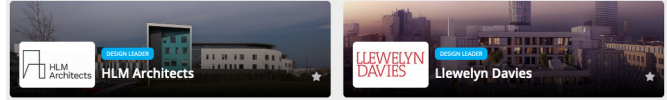
**SPEAKERS** – Here you can view all of the keynotes and speakers. Click on them to find out what sessions they're speaking in.





PARTNERS

**PARTNERS** – Learn more about the event partners and organisers by going to this tab. Click on their logo to enter their virtual booth.



SPONSORS

**SPONSORS** – Here you can find all of the sponsor’s virtual booths. Make sure to visit this tab and then click on the logo to enter their booth. You can learn more about them, watch videos, download files, visit their social medias and of course ‘CHAT’ and ‘MEET’ with them if you’d like to find out even more.



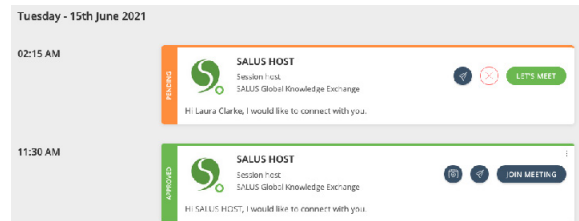
POSTERS+VIDEOS

**POSTERS + VIDEOS** – View and download the posters for this year’s event, you can also watch videos of them presenting their poster and read the abstract.



MEETINGS

**MEETINGS** – Any meetings you set up or request will be listed here. If you’re sent a meeting request here you will be able to accept or reject it. Once it comes to the day and time of your meeting come back to this page for it to open up into a 1-2-1 meeting within the platform



Pending and approved meeting



LOUNGE

**LOUNGE** – Within the lounge you will find tables in both the ‘ATTENDEE TABLE’ and ‘VIRTUAL BOOTH TABLE’ tabs across the top. Tables are for more than 1-2-1 meetings.

**ATTENDEE TABLE** – If you’d like to chat more on a topic you can invite people from a session to join you at the relevant table here to carry on the conversation.



Tables within the ‘LOUNGE’ tab